**SCANZ Committee Meeting Minutes- 11 August 2019**

Meeting Start – 2008

Present: Scott, David, James, Lachlan, Beth, Will

Apologies: Nil

**Agenda**

**Previous Minutes- Accepted**

**New Business**

1. Scotts email re EHS – parts being rolled into financial policy, parts into site guidelines. To be used is internal doc as starting point of discussion. Lachlan noted that Australia does not current have this but it has been mooted over there.

**Matters Arising from previous minutes**

1. Standing down of Scott, Standing up of Richard.
2. Plague – Quarterly report note, conversation around perhaps changing reporting lines to include or just be orgs. Further discussion to follow. Lachlan agrees that we should come back to him with concrete suggestions about going forwards. Action SCANZ board.
3. Dropbox – Storage of formal records, can we store here, is it private. Lachlan to forward to Masonry.
4. Code of conduct – noted as a to follow up going forward, development ongoing.
5. Bullying and hate speech – Scott has something, needs to be distributed, James suggested it moves to a working group as part of broad policy updates. As it stands documentation to go up from Webwright and it to be then workshopped going forward.
6. SCANZ financial policy – Workgroup 2 held, brief lachlan
7. Koteks complaint – now closed, facilitated meeting in May
8. Beths stewarding documents to be updated, needs children’s sign in sheet. Will to update and forward to Beth.

**Matters Arising**

1. We need to get policy around where people are storing documents with personal information, and org/group documentation and where we think this should be. SCANZ committee to sit down and work out what is practical and where we are ok with taking risk if any. SCANZ committee to action. David to coordinate with Masonry.
2. Do we need NDA’s to reeves to be allowed access to SCANZ Xero. Will to go and find out if there is recommended processes. Will to update next meeting.
3. Combat rules updates. Move to be a standing part of the agenda. Committee approves this. Still want to see H&S.
4. Treasurer needs a Statutory Declaration for lost/missing invoices.
5. SCANZ broken incorporation rules, we cannot comply with the IRD requirements for Non profit organisations. We are missing a clause and cannot add this clause in. Action David to talk to Inc Soc’s.

Meeting Closed – 2115

Next meeting

Sunday 09 September 2019