

# SCANZ Committee Minutes

Meeting opened 7:34 pm 27 April 2025.

Attending: Kerry McSaveney, Jacqui Macgregor-Pahl, Scott Campbell, Richard Goodwin.

Apologies: none.

## Agenda

- 1) Conflict of interest check - none advised.
- 2) Previous minutes (Item 1) - noted that section 4d) was added after the meeting by committee consent, to provide documentary support for changes to signatories to Westpac bank accounts.  
Minutes accepted.
  - a) Action points (Item 2) - to be addressed as we go through the agenda.
- 3) Correspondence:
  - a) SCA Ltd
    - i) Alternate Crown - considerable traffic - see section 7 for discussion.
    - ii) Website hosting reconciliation - destination account for payment is known.  
**Action:** Treasurer to make the payment.
    - iii) SCALA meeting on 22 March - Kerry and KS (Ray) turned up, but no-one else. Meeting was rescheduled but advice did not reach Kerry. Try again for the May meeting.
  - b) SCA Inc
    - i) Ranged peerage consultation with affiliates - SCANZ response has been passed back to SCA Inc. No further committee action required.
    - ii) Alternate Crown trial announcement - SCA Inc Ombudsman has taken issue with the detail and thrust of the announcement. See section 7 for detail.
  - c) Kingdom Seneschal -
    - i) DEI officer proposal - Kerry has read and made much commentary to the KS. Will need to clone this into a SCANZ policy in due course. No current committee action.
  - d) Insurance -
    - i) Associations Liability policy - March Inc have presented invoice for payment.  
**Action:** Treasurer to make payment.
  - e) Kingdom Exchequer - Exchequer advised that Zoom and Dropbox bills are collectively about \$500 AUD. Hence pro-rata (on membership) contribution by SCANZ for use of these facilities would be \$100 AUD. Committee approved expenditure.  
**Action:** Treasurer to liaise with Exchequer and make payment.
- 4) Treasurer's Report & business
  - a) Moving all money from old accounts - Kiwibank working accounts being cleared; Kiwibank term deposit will be moved when it next matures.
  - b) Updates to SCANZ account signatory change actions
    - i) All paperwork delivered to Westpac.  
**Action:** Kerry to chase Westpac bank contact for progress.
    - ii) Follow-on action for Treasurer is to grant admin rights in Westpac Business Online to new signatories.
  - c) Unified event booking system - no recent progress.
  - d) Periodic advertising of the NZ exchequer role & clarification of role - no recent progress.

e) Profit and Loss for the month ended 31 March 2025:

	CORPORATE	KINGDOM	TOTAL
<b>Trading Income</b>			
Event Memberships	68.00	-	68.00
Interest - Received	-	9.50	9.50
Kingdom Levies	-	425.00	425.00
Money Recieved to Wrong Group	(274.00)	-	(274.00)
SCANZ Membership 1 Year	45.00	-	45.00
SCANZ Membership 3 Year	60.00	-	60.00
<b>Total Trading Income</b>	<b>(101.00)</b>	<b>434.50</b>	<b>333.50</b>
<b>Gross Profit</b>	<b>(101.00)</b>	<b>434.50</b>	<b>333.50</b>
<b>Operating Expenses</b>			
Bank Fees and Charges	15.76	-	15.76
Heraldry Costs to SCA Inc	-	1,353.76	1,353.76
Xero Fees	40.25	-	40.25
<b>Total Operating Expenses</b>	<b>56.01</b>	<b>1,353.76</b>	<b>1,409.77</b>
<b>Net Profit</b>	<b>(157.01)</b>	<b>(919.26)</b>	<b>(1,076.27)</b>

