



SCA Ltd Board Meeting: PUBLIC Minutes. Meeting held on: 18th November 2025

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), Craig Hutchinson, Alison Carr, David Potter	
Observers:	Tegan Hunter (Kingdom Seneschal), Ray Gleeson (ACWG)	
Acknowledgement and Welcome to Country/	6:30pm AEDT	
Meeting Start:		
Apologies:	Simon Miller (overseas), Mandy L'Estelle (Deputy Chair, apologies)	
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 October 20th, 2025 approved. Moved: Catherine. Seconded: Craig. 5 for. Two abstains. <u>Motion Passed.</u> Alt Crown expert groups – Ray Gleeson was present and discussed the most recent report from the ACWG. Catherine willing to sponsor on Board, Ray willing to act as facilitator. Mari Alexander has volunteered to be deputy facilitator/sponsor depending on what is needed. Ray foresees the hardest part being SCA Inc deciding we have the rights to do these trials going ahead. Ray talked to East Kingdom and found round tables helped them get the greater populace onside and what the scope of Crown <i>actually</i> is. Suggests having ex-Crowns, Heralds, etc there, to discuss letters of intent and what to expect at the events and as Crown. Board will have to change original posting of the 3 back to back Crowns, as it now means round tables during each reign. Suggests traditional Crown in-between each one instead of mudding them up. Then assess after each one during traditional Crown reign. There will need to be <u>Kingdom Law changes</u> , and will need to include future Stewards of Kingdom events into discussion once we have a decision from SCA Inc. David is happy to be facilitator for archery when we get to that stage. Maybe tap Jeremy Gregson/Alex Selth on shoulder to assist with discussion with SCA Inc.	Secretary to upload to website
		Secretary to contact Jeremy and Alex to see if they are willing to assist in discussions with SCA Inc.

Kingdom Social Media Policy – Second draft has been sent out.

Chair discussed NZ social media policy with SCANZ Chair and how they handle things. Likes their use of putting social media in sign in waiver for events, including “ask me first”. We need a policy that fits with NZ legislation as well as we are a corporation that also operates within NZ. Parental consent could be per individual and per photo.

Rhys commented that it is a bit patchy on what applies to official vs non-official sites. Are these just central Kingdom or Branch sites, Guilds websites or social media e.g. Facebook, Instagram, etc? Wording also needs to be clearer in some sections. Needs to be applicable to ALL people who post, not just Social Media Officer. Also suggests we need to overhaul generative AI part of policy, as some members may disagree with it in principle.

David also suggested that for photos that have consent withdrawn, wording should be “taken down as soon as possible”, not “will be taken down immediately”.

Rhys also suggested we should have a commentary period for the populace before adopting policy, so we can get additional feedback as well.

Discussion on if a commentary period on all policies should be made mandatory to allow populace feedback and comments.

MOTION:

That a commentary period of 2 weeks to a month be added to all policies being reviewed, updated or made for the first time to allow for the populace to give feedback and commentary on policies.

Moved: Rhys Seconded: Nicole

All for. None against. No abstains. **MOTION PASSED.**

Digital Authorisation Cards – Jeremy has said that Alex has put it on the back burner. Will need re-poking.

Chair to poll populace to see what they think about restrictions on photography.

Need to send feedback to KSMO for further updates.

Siege/Legal Weapons – Reducing wording to simplify and not replicate what is already in the Combat Handbooks. Currently in review by KEM and Deputy Society Marshal (Kerry).

Commentary period to be added to all policies under review, and into the future.

DEI Officer Position – Secretary contacted SCA Inc to see if there was any updates regarding the DEIB being added as a Greater Kingdom Officer in Corpora. UPDATE: President confirmed DEI was added as Greater Office to Kingdoms in April 2024, Corpora change is a formality.

Ray reminded the Board that we can do a DEI Officer through the Board, so we should be adding to Constitution no matter what. We need the legal backing of corporation, not Kingdom Officer that has no legal standing outside of game.

Simon to discuss with Jeremy Gregson and Alex West after he gets back

Craig to continue working with SCANZ, KEM and D-SM

Data Retention Policy - David has feedback regarding attendance at events, but otherwise happy.

