



# Society for Creative Anachronism Ltd (Australia)

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## SCA Ltd Board Meeting: CONFIDENTIAL Minutes Meeting held: 19<sup>th</sup> June 2023

Category	Description	Action Required
<b>Attending:</b>	Katherine Rowell (Chair), Tam Hovenga (Treasurer), Tegan Brinkman (Secretary), Rachel Horne, Bronwyn Adams	
<b>Observers:</b>	Ray Gleeson (Kingdom Seneschal), Alex Selth	
<b>Meeting Start:</b>	7:05pm	
<b>Apologies:</b>	None	
	Welcome and acknowledgement of country	
<b>1 Conflict of interest disclosures:</b>	No conflicts of interest were identified	
<b>2 Minutes of the previous meeting and actions arising</b>	<b>MOTION:</b> That the minutes of the previous meeting be accepted Financial policy edits	Action: tam to continue the process of contacting relevant people to get help and the update will take longer.
	Multi year memberships	Action: all to read documents multi year memberships still tabled for review
	Notices have been sent to relevant groups who sent queries to the board	Action: kat to write email pennsic trailer for the loacac enquier
	Changes to the transfer of guardianship form have been completed Crownination financials to be discussed and finanlised	Action: tam to find out how to do the writing off of the funds to finalise the corwnination – saclec to be approached
<b>3 In camera</b>	REDACTED	

<b>4 Speaking as a Board member / Environmental Scanning</b>	<p>Nsw government passing all nazi symbols to be banned and not to be used, vic talking about it also, qld passed it as well. COC and board statement says no to all hate symbols and messages</p> <p>Events are getting more expensive for people to go to and is not accessible to all members now, more transparency may be needed by event coordinators.</p> <p>Pushing for more inclusion in the board earlier 5 is minimum, more state diversity would be nice. handover period rather than just a 3 month period bring in a successor 6-12 months to learn the ropes. Succession manuals for positions non existent – maybe something to look at.</p>	
<b>5 chairs report</b>	Brief report given	
<b>6 Kingdom Seneschal's report</b>	<p>Current projects include updates to the sanctions guide, crown event handbook, the covid guide among others.</p> <p>Kingdom positions being publicised and transitioned are crux, historian, earl marshal, and innilgard seneschal. Upcoming are the youth officer</p> <p>Postcodes changed for the canton of okewaite</p> <p>Innilgard collage person found a funnel web spider at rowany smuggled it onto the bus back to innilgard</p>	<p>Action: KS to send a letter to the person with notice that if it occurs again sacntions would be made</p>
<b>7 Secretary's report</b>	<p>The secretary gave a brief verbal report.</p> <p>Correspondence</p> <p>Companion card – WA event could have had a difference between entry fee and food cost. Commentary to be sent from the organizer, they advised to maybe speak to an ndis provider for comentry</p> <p>Equestrian insurance – sent the insurance POS to the group starting up equestrian activities stating that weve had equestrian cover for a while</p> <p>Nonmember fees – inconsistency in documents that need review</p> <p>Insurance for a multi group event</p> <p>Breaches of financial policy</p>	<p>Action: Tegan to continue review</p> <p>Action: kat to action review</p> <p>Action: Tegan to email either its an sca event and they pay the fees</p> <p>Action: tam to write notice on the issue</p>
<b>8 Treasurer's report</b>	<p>Exchecker – zeller application form innus 4 list needs a of directors to function under our abn –</p> <p>Motion: to approve zeller for innus 4 under out abn passed</p> <p>Mordenvale square access – been resolved simple admin issue</p> <p>Crownation to be finalised</p>	<p>Action: tam to send notice to innus 4</p>

- 9 Other Board business**
- Live steaming trial – board webpage needs to be updated to reflect that its ongoing trial – no formal policy yet paul to send a out email about survey and will write policy and process
    - Action: paul (outgoing chair) to do some work on the background documentation.
    - Action: kat to update the website
  - Companion card policy – sca is not an affiliate, decision to support the program but not become an affiliate, signing up for affiliate may be a action but may also be out of our possibility or necessary
    - Action: Tegan to follow up
  - No cost we could sign up
  - Transfer of guardianship form
    - Action: Tegan to upload the document to the website once Jeremy comes back
  - Motion: to accept the prososed updated from passed
- 10 motions out of session**
- Renewal of insurance was accepted and paid
- Next Meeting:** 17th July, 2023 7:00pm AET
- Meeting Close** 8:33 pm.

<b>Actions to be completed</b>	
<b>All:</b>	read over documents regarding multi year memberships
<b>Chair:</b>	Write notice about pennsic trailer funding to make clear of boards one time only involvement in the funding Review non member fee documentation for inconsistencies Update webside in regards to live streaming trial
<b>Secretary:</b>	review companion card policy – ongoing Continue review of foster kids in SCA from last month – ongoing Email about events and multi group events (sca event or its not) Upload new transfer of guardianship form to website – once Jeremy is back
<b>Treasurer:</b>	continue review of financial policies To finalise to crownination 2021 finances Write notice in regards to commingling of funds and the boards solutions to the issue maybe? Send notice to inns4 about zeller approval
<b>Kingdom seneschal:</b>	to action refund of louise mckay Caldwell of any event payments outstanding Write letter to innilgard collage student about spider and further actions if anything like this happens again

Paul (outgoing chair): keep the board apprised of the live streaming trial survey and documentation