- f) Update on new account for Sherwater for when it goes Shire (expected July 2025) - awaiting account signatory changes before moving on this.
- g) Budgetary planning - Richard presented a forecast showing expected SCANZ operating costs to be ~\$6700 p.a. when new insurance, IT and other costs were brought in.
- Current membership fees and bank interest covers only about half of this.
  - Raising membership fees to \$30 for 1 year, \$60 for three years, and event membership to \$5 would give ~10% surplus, to allow for likely cost inflation over the next few years.
  - Noted that this is the first increase in membership fees for 17 years (since 2008).
  - Noted that current SCANZ rules empower the committee to change membership fees without recourse to a General Meeting (4.4c in the 2023 Rules). Also that the need to increase fees was signalled at the 2024 AGM.
  - Noted that event membership fee change affects NZ group event advertising and charging. Decided that the new event membership rate will apply to any event not already registered in the Lochac Seneschal's database by 1 May. NZ group seneschals and reeves need to know this ASAP.
  - Motion to increase fees from 1 May 2025 passed unanimously.
- h) Consequential actions from the increase in fees:
- Action:** Scott to update Membership page on SCANZ website.
  - Action:** Jacqui to update PDF membership form linked from the Membership page.
  - Action:** Scott to liaise with Registry support team to update the rates listed in the NZ Registry membership page.
  - Action:** Richard to advise NZ group seneschals and reeves of impending change.
  - Noted that SCANZ details in the Societies database still show our postal address as Beth's place. **Action:** Richard to update this to Zara's postal address.
- i) GST on event memberships. Update on actions:
- Kerry to check with Marsh Inc re relevance of event membership to insurance coverage. No action as yet.
  - Richard to analyse relative costs/contributions of event members vs full members, pending later discussion. Probably overtaken by membership fee changes as above. No further action.

5) Registrar's Report

- a) Received by email. No significant movement.
- b) Nico advises re access to NZ Registry:
  - i) access is mediated by issuing Registrar warrants via Regnumator.
  - ii) maintenance access also granted to Kingdom Masonry Deputy and Regnumator support team.
  - iii) Enabling a new Registrar requires only a new warrant to be issued to the stand-in person. This can be done by the Kingdom Seneschal or Regnumator support team (currently Nico and Beth).
  - iv) Committee briefly considered issuing Registrar warrants to all committee members, but decided no real advantage. No action required.
  - v) Noted that SCANZ committee members have warrants issued allowing access to registry reports. Current committee warrants are out of date.  
**Action:** Scott to arrange update of warrants by Regnumator support team.

6) Kingdom Seneschal's Report

- a) Nothing received.

7) Progress reports from working groups

- a) Alternative Crown
  - i) Alt-Crown trial announcement made before Rowany Festival - noted that problems with Lochac Announce email list have blocked this to some extent. FB notices are OK.
  - ii) Running the poll - Nico advises that voting machinery is ready, but needs some narrative text for the form. Nico asks about the polling start date: still 1 May?
  - iii) Committee agreed that 1 May is too soon. Discuss a new date with SCALA (15 May?).
  - iv) Response to SCA Inc Ombudsman - noted that the poll result does not commit us to a date. Need to coordinate reply to SCA Inc with SCALA.
- b) Server migration
  - i) Deadline for exiting Paradise server is end of June due to other changes there.
  - ii) A sensible order of transfer work is established; just needs a new platform to go to.
  - iii) Committee formally approved payments to Voyager for suitable VPS. **Action:** Scott to arrange this.
  - iv) Noted that Sherwater seem to have a website not hosted on Lochac or Paradise server. **Action:** Kerry to investigate this.

8) Additional working groups/sub-committees

- a) Constitution -
  - i) Kerry has established a constitution discussion wiki. Access details are advised to SCANZ executive.
  - ii) Kerry has pasted in much Constitution Builder content to the wiki plus current SCANZ constitution, for comparison/concurrence of differences. Under action.
  - iii) Needs to clarify which officer appointments require approval, re new Inc Soc Act requirements.
- b) Affiliation agreements - SCANZ needs to resolve remaining Constitution aspects (as in 8a) above) before any useful affiliation update can happen.
- c) Working with Children & Youth - Jacqui to send working draft to committee list for review. No action.
- d) Other policies (Item 3) -

- i) need to consider an Information Management Policy. Kerry has circulated a draft focussing on email accounts. Richard and Scott have made comment. Under action.
- 9) Other business
  - a) AGM 2025
    - i) Allowed dates are +/- four weeks from 15th July. Given the amount of Constitution work to be done, later in this date range is a good idea. Target AGM date is Saturday 9th August, time TBD. **Action:** Scott to review previous AGM and set a time.
    - ii) Notice of meeting required at least 6 weeks before.
    - iii) Meeting business is determined by four weeks before.
    - iv) Basic agenda.
      - (1) Reports
      - (2) ~~Membership fees~~ - not required, vide decisions in 4f) above.
      - (3) New constitution.
    - v) No committee member changes are due, so no vote required.
  - b) Scott: new options to better manage activity on longer term committee projects. Also to provide better visibility for SCANZ members of project activity. Could do this via a wiki, or directly on the SCANZ website. No action as yet.
  - c) Disputes (public excluded). **Action:** Scott to ask KS that they provide early advice to the committee of any disputes involving SCANZ members. This is for advice only; SCANZ committee has no intention of involvement at that stage.
  - d) Set the next meeting date - Sunday 18th May does not suit some. Decided on Monday 19th May, 7:30pm.

