



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes.

Meeting held on: 8th March 2026 7:00pm AEDT

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Nicole Hellessey (Secretary), Craig Hutchinson, David Potter, Rhys Howitt (Treasurer), Simon Miller, Mandy L'Estelle	
Observers:	Tegan Hunter (Kingdom Seneschal),	
Acknowledgement and Welcome to Country/ Meeting Start:	7:02pm AEDT	
Apologies:	Alison Carr	
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 January 14th, 2026 approved. Moved: Catherine. Seconded: Simon. All for. None against. No abstains. <u>Motion Passed.</u>	Secretary to upload to website
	Alt Crown expert groups – Nothing to add at this point.	Secretary to continue discussions with SCA Inc.
	Digital Authorisation Cards – No updates. Needs to catch up with Nico.	Simon to discuss with Jeremy Gregson and Alex West
	Siege/Legal Weapons – Nothing on Siege. On Legal weapons, waiting on meeting between Razin and Earl Marshal, but seems to be hard to contact EM. Waiting for verification for a few things.	Craig to continue working with D-SM and KEM
	DEI Officer Position – Small edits are done and is now ready. DEI greater officer approved at SCA Inc Constitution level. SCANZ wants to keep it as mundane position under Committee not under Kingdom Officer position, as it is a legal issue. Officer of Inclusive Programs could be Greater Officer/under Board and be a liaison with whatever the DEI Officer ends up being. Any DEI officer would need to undergo training, and we would need to update policies such as Grievance Procedure. Megan is happy to hold a DEIB round table and a bit of a how it would work at Festival. Draft should be ready within a week-ish, comments from populace for 4 weeks over Festival period. Looking at first officer being appointed roughly Sep Crown.	Simon to send Megan final edits and create final draft for Board to discuss.
	Information Management Policy – No updates. Catherine suggested Helen Brinsmead might look at it for updates.	Rhys to contact Helen
	Financial Policy – No Updates	Rhys to pick up in a few months

Long-term Data Storage options – Previously David suggested Google Drive or an Amazon cloud service, but we need to check policies don't specify Dropbox, and to mitigate change to new system, we need it to be step-wise in nature. David to look at how we can manage this transfer. Policies to be updated accordingly.

Constitution Committee – Updates are ongoing but progressing well. Constitution Committee to finalise updates **before March 30th**, for circulation prior to AGM

Food safety Policy – No updates David to pick this up next month

NOTE: other actions arising are listed in position reports

3 In camera

REDACTED

4 Speaking as a Board Member/Environmental Scanning

Simon raised the issue of event costs again. \$28 for potluck in park was causing outrage in local group (Greenhorns in Polit), which is fair given it's a public park with no hall or food provided.

5 Chair's report

Companion Card Policy

Discussion on if the Carer participate in anything (non-combat) while on a break? Everyone agrees that non-combat is fine, just can't do combat if companion is doing combat. Need to update CC Policy with specifics and examples of activities companion can/cannot do.

Is the carer expected to pay for activities that they do _with the card holder_ or is that considered part of their role? All agree that companion cost for event is covered but any additional costs e.g. Food, workshop costs, etc are to be covered by carer or companion NOT SCA.

Get constables to display policy at sign in desk? Yes, absolutely. Should carer be listed on sign in sheet. Yes, because then we know they are there in case of emergency. But no waiver required.

Rhys suggested that in terms of the insurance we paid, makes no difference if someone pays or not as we pay the same overheads either way to insurance company for public liability.

If companion is not doing combat, we can waive that entirely is Rhys' suggestion.

Social Media Policy - Edits for KSMO to take forward: add detail as to what constitutes a minor (definition?), add detail to paragraph about minors of consent being under 18 but might be over 14/16. Need definition of what constitutes an official site.

Legislation Simon was talking about - *Online Safety Amendment (Social Media Minimum Age) Bill 2024*

Need to send edits to KSMO
Simon needs to send legislation to Rhys to read.

6 Kingdom Seneschal's report

See Kingdom Seneschal Quarterly Report for full details.

Incipient College of Passalaqua – College of Heralds has to approve name and device, also needs Board approval.

MOTION:

For the Incipient College of Passalaqua to be ratified by the Board

Moved: Milly Seconded: Nicole

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

7 Secretary's report

Correspondence Report

ASIC Industry Funding Levy – forwarded to Treasurer for payment

Kingdom Webminister email for server fees – forwarded to

Treasurer for payment

ASIC Annual Review Fee – sent on to Treasurer for payment
 Missive sent to Pegasus on behalf of SCA Ltd
 Kingdom Constable discussion on Indemnity Form retention times
 (RE: Info Management Policy)
 St Florian Reeve required Cert of Currency for hall hire – sent

Politarchopolis Hall Hire Agreement (motion passed out of session, see below)

Updated Board Website – November Minutes uploaded to website, Monthly Minutes table amended to add 2026 column

AGM PLANNING TO START IN EARNEST IN **MARCH**

8 Treasurer's report

As of 5 Mar 2026, there was \$23,360 in the Corporate account and \$592 in the Credit Card. There was \$11,762 in the PayPal account.

