

SCANZ Committee Meeting

Attending: Kerry, Josie, Jacqui, Richard, Ray, Zara, Scott

Agenda

- 1) Conflict of interest check. - none
- 2) Previous minutes (Item 1) - accepted
 - a) Action points (Item 2) - address as we go through
- 3) Correspondence:
 - a) SCA Ltd
 - i) Alternate Crown working group thank you note
 - (1) waiting on draft from SCA Ltd
 - (2) Jacqui to follow up
 - ii) Website hosting reconciliation - NZ is requested to pay \$1136.50 for masonry costs from 2014 to 2024
 - (1) Kingdom pays half
 - (2) SCANZ & SCALA pay pro-rata
 - (3) Resolve to pay (accepted) - Richard to contact Nico about whether we can pay it into to NZ-side Kingdom account
 - b) SCA Inc
 - i) No feedback received from members about proposed Corpora changes
 - ii) Email sent re affiliation agreement - follow up with SCA President (was sent to Ombudsman)
 - c) Earl Marshal
 - i) Equestrian event - wooden lance jousting
 - (1) Action point - Establish some kind of meeting schedule with SCALA - quarterly?
 - (a) Financials
 - (b) Martial stuff
 - (c) Disputes
 - d) Other
 - i) Update links to hamlets on sca.org.nz website (complete)
 - ii) Nomination from Scott Campbell for Committee
 - iii) Companies office re late filing of financial statements
- 4) Treasurer's Report & business
 - a) Income tax - Request approval to engage an accountant -
 - i) \$160/hr 4-ish hours /annum
 - ii) Action point - will look to move money from old kiwibank account
 - iii) Can we investigate electronic document signing software? - cognito?
 - iv) Will chat with Kingdom Exchequer about periodic advertising of the NZ exchequer role & clarification of role
 - v) Reeve's handbook -
 - (1) Action - investigate which handbook we want to review and suggest updated text for Kingdom Law re approvals by Committee

- 5) Registrar's Report
 - a) Picking up officially.
 - b) Action point - compose thank you for Ginevra - send out on socials
- 6) Kingdom Seneschal's Report
 - a) Received by email
 - b) SCA Ltd doing a day meeting of going through their policies

- 7) Progress reports from working groups
 - a) Current working groups
 - i) Alternative crown report
 - (1) discuss with SCALA about where to from here - noting that it has been some time since the report was issued.
 - (2) Action point - Jacqui to email SCALA chair about setting up time.
 - ii) Server migration
 - (1) Review pricing and providers (preference for NZ hosting) - converse in person at CF
- 8) Gomez
 - a) Additional working groups/sub-committees
 - i) Constitution & affiliation agreements - no pr
 - ii) Working with children & youth
 - iii) Other policies (Item 3)
 - iv) Any others?
- 9) Any other business
 - a) Replacement Committee member - Nomination of Scott Campbell. SGM no longer required. Meet & greet instead
 - b) Insurance - awaiting new quote
 - c) Discuss raising membership fees.- waiting a few pricing details, but people are aware they are likely to occur.
 - d) Disputes (public excluded)

Next meeting 7.30pm 16 February 2025

Meeting closed at 9:30

Outstanding action points

Date	Topic	Action	Status
20 October 2024	Registrar's report	Josie to follow up on increasing access to membership database so not reliant on one person	Talk to Zara later

Date	Topic	Action	Status
20 October 2024	Server migration	Jacqui to chase up Lowrens re pricing	Lowrens to go ahead with pricing Set new membership fees after pricing confirmed Hunt down more pricing options
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
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
24 November 2024	Associations liability insurance	Josie to contact insurer to arrange	Waiting on an updated quote

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	