

## **Agenda**

### **SCANZ, Inc. Committee Meeting**

**Sunday 10 May 2015 – Opened 6.10pm Closed at 7.08pm**

#### **Open Meeting**

#### **Officer Reports on Open Business**

#### **Chair (Dillon)**

##### 1. Correspondence from PO Box (if any)

No correspondence received from PO Box. Dillon has scanned and mailed the receipt for the payment of the PO Box. Trent is happy with the receipt from Dillon, and Trent will issue a reimbursement for the amount of NZD\$170

Mel moves that Trent reimburses Dillon the amount of \$170. Angela seconds Dillon abstains All in agreement. Motion carried.

##### 2. Bullying and Harassment Policy (feedback from SCA Ltd)

Only one comment has come back, about the different laws. No response from KS. So Dillon will contact KS again and ask for feedback.

##### 3. Publications to National Library

Dillon has done a test submission of our Chairs report from last year. The authors date of birth is required to differentiate documents. Dillon will wait for feedback from the National Library and from then on will work out what is required by the branches.

##### 4. Alcohol Policy – sale and supply at SCA events in New Zealand

Dillon has spent some time looking at the alcohol policy. Looked at the problem especially for CF.

a. Go to a lawyer

b. Ministry of Justice

c. Huanui District Council to look at what their alcohol policy is.

Dillon has gone through the Huanui and the Wellington Council policies. Are we getting into a situation that we are supplying alcohol? Dillon will write to the Huanui District Council.

##### 5. Food Act implications for SCANZ?

Dillon will look at this if he can clear up the above points.

#### **Finance (Trent)**

##### 1. Contracts policy to cover links to legal liability, grants

Trent is still working on it, this has been part of it to consider a handbook, as this is tied into the MYOB and Lapco and Paypal issues.

##### 2. Reporting Deadlines

Trent sent that to the council and was covered on the last meeting. NZ reporting dates have moved back to the 15<sup>th</sup> of each quarter. This has been communicated to the Reeves in NZ.

### 3. Online Event Management Systems

SG has decided not to go ahead with this system. Trent has taken reference of the information and is in the committee email archive. So the committee will put this as a closed item and can be removed from the Agenda.

### 4. Paypal Proposal

There has been discussion on the committee email list. Trent has done some research. Richard the Seneschal of SG, is leaning towards the group management. Trent is going to confirm a couple of things. Is SCANZ in principal want to proceed or can it. So Trent will investigate and then re-present to the council next month.

### 5. Xero – accounting package

Trent spoke to William Howard, and Trent will look at the costs, and have a comparison like MYOB to review along side it. There would be two types of training for the Reeve. Mel has asked Trent to do a projection of costs onto the membership.

### 6. Lapco, etc

Trent has spoken to Peter Hyde. The key thing that Peter needs for the web, that the wording is correct for the website. Trent will bring that back onto the council list, to look over, and the privacy issues. So this is why Trent wants to do a dummy run. Trent has used a login, and he has found that there is a process issue, that could cause problems. This will continue to be worked on, and a test completed by the next meeting.

Trent will send through a draft of the wording required, Dillon has asked for a deadline for the committee comments.

#### **Registrar (Beth)**

No items to report

#### **Secretary (Angela)**

##### 1. Insurance

All the seneschals have asked for an extension. I have given this. I will follow up with the Cluain seneschal, and the others again, and hope to have something to report to the Committee in June.

##### 2. Webminister and website logins

David Robb has said that he would look at putting a “how to use the website” together. Did not push for a timeframe, but will ask to have this possibly completed by August.

#### **Vice-Chair (Melissa)**

##### 1. SCANZ Committee and Corporate Officer Handbook

Mel is working on the handbook. SCA Ltd handbook is being used as a base, and Mel will have and draft/in progress in by the next meeting.

#### **New Business**

##### 1. Tracking Rules Amendments

Trent thought that this as a way to keep track of any rules amendments, typo's etc, and highlighting this in the minutes. Dillon has suggested that we can trial this in the minutes to make it easier to gather this information for the AGM.

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

**Close Meeting**

1. Publicity of policy decisions to members
2. Date and time of next meeting **Sunday 14 June 6pm.**