



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au>

Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: PUBLIC Minutes

Meeting held: 22 March 2025

Category	Description	Action Required
Attending:	Tam Hovenga (Chair), David Potter(treasurer), Tegan Brinkman (Secretary), Mandy L'Estrelle, Catherine Connor.	
Observers:		
Meeting Start:	7:06pm	
Apologies:	Ray Gleason (Kingdom Seneschal), Nicole Hellessey	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	<p>Minutes of meeting held 15th February 2025 – Passed</p> <p>Affiliation agreement has been signed and sent off recruiting for the board – advertising has gone out but no bites</p> <p>SCANZ meeting – went well discussions on alternative crown was had along with the costings of shared digital assets</p> <p>Alternate crown – meeting of the two boards and a working group set up to tackle what's to happen next</p> <p>Add Catherine and continue update Dropbox – added to Dropbox will find out if issues are happening with access, update to Dropbox complete just finalising changes</p> <p>add ASIC process to manuals – not complete due to audit</p> <p>submit next steps for the food safety policy – a working group has been organised and just waiting action</p> <p>proposal on card readers – still working out which organisation to go through and what will work best for our organisation, zeller won't work for us will need to look into square, accountants might have an option for an eftpos type thing</p>	<p>Tegan to upload to website</p> <p>Nicole to take on actions with the working group</p> <p>Tegan to continue final updates before handover, liaise with Catherine to find out access issue</p> <p>David to complete: ASIC process added to manuals</p> <p>Food safety policy working group</p> <p>Card readers</p> <p>Add PayPal transfer process to handbook</p> <p>Set up post box payment process</p>

	<p>transfer PayPal money into pack account – transfer complete</p> <p>update treasury handbook to mention doing PayPal transfer quarterly – update on handbooks still ongoing due to audit</p> <p>set up process for post box payments – still being ironed out, putting on the corporate card and each branch reimburse the corporate account seems to be the way to go – issue around the change over of cards during handover of position i.e. card is named to the individual not the organisation</p> <p>social media policy review – still having trouble getting into contact with social media officer - mainly looking at the link with the child safe policy around the publication of minor’s images in an identifiable way</p> <p>trademark renewal – ongoing due to other commitments</p>	<p>Catherine to continue social media policy update</p> <p>Mandy to continue with trademark renewal</p>
3 In camera	Redacted	
4 Speaking as a Board member / Environmental Scanning	<p>Defibrillators – research into why we can’t have them was discussed. With an aging membership is it wise to have the defibrillators in groups who do not have access to them. Many sites will have them as a matter of course due to the site being managed and owned by an organisation. The defibrillators are thus not owned by the SCA so aren’t captured under the US documentation.</p>	<p>David to research into the defibrillator issue on the affiliation agreement</p>
5 chairs report	<p>Not much beyond regular business for the chair, trying to be a bit more active in discussions with SCANZ. Preparing for the AGM and trying to get more members before tegan and I leave the board</p>	<p>Tegan and tam to complete AGM documents for distribution</p>
6 Kingdom Seneschal’s report	<p>Quarterly report emailed directly to board – was comprehensive and thorough</p>	
7 Secretary’s report	<p>Dropbox changes mostly complete just finalising folders and making sure correct items are in their spots, access should be correct.</p> <p>Data retention policy is in Dropbox it is partly in note form and needs some commentary so please review asap</p> <p>There may be an issue around our legal obligation around requesting a list of members – ASIC legal requirements</p>	<p>Tegan to finalise the Dropbox and data retention policy</p> <p>Tegan and David to look into the legal ramifications around member information disclosures upon request</p>

8 Treasurer's report

review with accountants – changes with accountant and auditors particularly around locking accounts, making it easier for the reeves and accountants. Primarily around zero accounting. audit and submit to auditors – the majority of information has been given to the auditors just waiting on that. Accountants have readjusted the BAS statements

9 General Business

Fencing handbook updates – changes to handbook as a result of the society reduced armour experiment.

Changes are:

Back of head from puncture resistant to abrasion resistant – which means from having 4 layers to two.

Dropping arms from abrasion to optional

Including groin protection to actually be stated to need protection

Reduced armour experiment – our participation in the activity into phase 2

Motion: approve proposed changes to the Lochac fencing combat handbook – PASSED

Motion: approve phase two of the Lochac reduced armour experiment – PASSED

Ranged peerage – SCANZ is set to do a poll about the peerage for our locality as the original wasn't well advertised outside the US.

DEI handbook and duty statement – a lot of acronyms that should be elongated at least once so people know what it stands for.

Motion: accept the Lochac diversity, equity, inclusion and belonging handbook, and the duty statement: diversity, equity, inclusion and belonging office, SCA limited Australia – PASSED

Motion: endorse the Kingdom Seneschal to start the process to place a DEI officer

Grants – Anita Packwood has written a submission on how the grants process impacts

David and Tam to look into doing our own poll or share SCANZ poll to archery groups in Aus

Tegan to update letter and let Anita Packwood know.

groups given each must be endorsed by the board and not everyone knows how that will work. Anita's endorsement needs to be renewed. Policy/fact sheet around grants process needs to be made

Create a factsheet or policy around grants

10 motions out of session

Next Meeting: 12/4/2025 7pm (Australian Eastern Standard Time)

Meeting Close 8:46pm

Actions to be completed	
All:	
Chair:	
Secretary:	AGM documents – get ready for distribution Data retention policy – to be completed Impact of ASIC on membership disclosure Finalise Dropbox changes Find issue with access for catherine – Dropbox Grants process into a policy or fact sheet
Treasurer:	Complete updates to Handbooks to include PayPal transfer process and the ASIC updates Complete proposals on card readers Continue process for food safety update Set up payment processes for zoom, Dropbox, post boxes and any other pay by card payments
Kingdom seneschal:	DEI officer appointment process
Other	Mandy – complete trademark renewal Catherine – continue social media policy update, research defibrillators