

SCANZ Committee Minutes

Meeting opened 7:34 pm 10 August 2025.

Attending: Kerry McSaveney, Jacqui Macgregor-Pahl, Scott Campbell, Richard Goodwin, Tegan Hunter (Kingdom Seneschal).

Apologies: none.

Business

- 1) Conflict of interest check - none advised.
- 2) Previous minutes (incl. late addition in *italic*) (Item 1) - accepted.
 - a) Action points (Item 2)
- 3) Correspondence:
 - a) SCA Ltd - next board meeting 12 August.
- 4) Treasurer's Report & business
 - a) Report

- i) P&L and Balance Sheet for Corporate and Kingdom:

Profit and Loss

Society for Creative Anachronism (New Zealand) Incorporated

For the month ended 31 July 2025

Branch is Corporate.

| | CORPORATE | KINGDOM | TOTAL |
|---------------------------------|---------------|---------------|---------------|
| Trading Income | | | |
| Event Memberships | 78.00 | - | 78.00 |
| Interest - Received | - | 5.01 | 5.01 |
| Kingdom Levies | - | 418.00 | 418.00 |
| Money Recieved to Wrong Group | (72.00) | - | (72.00) |
| SCANZ Membership 1 Year | 30.00 | - | 30.00 |
| SCANZ Membership 3 Year | 180.00 | - | 180.00 |
| Total Trading Income | 216.00 | 423.01 | 639.01 |
| Gross Profit | 216.00 | 423.01 | 639.01 |
| Operating Expenses | | | |
| IT, Software, Website Expenses | 32.84 | - | 32.84 |
| Xero Fees | 40.25 | - | 40.25 |
| Total Operating Expenses | 73.09 | - | 73.09 |
| Net Profit | 142.91 | 423.01 | 565.92 |

- ii) The annual return has been filed with the Companies Office.
 - iii) Need to get in touch with Westpac as the last round of Business Online Banking changes have bounced as Scott isn't listed as a beneficial owner (signatory) yet.
 - iv) NZ Exchequer quarterly report filed with Nico. NZ reeves all reported in a timely manner.
 - v) Working with reeves on setting up some forms. Started with an Advance Request form.
 - vi) Working with Southron Gaard reeve and Council on a somewhat concerning transaction for cleaning at a site which is reluctant to provide a receipt.
 - b) AML docs for Garden City Accountants. Ready for Richard to forward to GCA.
 - c) New account for Sherwater is pending Westpac action of account admins.
- 5) Registrar's Report
 - a) Not received.
- 6) Kingdom Seneschal's Report
 - a) KS's To-Do list is much reduced (less than one page).

- b) Sherwater: paperwork is received, KS and SCANZ have approved, passes to Crown to announce at next suitable event.
 - c) Definition of groups by post codes; KS would appreciate update. **Action:** Scott to advise KS.
 - d) Receiving concerns re delays in membership cards being delivered.
 - e) Some handover problems of Ildhafn Seneschal office.
- 7) Progress reports from working groups
- a) Alternative Crown report
 - i) Joint meeting with Ombudsman (SCA Inc + SCA Ltd + SCANZ). No progress; delays from Pennsic absences. **Action:** Kerry to set up a time for a live call.
 - ii) formation of new WG to detail the new formats for trial. Joint meeting with SCALA, SCANZ and Gomez, at least. Awaiting a meeting date. **Action:** Kerry to follow up.
 - b) Server migration - all moved to VPS apart from mail services still on Paradise server, pending software compatibility issues resolved.
- 8) Additional working groups/sub-committees
- a) Constitution & affiliation agreements - need WG. First action will be to resolve internal Lochac issues (SCANZ <-> SCA Ltd). Kerry is already tagging necessary changes in Kingdom Law.
 - b) Working with Children & Youth - Jacqui: need to check with SCA Ltd re their C&Y clearance requirements, to get compatibility. SCA Ltd's new YAC rules contain relevant material. Meeting discussion about Australian/NZ differences in police check process and certification. No decision about resolving differences.
 - c) Other policies (Item 3) -
 - i) review of draft Information Management Policy - defer.
- 9) Other business
- a) AGM 2025.
 - i) Reports - no matters arising.
 - ii) Constitution acceptance; update to be notified to members etc. **Action:** Kerry.
 - b) Committee Trello board content, review (Scott) - no updates.
 - c) Disputes (public excluded).
 - d) Next meeting date is 21 September.

