

# SCANZ Committee Minutes

Meeting opened 7:32 pm 14 September 2025.

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

Observing: Sasha (Darton).

Apologies: none.

## Business

- 1) Conflict of interest check - none advised.
- 2) Previous minutes (August) accepted. Noted late correction received from Trent for July minutes re name of Cluain seneschal. **Action:** Scott to update published July minutes with annotation.
  - a) Action points (Item 2) - cover in business.
- 3) Correspondence:
  - a) SCA Ltd - ACWG meeting 24 August with SCA Ltd, SCANZ, Gomez, minutes. See detail in 7 below.
  - b) SCA Inc - nothing (!)
  - c) Insurance broker - discussion with Kerry. To clarify exclusions in our current public liability policy, e.g., equestrian not covered (used to be), hot work not covered (not specified in the past), temporary members not covered (?). **Action:** Kerry to keep on at this.
- 4) Treasurer's Report & business
  - a) Report
    - i) P&L and Balance Sheet for Corporate and Kingdom:

### Society for Creative Anachronism (New Zealand) Incorporated For the month ended 31 August 2025

	CORPORATE	KINGDOM	TOTAL
<b>Trading Income</b>			
Event Memberships	58.00	-	58.00
Interest - Received	-	4.69	4.69
Kingdom Levies	-	158.00	158.00
SCANZ Membership 1 Year	35.00	-	35.00
SCANZ Membership 3 Year	240.00	-	240.00
<b>Total Trading Income</b>	<b>333.00</b>	<b>162.69</b>	<b>495.69</b>
<b>Gross Profit</b>	<b>333.00</b>	<b>162.69</b>	<b>495.69</b>
<b>Operating Expenses</b>			
IT, Software, Website Expenses	65.68	-	65.68
Printing and Stationery	297.00	-	297.00
Xero Fees	40.25	-	40.25
<b>Total Operating Expenses</b>	<b>402.93</b>	<b>-</b>	<b>402.93</b>
<b>Net Profit</b>	<b>(69.93)</b>	<b>162.69</b>	<b>92.76</b>

- b) Issue with Westpac not properly processing beneficial owner change is resolved. Business Online access is enabled for those new people that need it.
- c) Set up Ildhafn reeve (Nicola) in Xero. Processed expense claim from Scott and Day of Dance transfer.

- d) Paperwork for new Sherwater account is delivered.
- e) Considering options for digital event sign-in at Gate. Thorbjorn has sketched up a possible Cognito implementation. Discussion: current Cognito account has little/no separation between users; upgrade to new features has notable annual cost (\$US336 pa). Discussion re valid signature (check box vs touch screen squiggle), but no resolution. Agreed that Richard develop this proposal further with Thorbjorn.

#### 5) Registrar's Report

- a) By email. Membership substantially flat.
- b) Charge for a replacement membership card is not well defined. Given that postage is \$3 plus cost of laminating materials, agreed that \$5 is a valid fee for this. **Action:** Scott to locate and update the necessary places.



#### 6) Kingdom Seneschal's Report

- a) Sherwater is now with the Crown to announce at next suitable event. When?
- b) Youth Armoured Combat Rules now approved by the Crown, now to be approved by Oz BoD and SCANZ. **Action:** Tegan will forward correspondence.
- c) Question about Marshal's database: where does this sit relative to NZ Privacy requirements? TBD.
- d) Question about KS's new "deputies", Australian and NZ, and their roles. KS clarified that they were general assistants, with no delegated authority.

#### 7) Progress reports from working groups

- a) Alternative Crown report
  - i) Joint live meeting of SCA Inc + SCA Ltd + SCANZ to be set up. No response from Ombudsman. Kerry will start copying in SCA Inc President to attempts to make contact.
  - ii) Joint meeting with Oz BoD (Catherine, Nicole), SCANZ (Scott) and Ray/Gomez 24 August. In early summary: rapier tournament is easy, Championship tournament can be made to work, Multiple Events tournament(s) does not look practical. Ray has engaged the Lochac College of Heralds to advise on necessary changes to rituals, expecting replies by 1 October. Ray expects to deliver formal report to Oz Bod and SCANZ about mid-October. Earliest date for any format changes to Crown Tournament would be Spring 2026 (stretch) or Autumn 2027 (more practical).
- b) Server migration -
  - i) transfer of current mail services from Paradise server to VPS looks difficult. Is it time to consider alternative ways of providing these services? Perhaps engage Masonry experts to advise.
  - ii) Need to release VPS management from David Robb. **Action:** Scott to contact Masonry to explore support options.

#### 8) Additional working groups/sub-committees

- a) Constitution & affiliation agreements - what are internal Lochac issues. Kerry is already tagging necessary changes in Kingdom Law on SCANZ wiki. **Action:** Kerry to share a link to

wiki page.

[NOTE: Richard and Sasha left the meeting at this point.]

- b) Working with Children & Youth - no progress.
- c) Other policies (Item 3) -
  - i) review of draft Information Management Policy - defer.
- d)

9) Other business

- a) Committee Trello board content, review (Scott) - no updates.
- b) Scott proposed additional warrants in Regnum for SCANZ webwright and SCANZ DEIB officer. Allows these offices to be searched and current holders identified. Agreed. **Action:** Scott to arrange.
- c) Pegasus - do we want notice of SCANZ meetings in there? Need to provide before 26th of previous month. Agreed that post-meeting advice of minutes, with planned next meeting date should be forwarded to Pegasus. **Action:** Secretary to do this routinely; add to monthly checklist.
- d) Member absences: Scott will be away for October. Available for asynchronous email, but not live meetings.
- e) NZ group boundaries - boundary between Sherwater and Darton (and Crown Lands) does not lie on any convenient telephone area code boundary (this works for other group boundaries). Agreed to need some geographic definition, to allow update of the groups page on the SCANZ website. No decision reached on the definition.
- f) Due diligence process for SCANZ committee when reviewing Crown Tournament contenders: will usually be on a short time frame; what ready reference sources do we have? Does KS keep a record of past sanctions? Are the committee email archives good enough to discover these readily? No decision reached.
- g) Disputes (public excluded).
- h) Next meeting date is 19 October.

Meeting ended 9:04 pm.

## Items

### Item 1 - minutes of 10 August 2025 meeting

See approved minutes at <https://sca.org.nz/meeting-documents>.

### Item 2 - Outstanding action points

(recent changes in highlight)

Date	Topic	Action	Status
20 October 2024	Working with Children & Youth		No progress.

Date	Topic	Action	Status
20 October 2024	Constitution & affiliation agreement working group	Review Kingdom Law for any needed changes. Kerry to share a link.	Wiki has been set up.
14 Sept 2025	Insurance broker discussion re exclusions	(Kerry) follow up with Marsh Ltd.	
14 Sept 2025	Digital event sign-in at Gate	(Richard) develop proposal with Thorbjorn/Bear	
14 Sept 2025	Charge for a replacement membership card	(Scott) update websites as needed with \$5 fee	
14 Sept 2025	Masonry discussion re VPS management	(Scott) open conversation with Masonry with our requirements	
14 Sept 2025	Additional Regnum warrants webwright and DEIB	(Scott) contact Regnum to get this done	

### 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	August 2025	
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	

Policy etc	Publication date	Review date
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	