



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 10th October 2022

Category	Description	Action Required
Attending:	Paul Adams (Chair), Katherine Rowell (Deputy Chair), Jeremy Gregson (Secretary), Tam Hovenga (Treasurer), Tegan Brinkman [from 7:20]	
Observers:	Bill Dabbs (Kingdom Seneschal)	
Meeting Start:	6:30pm	
Apologies:		
	Welcome and acknowledgement of country	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting	MOTION: That the minutes of the last meeting be accepted	
3 In camera	[REDACTED]	
4 Speaking as a Board member / Environmental Scanning	<p>Jeremy relayed details of Bea's planning for Festival layout, and flagged that La Nina is likely to impact site planning again next year. Kitty noted changeovers in Stowe, and Baronial event coming up in two weeks for Rowany with the Crown in attendance.</p> <p>Tam had been asked about the prospect of an affiliation agreement with Australian Living History Association, potentially allowing reciprocal attendance under one insurance policy. There was some discussion about what prior contact we'd had with ALHA, general consensus that the question was worth pursuing.</p> <p>Paul flagged the question of how we could cover insurance costs for newcomers at their first events, absorbing it internally as a marketing expense. Also reported having had a couple of conversation with people complaining about the difficulty of getting refunds where they were unable to attend an event. Tam explained the process – one aspect that might be seen as cumbersome is that all payments have to have two people approve them.</p> <p>Paul asked about the potential for keeping the 'do not attend an event if you are sick' ruling that is part of our covid response, as an ongoing principle. General agreement with the idea, Kitty suggested that it might be added to the templates for event announcements. Tegan mentioned discussions about correct titles to be used for marshals.</p>	<p>Action on Tam to try to get hold of a copy of an affiliation agreement from ALHA for review.</p> <p>Action on Paul to get more detail on what the exact complaint about refund processes is.</p> <p>Action on Jeremy to find out if 'do not attend if sick' can be added to the template for event notifications.</p>

5 Kingdom Seneschal's report	<p>The Kingdom Seneschal noted that the recent changes to Australian covid legislation were consistent with the direction being taken in Lochac's covid management policy.</p> <p>Jeremy asked about the number of officers in Mordenvale and River Haven. The Kingdom Seneschal's quarterly report shows one officer in Mordenvale (all warrants except the Seneschal's expired in September), and River Haven has fewer than the required officers for a barony.</p>	<p>Action on Kingdom Seneschal to check with Mordenvale and River Haven seneschals about officers</p>
6 Asset Policies Review	<p>Tam provided a recap of research into using Xero for asset management, and the usefulness of depreciation in an SCA context.</p>	<p>Action on Tam to continue investigating to find the best solution to deliver a kingdom-wide view of assets without excessive burden on reeves.</p>
7. Background check procedures review	<p>Kitty provided a summary of the work she's done so far in updating the policy and adding links to relevant legislation. She wants to double-check her work so far, because of the importance of the subject.</p>	
8 Chair's report	<p>Paul reported having met with the SCANZ chair last month, and jointly working on a column for this month's Pegasus. This month's theme was thanking and supporting officers, particularly the Kingdom Seneschal, and next month's will focus on board recruitment.</p>	
9 Secretary's report	<p>Our proposed change to the affiliation agreement will be discussed at the US BoD meeting on October 26th.</p> <p>One person who had written to the board about the changes to the covid response plan wrote back to thank the board for their response to correspondence.</p> <p>Jeremy has countersigned a lease for River Haven hall hire.</p>	
9 Treasurer's report	<p>Tam noted problems with email sent to the Treasurer, where problems with Outlook meant messages weren't appearing. A reboot appears to have fixed them.</p> <p>The June management report shows that the kingdom and SCA (Australia) Ltd are solvent.</p> <p>Paul asked about training resources we provide to new reeves, Tam outlined what we have and offered to share the materials with the board.</p>	<p>Action on Tam to share the June management report from Xero with the rest of the Board.</p> <p>Action on Tam to share Xero training materials with the Board.</p>
10 Motions passed out of session		
11 Other Board business	<p>MOTION: That \$10,000 be transferred from the SCA Corporate account to the Stronger Kingdom Fund.</p>	<p>Action on Tam to transfer funds.</p>

Jeremy noted that he is the only Board member in the ACT, and that the spare PO Box key is currently being kept by Rob Aked. There was discussion about the most appropriate person to have custody of it. Paul suggested asking the Politarchopolis seneschal to look after it.

Action on Jeremy to ask Politarchopolis seneschal to take custody of the second PO Box key, and act as emergency backup to check mail when a local board member isn't available.

Next Meeting: 14th November, 6:30pm AET

Meeting Close 7:39 pm.