



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

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), Mandy L'Estelle (Deputy Chair), Craig Hutchinson	
Observers:	Tegan Hunter (Kingdom Seneschal), Isabella Miller (Kingdom Social Media Officer)	
Acknowledgement and Welcome to Country/	7:30pm	
Meeting Start:		
Apologies:	Simon Miller, Alison Carr (both with Zoom issues, dropping out), David Potter (no attendance or apology)	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	MOTION: Minutes from meeting held September 22nd, 2025 approved. Moved: Catherine Seconded: Craig All for. One abstain. None against. Motion passed.	Secretary to upload to website
	Alt Crown expert groups – Ray Gleeson (Chair of ACWG) yet to respond with full proposal for archery.	Secretary to contact ACWG again
	Kingdom Social Media Policy – Draft has been sent out. KSMO was in attendance to discuss concerns and issues before ratifying policy. KSMO will take discussions onboard and give us an updated policy ready for next meeting.	KSMO to send newest draft to KS and BoD before next meeting
	Digital Authorisation Cards – Nico has said that Gabs has put it on the back burner. Will need re-poking.	Simon to discuss with Nico and Gabs
	Siege/Legal Weapons – Craig to begin looking at how we can start making Kingdom specific rules within new Combat handbook.	Craig to

DEI Officer Position – To add to Constitution similar to Constitution to be updated DEI Officer in SCANZ Constitution.

Long-term Data Storage options – David to follow up

NOTE: other actions arising are listed in position reports

3 In camera Redacted

4 Speaking as a Board Member/Environmental Scanning

5 Chair's report I reached out to Isabella Miller (KSMO) re Social Media Policy. She has agreed to attend our meeting to answer any questions.

While mentioning Social Media I'd like to congratulate Brigid Costello (Baroness Anne de Tournai) for her work on Social Media for SCA Inc for 7 years. Several other members of Lochac were also commended by Society Officers and the Board of SCA Inc, we are certainly doing wonderful thing for the Society at large. Congratulations to all mentioned!

I reached out to Nico to see if he had anything to add about the Digital Authorisation card.

As Chirurgeon of Politarchopolis, I have purchased a small portable Defibrillator (AED). I see this as a test case for other Baronies.

6 Kingdom Seneschal's report Not much to report this month.
Youth Armoured Combat rules sent out, sorry for miscommunication on that one. Feedback still welcome though in the next week if at all possible as SCANZ meeting then.

7 Secretary's report Correspondence Report
Contacted by David Hurst (Gilbert Purchase) about insurance for Radburne War. Local property owner who is a member and whose property War has run on for years was worried about liability and coverage if something were to happen.
Secretary and KS attended meeting with local member, event steward and Earl Marshal to discuss coverage

and the ability of the BoD to sign a contract with the property owner similar to what has been done previously for private residences used by the SCA, therefore giving us a legal document to secure insurance coverage through.

All in attendance agreed this was a suitable solution. Secretary is now in contact with property owner/Steward of Radburne War to write up contract and set venue hire costs.

Updated Board Website – Minutes from last monthly meeting, Registrar Duty Statement amended after motion last meeting

Linked KS and Secretary Zoom accounts – thank you to KS for the ease of this transition

Assisted Treasurer with ATO NFP lodgement, as a note, please keep reference numbers for any correspondence we have with the ATO. Very useful for future Secretary and Treasurers!

Constitution Definitions and Secretary Handbook update – completed Handbook, will send out for others to look through and upload to Dropbox. Constitution update is mostly done but will add additional sections for DEI Officer and extra cultural society objectives as per Treasurer's recommendations.

Rhys asked if we could add actions to agenda from bottom of previous minutes, so that we don't lose action items because of people missing meetings, or it sots for months on end?

8 Treasurer's report

As of 19 Oct 2025, there was \$28131 in the Corporate account and \$493 in the Credit Card. There was \$2566 in the PayPal account.