Constitution to be updated with DEI Officer

David and Rhys to finish Policy write up

Long-term Data Storage options – Dropbox not sustainable long term. Google Drive/One Drive are both better. Do not change immediately but need to be careful policies don't specify Dropbox in them. David suggests Google Drive or an Amazon cloud service.

David to look at how we can manage this transfer. Policies to be updated accordingly.

Constitution Committee – Nicole is happy to put this together and run it but needs firm hands up from others wanting to be a part of it.

Secretary to send email to David and Rhys to begin Constitution updates ASAP.

NOTE: other actions arising are listed in position reports

3 In camera

Redacted

4 Speaking as a Board Member/Environmental Scanning

Craig heard that Innigard Youth Officer is not getting responses from people for needing information regarding step-parents signing forms legally as guardians.

Nicole reminded the Board of the Transfer of Guardianship form available alongside our Child Safe Policies online. If any doubt, err on side of caution and fill out form before signing child in.

5 Chair's report

I know that some of you have had some issues with the new social media policy. There might be some concerns about the extra work it'll be putting on social media officers (seeking out permission for photos and crediting photographers) but I reckon they should have been doing this all along. Any comments or questions?

I propose to bring this policy before the Board at this meeting, then open it to commentary from the populace. Maybe one of those clever Google Form polls (I did try this morning but I'm not there technologically yet. Maybe someone will volunteer to help me?)

The other thing is the Companion Card Policy. It is due to be reviewed this year. Megan helped me to compose a Google Form poll. This is (I think) the link.

<https://docs.google.com/forms/d/1ibXxrz5mGjkKJVEFKqj8ykIGcWrK1BjbK1ZSOMfTnrY/edit>

I think the Companion card policy is fine, and user friendly. After asking the populace I suggest we pass it during the December meeting.

Also, following my meeting Megan Watts (Ysabeau) she sent me the DEI documents she has been working on. Seeing that SCANZ has already finalised their DEI policy, and that DEI is now written into Corpora, I suggest that everyone at least read these documents

Companion card Policy Poll to be released to populace?

Rhys would dearly love your comments on the Draft Information Management policy. If you do this sort of thing in your mundane life you may have some valuable feedback.

Nicole reminds the Board that Corpora has not yet changed.

We are getting to the pointy end of the Alternate Crown selection process. I have sent you all the report that Master Gomez has compiled. I do hope you all had a chance to read it. I propose that I

should be the Board representative in charge of liaising with SCA Inc, unless anyone else wants the job. I also WANT/NEED a deputy. Master Gomez has indicated that he is willing to take on the facilitation role for the first phase which is the rapier crown. I am hunting for a deputy for him as well.

6 Kingdom Seneschal's report

Strathcorbie – See Motions Out of Session

Sherwater has become a Shire – Huzzah!
Next Crown in Mordenvale, and coronation in Sherwater.

Waiting on position description from KYO for WWVP Card person.

Nothing else to report with issues.

KS to follow up about new Youth Autho Card position with KYO

7 Secretary's report

Correspondence Report

We had 2 physical letters arrive. 1 was our business dues to ASIC annually. Thank you Rhys for paying those promptly. The other was in regard to the new debit card for Rhys.

Updated Board Website – Minutes from last monthly meeting, figured out how to do 'News' updates for when new policies or important information needs to be upfront on the Board homepage (have done so with Child Safety Policies 😊)

Constitution Definitions (ongoing)

Secretary Handbook (adding new info on website news, how to post updates/surveys/policy documents etc on FB/website/Announce/Pegasus, then 100% complete)

Radburne Contract – haven't heard back from Event Steward

8 Treasurer's report

As of 15 Nov 2025, there was \$39022 in the Corporate account and \$329 in the Credit Card. There was \$4585 in the PayPal account.

SCA Inc (US) has sent us a receipt for three years of back dues. In the end, an intervention by Catherine got us there, thanks!

Thanks to the Chair is noted.

At the last meeting, you approved a *trial of Westpac's EFTPOS Air system*. Rowany and Innilgard were accepted to start the trial.

