

SCANZ Committee Minutes

Meeting opened 7:30 pm 16 March 2025.

Attending: Kerry McSaveney, Jacqui Macgregor-Pahl, Scott Campbell, Richard Goodwin, Zara Kinsett, Ray Gleeson (outgoing KS), Tegan Hunter (incoming KS).

Agenda

- 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.

Items

Item 1 - Minutes - 16 February 2025 meeting

Meeting opened 7:35pm 16 February 2025.

Attending: Kerry McSaveney, Jacqui Macgregor-Pahl, Scott Campbell, Richard Goodwin, Zara Kinsett, Ray Gleeson, Josie Welch, Tegan Brinkman (SCA Ltd).

- 1) Conflict of interest check - none advised.
- 2) Previous minutes (Item 1) - accepted
 - a) Action points (Item 2) - address as we go through agenda
- 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 - SCANZ to pay \$1136.50 toward historical Masonry costs. Richard to contact Kingdom Seneschal for the appropriate Australian Kingdom account.
 - b) SCA Inc
 - i) Still no feedback received from members about proposed Corpora changes.
 - ii) Email sent re affiliation agreement - Kerry to follow up with SCA Inc President.
 - c) Earl Marshal
 - i) Equestrian event - wooden lance jousting. SCALA or SCANZ would carry liability for mishaps. SCALA have passed jousting back to Kingdom/Earl Marshal to sort out requirements for this activity (training, equipment, inspection, etc). Will level of activity be enough to warrant the effort?
 - ii) Regular meeting with SCALA board - propose alternating attendance of a rep at the other's monthly meeting. SCALA meets Saturday 11am AEST/AEDT, often the day before SCANZ meeting. Kerry will attend SCALA meeting on 22 March.
 - d) Insurance -
 - i) updated Associations Liability policy offer received from Marsh Inc (\$1M cover, \$1k excess, annual premium \$3685 incl GST). Kerry moved to accept this offer; passed. Kerry to action with Marsh Ltd.
 - 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.
 - iii) 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.
 - e) Committee members rotation - in progress. Jacqui's step down will be at 2026 AGM.
- 4) Treasurer's Report & business
- a) Monthly report received
 - b) Income tax -
 - i) Request approval to engage an accountant - \$160/hr 4-ish hours /annum - no decision yet.
 - ii) Richard wants to divide cost of income tax (\$817 paid for last year) over the groups. Requires some careful coding of received money by Reeves to identify NZ event members and event fees paid by reciprocal members. Will be targeting next tax year, since retrospective action will be too hard.
 - c) Action point - all money is either moved from old accounts, or being set up to move. No special issues with correct payee name for SCANZ accounts; reeves are handling this, mostly.
 - d) Can we investigate electronic document signing software? - roll this into the common booking form investigation by Richard.
 - e) Looking at standardizing event booking system across the NZ groups. Meeting on 9th March with group seneschals and reeves to review what we need.
 - f) Will chat with Kingdom Exchequer about periodic advertising of the NZ exchequer role & clarification of role. No action yet.
 - g) Reeve's handbook -
 - i) Action - Richard advised that current version of handbook looks fit for purpose.
 - ii) SCANZ needs to clarify which officer appointments require approval, re new Inc Soc Act requirements.

- h) New account for Sherwater for when it goes Shire (July 2025). Committee approved the creation of this account. Discussion re any opening balance needed. Decided to leave this to Darton and Sherwater to resolve.

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

5) Registrar's Report

- a) Picking up officially.

6) Kingdom Seneschal's Report

- a) Received by email
- b) Ray/Gomez reviewed the Kingdom Seneschal candidates currently in commentary, and made a recommendation. Moved Kerry, s. Scott, to accept this recommendation. Passed. Noted that handover will be at Rowany Festival.

7) Progress reports from working groups

a) Current working groups

i) Alternative crown report

- (1) need joint discussion with SCALA about next steps. Need some reps from the ACWG as well.
- (2) **Action:** Ray will post a poll to get a common time for a meeting.

ii) Server migration

- (1) Have identified cheaper hosting alternatives that are probably enough: ~\$25/month (US), ~\$30/month (NZ). Committee favoured NZ option, avoiding any future data management issues.
- (2) Have identified the main SCA applications running on Paradise, but possibly not all. **Action:** Scott to draft a project plan for transfer to new server.

8) Additional working groups/sub-committees

- a) Constitution & affiliation agreements - no progress. SCANZ needs to resolve remaining Constitution aspects before any useful affiliation update can happen.
- b) Working with children & youth - no progress
- c) Other policies (Item 3) - need to consider an Information Management Policy

9) Other business

- a) Scott: new options to better manage longer term committee projects. Also to provide better visibility for members of activity. **Action:** Scott to circulate ideas to committee.
- b) Disputes (public excluded).

Next meeting at 7.30pm 16 March 2025 NZDT.

Meeting closed at 9:37pm.

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.	

Date	Topic	Action	Status
16 Feb 2025	Server migration	Scott to draft a scope of works document for migration.	Agreed on an NZ hosting provider. Draft project plan out for review.
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 to be 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 arrange quote acceptance and payment.	Quote received and accepted. Working on activating the policy.

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	