

SCANZ Committee Minutes - July 2025

Meeting opened 7:30 pm 16 June 2025.

Attending: Scott Campbell, Kerry McSaveney, Jacqui Macgregor-Pahl, Richard Goodwin, Tegan Hunter (Kingdom Seneschal)

Apologies: none

Agenda

- 1) Conflict of interest - none advised.
- 2) Previous minutes (Item 1) - accepted without change.
 - a) Action points (Item 2)
- 3) Correspondence:
 - a) SCA Ltd
 - i) Greeting noted from new Board members. We are not receiving advice or invites to SCALA meetings. **Action** by Scott: get these coming to the SCANZ committee list. We don't want to see routine SCALA committee list activity, just the meeting notices.
 - b) Kingdom Seneschal -
 - i) query re NZ group boundaries - no further action
 - ii) draft Email for DEIB Officer appointment received. Discussion:
 - (1) this is a corporate officer appointment. Job description can't reference Kingdom requirements. SCALA and SCANZ will have slightly different requirements.
 - (2) SCALA has to take over Australian DEIB appointment. Likewise SCANZ for NZ appointment. Akin to the Webmaster role, DEIB could be done by a committee member if we don't have a separate officer.
 - c) Insurance -
 - i) invoice received, payment in progress.
 - ii) clarification received: event membership is a valid thing to extend public liability insurance.
 - iii) status of children re insurance is not clear. **Action** by Kerry - put the child question to Marsh.
 - iv) marshals - are there possible insurance issues from event MIC appointments not being tracked by SCANZ? Do we understand the actual insurance hazard?
 - v) need to pass on advice re Yule event to Marsh (insurance broker). **Action** by Scott.
 - d) Companies Office
 - i) Intent to re-incorporate SCANZ was gazetted 5 June, then 20 working day wait, hence expect action about 5 July.
 - e) Garden City Accounting
 - i) (re-)incorporation thing seems to have upset their records. Action by Richard - advise of re-incorporation in progress.
 - ii) Anti-Money Laundering legislation requires photo ID for committee and executive people. **Action** for everyone - provide certified copies to Richard to forward.
- 4) Treasurer's Report & business
 - a) Report
 - b) Update on re-incorporation problem (as above).
 - c) Moving all money from old accounts is glacial, but proceeding.
 - d) Update of progress to account signatory changes:

- i) **Action** by Kerry - corner Westpac rep to see what is happening.
- e) Consequential actions from the increase in fees:
 - i) update to PDF membership form (rates, privacy info). **Done**. Needs to be posted on the SCANZ site. Regnum new member page to have privacy text updated also. **Action** by Scott to arrange this.
 - ii) update SCANZ postal address in the Societies database to Zara's postal address. **Action** by Richard, as part of re-incorporation.
- f) Unified event booking system - no action.
- g) NZ exchequer role - no action.
- h) New account for Sherwater is pending admin right changes in d) (shiring expected 27 July 2025).
- 5) Registrar's Report
 - a) Nothing received.
- 6) Kingdom Seneschal's Report
 - a) Received by email. Things are ticking over, no significant issues.
- 7) Progress reports from working groups
 - a) Alternative Crown report
 - i) Poll results: 58.5% (1150) of the collective members voted in the poll, and 79.6% of votes were in favour of conducting trials. Seems the trial notion is popular. SCALA and SCANZ need to get together for next step.
 - ii) Joint meeting with Ombudsman (SCA Inc + SCALA + SCANZ). **Action**: Kerry to set up a time for a live call. No Ombudsman response to date. Keep trying.
 - b) Server migration
 - i) David R is progressively cloning content across to VPS from Paradise. Drop dead date to complete is mid-July.
 - ii) Monthly invoicing is happening. Manual payment for the moment. Should be a fixed amount per month. Scott is managing this.
- 8) Additional working groups/sub-committees
 - a) Constitution -
 - i) Next steps to prep constitution for AGM (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) New member class added in wiki: Junior (or similar name; under 18 yo). Not determined what benefits this class should enjoy; voting rights seems overdoing it, open to abuse. More consideration is needed.
 - iv) Add DEIB content.
 - 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.
 - d) Other policies (Item 3) -
 - i) update on review of draft Information Management Policy. Implications of this policy for committee use of FB chat for discussion.
- 9) Other business
 - a) AGM 2025 planning.
 - i) At 7:30pm, Saturday 9th August.
 - ii) Notice of meeting needs to be out by 5 July (6 weeks lead).
 - iii) Agenda frozen as of 19 July (4 weeks lead).

- iv) Basic agenda.
 - (1) Reports - Chair, Treasurer,
 - (2) New constitution.
 - (3) Any other business received by 19 July.
- b) Committee Trello board content. Current content is well aged, and nothing is recent. The executive team seems ready enough to use this as our action tracker. Membership of Trello board needs pruning and updating. Need some (simple) means of doing action summary for publication to members, in these minutes, at least. **Action:** Scott to freshen member list and research publication options.
- c) Disputes (public excluded).
- d) Next meeting date is Sunday 20th July.

Meeting closed at 8:53pm.

Items

Item 1 - Previous meeting minutes

Can be found at <https://sca.org.nz/meeting-documents> titled *May Committee meeting minutes (approved)*.

Item 2 - Outstanding action points

(recent changes in highlight)

Date	Topic	Action	Status
16 Feb 2025	Server migration	Monitoring transfer progress.	A happening thing. To be complete by mid-July.
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.	Wiki is set up. Needs work per item 8a).

Date	Topic	Action	Status
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.
16 Feb 2025	Associations liability insurance	Quote received and accepted. Payment to happen.	Payment made. No other action. Complete.

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	