Meeting ended at 8:43pm.

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## Items

### Item 1 - Minutes - 16 March 2025 meeting

- 1) Conflict of interest check - none advised.
- 2) Previous minutes (Item 1) - a couple of items with minor clarification and corrections.
  - a) Action points (Item 2) - to be addressed as we go through the agenda.
- 3) Correspondence:
  - a) SCA Ltd
    - i) Alternate Crown - see section 7 for discussion.
    - ii) Website hosting reconciliation - confirmed with Kingdom Exchequer for payment to NZ Kingdom account of \$1136.50 toward historical Masonry costs.
    - iii) Kerry will attend SCALA meeting on 22 March.
  - b) SCA Inc
    - i) Ranged peerage consultation with affiliates -
      - (1) updated US link to SCANZ affiliation agreement.
      - (2) some local feedback to member poll.
  - c) Earl Marshal

- i) Equestrian event - park this issue, until any future response/activity by Earl Marshal. Cover under general SCALA liaison for future activity.
- d) Insurance -
  - i) Associations Liability policy - Kerry advises waiting on response from Marsh Inc re how to pay, etc.
  - ii) Richard noted that this ongoing cost will require adjustment to membership fees. Any fee adjustment should also allow for Masonry contributions, SCANZ server hosting, Xero subscription, etc.
- e) Noted by Ray that Kingdom pays \$224 AUD for a Zoom subscription and \$185 AUD for a Dropbox account. NZ makes some use of Dropbox for financials, and could make use of Zoom account as well. Kingdom Exchequer is currently reviewing/discovering who is actually paying these bills (Kingdom or SCA Ltd).
- f) Registrar of Incorporated Societies - IRD Officials Issues paper "Taxation and the not-for-profit sector" -
  - i) among others, income tax exemptions for NFP mutual societies are being reviewed. Q10 seeks feedback on the effect of any changes on small NFPs.
  - ii) consultation closes on 31 March 2025. No decision to respond to consultation.
- g) Committee members rotation - complete for this cycle.

#### 4) Treasurer's Report & business

##### a) Monthly report

i) Balances (as at 28 Feb 2025)	
SCANZ Westpac	484.00
SCANZ Kiwibank	14592.25
SCANZ On Call (Kiwibank)	4.22
Term Deposit	15000.00
Total	28931.00
Kingdom Westpac	11512.61
Kingdom On Call (Kiwibank)	16.00

##### b) Income tax -

- i) Waiting on Garden City Accountants re engagement for GST and Income Tax assistance. They will be sending paperwork soon.
  - ii) Division of cost of income tax cost (\$817 paid for last year) over the groups. No further progress.
- c) **Action** point - update of progress moving all money from old accounts. Residual stuff in Kiwibank; waiting on Kiwibank to action consolidation of remaining accounts and move to new accounts.
- d) Updates to SCANZ account signatory changes: Confirmed that Kerry McSaveney and Scott Campbell should be added as signatories, and Josephine Welch and Mary-Elizabeth Kent should be removed as signatories.
- Actions:**
  - i) Kerry and Scott to sign the form and add ID references, and lodge with Westpac.
  - ii) Richard to freshen his ID with Westpac, since it has recently expired.
- e) Initiated discussion with NZ seneschals and reeves re unified event booking system. First discussion last weekend. Will write up notes soon. Future meetings to be had.
- f) Periodic advertising of the NZ exchequer role & clarification of role. No update.

g) New account for Sherwater for when it goes Shire (July 2025). Waiting on update to account signatories before moving on this.

h) GST on event memberships. Lively discussion about event memberships, amounts, and other aspects.

Event membership concept may need revisiting. **Actions:**

i) Kerry to check with Marsh Inc re relevance of event membership to insurance coverage.

ii) Richard to analyse relative costs/contributions of event members vs full members, pending later discussion.

#### 5) Registrar's Report

a) Received by email.

