



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 21st June 2021

Category	Description	Action Required
Attending:	Rob Aked (Chair), Paul Adams (Deputy Chair), Jeremy Gregson (Secretary) Lara Mucha (Treasurer), Katherine Rowell, Cat Colwell	
Observers:	Penny Wright (Acting Kingdom Seneschal), David Hurst (Actuary Deputy)	
Meeting Start:	7:30pm	
Apologies:	Kellianne Anderson.	
	Welcome and acknowledgement of country	
1.0 Notification:	No known conflicts of interest	
2.0 Lochac Governance Structure Uplift proposal	David walked the Board through his project proposal. In discussion, there was broad support for the concept, with the group exploring strategies for progressing the project from the concept to implementation. The Board noted the proposal, and asked for a further draft to be presented that took into consideration issues such as communications management over the various stages of the project.	David: to continue developing the draft project proposal
2.1 Proposed amendment to event variation requirements	The Board noted the papers which were submitted relating to a revised approach to risk management. Because the papers were only circulated very shortly before the meeting, it was agreed that the members should review them out of session, and pass questions back to David with the goal of progressing to a decision at the next meeting.	ALL: Review revised COVID risk management plan and risk-assessment based event management process. David: Provide a copy of the Event Risk Assessment Template
3.0 In Camera		
4 Environmental scanning	Cat engaged Sandy in drafting documentation re board appointments. Paul has been in discussions locally about event approval process. Lara was asked for advice on whether the Lists Officer could use stationery supplies belonging to the Registrar (advised against it). Jeremy was contacted by the secretary of Insulae Draconis, asking for a copy of Lochac's sanctions guide for comparison purposes. MOTION: That the Board approve the transfer of \$15 from the Corporate account to Bordescros, correcting a deposit paid to the wrong account. CARRIED	

5 Kingdom Seneschal's report	<p>Penny advised that she will be acting Kingdom Seneschal for the next three weeks, while Kellianne is posted to Torres Strait. Referred the board to the most recent KS written report (received earlier in the month), and invited questions.</p>	
5.1 Variation requests for in-person activity	<p>MOTION: that the event variation for Okewaite Champions Tournament be approved, with clarification of meaning of spacing proposal CARRIED</p> <p>MOTION: That the event variation request for the Ynys Fawr Birthday and Pie day be approved. CARRIED</p> <p>MOTION: that the event variation request for the Aneala feast of new food be approved. CARRIED</p>	
6 Updated minor authorisation forms	<p>The Board reviewed the updated authorisation forms for minor combat participation and minor fighter authorisation. It was noted that the updated form for adult fighter authorisation was already published.</p> <p>MOTION: That the revised authorisation forms for adult authorisation, minor authorisation and minor participation be approved. CARRIED</p>	
7 Updated Fighters' and Marshals' handbooks	<p>The board reviewed the updated Fighters' Handbook and Marshals' Handbooks. Paul noted a possible clarification or amendment to the wording of section 2.2.1 of the Marshals' handbook, not affecting the overall fitness-for-purpose.</p> <p>MOTION: That the updated fighters and marshals handbooks be provisionally approved, noting the need for them to be reviewed by our insurers, and noting a possible amendment to section 2.2.1 of the Marshals handbook which will be discussed with the Earl Marshal by Paul. CARRIED</p>	<p>Paul: To make contact with the Earl Marshal, and discuss possible edit(s) to the Marshals' Handbook. Jeremy: To make contact with our insurers, and advise them of the updated drafts.</p>
8 Correspondence received	<p>The Board discussed a letter from Josh Lehmann, outlining his experience in gaining approval for an event variation, and difficulty in locating information on the procedural requirements. It was noted that the proposed move to a risk-assessment based event approval process proposed by the Actuary Deputy would potentially eliminate the need for variation approvals. Paul noted that he had been involved in other discussions which highlighted the need for better clarity of communications. Jeremy informed the board that Josh's letter was the only correspondence received on the subject.</p>	<p>Jeremy: To respond to Josh Lehmann, thanking him for his letter and noting the issues raised. Invite him to make contact with the Actuary Deputy if he has further questions or suggestions on the process requirements.</p>

- 9 Chair's Report** The Chair provided a brief verbal report, with no actions or motions arising.
- 10 Secretary's Report** Jeremy presented the board with the license agreement that the Aneala seneschal needed signed, in order to use a local school premises for training exercises. He advised that the licence did not include any liability clauses or commitments that necessitated Board signature, but Cat noted that the period covered was greater than 6 months, which did make it necessary for the Board to review it, under current advice to groups. Jeremy: Review public liability insurance policy terms to confirm presence of cross-liability clause
- MOTION:** That the board endorse the seneschal of Aneala signing the license for use of Lake Monger Primary School grounds
CARRIED
- 11 Treasurer's Report** Lara provided a brief verbal report. There were no actions or motions arising.
- 12 Minutes of previous meetings** **MOTION:** That the minutes of the May meeting be approved
CARRIED
MOTION: That the minutes of the April meeting be approved
CARRIED
MOTION: That the minutes of the March meeting be approved
CARRIED
- The draft minutes of the April 2021 Annual General Meeting were tabled for the board to note.
- 11 Motions passed by email** **MOTION:** That the event variation request for St Florian baronial changeover be approved
CARRIED
MOTION: To pay the ATO \$65 for BAS
CARRIED
MOTION: Event variation for Politarchopolis Winter Festival be approved
CARRIED
MOTION: That Affinity Insurance Brokers tax invoice #28303 for \$14,043.56 be paid immediately, renewing our combined general liability for the period 11/6/2021 to 11/6/2022
CARRIED
MOTION: That Affinity Insurance Brokers tax invoice #110890533 for \$1975.42 be paid by 24th June, renewing our association liability for the same period.
CARRIED
- Next Meeting: Monday 12th July, 7:30pm
Meeting Close 09:24 pm.