



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 14 Aug 2023

Category	Description	Action Required
Attending:	Katherine Rowell (Chair), Tam Hovenga (Treasurer), Rachel Horne, Bronwyn Adams	
Observers:	Ray Gleeson (Kingdom Seneschal)	
Meeting Start:	7:10pm	
Apologies:	Tegan Brinkman (Secretary), Alex Selth	
	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	MOTION: Hold off to approve minutes until out of session or next meeting. <Kitty – have contacted Jeremy re multi year memberships. Gomez asked for a Pegasus announcement re coronation and that has been done. Notice to Pegasus re trailer done.> Outstanding – live streaming file finished. Need to wait for the report. Tam discussing with Slaine how to do the thing – both carry over actions in progress	Action: Tegan to finalise minutes <i>Carry-over Action: tam to continue the process of contacting relevant people to get help and the update will take longer.</i> <i>Carry-over Action: tam to find out how to do the writing off of the funds to finalise the crownination – saclec to be approached</i> <i>Carry over action – Tam re director details for Zela. Tam to reach out to Roland re issues Ray mentioned.</i>
3 In camera	[redacted]	

- 4 Speaking as a Board member / Environmental Scanning** Possibly in for a warm summer with higher than usual bush fire risk.
- 5 chairs report** It's been very quiet. Need to check the email in her folder re a historical venue agreement. Had a chat with Richard, NZ Chair, things seem to be going well. General rumblings about event costs. Noted Sanction guide been sent through by Gomez.
- 6 Kingdom Seneschal's report** Mentioned Sanction Guide has been sent through. Just needs to know if he can send it out for commentary. The old one wasn't really fit for purpose but this new one should be a lot easier to use.
- Crown Event Guide is finished – final pass of formatting to be done in the next few days, then will be sent out to a collect group who do big events to review. Hope to post it as a final copy in next few weeks. No specific difference between NZ and Australian events.
- Most grievances are fine. Big explosion just yesterday over a St Floz event Buttony Cross recently.
- New Crux and 2 candidates for Youth Marshall.
- 7 Secretary's report** Not present
- 8 Treasurer's report** BASS done – we got a refund which will turn up in a few days. Doing kingdom levies and event insurance and GST. Kingdom Exchequer will send it out to the groups.
- 9 Other Board business** Kitty - Mentioned multi year membership – needs to look at it
- Kitty – Tam will receive something from Helouys from an incoming Reeve who sent it to Kitty regarding insurance handling for college SCA participants – St Ursula – may crossover for other colleges. Rowany Reeve's Question – question re keeping a yearly register of unique **ursulans**.... Gomez said colleges are nearly a separate non-affiliated group? Gomez will be asked to look at this – unsure if the numbers are significant enough to make it worthwhile. Gomez – either they are members or they are non-members for insurance purpose. He will discuss it with Helouys at Spring Crown.
- Kitty – when there has been a grievance procedure someone came to her saying there isn't much emotional support and the person felt bullied going through it. Kitty to speak to Gomez offline. About supporting people going through a situation like their GP in general – ie the person who had the grievance made against them. Kitty will forward it on to Gomez. Vibe was we are all volunteers and we should be nicer to each other. How do we help people going through that process, whatever side they are on, and how to support people. Q –

how do we follow up on these situations in the wider community? Should people be able to access professional support? Maybe should we have people who can act as “support people” that we can offer to people going through grievance procedures? Having someone you’re allowed to talk to about it might be quite helpful in and of itself? *Will sit on it.*

Branwen – discussing of post concussion syndrome and should the Board be doing anything about it? Can we get someone to write a report for us with recommendations? Kitty mentioned someone attempted it previously (Paddy) but it didn’t go very well – it was entirely based on physics. There is something on concussion in fighters handbook. Nothing in Chirgeons handbook on it. Tam noted anyone who is a Chirurgeon has done level 2 first aid so will have done that recently. Discussed options. Maybe not necessary to inspect padding every tourey but we can ask group marshals to inspect local fighters, and can invite people to contact us with info and ideas.

ACTION: Kitty to send a draft email out for the Board to consider.

Issue -Gomez emailed Tegan about an indemnity form that should go to the Board. Young chap in Mordenvale who joined SCA Inc not Ltd – he can attend events but the indemnity form didn’t get done as wrong group. Is there a form we can give him with a tick box for the indemnity? Under our insurance they are considered members, but they haven’t ticked the indemnity. Tam said yes we can do the form for a 12 month period to cover multiple events. Form on Constab site? Tam will look at it. “Adult member without poof of indemnity”? Unsure that is suitable. Need to be super careful to ensure that the action taken is viable. What about the form on the Lochac website you use when you become a member? Maybe use that to create a generic form?

ACTION: Tam will follow this up (Note Alain, the Webwright/Masonry can provide the form webwright@lochac.sca.org)

Follow up discussion to sign in forms: NZ Board said need to keep all signed forms for 10 years. Nothing in Constab handbook about what the requirement is for sign in sheets in Australia. For minors in Australia its until they are 18. But sign in sheets don’t identify minors, so is the default 18 years? Do we need an adult and a minor sheet? For adults its 7 years we think. Can we get a form for adults and a separate form for minors? Lets verify this requirement before we progress with anything.

ACTION: Kitty to try to verify this – how long do we have to keep sign in forms for adults and kids, physical and/or digital

On Board post box need to check how to get notifications that there is Mail.

ACTION: Rachel to follow up

Tam away late Oct/early Nov

10 motions out of No
session

Next Meeting: 11 Sept 2023, 7:00pm AET

Meeting Close 8:15 pm.

Actions to be completed

All:	
Chair:	Send a draft email out for the Board to consider re post concussion syndrome Determine how long do we have to keep sign in forms for adults and kids, physical and/or digital.
Secretary:	Finalise minutes from July meeting
Treasurer:	<i>Carry-over Action: tam to continue the process of contacting relevant people to get help and the update will take longer.</i> <i>Carry-over Action: tam to find out how to do the writing off of the funds to finalise the crownination – saclec to be approached</i> <i>Carry over action – Tam re director details for Zela. Tam to reach out to Roland re issues Ray mentioned.</i> Follow up indemnity form for someone to use if they have an overseas membership
Kingdom seneschal:	
Other	Rachel will look into the Board post box and whether we can set up notification of new mail