#### 6) Kingdom Seneschal's Report

a) Received by email. DEI proposal really does need some review and action. KS recommends specific SCALA and SCANZ rules on this, so as to disconnect any effects from Corpora changes. Discussion about training material availability. **Action:** committee to read DEI proposal and respond.

b) Noting that Richard left the meeting at this point, since no further business involving Treasurer.

#### 7) Progress reports from working groups

a) Alternative Crown report

i) From 28 February meeting SCALA/SCANZ/ACWG: SCANZ draft proposal reviewed by committee and generally liked.

**Action:** Scott to add opening TLDR summary. Kerry to take draft to SCALA meeting next week.

If SCALA like it, we can all publish and a polling period can be set. Polling period should take in Rowany Festival (Easter weekend)

b) Server migration

i) Update on progress. Draft project plan by Scott circulated for comment to David Robb and David MacLagan, plus committee for info.

#### 8) Additional working groups/sub-committees

a) Constitution -

i) **Actions:**

(1) Kerry to arrange set up of a constitution discussion wiki on SCANZ server;

(2) Into this wiki, Kerry to paste Constitution Builder content plus current SCANZ constitution, for comparison/concurrence of differences.

ii) SCANZ needs to clarify which officer appointments require approval, re new Inc Soc Act requirements. Part of Constitution work.

b) Constitution & affiliation agreements - no progress. SCANZ needs to resolve remaining Constitution aspects (as in a) above) before any useful affiliation update can happen.

c) Working with Children & Youth - Jacqui to send working draft to committee list for review.

d) Other policies (Item 3) - need to consider an Information Management Policy. Kerry is working on a draft.

#### 9) Other business

a) AGM 2025 - it's about time to start planning dates. Actions to come in April meeting.

b) Scott: new options to better manage activity on longer term committee projects. Also to provide better visibility for SCANZ members of project activity. Could do this via a wiki, or directly on the SCANZ website. **Action:** Scott to circulate ideas to committee.

c) Disputes (public excluded).

Next meeting at 7.30pm 27 April 2025 NZST (avoiding Rowany Festival and other absences).  
Meeting closed at 9:27pm.

## Item 2 - Outstanding action points

(recent changes in highlight)

Date	Topic	Action	Status
20 October 2024	Access to Registry info	Scott to query Nico re who has access to NZ Registry.	Done.
16 Feb 2025	Server migration	<ol style="list-style-type: none"> <li>1. Scott to draft a scope of works document for migration.</li> <li>2. Scott to establish VPS with Voyager.</li> </ol>	<ol style="list-style-type: none"> <li>1. Draft project plan reviewed.</li> <li>2. Pending.</li> </ol>
20 October 2024	Working with Children & Youth	Jacqui to send out request for interested people about joint working group.	No progress. Find interested people at CF
20 October 2024	Constitution & affiliation agreement working group	Kerry to send out request for interested people about working group.	Sent out with Call for nominations. Follow Up again - at CF Wiki has been set up.
20 October 2024	Policy working group	Check policies due for review	Partially complete (unsure of complete list) KS has requested Kingdom Officers to check for their Society upline. Went nowhere. KS and KM only have uplines into SCA Inc. Other offices <i>may</i> have developing lines.
16 Feb 2025	Associations liability insurance	Kerry has arranged quote acceptance and payment.	Quote received and accepted. Invoice payment in progress.

## Item 3 - Policies

A list of Society Officer policies (as referenced in Corpora) being compiled

Policy etc	Publication date	Review date
SCANZ Rules of Incorporation	September 2023	
Affiliation agreement - SCA Inc	10 Nov 2014 (signed 30 May 2015)	
Affiliation agreement - SCA Ltd	30 Sept 2015 (signed 2 Nov 2015)	
SCANZ Code of Conduct	22 October 2022	
SCANZ Financial Policy	2024	
SCANZ Publication & Media Policy (Publishing Statement, Policies & Guidelines)	September 2008	
SCANZ Social Media Policy	10 July 2016	
SCANZ Privacy Policy	25 April 2022	
Children & Young People (Under 18) Participation Policy	March 2017	
SCANZ Bullying & Harassment Policy	July 2021	
Livestreaming Policy Document (Joint)	1 February 2024	June 2026
February 2009 statement from the SCANZ Committee regarding the activities that may be carried out under event memberships vs full memberships	February 2009	
Lochac Issues Resolution Policy and Procedures	2024	