



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes. Meeting held on: 20th May 2025

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), David Potter (Treasurer), Tegan Brinkman (Secretary), Mandy L'Estelle, Nicole Hellessey, Catherine Connor	
Observers:	Tegan Hunter (Kingdom Seneschal)	
Acknowledgement and Welcome to Country/ Meeting Start:	7:00pm	
Apologies:	None	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	Minutes of meeting held Trademark renewal: no progress made Social Media policy – No Progress, Tegan (KS) will help Catherine get in touch with them. Grants Policy/Factsheet - Done Alternative Crown Poll Update – Going well 51% response so far. Questions and feedback being answered and will be posted in Announce and Lochac FB page. Grant authorisation letter for Anita – In Dropbox (from Jeremy) AGM – new members need to be voted on by quorum of members, (3 voting 2 non-voting) KS to host AGM on Zoom and will put forth their proposal.	Tam moved. Catherine second. All for. Passed. 7.17pm Tegan and Catherine to progress. Nicole to continue working on this and report back. Also to contact Pegasus.

3 In camera	Redacted	
4 Speaking as a Board Member/Environmental Scanning	Minimum chest armour may need revising – member was injured after severe hit to sternum	Chair has emailed Earl Marshal, follow up is coming
5 Chair's report	AGM documents are now finalized. 😊 Affiliation agreement has been held up in US, will be brought up in next meeting. Should be returned by start of June.	
6 Kingdom Seneschal's report	Strathcorbie abeyance to be rolled into Politarchopolis DEI Officer to be out of game and will report to the Board - process is ongoing	KS to move forward Secretary to resend DEI documents from Ray to Tegan
	Member from Mordenvale still wants information on previous KS and Exchequer investigation results (BoD has already responded once)	KS to forward formal complaint to BoD, Treasurer to reply to Member
7 Secretary's report	AGM and Financial documents all up on website. Look at AGM date to be moved as 3 years it has been not within the 21 day requirement. ASIC advice – members are not shareholders. Disclosing members is not required, but if they say they are happy to we can. We don't define members vs shareholders, or a lot of other things in our Constitution, maybe need to update that.	Secretary to update Constitution with definitions. Update 'how to change' Constitution as well.
	Data retention policy and Grant factsheet has been updated but needs comments before being voted on and accepted.	All Board members to look at and approve in future meeting.
8 Treasurer's report	Financial Report from auditors and accountants is back. ASIC register needs to be updated.	
	Historic transactions without reopening audited books.	Treasurer to talk to accountants about how best to do this.

Card readers such as 'Square' that fit within our financial structure. Haven't found one that works yet.

Dropbox and Zoom Payments to be moved over to Corporate card

Post office Box payments all up to date.

9 General Business

Alternate Crown Tournament Poll
Need working groups after poll. Gomez is happy to run that as a project. Nicole to set that up in conjunction with Gomez.

Nicole and Ray to work together after poll concludes to set up groups around poll result

Letter for trailer registration on Letterhead for Bordescros trailer

Chair to write and send to Catherine

10 Motions out of Session

Next Meeting: **8pm June 17th, 2025** (Australian Eastern Standard Time) *(on proviso new Board members can make this time and day)*

Meeting Close 8:14pm

Actions to be completed	
All:	Read updates to Data retention Policy and Grant Factsheet documents in Dropbox.
Chair:	Letter for Trailer registration to be sent to Catherine.
Secretary:	Resend DEI documents to KS from previous KS Update Constitution with definitions
Treasurer:	Response to Mordenvale complaint. Talking to Accountants about rectifying historic payments without opening audited books.
Kingdom seneschal:	Talk to Earl Marshal about revising minimum armour standards for chest protection. Strathcorbie to be rolled into Politarchopolis. Forward emails detailed Mordenvale complaint
Other	Nicole to poll new BoD members what day and time looks best for them for holding meetings. Tegan and Catherine to continue working on Social Media Policy Nicole to continue working on Alt Crown polling, will set up working groups with Gomez after poll concludes.