

SCANZ Committee Minutes

Meeting opened 7:32 pm 30 November 2025.

Attending: Kerry McSaveney (Chair), Jacqui Macgregor-Pahl (Vice-chair), Scott Campbell (Secretary), Zara Kinsett (Registrar), Tegan Hunter (Kingdom Seneschal).

Observing: none.

Apologies: Richard Goodwin (Treasurer).

- 1) Conflict of interest check. None reported.
- 2) Previous minutes (Item 1) - accepted, subject to the month at the top being corrected to "October".
- 3) Correspondence:
 - a) Kingdom Seneschal - re Strathcrobie changing from shire to hamlet. Secretary replied with SCANZ approval for the change.
 - b) Companies Office/IRD - nothing received. See section 8a.
- 4) Treasurer's Report & business
 - a) P&L - \$1140 surplus this month for Corporate and Kingdom.
 - b) Westpac Merchant Facility - making progress. Jacqui should have an application form in her email. Once completed, we can get that up and running. The establishment fee is quoted at \$45 but may be waived since we are a customer already. Also, have confirmed we can cancel as needed, so we'll just have it running for January and then stop it.
- 5) Registrar's Report
 - a) Membership at 261. No obvious trends over recent time.
- 6) Kingdom Seneschal's Report
 - a) DEIB role - needs to be with SCANZ and SCA Ltd corporates, not a kingdom role. SCANZ DEIB role is currently retained by the committee, pending our call for applications (needs a job description).
- 7) Progress reports from working groups
 - a) Alternative Crown
 - i) Joint meeting with Ombudsman (SCA Inc + SCA Ltd + SCANZ). **ACTION:** Kerry to set up a time for a live call. Ongoing issues of finding a common time (or even getting a reply from SCA Inc). Noted that SCA Inc board has completely turned over since AltCrown project was started.
 - ii) Report from Ray/Gomez - not circulated to all SCANZ committee. **ACTION:** Kerry to circulate material to other SCANZ committee members for review.
 - b) Server migration - all web assets are now on the VPS. Mail lists are upgraded to Mailman3 on Paradise; stability checks before transferring to VPS. Started discussion with Masonry about ongoing support of VPS.
- 8) Additional working groups/sub-committees
 - a) Constitution & affiliation agreements
 - i) IRD will not accept current Constitution wording, despite it being compliant with the IncSoc Act. Need an SGM to touch the Constitution to knuckle under to IRD wording

demands. **ACTION:** Scott to a) arrange this meeting for CF; b) send out notice of meeting in time.

- ii) constitution changes have effects on Kingdom Law. **ACTION:** Kerry to circulate draft changes to Kingdom Seneschal and committee for review/comment.
- iii) review effects of constitution changes on affiliation agreement. No action this month.
- b) Working with Children & Youth - no action this month.
- c) Other policies (Item 3) -
 - i) update on review of draft Information Management Policy. No action this month.

9) Other business

- a) Insurance - Seneschal's event database sent two notifications: Canterbury Fair 2026 and St Sebastians 2026, with expected revenue exceeding \$10k. **ACTION:** Scott to pass these on to our broker.
- b) Committee Trello board content, review (Scott) - no action this month.
- c) Warrants for other SCANZ officers, update. No action this month.
- d) SCANZ officer declarations are coming in, slowly. Some B&B and group seneschals yet to return their declarations.
ACTION: Scott - a) chase up the missing declarations; b) file the received declarations in the SCANZ Google Drive, sorted by date to make age-out management easier.
- e) Groups page update for Sherwater - webwright sent query to respective seneschals asking their view on boundaries. No reply yet.
- f) Committee absences and coverage: nothing advised.
- g) Disputes (public excluded).
- h) Next meeting to be on 18 January, adjacent to the Special General Meeting. Current Constitution allows to skip a December meeting.

Meeting closed at 8:12pm.

Items

Item 1 - Draft minutes - 30 October 2025 meeting

October 30th 2025 SCANZ Committee Meeting Minutes

Present: Kerry McSaveney (Chair), Jacqui Macgregor-Pahl (Vice-Chair), Richard Goodwin (Treasurer)

Apologies: Scott Campbell (Secretary), Tegan Hunter (Kingdom Seneschal)

Meeting opened: 7:35pm

- 1) Previous Minutes - Approved as correct
- 2) Conflict of Interest Check - none
- 3) Correspondence
 - a) Youth Armoured Combat rules received (see Business).

b) Insurance – Kerry responded to provide the forms and information they requested. Given the high cost to include coverage for equestrian activities, we appear to be better off to specifically cover individual events that will include equestrian.

c) Email of concern received regarding an advertised SCA feast where homekill would be served. Kerry contacted the organisers and this feast did not run.

d) IRD – No response to Kerry's emails.

ACTION: If no response is received by the November meeting, we will need to schedule an SGM to amend the constitution.

4) Treasurer's Report

a) NZ Deputy Exchequers Report received.

b) Sherwater – Bank account all sorted. Waiting for signatories to complete their paperwork.

c) Webhosting AP corrected – had been set as fortnightly, now paying monthly as intended.

d) Merchanting – estimated at \$85 for establishment, then minimum of \$20/month. Need to work out short term costs or re-establishment fee.

MOTION: To grant the Treasurer authority to set up Westpac Merchant Facility providing the costs are reasonable. **PASSED.**

e) Digital event sign-in still in progress

5) Registrar's Report – nothing received

6) Kingdom Seneschal Report – nothing received

7) Progress Reports

a) Alternate Crown – East Crown under trial, currently reigning. No further updates

b) Server Migration – no progress

c) Constitution – IRD may need us to remove a clause we inserted because it was required by the Incorporated Societies Act. Waiting for IRD to respond. Will hold an SGM at CF to do this if needed.

d) Working with Youth policy – no progress

e) Trello board review – no progress

8) Any other business

a) Youth Armoured Combat – Rules have been written in simple English for easy interpretation by children. Seeding of YAC Marshalls can be done by current Authorising Marshalls (both Heavy and Rapier). In Australia, any adult involved in any YAC activity must have a WWC card.

Amendment requested by SCANZ – remove references to “Terra Rosa” and “Crescent Isles”.

MOTION: Approve the YAC Handbook subject to minor amendments. **PASSED**

b) Officer Consent Forms – more have been received. Kerry has a spreadsheet of those required and whether or not we have received them.

ACTION: Kerry to follow up on those still outstanding.

c) Thursdays appear to be good days to hold meetings. We will use this as the fallback day if we can't find a usable Sunday or if we need to do something under urgency.

Meeting Closed: 8:14pm

Next meeting: Sunday 23rd November, 7:30pm

Item 2 - Outstanding action points

(recent changes in **highlight**)

Date	Topic	Action	Status
16 Feb 2025	Server migration	Transfer progress from Paradise.	All NZ mail lists now ported to Mailman3 on Paradise server. Stability checks before transfer to VPS.
20 October 2024	Working with Children & Youth	Jacqui to send out request for interested people about joint working group.	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. KS and KM only have uplines into SCA Inc. Other offices may have developing lines.

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	