



## SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 22 Sep 2023

Category	Description	Action Required
Attending:	Katherine Rowell (Chair), Tegan Brinkman (Secretary), Tam Hovenga (Treasurer), Rachel Horne, Bronwyn Adams	
Observers:	Ray Gleeson (Kingdom Seneschal)	
Meeting Start:	7:10pm	
Apologies:	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	Minutes from July and August agreed Crownation 2001 finalisation Edits to financial policy – complete? Notice of board position on co-mingling funds – complete> <ul style="list-style-type: none"><li>○ <i>Someone thought someone else was co-mingling funds but they said they weren't. Tam had drafted something</i></li></ul>	<i>Tam- continue financial policy review</i>
	Notice on zeller – complete? <ul style="list-style-type: none"><li>○ <i>Tam has everyone's details and will progress the letter.</i></li></ul>	
	Companion card policy	
	Multi-year memberships	
	Concussion issue	<i>Katherine: still working on concussion issue. Has notes to send through next week for discussion. Confirmed with Ray that it also impacts rapier. The rules re concussion will be the same for</i>

*both heavy and rapier. Need to consider how we address concussion on the spot and going forward. Short discussion re looking at how contact sports deal with it*  
*Bronwyn noted Henry put something on his FB about it and she would get some more info*

**3 In camera**

[Redacted]

**4 Speaking as a Board member / Environmental Scanning**

*Branwyn – mentioned Ansteorra and the Crown Prince being removed*  
*Rachel – mentioned the difficulty with not having confirmed dates for future crown events and having 2 royal events in NZ for upcoming reign (plus canty faire). Ray mentioned it reflects general disengagement, which is part of the motivation for the alternative crown proposal, to help get people engaged again.*

*Branwyn mentioned post-covid disengagement.*

*Tam – also a loss of skill in running events that are more complex.*

*Katherine issue with people willing to mentor? Also cost of events as an issue.*

**5 chairs report**

*Focussed on running Coronation*  
*Spoke to Richard in NZ, there is now a new Chair Elisabetta (Josie Welch) and Katherine will reach out to her. Things are going ok in general around the Kingdom. There are a few things we as a Board will need to look into like the new Wombaroo contract etc so we can ensure its all OK and it can go ahead. (Contract change, we are back to 3 year rather than individual events. Similar numbers.)*

**6 Kingdom Seneschal's report**

*152 pages that were sent out recently (31 Aug)*  
*Things are going well. Lots of new officers (youth officer, historian etc.) Groups are going well. Engagement is up. Numbers are mostly up. Crown events harder than ever – not getting the engagement. Still only have 3 of 4 events booked despite it being nearly Oct. Quite a problem. I.e. Riverhaven hasn't run a crown event since 2016. Krae Glas is 2019. Discussion about whether people think Crown events are too hard to run/too big. Too much disinformation on them too, like people thinking the crown takes*

*all the profit from them. Noted there is a new How to run a Crown Event Handbook out.*

**7 Secretary's report**

- Secretary report and Correspondence received
  - *Busy over the last month.*
- Barony of river haven endorsement for grants
  - *Current seneschal wants to apply for grants to help fund hall maintenance and upgrade. Wants an approval to go for grants without needing permission every time.*
  - *Letter in drop box*
    - ***Motion to permit the seneschal of riven haven to apply for grants on the behalf of the board using the endorsement letter provided and approved by the board. Motion carried.***
- Innigard storage – endorsement for seneschal to act as contact for year on year contract
  - *Letter in drop box, proposed to be sent to the storage unit company.*
  - *Motion to allow the seneschal to act at the contact for Innigards storage on going*
    - ***Motion carried\*\****
- New member – tax invoice for NDIS funding
  - *Need a tax invoice made up with his name to send to NDIS people.*
    - *Tam will look into it.*
- Alternate crown update
  - *Info and update is in the dropbox. Ray - Nico is looking for confirmation of the terms of reference. He read rachel's email. Might be confusion on the task of the working group. Running initial poll asking [people if they want an alternative or if they are happy with what they have, and then if there is a significant percentage of respondents who want it, they will proceed. If not, it will be put to bed. If there is significant interest they will poll the populace on what the methods will be (i.e. get the populace to come up with the solutions). Then that will be put back to the populace with those issues, and the info will go back to the Board. Discussion on it. I suggested making it more qualitative and collecting some comments to help inform the board – i.e. just saying 50% support or we won't proceed ignores a lot of nuance. Can we find out if people want to reign, do they have any legitimate expectations of reigning, do they need change? Discussion on terms of reference and possible changes.*

- ***Motion to endorse the Alternative Crown Working Group and their terms of reference with a adding point***
  - 1. ***"To find out whether the populace support further investigation into alternative forms of selecting a Crown"? making and changing points 1, 2, 3, 4 to 2,3,4,5***
    - o **Motion carried**
- ***Rachel suggested adding a younger person to the working group. Ray agreed and said he would.***
- Burnfield gin gin historical sublease agreement
  - *Tegan - Council didn't know they were subleasing from Gin Gin. Lease costs have changed. Not disputing that. Council has informed them its illegal for Gin Gin to charge them \$2 a day. No agreement between Gin Gin and Burnfield anymore. A flood occurred a few years ago, which destroyed Burnfield's copy, and Gin Gin purged their copy. She understands from discussion that they don't want the Gin Gin president to increase their amount whenever they want to just because there is no agreement – they want a contract. They want the Board to create a contract. Tegan will speak to council to find out if they have a lease agreement that we can adapt to their needs. Issu e- no maintenance is being done. Any possum proofing they do is taken out. Some issue sbetween them, but no where for them to go. No access to toilets?? That's been fixed – they now have a key. Limbo area. They didn't realise the Council didn't know that they sub-leased. Tam – so do they need a lease with the Council?? Tegan – agreement needs to be between Gin Gin and Burnfield. Doesn't want to write a new agreement randomly, want to use an existing Council one. Original agreement was from 2008. Nearly 5 times what they pay the Council.*
  - *Tegan will write a draft email to the Council and circulate it to the Board*
- Question about insurance for event staff
  - *Tegan - Question from Warren asking, If they hire someone to do work at an event, like to cater the kitchen, do they have to charge them the non-member fee or can it be waived? They want to hire a volunteer community kitchen to run a kitchen for them, but its counter-intuitive to then ask them to pay to do so. Discussion on whether the volunteer group would have insurance? They should. Ray – this came up on seneschals list as a question, and he said he would push it to the board. His initial view was*

