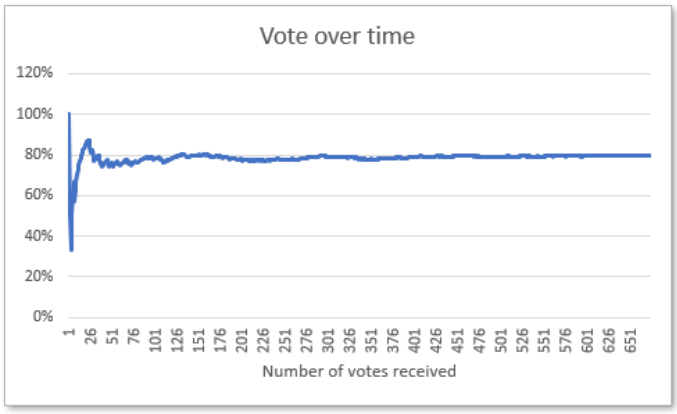
Society for Creative Anachronism Ltd (Australia)

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 on: 16th June 2025

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), Mandy L'Estelle (Deputy Chair), Craig Hutchinson, Simon Miller	
Observers:	Tegan Hunter (Kingdom Seneschal), Alison Carr	
Acknowledgement and Welcome to Country/ Meeting Start:	8:00pm	
Apologies:	David Potter	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	**Motion:** Minutes of meeting held May 20th, 2025 approved. Moved: Catherine. Seconded: Craig. All for. One abstained. **Approved.**	Nicole to upload to website Nicole
	Alternate Crown Poll Update The final results were: A total of 1,150 adult members from across Australia and New Zealand were sent invitations 536 people voted in favour of conducting trials 137 people voted against conducting trials Just over **58.5%** of the members voted in the poll, and of those who did vote **79.6%** were in favour of conducting trials. The graph below shows how the result was established over time. By the time the first 50 votes had been received, the result had settled down to between 79 and 80 % in favour, and subsequent votes did not move the result materially. Importantly, there is no evidence of a late swing in either direction, that might indicate people with one particular opinion were more reticent about voting.	Nicole to email Gomez to start forming working groups



	Trademark Re-registration	Mandy looking into how to pay with Rhys
	Updating Social Media Policy – KSMO Need to discuss with them	KS to ask if they are able to assist
	NOTE: other actions arising are listed in position reports	
3 In camera	Redacted	
4 Speaking as a Board Member/Environmental Scanning	Simon has discussed with Kingdom Masonry the idea for a *digital database for authorisation cards* (heavy, archers, marshal, etc) that would use a QR code to link to an SCA members file. Nicole mentioned SCA Inc does this similarly for memberships and suggests talking to them about privacy and data retention policies, as well as code/how to.	Simon to talk to Masonry, SCA Inc about how to
5 Chair's report	It has been a busy time since the AGM. May I say that I am in awe of our Secretary and Treasurer? They have hit the ground running and I for one am very grateful. I have emailed the SCA in the US, and introduced the new and expanded personnel of the Australian Board. I am very proud to be working with such a fantastic team of committed and hardworking people.	
	The latest I have heard about our Affiliation Agreement seems to indicate that the US Board has not yet signed off on this.	Catherine to contact SCA Inc about Affiliation sign off
	There is a brand new Draft Child Protection Policy that has been produced by Rebecca Garnsey (Thalia Brasse). I would encourage everyone to read it carefully, and comment as soon as possible. I am very	All to read and comment before next meeting

	happy with the sections on use of social media and photography in particular. From Rebecca: One thing I would ask - role of children/ youth officer really needs to be split, similar to lists and marshall. One person authorised by board to do the checks and maintain that register for compliance, the other to do more society level fun bits like website and activities. If the compliance person had authority from board to do that it will make the state registrations easier. I'm not sure if that is a board decision or kingdom seneschal q though. The background check policy is prob the one being most review to be honest - as it is most specific to the vais states. The other docs are more general, as they cover bigger ground which all the states and territories agree on, but the background checks are the bit that changes the most, so having that doc be more flexible, or more easily revised would be good.	
	We received an email from Jeff Nicholson (Sorle McNiccol) regarding Siege Warfare and changes to mundane law in Victoria. He has suggested a 'Legal Weapons Committee'. Craig Hutchinson(Yevan) has agreed to take point on this, with assistance from Simon Miller, and the Earl Marshall. LARP has a good way to do this, Yevan is discussing with us how to carry this through. Every state has different law, will never get a national policy – Simon.	Simon and Craig to contact Earl Marshal and begin discussions
	Motion: To accept the nomination of Ismena Gamel (Alison Carr) from St Florian de la Riviere as a new general Board member. Moved: Catherine. Seconded: Simon. Vote: All for. **Motion passed.**	
6 Kingdom Seneschal's report	Outstanding Sanction RE: Anita McGovern Burnfield Administrative sanction (no offices 12mths) Simon suggested they have entered Crown several times recently, need to check about Crown List	KS to follow up with Crown
	DEI officer – SCANZ will have separate officer, need to update constitution to have DEI Officer reporting to us **ACTION:** Simon to review policy/constitution and see what we need to do	Simon to look at what would need to be updated to create new office