Meeting ended 8:28 pm.

Items

Item 1 - Draft minutes - 20 July 2025 meeting

Meeting opened 7:38 pm 20 July 2025.

Attending: Scott Campbell, Kerry McSaveney, Jacqui Macgregor-Pahl, Richard Goodwin, Zara Kinsett, Tegan Hunter (Kingdom Seneschal), Diego and two other observers from Sherwater

Apologies: none

Agenda

- 1) Conflict of interest - none advised.

- 2) Previous minutes (Item 1) - accepted without change.
 - a) Action points (Item 2)
- 3) Correspondence:
 - a) SCA Ltd
 - i) Kerry and Scott attended July 15 board meeting. Kerry updated board on SCANZ officer scope and requirements.
 - ii) cc on board email to Ray/Gomez re forming new WG for AltCrown trial. See 7a) below.
 - b) Kingdom Seneschal - nothing this month
 - c) SCA Inc - nothing this month. Noted from SCA Ltd Treasurer that they are getting little response, trying to pay their affiliation fees.
 - d) Insurance -
 - i) sent Yule advice to Marsh but not with much lead time. Marsh made complaint about this (reasonable); we must try harder. Marsh advised an increase on notifiable event turnover from \$5000 to \$10000; other triggers remain the same. **Action:** Scott to get event database thresholds changed.
 - ii) **Action:** Kerry to send query to Marsh re what happened to our equestrian event cover.
 - e) Companies Office
 - f) Sorle Maknicoll - sent proposal to SCANZ & SCA Ltd re forming a Legal Weapons Committee. Kerry considered this not a corporate matter; interested parties should get together and form any legal proposals for corporate consideration.
 - g) Peter Grooby/Vitale - comment re constitution text (see item 8a below).
- 4) Treasurer's Report & business
 - a) For June, \$321 net corporate account deficit, \$37 kingdom gain. No new big expenses like insurance expected until next year, so corporate account should come back into the black.
 - b) Money is still moving from old accounts to new ones. 3 more required to clear it. Term Deposit has to wait until January. Moved money to Ildhafn for wrong account payment.
 - c) Confirmed we are re-registered with the Companies Office. Annual Return done. Unable to file on 6th July as we were still not registered. Tried to file today but says we can't until March (presumably for the 2026 year). Have emailed them.
 - d) Income Tax Return filed with IRD. Also contacted them re income tax return assessment received for Southron Gaard. Have advised SG is included in our return as our understanding was they are only separate for GST purposes.
 - e) Reviewed Southron Gaard events over the last 2 ½ years for event reports and payment of SCANZ event memberships and levies. More than half of the events were lacking in some way (either payments not made or couldn't find the reports, worst being CF 2023. Have completed the report with Adrienne and emailed it to Kingdom Exchequer with comments. Working with SG seneschal to put in place procedures to ensure this doesn't happen again. Discussing with other reeves issues with event reports. Asked SG CF subcommittee to produce guidance on financial handling/reporting as a priority. Have offered to help with that.
 - f) Business Online forms signed for 2 new group reeves, Nicole Hanna (Cluain) and Monique Roelofse (Sherwater), and Kerry and Scott to become Administrators. Will send these Monday. Emailed Westpac to find bank form for setting up a new account for Sherwater. **[Addendum from online committee meeting 28-July-2025]** Committee re-affirmed its February decision to create a new sub-account; clarified for external parties that it is for the purposes of carrying out our Society's aims in a newly formed branch, the Shire of

Sherwater, encompassing the Wairarapa region; and noted that the expected annual turn-over in this account will be \$2000-4000.

