Society for Creative Anachronism Ltd (Australia)

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SCA Ltd Board Meeting: PUBLIC Minutes. Meeting held on: 22nd September 2025

Category	Description	Action Required
Attending:	Catherine Connor (Chair), Rhys Howitt (Treasurer), Nicole Hellessey (Secretary), David Potter, Alison Carr, Mandy L'Estelle (Deputy Chair), Simon Miller	
Observers:	Tegan Hunter (Kingdom Seneschal)	
Acknowledgement and Welcome to Country/ Meeting Start:	7:30pm	
Apologies:	Craig Hutchinson	
1 Conflict of interest disclosures:	No conflicts of interest were identified	
2 Minutes of the previous meeting and actions arising	**MOTION:** Minutes from meeting held August 12th, 2025 approved. Moved: Catherine. Seconded: Simon All for. One abstain. None against. **Motion passed.**	Secretary to upload to website
	Alt Crown expert groups – Chair, SCANZ Chair, KS, SCANZ Secretary and Board Secretary met together with Ray Gleeson (Chair of ACWG) to discuss proposal. We discussed the options available and the best way forward. Utilising the 3 marshal peerages on a rotating roster, rather than prowess over a number of events (which posed many issues) was decided as the best option going forward. Unclear if this decision needs to be made public to the populace as it is different to the poll recently circulated and the previous survey results (although a clear 4th from the survey). SCANZ suggests new working group across NZ and AUS to put proposal together. David asked for clarification on the prowess over multiple events.	Secretary to continue working with ACWG and SCANZ on this

Simon asked about how the archery tourney would work, ACWG would need to work out. Milly asked for clarification on single day prowess event. Poll should specify options for both types of archery, cut and thrust, rapier, etc.	Secretary to contact ACWG for Archery clarification for poll
Kingdom Social Media Policy – update from Chair I have been communicating with the Kingdom Social Media Officer. She has been working hard to produce a draft Social Media Policy. She has met with a friend who works in policy for some advice and has started writing up the draft. The areas she is focused on are regarding the use of generative AI on our pages and requiring permission from identifiable people within photographs. She says it is proving tricky to find wording that does actually circumvent what Blessed Herman wrote into their policy. She has been kept in the loop with Blessed Herman and did some of her own research on it. While what they did was ill advised and not in any way best practise, it doesn't seem to have been illegal. She would like to know if there something in particular the BOD would appreciate tightening up. She would love to know what we're looking to have addressed in this newest iteration. Will include updates involving apps like TikTok and Snapchat, as well as generative AI and other things that have changed since 2015. David suggests limit generate AI to images, not text. Will contact KSMO.	Chair and KS to contact KSMO
Digital Authorisation Cards – waiting for Nico to return from overseas.	Simon to move forward with this
Siege/Legal Weapons – Craig to begin looking at how we can start making Kingdom specific rules within new Combat handbook.	Craig to contact Marshal to progress this
DEI Officer Position – To add to Constitution similar to DEI Officer in SCANZ Constitution.	Secretary to update
NOTE: other actions arising are listed in position reports	

3 In camera	**MOTION:** The Board approves a motion to move Burnfield into abeyance and place their funds into the Baronial account (Riverhaven) to be held in trust. Moved: Catherine Seconded: Simon All for. No abstains. None against. **Motion Passed.**	
4 Speaking as a Board Member/Environmental Scanning	None	
5 Chair's report	Rowany Festival Contract updated and sent to Rowany Seneschal out of session	
	Can we ask Masonry to forward board@lochac.sca.org to board@sca.org.au	Secretary to contact Masonry
6 Kingdom Seneschal's report	Youth Officer (Thalia) is looking to pass the office on soon. As part of this, Thalia has suggested that we might want to split the job, taking the paperwork part of the role (handling the Youth Authorisation Cards for Australian members) and creating a new role to handle that. **MOTION:** To move the Youth Authorisation Officer (cards, authorisations, police checks, etc) to a position under the Board rather than as part of the Kingdom Youth Officer. To be approved out of session with KYO to help write advertisements for both positions.	
	Updated March Crown Tourney Proposal , nothing set in stone for Autumn Coronation yet	
	2 Zooms and 2 Dropboxs, one KS and one for Secretary of each, 4 total accounts. Suggests moving to 1 account for Zoom and 1 for Dropbox. The main issue with 1 Dropbox account is that potentially people on the Board could see items that should be for KS eyes only, and vice versa. The other issue would be online recordings of meetings (particularly for Secretary) as they are used	

	to note the Minutes. Unsure if KS also does this with the Greater Officer meetings. 2 Dropboxs but 1 Zoom would potentially work though.	David to look into options for long term data storage
	MOTION: The Board approves a motion to move Burnfield into abeyance and place their funds into the Baronial account (Riverhaven) to be held in trust. Moved: Catherine Seconded: Simon All for. No abstains. None against. **Motion Passed.**	
7 Secretary's report	Correspondence Report Registrar had queries regarding Vic Stat Dec forms needing updating. Chair, Kingdom Marshal, KS and Registrar have been discussing amending the form to include third option ("I am a resident of Victoria and do not currently have any weapons to store"). Similar query from Chris Zacharias asking about purchasing a sword from overseas as a VIC member. Referred them to Stat Dec form and CC'd in Registrar and Marshal in case of further questions. Simon raised issues of people using SCA membership as a way to gain access to buying and owning swords in VIC. David also suggested we have them sign a Stat Dec at events with metal weapons if NOT a member of the SCA.	
	Registrar Duty Statement – have received comments from Registrar - "I have reviewed the Registrar Duty Statement, and I do not believe there needs to be any changes to the statement." **MOTION:** To update review for Registrar Duty Statement for another 2 years (July 2027), with no changes to current document. Moved: Nicole Seconded: David All for. None against. No abstained. **Motion passed.**	Secretary to renew on website
	Updated Board Website – Minutes from last monthly meeting, Grant Factsheet, Child Safe	