7 Secretary's report	Correspondence received: Richelle Wisman – Insurance questions General time to look and educate people on what we actually are covered for (third party)	Nicole to contact and see if they want to look into it
	Definitions non-existent in Constitution – Update to Constitution Required	Catherine and Nicole to get US copy and use as guide
	Grant Factsheet – in Dropbox: no comments received yet Data Retention Policy – in Dropbox: no comments received yet	All to read over next month before they are published
	Secretary Handbook hasn't been updated since 2017! – Need to check other Board Officer handbooks and update accordingly	Nicole to begin updating with information from handover
8 Treasurer's report	Using 1 January for each year: 2022 - 1258 2023 - 1301 2024 – 1319 At $3 per head, that would come to $11634, to be approved for conveyance to SCA Inc.	
	Motion: To pay the $11,634 owing to SCA Inc for member affiliation fees. Moved: Rhys. Seconded: Craig. Vote: All for, none against. **Motion Passed.**	Rhys to pay fees to SCA Inc once numbers confirmed.
	Zoom – Credit Card details have been updated **ACTION:** Need to do the same for Dropbox.	Rhys and Nicole to get details and update them.
	Insurance Policies – Carried out of session, now have Certificate of Currency	
	Accountant review no longer on hold due to audit Has met them on Zoom, seem good.	
	Server hosting costs – to no longer paid from Kingdom account, will now be split between AUS BoD and NZ committee corporate accounts **Motion:** to refund the most recent payment (up to $1,000) back to Kingdom account and pay the AUS BoD share of the Masonry servers in conjunction	

	with SCANZ. Moved: Rhys Seconded: Catherine. All for, none against. **Motion passed.** **ACTION:** Rhys to contact SCANZ about a possible contribution from them.	
9 General Business	Apply for debit card for new treasurer – then remove David and cancel the other card **Motion:** to apply for debit card for the Treasurer. Moved: Catherine. Seconded: Simon. All for, none against. **Motion Passed.**	Rhys and David to work together on this
	Defibrillators – email from Gomez Create policy for what type can be purchased and make it Baronial level if bought as an asset, Kingdom one for larger events to have one?	Kingdom Chirurgeon has also been contacted
10 Motions out of Session	**Motion:** Rhys Howitt as Westpac Administrator Moved: Nicole Seconded: Catherine All in Favour. **Motion Passed.** June 3rd 2025 **Motion:** Insurance paid for 2025/26 financial year Moved: Rhys Seconded: Catherine. All in favour. **Motion Passed.** June 4th 2025	
Next Meeting:	Wednesday 8pm July 16th, 2025 (Australian Eastern Standard Time) (to be updated according to Doodle poll results)	
Meeting Close	8:58pm	

Actions to be completed	
All:	Read new Child Protection Policy and comment before next meeting Read new Data Retention Policy and comment before next meeting Read new Grant Factsheet and comment before next meeting
Chair:	Follow up Affiliation signing with SCA Inc Look over handbook and see if it needs updating Add definitions to Constitution based on SCA Inc Constitution Talk to SCA Inc about how to set up QR codes and data retention policy
Secretary:	Upload Minutes to Website Contact Gomez about ACWG post-poll results Add definitions to Constitution based on SCA Inc Constitution

	Finalise data retention and grant fact sheet and upload to website Update Secretary Handbook
Treasurer:	Look over handbook and see if it needs updating Pay Affiliation fees from 2022-2024 to SCA Inc Treasurer and David to work together to get new debit card and cancel old one Working with Deputy Chair to work out costs for trademark registration Update credit card details to Corporate card for Dropbox
Kingdom seneschal:	Follow up with Crown about recent Sanctions potentially affecting Crown List Ask KSMO if they are able to assist with updating the Social Media Policy
Other	Craig and Simon to contact Earl Marshal to discuss Siege Weapons/Legal Weapons group or deputy Simon to review policy/constitution and see what we need to create a DEI Officer role Simon to talk to Masonry about how to set up QR code authorisation cards