



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 9th January 2023

Category	Description	Action Required
Attending:	Katherine Rowell (Acting Chair), Paul Adams, Jeremy Gregson (Secretary), Tam Hovenga (Treasurer), Tegan Brinkman	
Observers:	Bill Dabbs (Kingdom Seneschal)	
Meeting Start:	6:30pm (Paul joined at 6:45pm)	
Apologies:	None	
	Welcome and acknowledgement of country	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	The debit card application form has been actioned. Other action items from the last meeting were addressed at relevant points in the agenda. MOTION: That the minutes of the previous meeting be accepted	
3 In camera	No matters were raised	
4 Speaking as a Board member / Environmental Scanning	Tegan discussed a records retention policy that she found searching SCA websites. There was agreement that the specific policy she found was American and not applicable or useful for Australia, but that some equivalent was needed. Jeremy remembered having done some work in this space a few years ago. Bill noted the active discussion about DEI going on among members at the moment, raising the question of whether Lochac or the SCA corporate bodies needed a local DEI officer. [Paul joined the meeting at this point]. Paul also noted the discussion around DEI issues.	ACTION: Jeremy to bring data retention policy discussion to next board meeting
5 Correspondence received	The Board discussed their response to the proposal for the formation of a sub-committee to investigate support for alternate forms of crown selection. Paul noted that any sub-committee should be established by the Board and SCANZ committee, who should be responsible for issues of membership and terms of reference. Tam suggested that the Board should prepare draft terms of reference. MOTION: That the board endorses in principle the establishment of a sub-committee to canvas populace opinion on alternative crown selection processes. The establishment of the committee, and its terms of reference, to be determined in consultation with SCANZ Inc.	ACTION: Paul to talk to Alain and Safiya, and advise them of the Board's position

6 Kingdom Seneschal's report	Reports are starting to come due again. Bill has recently received correspondence from an ex-member regarding possible issues of discrimination, which he is still assessing.	
7 Asset Policies Review	The Board reviewed an updated draft of the asset policy prepared by Tam. It was universally agreed that Paul's optimism about the speed with which the Board could review policies was adorable, and he asked that this be minuted. Jeremy noted that the current financial policy mandates depreciation, but the draft asset policy does not require it. Tam's consultation suggested that we do not need/want to depreciate our assets. There was general discussion about the practical reality of how groups currently manage their assets.	ACTION: Tam to follow up on depreciation and Xero registration of assets for the Asset policy.
8. Background check procedures review	The Board congratulated Kitty on her extensive work to shorten and simplify the procedures document. Jeremy asked what guidance we give, or requirements we set, for who has to get a WWC of WWVP card. Paul put the argument that we don't need to mandate more than the law requires, given the difficulty of getting volunteers in the first place. Jeremy flagged that all our policies need to be reviewed to ensure they align with, and support our child protection policy. MOTION: The Board endorsed the reviewed Background Check Procedures paper prepared by Katherine.	ACTION: Jeremy to review child safety policy and how its requirements are reflected in other policies.
9 Chair's report	The Chair provided a brief verbal report.	
10 Secretary's report	Jeremy noted that the only recent item of correspondence came from someone having difficulty unsubscribing from mailing lists. He also drew the Board's attention to the fact that the coming AGM would be the third anniversary of his election to the Board, meaning his term should probably be ending. He only joined the Board in September, because he was still serving as Registrar when elected. This prompted discussion about advertising for nominees for the Board at the AGM. There are spaces available from every State and Territory (no State will have two representatives in May).	ACTION: Paul to talk to Pegasus about a standing advert from now until the AGM.
11 Treasurer's report	Tam confirmed that she had progressed the application for a new corporate debit card, but was awaiting action from Westpace. She is currently covering Square subscription costs with her personal credit card. MOTION: That the Board approve reimbursing Tam Hovenga the sum of \$29.35 for Square subscription fees	
12 Other Board business	Tegan presented an updated version of the Transfer of Guardianship form, intended to clarify that the level of supervision required by the responsible person was a matter for negotiation with the legal guardian. Jeremy suggested a further minor edit to the wording. MOTION: That the updated transfer of guardianship form be approved, with the revisions proposed by Tegan and Jeremy Kitty raised the issue of the AGM, and the need to organise people to run it. Jeremy noted that, since this meeting was to be purely virtual,	ACTION: Bill to provide Jeremy with a Zoom link to use for future Board meetings ACTION: Tegan and Paul to coordinate planning for the AGM

the Board would need to use a paid Zoom account to handle the number of attendees. Bill provided details of the Kingdom's Zoom account. The options for dates were discussed, taking into consideration May Crown. It was agreed that the last weekend in April was sufficiently distant from Festival that it should be suitable. Paul asked Tegan to take the lead in planning for the AGM – she agreed.

MOTION: That the Board has agreed that the 2023 Annual General Meeting should be scheduled for April 30th

14 Motions carried None.
out of session

Next Meeting: 13th February, 2023 6:30pm AET

Meeting Close 7:55 pm.