if they are hiring a kitchen and it comes with staff, and the staff have insurance, then there is no \$10 fee as they have insurance. However, if they do not have insurance, they will need to pay the \$10, noting kitchens are dangerous. Tam agreed. Branqyn- if sca is paying them, can sca pay for the insurance? Ray – if they come with the kitchen and have insurance, don't need the \$10. Tegan – she emailed back essentially saying she agreed but would still run it by the board. Board confirmed yep

- Reissue of weapons club approval -crossbow
    - Rachel asked for background?
    - Can Merv Fields be rep of the club? Can we give membership details to QLD police?
    - Tegan – QLD police email said re-issue of weapons club approval needed to be done. Back and forth for 2 weeks to work out what is required. Merv has done a lot of the paperwork for Tegan as she hadn't done a weapons approval before. Police need a form to be filled out, a list of current SCA members residing in QLD with name, DOB and if they hold weapons licenses, a copy of the weapons club rules, a copy of liability insurance, and a letter from the Board saying Merv is the representative for the weapons club in QLD
    - Rachel asked whether it was a list of ALL QLD members or just those in the weapons club? If its all QLD members, surely you'd have to ask people's permission to hand over that information.
    - QLD police said last info they have is from 2017
    - Has been reissued yearly but last one was in 2021
    - It was sent back to Board to be under our purview instead of under him.
    - Tam – if Merv has done it before, he will know whether the list of members is just for the weapons club? Tegan – Merv said he rang QLD police and spoke to the relevant weapons ranges person. They required from us his details, a list of all current sca members residing in QLD etc.
    - Tam – not comfortable approving that without more information
    - Tegan – only needs approval from the letter. She will call QLD police on Monday to get more information
    - Do we approve Merv to be the contact person for the club? Need more information. (He is a pelican and has been running for 30 yrs. Ex Army. All over safety etc.) Rachel said can't approve that without knowing what it means to be the rep? What powers does that entail?

- Katherine – Tegan will need to get back to Merv and say we need more context and need to hold off decisions until then, so they won't be able to use crossbows for the next event.

Tam to call Roland

- Spring war cashless payments
- Roland's Issue – their square isn't working, they haven't set up Zellar yet, and spring war is in 3 weeks. Tam – if they can do square or zellar at the site, they should have access to the internet so people should be able to do direct debit on their phone on site. Ray – it shouldn't be that hard to get them access – it's just a phone call with Helouys or Tam to get it sorted. Tam – have done multiple things to try and fix it. Ray – said you need to just call him - it's taken too long. Tam – hadn't heard anything for awhile so thought it was fixed.

## 8 Treasurer's report

Tam – going good. Quarter is about to end so about to do all the reconciliation come Oct, then BASS again etc. Meeting with Helouys tomorrow to make a plan for October and for the reconciliation etc. Have been getting lots of payments from all the branches for kingdom levies, GST etc. All kicking along.

## 9 Other Board business

### Victoria Weapons exemption

- Katherine – did this get sorted online?
- Tegan – Alex brought up issues about what things are.
- Ray – the wording isn't fit for purpose. He proposed the required changes.
- Someone needs to update form to remove it saying that rapiers and daggers are excluded

### Wombaroo contract

- It's in drop box. We have until end of Oct before it needs to be signed and returned. We need to review it and identify any issues that we can see.
- We need the prior contract so we can compare it
- Rachel asked clarification re board's role v lawyer role. Tam – we just need to do due diligence. We don't involve lawyers for more mundane matters. Rachel – If we compare it to the prior contract at least we will be able to identify any changes.
- Tam has put the prior contract into Dropbox.
- Will need to add comments etc and then someone will need to sign it. Tam nominates Katherine to sign it. Katherine agreed.

### 12 month Indemnity form

### Australian member Sign in sheets

How long do paper copies need to be stored Adults/Children?  
Do they need to be stored if scanned?

Zeller applications by groups (2022)

Crownation finance closure (2022)

*We will do the rest online*

**10 motions out of session** None

**Next Meeting:** 16 Oct 2023, 7:00pm AET

**Meeting Close** 8:10 pm.

<b>Actions to be completed</b>	
<b>All:</b>	
<b>Chair:</b>	Send a draft email out for the Board to consider re post concussion syndrome
<b>Secretary:</b>	provide letter to Riverhaven seneschal provide letter to Innigard seneschal Re Gin Gin lease issue <ul style="list-style-type: none"> <li>○ conduct further research (talk to Council to find out about their lease agreement)</li> <li>○ circulate a draft email to the Council for consideration</li> </ul> Re weapons club issue, go back to Merv for more info Re Victoria weapons exemption, update the form as per Ray's recommendation
<b>Treasurer:</b>	investigate creation of invoice for NDIS call Roland re fixing Zellar or Square continue financial policy review
<b>Kingdom seneschal:</b>	Email back re question about insurance for event staff
<b>Other</b>	Rachel - draft email to Council of Regalia to go to Board