

Agenda SCANZ, Inc.

Committee Meeting Wednesday 11 February 2015

Attendance: Dillon, Mel, Angela

7.08pm OPEN BUSINESS

1. SGM update (Dillon)

SGM happened at CF. It was successful. We easily achieved quorum. So the motions were passed that needed to be passed. Having the meeting after dinner was useful.

2. SGM minutes (Angela)

Beth took the minutes. Angela will chase Beth of an electronic version of the SGM minutes.

3. Approve November minutes for website (Dillon)

Dillon did a quick edit last week. And they should be good to go up the website.

4. Affiliate Agreement (Melissa) a. Definition of membership (raised at SGM)

Dillon has not received anything from the BoD. At the SGM was asked what the definition of membership is in the SCA affiliation agreement. In the SCANZ we are either paid or not. The member wanted to know what does the membership mean with the SCA Affiliation agreement. We discussed what is considered consultation and what that means, and what commentary is. We have more scope in the new affiliation agreement. With the affiliate agreement, Dillon will send a follow up email to the BoD about the affiliation agreement. It may have been pushed off the Agenda, as it was supposed to be talked about at the January meeting.

5. SCANZ Committee and Corporate Officer Handbook (Melissa)

Put that on Hold until after the SGM. Mel said that she will be happy to work on this mid March.

6. Insurance (Ange)

Lowrens asked about the Insurance for Southron Gaard. We would like to close this off so Angela will email Richard and the B&B about it. If not we will table it.

7. Youth Marshals and authorisation processes and forms (Ange)

Angela has email Rowland once a month sent an email about this, but has heard nothing. Will try another method of contact. If Angela does not hear from him, then will email to Tina as KS to see if we can table it.

8. Publications to National Library (Dillon)

Dillon has lapsed in this, and will follow up in March. Will contact the National Library. Email and then process for SCANZ

9. Website domain name change? (Dillon)

Dillon has not thought about this. Not important. We have a website, people know about it. Moved to take this off the agenda.

10. Contracts policy to cover links to legal liability, grants (Trent)

11. Xero – accounting package (Trent)

12. Lapco, etc (Trent)

10-12. Dillon believes it important to have finance person attending meetings. Angela will talk to Trent about when would be a good time for him and we will schedule around his work.

## NEW BUSINESS

1. Bullying and Harassment Policy (Melissa)

Mel by the weekend can condense the comments, and can anonymise the comments. Dillon and Angela will add their comments. We discussed if it is a policy or a procedure. Possibly sits with the Kingdom grievance procedure, we have defined Bullying and Harassment, and providing a process in a policy. The committee will continue to discuss this on list. Will come back to this next month.

2. Alcohol Policy – sale and supply at SCA events in New Zealand (Dillon)

Several issues were raised before CF. Local and regional authorities delegation of responsibilities about the Alcohol Policy. May need a generic alcohol policy nationwide, and a regional policy. Dillon will talk to more people about this and follow up the regional council around CF. Check if there are differences for members or public.

3. Background and purpose of SCANZ Child Policy and nominated caregiver. (raised at SGM)

Committee is comfortable with the policy. Angela will send through the nominated caregiver form. Will discuss further on the list.

4. Food Act (raised at SGM)

Committee to push to March.

5. Policy Publicity (Dillon)

We have a website with the policies on them. Standing item on Agenda, are their policies that we need to promote or remind members of them. Either all lists to members and non-members, or just members.

6. Webminister and website logins

Dillon has spoken to David Robb. Angela has said as secretary she will learn how to put the minutes up on the website, and then to follow up with an email to the members. Members will learn to use the website, then next month discuss about possibly advertising webminister. Angela will talk to David Robb about a procedure on how to log on.

7. Fourth Peerage

The committee is happy with what happened in regards to the process of informing our members of the commentary.

8. Cutting tests with metal weapons (Dillon)

Our Kingdom policy is clear.

On Hold

1. Societies office changes in 2015 (Trent)

2. Governance vs. operational management (Trent)

3. Grants, Leases, Purchases (Trent)

4. YAFA (Dillon)

5. Letter to SCA INC requesting advance notice re removal of officers (Mel)

6. Unaccompanied minors at events (Ange)

Meeting closed at 8.30pm