



Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 16 October 2023

Category	Description	Action Required
Attending:	Katherine Rowell (Chair), Tegan Brinkman (Secretary), Tam Hovenga (Treasurer), Rachel Horne, Bronwyn Adams	
Observers:	Alex Selth, Tegan Hunter/Mildryth (acting Kingdom Seneschal)	
Meeting Start:	7:03pm	
Apologies:	Ray Gleeson (Kingdom Seneschal)	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	<p>Minutes from last meetings approved</p> <p>Edits to financial policy – ongoing</p> <p>Concussion syndrome</p> <p>Gin gin lease- update</p> <ul style="list-style-type: none">○ Tegan B said the council said its between the two groups to work it out. She is looking at creating a lease that meets the needs of the group – multi-year (5) with certain conditions on usage, maintenance etc. Branwen – Riverhaven hires hall from Bris Council, and St Floz hires off the bridge club which has the lease with Council. Branwen will look up their contacts. The hall technically isn't meant to be sub-leased. Tegan B found their terms and conditions online.○ rachel asked why we don't have a lawyer who is doing this work? <p>Crossbow club</p> <ul style="list-style-type: none">○ Tegan B - Merv talked to qld police and got dispensation for members who actually own the cross-bows. It was all done so that those ppl could still retain them under the SCA banner by getting the weaons licensing agreement from QLD police. He has given her details of the 7 people to add to the document rather than the whole of the QLD membership. That's been allowed by Constable Ford of QLD police. He also	<p><i>Tam- continue financial policy review</i></p> <p>Katherine still working on it</p> <p><i>Kat to take this up with a lawyer</i></p> <p>Tegan B – draft letter for him to become sca liaison with QLD police</p>

needs a letter makin him liaison between SCA and QLD police. Tegan will draft it up.

Update weapons description on website

- Need a volunteer?

Invoice for NDIS member

- Tam did research – they info they need is their NDIS member no, ? number, what item it would be filed under etc. Sent it to Tegan. Tegan didn't get it. Tam will re-send. Tegan can also follow it up.

Tam to re-send. Tegan agreed to follow it up.

Zeller and square fix

- Tam – fixed the stuff for Robyn. Turns out 5 or 6 months ago when last fixed they had put the wrong email. Now fixed. There is an issue with Zellar letter but unsure exactly what yet.

Tam to follow up

Wombaroo contract

- Katherine sent our feedback back to everyone relevant. They came back with a few more things for us to check before the next rowany senate meeting in 2 weeks.

All – put comments in then Katherine will return to rowany senate.

3 In camera

[Redacted]

4 Speaking as a Board member / Environmental Scanning

5 chairs report

Been quiet . hasn't talked to Josie her NZ counterpart yet, but will soon. Everyone doing a great job thanks very much.

6 Kingdom Seneschal's report

Nothing given by proxy

7 Secretary's report

Secretary report and Correspondence received

Ongoing with Gin Gin and weapons licensing as per earlier notes. Received an email, which Tam did too, about the Mordenvale Reeve re use of private property for fighter prac where there is an agreement with Tobin Fisher and Tallulha for weekly practice. Ongoing and needs to be consistent with financial policy. Her and Tam need to look at it. No agreement attached to the email. Forwarded from exchequer. Tam – maybe an issue with members receiving benefit from SCA> needs to be discussed at board level as may be problematic. But, if it wasn't owned by sca members we wouldn't have an issue, so just have to ensure we are doing it in a way that is legal and covers us from auditing perspective. Tegan b – “reasonable payment for services”? Tam needs to re-look at the email and the financial policy and bring it to the board for a discussion. Potentially should be reasonable.

Tegan B will email them back saying it was too short notice to discuss today, but its on our radar

Re certificate of currency, sent it to wrong email stream, fixed it to send to stream under Luke's name but will call them tomorrow to double check. It's a one off so will end up being a letter not amendment to certificate. Tegan to make that call

8 Treasurer's report

All reeves should be finalising their zero things as of 2 days ago, then that can close off BASS statements for Q3 and go out. Looking good.