	Policies, US Affiliation (2025), Financial Policy and Privacy Statement (weren't displaying properly)	
	Constitution Definitions and Secretary Handbook update (roughly 60% done)	Secretary to finish by next meeting
8 Treasurer's report	**Treasurer's report** As of 21 Sep 2025, there was $22896 in the Corporate account and $692 in the Credit Card. There was $254 in the PayPal account. I have paid the annual $10K to Kingdom (18 Aug). I tried to pay the $11634 owing to the US BOD, realising that that's actually $USD. It didn't work on the first attempt but now seems to have, costing us AUD$18144 for the past three years. Another year's payment is due in January. As I've raised by email, we have to do a Not-For-Profit assessment. Last year we said we were a valid NFP and a charity. I don't believe we're a charity, and we appear not to fit their guidelines for a NFP. We could fit better by changing our Objectives to align more closely (see email on this) but that would take time. David suggests we call the ATO about it, but we'll have little control over the outcome; may still be our best option in the time. I'm not clear what the outcome would be of not getting NFP but could include for instance having to pay income tax on event ticket sales to non-members. David clarified we need to remain a NFP, but we want to be non-income tax exempt as that would affect membership fees, event costs, etc. I believe we have a separate item on providing the Treasurer with a delegation of say $500 between meetings. This is desirable to minimise the Board wasting time on small approvals. We could consider appointing one Board member (e.g. Chair?) to approve extensions to existing contracts up to a certain amount.	

	PayPal approvals – Rhys to redo letterhead with CFO and Chair on it	
	Credit/Debit card – Rhys not administrator, need all Director's to have CRN with Westpac. Need to chase up again.	David and Rhys to chase up
	I've circulated a draft Information Management Policy, replacing and extending the draft Data Retention Policy. Not looking for approval at this stage; just an indication if this is worth pursuing, and some volunteers to help refine it. KS asked if we could define what constitutes complaints, grievances, commentary, etc. so that it is clear in the policy.	Treasurer, David, Simon, KS to review it
	Registrar – Postage Stamp increase in price. Motion moved out of session to reimburse Registrar for new stamps at the increased rate.	
	MOTION: For the Board Treasurer to have a standing delegation for the Treasurer to approve items up to $500 between meetings, to be reported to the next Board meeting. Moved: Rhys Seconded: Nicole All for. None against. No abstains. **Motion passed.**	
	MOTION: To allow Chair to approve contract extensions to existing contracts, that have no significant changes upon extension. Moved: Rhys Seconded: Simon All for. None against. No abstains. **Motion passed.**	
9 General Business	Constitutional Committee – need to update and look through what needs to happen and assign people to each section to make sure it moves forward?	
10 Motions out of Session	**MOTION:** To reimburse Registrar for new stamps at the increased rate ($5). Moved: Rhys Seconded: Catherine.	

All Executive Board Members agreed and approved.
Motion Passed (August 21st).

MOTION:
The Board approves the amended contract with the Outdoor Education Group for 2026 with respect to Rowany Festival dates and price increases, in line with the previously agreed to multiyear contract from 2024 - 2026.
Moved by: Nicole Seconded: Catherine
All for. None against. No Abstains. **Motion Passed.**
(September 15th)

Next Meeting: Tuesday 8pm October 21st, 2025 (Australian Eastern Daylight Savings Time)
(to be updated according to Doodle poll results)

Meeting Close 8:53pm

Actions to be completed	
All:	Constitutional Committee?? Do we need to allocate someone as the lead for this as well as a time to meet?
Chair:	Chair contact KSMO and relay that generative AI should be limited to text but never issued for images.
Secretary:	Upload Minutes from August to website and update Registrar Duty Statement on website Secretary to contact ACWG for new proposals with target/combat archery before polling populace Secretary to add DEI Officer position to Constitution in line with SCANZ Constitution and complete adding definitions as well Secretary to contact Masonry regarding board@lochac.sca.org email to redirect to *actual* board email list. Secretary Handbook update due end of October
Treasurer:	Contact Accountants/ATO regarding NFP self-review paperwork. Rhys to redo letterhead with CFO and Chair on it for PayPal David and Treasurer to chase up Westpac Administrator needs
Kingdom seneschal:	Contact KSMO and relay that generative AI should be limited to text but never issued for images. Contact Burnfield regarding motion to put them in abeyance. Assist KYO to help write advertisements for both KYO and Youth Authorisation positions.
Other	Simon to contact Nico once back to progress Digital Authorisation Cards Craig to contact Marshal to progress Siege Weapon update David to look into options for long term data storage if DropBox fills up