Stormhold is very keen to be involved too, so unless I hear otherwise, I will invite them as well. If Mordenvale asks, I'll include them too as their reeve is an expert on Square and that input would be valuable. Right now, I have the app working on my phone, and I have invited the participants to join the trial. Only one has actually tried, and his phone was too old, so these are early days. The app is apparently fully integrated with Xero, so it might be very good.

Apparently, there are also mechanisms for including payments in websites, e.g. for events and memberships. Is the Board agreeable to some experimentation there?

MOTION:

That the Board extends the trial of the Westpac EFTPOS Air system for 3 months at the Corporate Treasurer's discretion.

Moved: Rhys Seconded: Nicole

All for. None against. No abstains. **Motion Passed.**

I went with Catherine and Nico to Westpac in Canberra, to get the organisation's contact details updated. That was apparently successful, though they subsequently sent me a 9-page Tax Entity Classification Form to fill in. We ordered the new debit card for me, which is apparently already at Belconnen Branch. That's a fair trek for me, so I've asked if they can transfer it to my local Goulburn branch.

Debit Card to be sent to Rhys in Goulburn

You've been following our adventures with Mr Kafka at Castle Groundhog, i.e. trying to update the PayPal contact details from Obbi to me. Thanks Nicole and Catherine for assisting in the continuing adventure. The last effort failed, and we have another to try once I can get Catherine's signature yet again.

PayPal continues to infuriate all who are in its presence

BAS Refund algorithm - ongoing

9 General Business

Info Management Policy - David has feedback regarding attendance at events, but otherwise happy. Please all read and comment on new policies

Financial Policy - I have produced a first cut of an 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. I am holding off on the Financial Policy update until the Info Mgt one is out of the way.

Ibid.

Food Safety Policy – David originally doing this, but nothing has progressed in 12 months....

This was the most recent update on the Board website, that could be found. <https://sca.org.au/posts/food-safety-update/>

10 Motions out of Session

MOTION:

That the group known as Strathcorbie be approved to transition to a Hamlet under the administration of the Barony of Politarchopolis, as per Kingdom Seneschal recommendation.

Moved: Catherine Seconded: Rhys

All for, none against. No abstains. **MOTION PASSED.**

(Nov 10th, 2025)

MOTION:

That the Board approves the purchase of a caged storage facility (or equivalent) to the description provided by Rowany Seneschal by the Rowany group (priced at over \$2,000).

Moved: Nicole Seconded: Catherine

All for, none against. No abstains. **MOTION PASSED.**

(Oct 30th, 2025)

MOTION:

That the spending limit of groups (Baronies, Colleges, Shires etc) the requires Board approval be increased from \$2,000 to \$5,000.

Moved: Rhys Seconded: Nicole

All for, none against. No abstains. **MOTION PASSED.**

(Oct 30th, 2025)

Next Meeting:

Tuesday 7.30pm AEDT December 9th, 2025 (Australian

Eastern Daylight Savings Time)

(to be updated according to Doodle poll results)

Meeting Close

7:35pm

Actions to be completed	
All:	Information Management Policy feedback please 😊
Chair:	Chair to poll populace to see what they think about restrictions on photography. Chair to oversee Companion Card Policy Poll release to populace
Secretary:	Secretary to upload September Minutes to website Secretary to contact Jeremy Gregson and Alex Selth to see if they are willing to assist in discussions with SCA Inc (RE: Alt Crown). Secretary to send email to David and Rhys to begin Constitution updates ASAP.
Treasurer:	Rhys to send feedback to KSMO for further Social Media policy updates. Rhys to finish Data Retention Policy write up Rhys to ensure Debit Card is sent to Goulburn Rhys and Nicole to continue fighting to change PayPal over
Kingdom seneschal:	KS to follow up about new Youth Authorisation Card position with Kingdom Youth Officer
Other	David to send feedback to KSMO for further Social Media policy updates. Simon to discuss with Jeremy Gregson and Alex West after he gets back Craig to continue working with SCANZ, KEM and D-SM (RE: Siege weaponry) Constitution Committee to begin updates with DEI Officer David to assist Rhys to finish Data Retention Policy write up David to look at how we can manage transfer off Dropbox. Policies to be updated accordingly.