**SCANZ Committee Meeting Minutes- 10 February 2019**

Meeting Start – 20:00

Present: David, James, Scott, Will,

**Agenda**

 **Previous Minutes** Move Scott, Carried U

Committee requirements – Scott and David down this year, Richard offered to stand at SGM, in discussion it was suggested that we put the callout via email before recalling Richard.

EHS – Proforma report to seneschal and then archived suggested by Lachlan. Suggestion that we get a copy of seneschals current form and look to enhance with copy to committee. Policy about hiring or contracting people needs to be created. We need to make sure that we ensure that people understand that this is a EHS thing not a NFP thing. Also need to make sure that Nico’s info goes out re contracting stuff. Scott to draft.

Plague – Lochac notified, expecting report, David noted that as steward this is to follow. No residual/mundane follow through required.

Dropbox/ data storage - What are options, what are our obligations, how do we make a thing work. Lachlan suggested there is some sort of Lochac intranet being created, would we be ok with that. Google looked at as an option. Issues with googles NFP software noted. Lochac may have an option here that fixes these concerns. Lachlan to report back on this.

SCANZ China – Talked to US and Winfield (China), effectively what is happening in China isn’t the SCA. Its under the label of SCA. A line has been drawn, and if China want to SCA they need to create the SCA structure that we would expect to see. Group dynamics and ability of us to contact/communicate with the SCA is minimal and we cannot act due to inability to reach out. Lachlan has said that we cannot provide support or guidance, has referred this back to the US for action. Has referred to society Seneschal. We have 5 people on our books as members, they expire Oct 2020. We have email contacts for them. Lachlan suggests that we could send them a letter saying that they need to show group development or membership lapses? James suggests we see if we can remove them from NZ membership and pass to America. Lachlan notes that this is his basic strategy.

Code of Conduct – for event members, or members. Members code of conduct needs to exist. Lachlan suggests that kingdom constable could help. David notes that we see it as a mundane thing. Beth notes we have a gate sheet, she could make it a pdf and add the code of conduct info to it. Also minor sign in to be added to this. Beth to action.

Bullying and hate speech – Scott to word something for the SCANZ front page.

Live streaming of events – Still a wait out. Darton May crown as trial. We need to make sure that crown includes streaming acceptance as part of condition to enter. Secretary to create a statement to go to crown covering blanket acceptance to be filmed by all fighting participants.

Branch funds held – noted as not a committee matter.

Cloud accounting – kingdom exchequer mostly agreeing. How do we pay for it. Suggest personal credit card, with committee approving a payment of $X for xero on X date subject to photo of statement or the like. Will to start trial.

Motion: Committee pre approves 1 year of xero fees at $540 NZD in 12 portions or $45 to be paid to Will on sighting of proof of payment. – Moved Scott, Carried U.

SCANZ financial policy, discord meeting to do rewrite, David to arrange time and distribute attendance list. <https://sca.org.nz/sites/sca.org.nz/files/docs/policy/SCANZ_Financial_Policy.pdf>

Grievance procedures – suggested that we put it into code of conduct/harassment as a procedure.

Training resources – David has a doco, to disseminate for some sort of breakdown/updating via committee list and perhaps involve Richard if he has time. Beth has a registrar doco, that we should archive.

**Matters Arising**

Australian R&D vs NZ. What do we do.

Current rules do not let us this, this may breech our affiliation agreement. James suggests that we create a policy that allows us to do this. Legally event members \_are members\_ so we need to have something setup to pre deny. We have previously talked about denial of membership for people that are breeching our policy before they join. This has been previously discussed and decided to be problematic. Suggestion that we create some very narrow policy that allows us to uphold an R&D from another affiliate. It has been noted that we should still require proof of reason to committee so that we can have a point of review/arbitrary fairness. Will suggests we could update code of conduct re public behaviour?

Update to section 4a, to be carefully drafted for discussion via committee. James to action.

Paypal update – Do we need to do a thing? Chair needs to sign some paperwork, Scott to action.

Gatekeeper – Who has had a discussion about privacy concerns about data. David notes that we have had no discussion. Uncontrolled data an issue. James notes that perhaps this could be solved with policy from NZ committee.

James to draft some policy around event usage of data and deletion of data and our responsibility re storage and disposal.

Meeting Closed – 21:31

Next meeting 10 March 19