



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au>

Email: chair@sca.org.au or secretary@sca.org.au

SCA Ltd Board Meeting: PUBLIC Minutes Meeting held: 15 January 2024

| Category | Description | Action Required |
|--|---|---|
| Attending: | Katherine Rowell (Chair), Tegan Brinkman (secretary), Tam Hovenga (treasurer), Rachel Horne, Alex Selth | |
| Observers: | Ray Gleeson (kingdom Seneschal) | |
| Meeting Start: | 7:07pm | |
| Apologies: | | |
| 1 Conflict of interest disclosures: | No conflicts of interest were identified | |
| 2 Minutes of the previous meeting and actions arising | Minutes from last meeting – needs review | |
| | Edits to financial policy – ongoing | Tam- continue financial policy review |
| | Concussion syndrome | Alex assigned, with the intent to follow proposal in email to Katherine. He will put a call out for relevant people to assist him and form a committee. |
| | Gin gin lease- update | Kat to talk to lawyer about making a standard lease to use in these situations |
| | Crossbow club | Approved and now prepared to be forwarded on by tegan |
| | Letter is finalised and ready to vote on | |
| | Motion: approve the letter naming merv the SCA representative on this matter | |

| | |
|---|--|
| <p>Invoice for NDIS member – still needs to be actioned</p> | <p>Tam to confirm action</p> |
| <p>Code of Conduct- event improvements Still ongoing, task to allow more transparency on how to report.</p> | <p>Ongoing action by Tegan</p> |
| <p>Alternative crown Final draft for website and email nearly done, question and full poll progressing. 1st of February hopefully when initial polling will start, tracking member numbers was discussed. It should be made clear that this is separated to the southern guard principality question in NZ. Draft wording to be sent to board for discussion and vote.</p> | <p>All to read alternate crown final draft and provide discussion by the 22nd January - sent by working group</p> |
| <p>Record storage in Dropbox Advisement to branches how to handle storage of sign in sheets etc...until data retention policy is complete</p> | <p>Tam to do the advisement and Tegan to do the data policy is ongoing</p> |
| <p>Live streaming policy Website still not updated with policy Tegan had changed something earlier but it was the wrong section</p> | <p>Tegan to see if she can update the policy to the website or handball it to the webmaster</p> |
| <p>Food safety draft brought to Board – cant sell food to public at SCA branded events but to members are fine.</p> | |

3 In camera Redacted

4 Speaking as a Board member / Environmental Scanning nil

5 chairs report Things ticking over – actioning emails and going on with tasks

6 Kingdom Seneschal’s report Live streaming approved by NZ board. New chronicler found - maybe, waiting approval

7 Secretary’s report DHS child safety email received – SA and WA effected handed off to Alex to review and edit child safe policy

Alex to review and edit policy and complete DHS actions

Email about US policy on first aid sent to board – no real action needed but has been handed off to alex

8 Treasurer’s report Zero accounts to be reconciled and ticking along on those actions
Bas audit ready and auditor ready to be contacted

Should be completed 6wks before AGM so that it can be put with Agenda
 AGM then discussed- further discussion to occur

9 Other Board business

SCA Board announcements out of date either remove the items or put recent news up
 Is postal address option required for sign up, currently defaults to email.
 Heraldry payment outstanding 1493.20
 Motion to approve payment – passed
 AGM start planning notice out to members about joining the board. Put notice on lochac announce and facebook 12th may 2pm on zoom

Disucussion on this for 2wk 29th January

10 motions out of session

Motions carried out of session

Next Meeting: 22 February 2024, 7:00pm AET

Meeting Close 8:31pm.

Actions to be completed

| | |
|---------------------------|--|
| All: | Alternate crown |
| Chair: | Gin gin lease – contact lawyer to get a standard lease to have on hand. Concussion syndrome |
| Secretary: | Email cross bow letter Code of conduct and reporting at events review Data retention policy Live streaming policy on website update |
| Treasurer: | Continue financial review NDIS invoice Advise how storage of sign in forms should be in drop box |
| Kingdom seneschal: | |
| Other | Alex - DHS child safety policy Concussion syndrome working group |