

SCANZ Committee Minutes

Meeting opened 7:31 pm 19 May 2025.

Attending: Kerry McSaveney, Scott Campbell, Richard Goodwin, Tegan Hunter (Kingdom Seneschal)

Apologies: Jacqui Macgregor-Pahl, Zara Kinsett.

Agenda

- 1) Conflict of interest check - none declared.
- 2) Previous minutes (Item 1) - accepted.
 - a) Action points (Item 2)
- 3) Correspondence:
 - a) SCA Ltd
 - i) Alternate Crown - see section 7 for discussion.
 - ii) Next Board meeting is 25 May.
 - b) SCA Inc
 - i) Alternate Crown trial announcement- see section 7.
 - c) Kingdom Seneschal - nothing this month.
 - d) Insurance -
 - i) advice re changes to combat rules - unless a new activity is introduced, our insurance company is not interested.
 - e) Kingdom Exchequer - feedback/suggestions arising from NZ Domesday report.
 - f) Companies Office and IRD
 - i) Advice on restoring our incorporation - see section 4b).
 - ii) Status of GST with IRD - see section 4c).
 - g) Regnum Support group
 - i) Update to NZ Registry membership page (fees)
 - ii) Update to committee member warrants on Regnum.
- 4) Treasurer's Report & business
 - a) Domesday report has been delivered. A detailed reply from the Exchequer, but not yet fully read through.
 - b) Incorporation problem - have a response from Companies Office: restoration can happen using the old process, but missing financial statements need to be added. Will be restored as 2022 Inc Soc, but the non-compliant constitution still needs to be fixed by 2026.
 - c) IRD -
 - i) no immediate GST/tax issues, but incorporation restoration needs to happen ASAP.
 - ii) confirmed that event members and affiliate members do not count as SCANZ members for income tax.
 - d) Continuing slow bleed transferring money from old accounts to new. Individual transfer sums are limited by Westpac rules (\$3000?) unless extra effort is made. Treasurer has to chase the old account signatories occasionally to keep movement on.
 - e) Update of progress to account signatory changes:
 - i) nothing from Westpac. New signatories are there, but no admin rights.
Action: Kerry to contact Westpac rep.
 - ii) granting admin rights in Westpac Business Online to new signatories.
 - f) Consequential actions from the increase in fees:
 - i) ~~update to Membership page on SCANZ website (Scott).~~ Done.

- ii) update to PDF membership form (Jacqui). In progress - new rates are done, but needs new Privacy words added.
- iii) ~~update to rates listed in the NZ Registry membership page (Zara).~~ Done.
- iv) ~~advice to NZ group seneschals and reeves of impending change (Richard).~~ Done.
- v) Noted the decision on Event Membership GST handling for Southron Gaard. No further action.
- vi) update SCANZ postal address in the Societies database to Zara's postal address (Richard). Still to be done after incorporation restoration.
- g) Masonry hosting reconciliation payment - not yet; need to ensure insurance payment will go through as top priority first.
- h) Zoom/Dropbox contribution - not yet.
- i) Unified event booking system - nothing happening at the moment.
- j) Periodic advertising of the NZ exchequer role & clarification of role - nothing happening at the moment.
- k) New account for Sherwater (shiring expected July 2025), once the Westpac signatories thing in 4e) is resolved.
- 5) Registrar's Report
 - a) Received by email. Member counts: 262 this quarter, 261 previous quarter, no obvious trends.
- 6) Kingdom Seneschal's Report
 - a) Ildhafn has a new seneschal. Otherwise quiet re NZ groups.
- 7) Progress reports from working groups
 - a) Alternative Crown report
 - i) Alt-Crown trial announcement update - was announced before Rowany Festival.
 - ii) Progress on running the poll. 51% of combined membership have voted.
 - iii) Response to SCA Inc. Need to set up a meeting with Ombudsman (SCA Inc + SCA Ltd + SCANZ).
Action: Kerry to set up a time for a live call.
 - b) Server migration - SCANZ now has a VPS running with Voyager, and details passed to the experts. David R is busy until early June to do transfers from Paradise, but otherwise no issues. Agreed that simple transfer of systems is the priority; reconfiguration/optimisation can wait until later.
- 8) Additional working groups/sub-committees
 - a) Constitution -
 - i) **Actions:**
 - (1) ~~Establish a constitution discussion wiki (Kerry);~~ Done.
 - (2) ~~Into this wiki, Kerry to paste Constitution Builder content plus current SCANZ constitution, for comparison/concurrence of differences.~~ Done.
 - (3) Need to add the missing parts to make compliant with the new Act.
 - ii) SCANZ needs to clarify which officer appointments require approval, re new Inc Soc Act requirements. Part of Constitution work.
 - iii) Following Exchequer suggestion, add a new member class: Minors (or similar name; under 18 yo), with \$0 membership fee. Intent is that event attendance payments by these members will not attract income tax. SCA Ltd already have this class, although for different reasons.
Action: Scott to add text to the constitution wiki.
 - b) Constitution & affiliation agreements - no progress. 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) update on review of draft Information Management Policy. Richard and Scott have feedback; Kerry yet to look at this.
 - ii) Scott noted the occasional need to scrape significant discussion items from the committee FB chat group to the committee email list for archiving.
- 9) Other business
 - a) AGM 2025 planning.
 - i) Date is Saturday 9th August, 7:30pm NZST.
 - ii) Basic agenda.
 - (1) Reports.
 - (2) New constitution.
 - (3) No requirement for any committee member changeover this time.
 - b) Regnumator update of committee members' warrants is done.
 - c) Rapier Rules update - confirming the committee's agreement to approval of the rapier combat rules update, and expansion of the reduced protection experiment.
 - d) Noted that a Trello board was set up for committee activity a few years ago, but it have received little love since then. Is it useful? Can it be useful?
Action: Scott to review and comment.
 - e) Disputes (public excluded).
 - f) Set the next meeting date - 15 June 7:30pm NZST.

Meeting closed 8:25pm.

Items

Item 1 - Draft minutes - 27 April 2025 meeting

- 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
Trading Income			
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
Total Trading Income	(101.00)	434.50	333.50
Gross Profit	(101.00)	434.50	333.50
Operating Expenses			
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
Total Operating Expenses	56.01	1,353.76	1,409.77
Net Profit	(157.01)	(919.26)	(1,076.27)

- 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.
 - i) Current membership fees and bank interest covers only about half of this.

- ii) 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.
- iii) Noted that this is the first increase in membership fees for 17 years (since 2008).
- iv) 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.
- v) 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.
- vi) Motion to increase fees from 1 May 2025 passed unanimously.
- h) Consequential actions from the increase in fees:
 - i) **Action:** Scott to update Membership page on SCANZ website.
 - ii) **Action:** Jacqui to update PDF membership form linked from the Membership page.
 - iii) **Action:** Scott to liaise with Registry support team to update the rates listed in the NZ Registry membership page.
 - iv) **Action:** Richard to advise NZ group seneschals and reeves of impending change.
 - v) 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:
 - i) Kerry to check with Marsh Inc re relevance of event membership to insurance coverage. No action as yet.
 - ii) 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.

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	Scott to draft a scope of works document for migration.	New VPS server in place. Transfers to begin June.
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 is in place for updates.
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.	Payment being made.

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	