



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 08 March 2021

Category	Description	Action Required
Attending:	Rob Aked (Chair), Paul Adams (Deputy Chair), Cat Colwell (Secretary) Lara Mucha (Treasurer), Benjamin Smith, Jeremy Gregson	
Observers:	David Hurst	
Meeting Start:	7:30 pm	
Apologies:	Kellianne Anderson (Kingdom Seneschal)	
	Welcome and acknowledgement of country	
1.0 Notification:	No known conflicts of interest.	
2.0 In Camera		
3.0 AGM	<p>The Board discussed remaining actions required before the upcoming AGM, including communication to members via the website, Pegasus, and a direct email to members. The notice date deadline is 28 March 2021.</p> <p>MOTION: To approve the annual expense of a one-month premium Zoom membership for the hosting of the AGM at the appropriate level for the registered attendees, to a maximum expense of \$200 per year.</p> <p>CARRIED</p>	<p>All to update Director bios as required.</p> <p>Treasurer to upgrade Board Zoom account in April.</p> <p>Ben to setup polls based on agenda in once account is upgraded.</p>
6.0 Speaking as a Board member /environmental scanning	<p>Cat reported discussions regarding branch trailer registrations, noting some confusion that an SCA registration was by definition a business registration.</p> <p>The Board discussed the need for greater clarity regarding inclusions for variation requests for events, especially in terms of demonstrating Covid-safe food service.</p>	
7.0 Kingdom Seneschal Report	Deferred.	
8.0 Update on in person activity	Deferred.	

9.0 Chair's report The Chair discussed the latest information regarding the vaccine rollout and cases in quarantine.

10.0 Secretary's report The Secretary briefly covered a discussion with Jeremy regarding requirements and obstacles to allowing digital event sign-in, noting the need for approved digital signatures. One possibility discussed included the possibility of member based QR codes that could be used either on-screen or printed on a membership card.

Recent discussion with Insurer confirmed at that stage that they would accept a digitally drawn signature, but not a typed signature. A follow-up appointment with the Insurer has been made to discuss pins/passwords as a potentially secure alternative.

The Secretary confirmed that the Riverhaven lease documents had finally been received for resigning, and had been signed and sent Express Post.

11.0 Treasurer's Report The Treasurer reported progress on the Audit, noting that there had been some confusion regarding a requested site visit. Additional set of lengthy questions received today. The Treasurer reported a membership estimate 1200 for the year ahead.

MOTION: To approve the annual budget of up to \$2300 for Registrar administrative expenses to be managed by the Treasurer.

CARRIED

MOTION: To pay renewal expense for PO Box for \$136 for the SCA Ltd Board.

CARRIED

MOTION: To pay ASIC industry funding levy expense of \$332.00.

CARRIED

12.0 Minutes of the last meeting **Motion:** to approve the minutes of the February meeting as a true and accurate record.

CARRIED

13.0 Other Board business The Board discussed the email circulated by the Chair regarding College affiliation. Rob will reply noting that it is an active subject of discussion.

The Board also briefly discussed the lapse of the SCA trademark, and whether it was important to re-register, for the purpose of being able to protect the SCA trademark in Australia. The Board decided not to take any action at this time.

David Hurst joined the meeting to discuss two draft proposals with the Board, noting that both were still works in progress and not yet ready for Board decision.

Colleges in Lochac

David briefed the Board on review underway of the current status of Colleges within Lochac and the nature of University Clubs in general.

Food safety

David briefed the Board on work underway by a working group to consider the appropriate guidance needed within the SCA Ltd within the purview of Risk Management.

The Board discussed whether it should appropriately take the form of a policy, and/or more simply guidelines – noting in either case the need for pointing to external expert resources. In addition to standard expert resources, though, members of the Board highlighted the need for guidance that was more specific to SCA event circumstances – such as appropriate defrosting and reheating of large volumes of precooked food.

Clarity was needed on what actions the SCA could or should take if aware of breached food safety guidelines.

13.3 Event

variation approvals **Border War:** The Board deferred the decision on this variation request, noting that more information was needed on how food would be handled to mitigate risk. The Board noted that it was not rejecting this request, but would review it once further information was provided. Suggestion that the Seneschallate provide a previously approved proposal as an exemplar.

Dragons Bay: The Board noted the comprehensive risk mitigation work done on these proposals.

MOTION: To approve the variation request for the Dragons Bay Western Raids event.

CARRIED

MOTION: To approve the variation request for the Dragons Bay Cooks Guild events to be held in compliance with local jurisdiction standards for food preparation and service by all participants and cooks.

CARRIED

Radburne War:

MOTION: to approve the variation request for the Radburne War event.

CARRIED

14.0 Motions
passed by email

MOTION: In relation to the matter of changing the Bordescros group trailer registration from NSW to VIC, to approve Scott Murrowood and Tracey Sawyer to sign on behalf of SCA Ltd.

MOTION: That the Innilgard request for exemption to 9.2 Covid-19 Safe Plan for a food competition event to be held 7 March be approved.

CARRIED

MOTION: That the Politarchopolis request for exemption to 9.2 Covid-19 Safe Plan for a fundraising event to be held 20 February be approved.

CARRIED

Next Meeting: Monday, 12 April 7:30 (Sydney Local Time).

Meeting Close 9:42 pm.