Notable payments recently:

- * \$2,696 BAS for Q4 to ATO
- * \$5,350 Affiliation payment to US SCA Inc.
- * \$198 for extra Masonry server space
- * \$160 for ASIC 2025 annual payment + late fee
- * \$192 for PO Box renewal (not in figures above)
- * \$192 for ASIC industry funding levy (not in figures above)

The trial of the Westpac EFTPOS Air system was progressing well, but we ran out of year. Innigard and Rowany are now using it for real, and it's going pretty well but not huge volume. Some learning curve involved. When I get some time (!) I propose to ask for additional expressions of interest from groups.

Rhys to chase up in the near future

I have also signed us up for Westpac OnlinePay, which we might be able to use for memberships (instead of PayPal) and maybe for groups to collect online event payments. I have made one test transaction but need to dig in further to make it work for us. Needs a chunk of quiet time which is looking doubtful before Festival.

Rhys to test more before progressing.

The PayPal contacts update failed again. They say "*The letter of authorisation you provided is missing some information. Please upload a new document that includes the name of the business, the PayPal account holder's full name, and a signature from the business chairperson, CEO, CFO, or managing director.*" I can't get hold of a human to find out what the actual problem is. Who would like to review our #8 attempt to do that, with fresh eyes, and we can try again. **We are in significant danger of losing access to PayPal if not resolved very soon.**

Need to find someone to look over this and re-do and correspond with PayPal to find differences.

David to try next?

We are having some issues with the Officeworks account because we have an account limit of \$500, and regular purchases can be about \$400. I've written to them about increasing this to \$1,000, and they are confident it will go through.

Rhys to follow up and liase with us as needed for information. Audit official starts tomorrow.

Catherine and I had an introductory meeting with the Auditors. We received a detailed list of requested information, on 27 Feb. Thanks Nicole for getting right on to our admin bits. Our

accountants have been a bit slow to respond, but I'm corresponding with them today after a follow up.

9 General Business

Simon wants to discuss Acknowledgement of Country for Kingdom To send to Kingdom Herald and events. Need generic wording to be read out as some groups better make announcement about than other. No need to take political stance whilst doing Acknowledgement of Country.

Need to send to Kingdom Herald but also make announcement for it.

"We, the Society for Creative Anachronism (SCA) within the Kingdom of Lochac, acknowledge the Traditional Owners of Country throughout Australia and acknowledge their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the Elders past and present."

10 Motions out of Session

Motions carried out of session

Politarchoyopolis Hall Hire Agreement

Price has gone up by \$2 per hour this year, however the scouts have agreed that we can use their committee meeting room, which will help as we get an extra space.

MOTION: The Board approves the new lease agreement for hall hire by the Barony of Politarchoyopolis with the Ainslie Scout Hall. All for, none against, no abstains. **Motion Passed.** (February 3rd, 2026)

Next Meeting:

Tuesday 7.30pm AEDT March 30th, 2026 (Australian Eastern Daylight Savings Time)
(to be updated according to Doodle poll results)

Meeting Close

8:21pm

Actions to be completed	
All:	Constitution Committee to finalise updates before March 30th , for circulation prior to AGM We need to find someone to look over the PayPal letter and re-do it alongside correspondence with PayPal to find differences. Need someone to update CC Policy with specifics and examples of activities companion can/cannot do.
Chair:	Send email to Kingdom Herald and Pegasus about Acknowledgement of Country – standardized wording and reasons for not making it political.
Secretary:	Secretary to upload January Minutes to Board website Secretary to continue discussions with SCA Inc about Alt Crown. Secretary to send AGM timeline and AGM needs list out this week.
Treasurer:	Rhys to chase up Westpac EFTPOS Air system in the near future – more groups to trial? Rhys to test Westpac Online Pay more before progressing with trials. Rhys to contact Helen Brinsmead regarding Info Management Policy. Rhys to pick up Financial Policy in a few months. Rhys to follow up and liase with Board as needed for information for the Audit.
Kingdom seneschal:	Send email to Kingdom Herald and Pegasus about Acknowledgement of Country – standardized wording and reasons for not making it political. REDACTED REDACTED
Other	Simon to discuss digital authorisation cards with Jeremy Gregson and Alex West Craig to continue working with D-SM and KEM on siege weapons Simon to send Megan final edits for DEI Office and create final draft of DEI Policy and role description for Board to discuss. David to look at how we can manage data storage management into the future and how to handle this transfer.

	David to pick this up Food Safety Policy next month David to try looking at PayPal letter next?
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