

March 19th 2024 SCANZ Committee Meeting Minutes

Present: Josie Welch (Chair), Richard Goodwin (Vice-Chair), Jacqui Macgregor-Pahl (Secretary), Ray Gleeson (Kingdom Seneschal)

Apologies: Beth Kent (Registrar), Jasmine Fuller (Treasurer)

Observer:

Meeting opened: 7:37pm

- 1) Previous Minutes
Approved as correct
- 2) Conflict of Interest Check - none
- 3) Correspondence
 - a) David Robb – Handover of website to Lowrens. Looking at costs for hosting as no one in game willing/able.
 - b) Zara Kinzett queried Registrar role and has now applied formally for the position.
 - c) Oz BoD re. updates to the Marshall's handbook. They have declined this. Concussions require medical sign-off, however, there is no detail on the actual requirements for this. They wish to see more detail. They also do not accept the reduction in thrusting tip requirements.
 - d) Nicola Halliday re Horses at Crown. The insurers have been consulted – we are not covered for anything horse-related. If equestrian activities are happening at events, people need to be aware of this.
- 4) Treasurer's Report (absent)

Richard, Lowrens and Jasmine had a meeting regarding Xero. Richard found some errors in the previous financial year's data. Will be correct this year and should be fine going forward. He has created some custom reports for Group Reeves to use.
- 5) Registrar's Report (absent)

Zara Kinzett (Ysemay) has applied for the Registrar's position.

MOTION: That Zara Kinzett be appointed the new Registrar.
Carried.

This will take effect from the end of April (in the hope that we have the bank changeover sorted by then and won't have to start from the beginning again).

6) Kingdom Seneschal Report

Kingdom Chirurgeon out for commentary currently.

New host has been found for September Crown.

Candidates for 2025 events are looking possible already.

Alternate Crown process is now at 2nd stage.

7) Progress Reports

- a) Issue Resolution Policies and Procedures – Quote received from Parry Field \$1100-\$1200 +GST & disbursements.

Motion: To spend a maximum of \$1200 on legal fees to get a definition of Officers under the new Incorporated Societies Act.

- Passed

ACTION: Josie to write a specific query and forward to the committee.

- b) Alternative Crown – the next round of polling closes after Rowany.
- c) Insurance Policy Review – liability insurance documents completed and getting sent off for quote tomorrow. Richard notes that the application did not require any information on what it is we actually do.
- d) SCANZ Web officer – handover happening.
- e) AGM in July – Sanctions need to get sorted so that changes can be voted on at the AGM. Otherwise we will need to hold an SGM later in the year.
Accounts finalised end of March.
Will need to call for other business.
Presidents Report will need to be written
Wind-up clause needs adding to the Constitution.

Any other business

a) Financial Policy, specifically cash handling.

According to the policy, cash needs to be deposited into the bank “within a reasonable time as defined by Branch or Kingdom”.

It is difficult to do this. Event organisers would like to be able to transfer money from their personal account to their branch and deal with the cash when able.

Feast Stewards get money transferred from the branch, with any excess transferred back afterwards, so what is the difference?

Gomez noted that the Australian groups are required to operate under corporate rules. New Zealand branches don't need to, so an NZ exception could be added to the policy.

Richard could create a liability form, similar to the advance funds form. Add as an appendix.

Will need to check with IRD to be sure that this is okay.

Proposal also needs to be run by Heloise (Kingdom Exchequer).

Meeting Closed: 8:10pm

Next meeting: Sunday 21st April, 7:30pm