Society for Creative Anachronism Ltd (Australia)
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SCA Ltd Board Meeting: PUBLIC Minutes. Meeting held on: 12th August 2025

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), Craig Hutchinson, David Potter, Alison Carr	
Observers:	Tegan Hunter (Kingdom Seneschal), Kerry McSaveney (SCANZ Chair), Rebecca Garnsey (Kingdom Youth and Children's Officer)	
Acknowledgement and Welcome to Country/ Meeting Start:	8:00pm	
Apologies:	Mandy L'Estelle (Deputy Chair), Simon Miller	
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 July 15th 2025 approved. Moved: Catherine. Seconded: Rhys. All for. No abstains. None against. **Motion passed.**	Secretary to upload to website
	Alternate Crown – Nicole to contact ACWG to publish final results of Alt Crown Poll on their website. Ray Gleeson will continue working on proposal now that they are back from overseas.	Secretary to continue working with Ray Gleeson, ACWG and SCANZ on this
	Social Media Policy – Chair has contacted KSMO they are progressing with advice from experts within Kingdom, KS to update at next meeting.	KS to contact KSMO regarding update
	Digital Authorisation Cards –report from liaising with Nico and others.	Simon to move forward with this
	Siege/Legal Weapons – Siege is now included in the Armoured combat handbook at Society level. Can begin looking at how we can start making Kingdom specific rules now with SCANZ.	Craig to contact SCANZ Chair for progress on this

	DEI Officer Position – Corpora amendment currently up for discussion to include as Greater Kingdom officers, might wait until that is finalised before changing this in Constitution https://www.sca.org/news/corpora-amendment-commentary-request-inclusion-of-deib-and-chatelaine-as-greater-officers/ SCANZ Chair noted they have this in their constitution so this supersedes Corpora, so we may not need one if we make it part of our Constitution. SCANZ Chair sent DEI specific section, attached in Annex 1 (below). NOTE: other actions arising are listed in position reports	Simon to stay informed on the Corpora update and work on Duty Statement if we go that direction
3 In camera	Redacted	
4 Speaking as a Board Member/Environmental Scanning	None	
5 Chair's report	Chair has received signed Affiliation Agreement from SCA Inc.	
	CPP is progressing, Rebecca Garnsey (Kingdom Youth and Children's Officer) is present at meeting to discuss Board queries and ideas. Specific wording required for some states in Australia, so need a starting point and then add these into future documents as needed. Need a specific Code of Conduct regarding Children in Victoria as current one we sent in was rejected. Clarity needed for people working or organising events with children involved. Background checks policy needs to be separate as it will be the part that will update most often. Child must have paper on them to be able to show if anyone questions who the adult responsible. Working with Nico to include in Registry so WWVP's can be verified for Youth Officers. **MOTION:** To ratify the Child Protection Policy and affiliated documents as prepared by the Kingdom Youth and Children's Officer. Moved: Catherine. Seconded: Nicole. All for. None against. No abstain. (One proxy vote) **Motion passed.**	KYCO to send finalised documents to Secretary to upload to website.

	Chair Handbook – has gone over and found little edits but nothing major needing fixing	Chair to send to Secretary to upload to Dropbox
6 Kingdom Seneschal's report	WWVP – Do Landed Baronages require one? KYCO has suggested not a bad idea but not necessary. KS will encourage Greater Officers and Landed Baronages but not required.	
	Sausage Sizzles and Food sales – David has information. We have documents on food safety and fundraising activities are covered in our insurance. No longer an issue.	David to send info to KS and Board
	Insurance question about demos – line between someone interacting with people at demo and people getting into armour/fighting. Craig and Kerry both gave insights on this, specifically https://www.sca.org/wp-content/uploads/2021/05/DemoPolicy5-2021.pdf Demos are not fighter training, not okay even with indemnity forms. Handing them weapons is okay but swinging or hitting someone is not within our Insurance.	
7 Secretary's report	Correspondence Report – Several members contacted regarding weapons legislation in Vic – forwarded email to appropriate Board members.	
	Several emails about membership (stopping membership, not receiving cards, Pegasus email list) forwarded onto Registrar – might be worth putting out notice to Pegasus/Lochac FB saying to contact them directly, not BoD?	Chair to include reminder in Monthly Pegasus column
	SCA Canada is looking at forming a legal entity similar to the Affiliates in Lochac, Drachenwald, SCA Thailand, etc. Asked for copies of our Insurance and Affiliate agreements to see what we do and how we differ to other Affiliate Kingdoms. Sent through Australian Affiliate Agreement and Insurance Policies with permission from Chair and KS.	Secretary to continue communications with SCA Canada as required

