

SCANZ Committee Meeting - 23rd August 2026

Meeting Opened: 7:30pm

Present: Scott Campbell (Chair), Sandra Wheeler (Secretary), Kerry McSaveney (Vice-chair), Tegan Hunter (Kingdom Seneschal), Jacqui Macgregor-Pahl (Guest)

Apologies: None received

Minutes

- 1) Conflict of interests - None advised
- 2) Previous minutes - July meeting minutes - Accepted as correct.
- 3) Correspondence:
 - a) SCA Ltd -
 - i) Request for a meeting received regarding our operating agreement and about disputes processes.
 - ii) Advice of being able to accept credit card payments
 - iii) Armour inspection rules
 - b) Kingdom Seneschal -
 - i) Nothing received.
 - c) SCA Inc -
 - i) Society Equestrian handbook is out for consultation.
 - ii) Changes being made to Corpora regarding how events are defined. While these changes do not directly impact SCANZ, the additions also include updates to wording to mention informed consent for our benefit, not specifically waivers.
 - d) Insurers - nothing received.
 - e) Companies Office - Nothing received. ACTION (Secretary) - Check that the most recent version of the constitution has been uploaded to the Companies Office post the AGM.
 - f) IRD - Nothing received.
- 4) Treasurers Report
 - a) Normal Report - None received.
 - b) Westpac One Business replacing Business Online -
 - i) Kerry is still working on getting added to the Westpac account.
 - ii) It was noted that Jacqui McGregor-Pahl has completed her tenure with the SCANZ committee, and the incoming member (Sandra Wheeler) needs to be added to the Westpac account.
- 5) Registrar's Report - None received. Approximate current membership numbers were expected to be around 260.
- 6) Kingdom Seneschals Report
- 7) Progress reports from working groups
 - a) AGM - Matters arising
 - i) The most recent constitution needs to be uploaded to the Companies Office (see 3e).
 - ii) The officer appointment policy has been updated and uploaded to the SCANZ website. This policy has flow-on impacts to the Lochac Procedures manual. The Kingdom Seneschal advised that she will add it to her deputies list.
 - iii) H&S Officer creation - We need to advertise for the role, and re-advertise for the DEI role as well.
 - b) Committee member rotation - transition status

- i) Scott has passed most secretary artifacts on to Sandra, final handover is slated to occur after the end of the month, due to Scott's availability.
 - ii) Jacqui has handed over the keys to the vice chair accounts to Kerry
 - iii) Jacqui was formally thanked for her contribution to SCANZ.
- c) Constitutional
 - i) Changes to Kingdom Law - An extensive update to Kingdom Law, instigated during a former reign is being reviewed by the current Crown and is close to sign-off.
 - ii) SCANZ officer consents - past Secretary advises consents are up to date. But with a new committee member, not actually quite up to date. ACTION: Sandra to provide consent.
 - iii) Affiliation agreements - Draft is in progress.
- d) Alternative Crown
 - i) SCA Inc updates - An information pack has been formulated, the Board would like to see more experiments, and as they would like to receive information on those experiments have compiled an information pack. Have been waiting more than a quarter for this pack. Requested from KS.
- e) SCANZ Server - migration update , sysadmin document. The SCANZ server has been successfully migrated, with the exception of the email handling, which is pending David Robb's availability. The new server can have a nominated system administrator, and it was agreed that the NZ Masonry deputy would be approached to serve in that role.
- f) Policy review - status -
 - i) There is a backlog of policies needing review, including but not limited to the Privacy Policy. ACTION - Scott - List the policies that need review. There was some discussion about how to surface and manage the workload and the progression of the policy reviews, as well as some potential tools for the job.
 - ii) A draft version of an AI policy is being worked on. There was some discussion about what constituted acceptable use.
- 8) Other general business
 - a) Insurance for equestrian - our insurance does not cover animals, if we wish to have these we currently get a cover note each time. To have equestrian activity included would be an extra \$230/annum (increased public liability). After discussion it was decided that SCANZ members were unlikely to wish to pay more in membership fees on an ongoing basis, and continuing with the cover note approach (with that cost borne by the event hosting the equestrian activities) would be the approach taken. ACTION: Scott to contact insurer re the mechanics and detail of adding on equestrian cover part-way through a year.
 - b) Call for DEI Officer - Not yet re-advertised.
 - c) H&S officer - Needs to be advertised
 - d) Meeting procedures and conflicts of interest as they relate to branches (Richard) - not discussed this session due to Richard's absence.
 - e) From Webwright - users on SCANZ - Scott has done some clean-up of those with access to the Drupal site. Sandra has been added, query whether others still need to be removed.
- 9) Next committee meeting - 20 September 2026