

August 27th 2023 SCANZ Committee Meeting Minutes

Present: Jasmine Fuller (Treasurer), Josie Welch (Secretary), Richard Goodwin (Chair), Liz Brodie (Vice-chair), Beth Kent (Registrar)

Apologies: Ray Gleeson (Kingdom Seneschal)

Observer: Scott Williams

Meeting opened: 7:36pm,

- 1) Acceptance of Previous Minutes
[July 2023 Committee Meeting Minutes](#)
Minutes accepted as correct
- 2) Conflict of Interest Check None to declare
- 3) Correspondence
 - a) Alternative Crown Selection Committee - movement on the beginnings of this process
First meeting for this on Thursday evening Josie, Jeremy, Ray and Stephen Parsons
 - b) Issues Resolution Guide document - Feedback on this from members of Crescent Isles
Feedback to go to Gib and Gomez to start. Richard to check in with those who have made submissions and those in charge
 - c) Royal Travel Fund - drawdown on this for travel expenses for this reign
This has been done. Liz - question around where we would get money if we have a second NZ crown. Richard - from Australia. Beth - money in term deposits if needed.
Liz - should that be saved in case of legal expenses? Richard - the term deposit doesn't have a specific purpose. It is in a term deposit to gain interest until required. Are the term deposits SCANZ money or kingdom? Scott confirmed this is SCANZ money
 - d) Purchasing AEDs - communication on this from discussion at last meeting.
Richard replied to this email. There is no law stopping an NZ branch from buying an AED.
- 4) Treasurer's Report
 - a) Bank Change - Beth waiting to hear back from bank. Heard back after AGM.
Richard to make a polite phone call to try to move this along. Beth to check she has filed latest financial reports with companies office.
 - b) Reeve Non-Disclosure Declarations - all completed, To drop off agenda

c) Xero Access - waiting on responses from Cluain and Ildhafn as no receipts filed in xero. Richard - so long as done by quarterly reports then should be ok. Liz - has not been a Cluain council meeting recently and the Reeve has recently moved

d) Bill from Marsh - yes has this been paid.

No big changes financially - a few new memberships.

Monthly financial reports can be found:

[Society for Creative Anachronism New Zealand Corporate - Balance Sheet July 2023.pdf](#)

[Society for Creative Anachronism New Zealand Corporate - Profit and Loss July 2023.pdf](#)

5) Registrar's Report

Membership at August 1

	2022	2023
Ildhafn	32	31
Cluain	26	28
Crown Lands	3	4
Darton	52	50
Southron Gaard	113	120
Total	226	233

Registrar will step down at Canterbury Faire 2024

AGM - Southron Gaard had the most votes finally

6) Kingdom Seneschal Report

The Kingdom is going well. Current projects include:

Commentary opening for the new Sanctions policy this week

Pre release commentary being sought this week for the Crown Event Handbook

Covid guide finalisation

We are in reporting month so there are many interpersonal challenges are being reported

Sign in sheet retention is being clarified

NZ 10 years for all

AUS separation of adults/minors to separate forms and determination of sign in date

Current Kingdom officers being sought are Kingdom Youth Officer

Seneschals due shortly are Adora

Recent Officers are Crux, Historian, Earl Marshal, and the Okewaite, Stegby, Innilgard, Darton Seneschal. Coming up are the Youth officer.

Bravo to Fiora for stepping up at Darton Seneschal and a thank you to Miles for his service as Seneschal of Darton.

7) Progress Reports

- a) AGM report - report on the completion of this
Held on 6th August. Southron Gaard won voting, Cluain came second, Ildhafn and Darton .

And summary - 24 people voted, which was quorum.

Minutes were accepted with one abstention

Finances were accepted unanimously

Limiting personal info collected accepted unanimously

Minutes for AGM can be found at [2023AGM Minutes.docx](#)

- b) Issue Resolution Policies and Procedures - Document up for review.
See correspondence
- c) SCA Inc Affiliation Agreement - nothing this month
- d) Insurance Policy Review - Richard will get on to this now we have documents from AGM
- e) New Incorporated Societies Acts and SGM - discussion of next area to work on to work towards meeting requirements of new act
Richard - wind up clause to nominate beneficiary. General consultation email to seek feedback and suggestions on beneficiaries.
The last two areas for an SGM are winding up and issues resolution then we can look to get registered under the new act.
- f) Reeve's Handbook Review - update. Kingdom Exchequer over in the next month. Richard will try to connect with her,
- g) Social Media Policy -
 - Information Sheet - Josie to work on this month
- h) Data Policy - update from Liz. To be handed over to Jacqui to have that conversation with Alain
- i) SCANZ Web office and hosting - update on replacement - Richard to work on this in seeking a person to do this.

Beth with advertising for new registrar do we want to split lists officer off as a job? To be discussed. Beth technically NZ Lists officer as well as Registrar.

j) CF Container - update on progress in arranging payments. Waiting on SG to send through an invoice. Josie to talk to SG seneschal about getting this invoice of a third of the bill to each group. Need to work on a strategy of how to manage this going forward from here

Any other business

Financial Policy Review - internal review from Scott and Jasmine Richard to make final changes then to put on website for general consultation especially Seneschals and group Reeves.

Next meeting; Sunday 17th September at 7:30pm

Thank you to Liz Brodie for her three years of service to SCANZ and she will be freed from duty on 1 September.

Meeting closed: 8:17pm