	ASIC Industry Funding Levy for 2024/25 submitted, will be payable in January-March 2026	Treasurer to pay when relevant
	Added myself as Primary Authority and Treasurer as a standard administrator to the ABRS Portal – allowing us to submit our NFP self-review to the ATO for FY 24/25	
	Updated Board Website – Minutes from last monthly meeting Noticed we have a pending Refund Policy and Publications Policy on sca.org.au/documents/policy does anyone know about this? David said he may have old copy that's not on Dropbox. Chair mentioned Bal d'Argent steward also has thoughts on this at the moment and may be worth contacting.	David to send copy of Refund Policy to Board Secretary to reach out to Bal d'Argent Steward regarding refunds policy
	Registrar Duty Statement – update is ongoing but have spoken to Registrar to get their feedback also	Secretary to continue working on with Registrar
	Constitution updated with definitions (ongoing)	Secretary to continue
	Grant Factsheet – thank you all for your comments and edits, these have been included. **MOTION:** To ratify the Grant Factsheet and publish it on the Board website. Moved: Nicole. Seconded: Catherine. All for. None against. No abstainers. **Motion passed.**	Secretary to upload to Website
	Data Retention Policy – this one seems a bit tricker, still need to separate out into a public document (what we do) and a private document (how we do it), thank you for all the comments and edits. I hope to have this finalised by next month.	Treasurer has volunteered to lead this
	Secretary Handbook update (ongoing)	Secretary to continue
8 Treasurer's report	NFP self-review to be submitted to the ATO – very circular webpages, part of website broken, still trying to process this. David has previous years copy to send to Treasurer.	David to send Treasurer copy.

	PayPal Authorisation – Thank you David for assistance on this. Rhys' authorisation is still ongoing. Affiliation Payments – ongoing. Communication is incredibly slow. Wire transfer from years ago, double checking information before we send that through.	Treasurer and Secretary to complete together
9 General Business	Blessed Herman Membership Issues – conflict of policies between university policy and our media policy within SCA Ltd Craig has slightly more information on this. Suspects who has done this is someone who is trying to cause problems for College, has current sanction for office on them.	Craig to follow up
	KS has said they will send them a strongly worded letter regarding the issue to try and get things back on track. SCANZ Chair suggested we add that College's need to abide by Board Policies within their Affiliations to the SCA.	KS to contact Blessed Herman
	SCANZ has passed their new Constitution, will have flow on effects for us. Need new Affiliation agreement at some point. Updates will affect cross-country officers most: e.g. Crown, Exchequer, KS, Council of Purse, etc.	SCANZ Chair to send to SCA Ltd (Australia)
10 Motions out of Session	None	
Next Meeting:	Tuesday 8pm September 23rd, 2025 (Australian Eastern Standard Time) (to be updated according to Doodle poll results)	
Meeting Close	9:01pm	

Actions to be completed	
All:	
Chair:	Chair to send to Secretary updated Chair Handbook to upload to Dropbox Chair to include reminder about Registrar in Monthly Pegasus column
Secretary:	Upload Minutes to Website Continue working with Ray Gleeson, ACWG and SCANZ on Alt Crown Proposal Add definitions to Constitution based on SCA Inc Constitution, add College Affiliations in as part of Constitution updates.

	Grant Factsheet and CPP to be published on Board website Secretary to continue communications with SCA Canada as required Registrar Duty Statement and Secretary Handbook updates ongoing Secretary to reach out to Bal d'Argent Steward regarding Refunds Policy
Treasurer:	Look over handbook and see if it needs updating Data Retention Policy to be split into 2 documents and have significant updates Continue working on getting PayPal authorisation with Secretary
Kingdom seneschal:	Update on the Social Media Policy from KSMO KS to contact Blessed Herman regarding Policy issue
Other	Simon – Stay informed about Corpora amendment, write DEI Duty Statement accordingly Simon - work with Masonry about setting up QR code authorisation cards Craig, Simon and SCANZ Chair – updating Siege Weapon rules now that new Armoured combat handbook released. Craig – to gather more information on Blessed Herman policy issues KYCO to send finalised documents to Secretary to upload to website David to send information on Food Safety and Fundraising to KS and Board David to send copy of Refund Policy to Board David to send Treasurer copy of last year's NFP self-review paperwork SCANZ Chair to send new Constitution to Board.

Annex 1:

SCANZ diversity, equity and inclusion officer

1. The **SCANZ diversity, equity and inclusion officer** must:
    1. provide advice to the **committee** concerning diversity, equity and inclusion for **SCANZ's** policies and procedures for corporate and recreational activities.
    2. provide advice and support to **branches** to improve diversity, equity and inclusion in their activities.
    3. report to the **committee** and its **affiliates** according to guidelines that may be set by the **committee** from time to time.
    4. perform other duties of a related nature, as may be negotiated with the **committee** from time to time.
2. Should the **committee** choose not to appoint a **SCANZ diversity, equity and inclusion officer**, they must perform these duties themselves.