On 16 Sep we apparently successfully paid A\$18114 to the US for three year's dues. I followed up on 18 Sep and have heard nothing further. I have specifically asked them for a receipt, on 6 Oct and 18 Oct. If I do not hear in the next week, I will ask the Chair to escalate to the SCA Inc President.

Chair to follow up with SCA Inc

I have lodged the Not-For-Profit statement, on the basis that we are a cultural organisation (the position in the current financial policy) and not a charity. I believe our Constitution reflects that poorly and should be changed.

Constitution Committee to amend this

Nico (Exchequer) has sent out a payment request to groups for two quarters, so we are getting top-ups now for GST and event insurance. I gave him the outstanding Square monthly hire fees (\$35/month) for rather more than two quarters, so they went out at the same time. I now know a lot more about the inner workings of Square.

Rowany would like to trial the free (but 1.5% charge) Westpac equivalent of Square, and there has been some interest from other groups. Unless I hear otherwise, I will set up a trial with them and ideally one other group and will report back to the Board in due course.

Treasurer to contact Rowany to trial Westpac 'Square' equivalent for payments

We received \$5998 from the ATO as a BAS refund on GST. Nico has proposed a formula to allocate this out to groups and Corporate, which I am reviewing.

Treasurer to review formula from Exchequer

I think I've commented before about my Kaska-esque experiences in trying to update our contact details in PayPal. I don't believe any Treasurer has achieved that since it was originally set up. In last month's episode, they had knocked us back for getting the Secretary to write on letterhead. They wanted the Chair, who signed this month, and I submitted all the paperwork. I haven't heard anything, and Benjamin Smith is still listed as the SCA contact. Sigh -- I'll chase them up when I get a chance.

Treasurer to continue the good fight against PayPal

Might put Registrar stationery and postage into bulk item rather than separate out them out. Also, might need to bump up credit amount with Officeworks to \$1,000 as we sometimes max it out for the \$500 we currently have.

MOTION:

To increase credit limit on Officeworks SCA Ltd Corporate account from \$500 to \$1,000.

Motion postponed to next meeting.

9 General Business	<p>Info Management Policy - I've not received any further feedback on the Information Management Policy. It on new policies needs some, to get it to the next stage.</p> <p>Financial Policy - I have produced a first cut of an Ibid. updated Financial Policy and put it through Nico. I'll send it to David and one or two others for a further review, with a view to circulating a draft before the next meeting.</p> <p>Companion card holder carers not signing in at some trainings – make populace more aware of existing policy, also due for review, maybe review first then put out updated policy as friendly reminder as well.</p> <p>Food Safety Policy – we should definitely have a standard food safety policy for Australia with guidance for each state and territory as needed. Do we know anyone who may be able to assist with this? David originally doing this, but nothing has progressed in 12 months....</p> <p>This was the most recent update on the Board website, that could be found. https://sca.org.au/posts/food-safety-update/</p>
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10 Motions out of Session

Next Meeting: **Tuesday 7.30pm AEDT November 18th, 2025 (Australian Eastern Daylight Savings Time)**
(to be updated according to Doodle poll results)

Meeting Close 8:45pm

Actions to be completed	
All:	Please all read and comment on new policies: Information Management, Financial, and Social Media
Chair:	Chair to follow up with SCA Inc about payment of Affiliation Fee receipt
Secretary:	Send out updated Secretary Handbook and upload to Dropbox Upload Minutes from September to board website Finalise contract with Radburne event site for Board to approve Add action items table from Minutes to Agenda of next meeting so that they don't get lost.
Treasurer:	Continue trying to update contacts with PayPal Treasurer to review formula from Exchequer for allocating BAS Refund Contact Rowany to trial Westpac 'Square' equivalent for payments

Kingdom seneschal:	[Redacted] Follow up with KSMO for newer social media policy by next meeting
Other	Simon to contact Nico to progress Digital Authorisation Cards Craig to contact Marshal to progress Siege Weapon update David to look into options for long term data storage if DropBox fills up Constitution Committee to amend and update us to a cultural society + DEI officer role