- g) AML docs for Garden City Accountants received from Richard, Kerry, Scott. **Action:** Jacqui to send her info to Richard.
- h) Responded to email from Nico and Scott/Bear re Cognito and potential wider use across Kingdom. Have advised I don't think we're ready for that yet.
- i) Received quarterly reports from all groups. Will collate and send to Nico soon.

5) Registrar's Report

- a) Received by email. Slight increase in members last month but no significant trends.

6) Kingdom Seneschal's Report

- a) Appointed two deputies: Theo (Politarcopolis) for Australia, Christine/Chantelle (Ildhafn) for NZ.
- b) Sherwater transition to full shire is going through the process; no problems anticipated. Noted the presence of three Sherwater observers at this meeting.
- c) Kingdom webwright has broadcast a request for group webwrights to contribute to an Information Accuracy questionnaire. Part of info gathering for a Kingdom web site overhaul team, aimed at making group websites more consistent, up to date, easier to use. Please promote this and contribute.

7) Progress reports from working groups

a) Alternative Crown report

- i) SCA Ltd has asked Ray/Gomez to form/head a working group to assemble a formal proposal for alternative crown tournament formats in Lochac. Gomez to set up a meeting with SCA Ltd & SCANZ to define the scope of the task.
- ii) Joint meeting with Ombudsman (SCA Inc + SCALA + SCANZ). **Action:** Kerry to set up a time for a live call. No Ombudsman response to date. Keep trying...

b) Server migration

- i) Everything is moved to VPS except for email services from Paradise. David R thinks he can resolve MailMan3 incompatibilities.
- ii) Current VPS configuration seems to be sufficient for our needs. Invoicing is fixed amount per month; manual payment for the moment. Scott is managing this.
- iii) Need a Sysadmin to look after the new VPS. Scott had volunteered, but does not feel quite up to it. Action: Scott to talk to Masonry (Bear) what they can offer.

8) Additional working groups/sub-committees

a) Constitution -

- i) Constitution wiki for AGM is essentially good (we think). Officer appointments detail is loaded. Kerry has advised Crown about new requirements for Crown candidates. No new action for us.
- ii) New Junior member class added in wiki under Subscribing members. decided that this class has no voting rights under 18yo.

b) Constitution & affiliation agreements - no progress. SCANZ needs to resolve remaining Constitution aspects (as in 8a) above) before any useful affiliation update can happen. Noted that SCA Ltd is also updating US affiliation agreement.

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

d) Other policies - review on hold until after AGM.

9) Other business

a) AGM 2025 planning.

- i) At 7:30pm, Saturday 9th August, via SCANZ Discord server.

- ii) Agenda frozen as of 19 July (4 weeks lead). No advice of any General Business for consideration.
- iii) Agenda.
 - (1) Reports - Chair, Treasurer (Annual Performance report as published recently).
 - (2) New constitution. Decided to take a snap shot on 3 August (1 week before AGM) as the effective AGM document. Final tuning is possible during AGM if necessary.
- b) Committee Trello board content. The executive team seems ready enough to use this as our action tracker. Membership of Trello board needs pruning and updating. Scott has some ideas from extracting an action summary for general publication, in these minutes, at least.
Action: Scott to freshen member list. After AGM, likely.
- c) Disputes (public excluded).
- d) Next meeting date is Sunday 10th July, AGM wash up actions while it is fresh in our heads.

Meeting closed at 8:33pm.

Item 2 - Outstanding action points

(recent changes in highlight)

| Date | Topic | Action | Status |
|-----------------|--|-------------------------------|--|
| 20 October 2024 | Working with Children & Youth | | No progress. |
| 20 October 2024 | Constitution & affiliation agreement working group | Follow-on actions from AGM | |
| 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. |

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 2/11/15) | |
| SCANZ Code of Conduct | 22 October 2022 | |
| SCANZ Financial Policy | 2023 | |
| 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 | |