Meeting with helouys tomorrow to make a plan for when she is on holiday next week.

Upcoming payments that she will talk to Katherine and Tegan about (officeworks and update to square acc)

9 Other Board business

12 month Indemnity form

Tegan B – been going on for awhile. They joined the wrong sca group and now need to provide an indemnity every training. They want a 12 month indemnity form. Unsure how long they need it for, but we should probably have that form in case it comes up again. Need to sort it as it came in in June. No follow up from the original enquirer though. We may deal with it out of session.

Tegan will find original email.

Australian member Sign in sheets

How long do paper copies need to be stored Adults/Children?

Do they need to be stored if scanned?

Query from Aug or Sept sent via Gomez. NZ retain theirs for 10 years but we don't have a data retention policy at all. Maybe should align with NZ? Need to know if the laws are the same

- Alex reiterated we should get a lawyer to ask these questions to. Katherine thinks we have used a lawyer previously.

Katherine will try to find details of lawyer we have used before

Crownation finance closure (2022)

- Fell off Tam's list. She has assured Ynys Fawr it isn't their problem now. Still needs to be finalized, but will have to wait until next meeting.

Tam for next meeting if possible

*financial policy stuff. Tam will form a group with Heloys in Nov. Tam will advertise for it on Reeves list and maybe Lochac group asking for EOIs. There may be someone from Innilguard who wants to be treasurer of the BoD in 2025.

*When is Alex stepping down as Kingdom Rapier Marshal? Proposed rule set will be out in tehnext week. When they are approved. Hopefully will step into the Board by Nov meeting. Katherine reiterated her thanks to Branwyn for staying on.

*Re Issue Resolution Guide, Gomez is away so have to wait until he is back.

*Live streaming policy

- Tam read it and thought it looked very reasonable as a way to run that policy and there is enough community support to continue with it. Thinks we should approve the live streaming polic
 - Branwen – likes that its something that has to be advertised really well in the lead up to an event – that means people can choose not to go if its an issue.
 - Rachel hasn't read it and neither has Katherine
- Make it an OUT OF SESSION MOTION for this week

10 motions out of session

- 1 – to reimburse Tam for payments over last several months
- Contract still in review process so no motions on that yet

Next Meeting: 20 Nov 2023, 7:00pm AET

Meeting Close 7:55 pm.

Actions to be completed

All:	Review Wombaroo contract again noting specific areas to consider as requested by Rowany
Chair:	<p>Shre request re Wombaroo contract from Rowany, collect the feedback from Board, then provide back to Rowany</p> <p>Re retention of sign in sheets, locate details of lawyer we have used in the past so that we can start asking them these sort of questions</p> <p>Send a draft email out for the Board to consider re post concussion syndrome</p> <p>Determine how long do we have to keep sign in forms for adults and kids, physical and/or digital.</p>
Secretary:	<p>Minutes of prior meeting – update to fix Crownination reference to 2021 and then finalise and upload</p> <p>Email out KS report from last meeting</p> <p>On Crossbow club issue, draft letter so that Merv can be SCA rep with QLD police</p> <p>re NDIS member invoice – follow up with Tam</p> <p>re Mordenvale Reeve enquiry, email them back with holding response</p> <p>re certificate of currency request, make the phone call</p> <p>re 12 month indemnity form, find original email</p> <p>re live streaming motion, set up the out of session motion so everyone can respond once they have read it</p>
Treasurer:	<p>re NDIS member invoice – to re-send email to Tegan B</p> <p>re Zellar – address issue with letter</p> <p>re crownation - finance closure</p> <p>Carry-over Action: tam to continue the process of contacting relevant people to get help and the update will take longer.</p> <p>Carry-over Action: tam to find out how to do the writing off of the funds to finalise the crownination – saclec to be approached</p> <p><i>Carry over action – Tam re director details for Zela. Tam to reach out to Roland re issues Ray mentioned.</i></p>
Kingdom seneschal:	
Other	Rachel will look into the Board post box and whether we can set up notification of new mail