

SCANZ Committee Meeting - 19 July 2026

Meeting opened 7:37pm.

Present: Kerry McSaveney (Chair), Jacqui Macgregor-Pahl (Vice-chair), Scott Campbell (Secretary), Richard Goodwin (Treasurer), Tegan Hunter (Kingdom Seneschal).

Apologies: none.

Minutes

- 1) Conflicts of interest - none advised.
- 2) Previous minutes - June meeting (Item 1) - accepted as correct.
- 3) Correspondence:
 - a) SCA Ltd -
 - i) social media policy publication. Noted that SCANZ social media policy is now 10 years old, and due for review.
 - ii) Copy of email from SCA Ltd to Kingdom Earl Marshal.
 - b) SCA Inc - proposed Corpora amendment - noted, but not relevant to us, since over-ridden by our Financial Policy. **Action:** Scott to send courtesy reply.
 - c) Insurers - equestrian cover proposal (see 9a) below), monthly statement (see 4 below).
 - d) IRD - confirmation of on-line tax filings. See section 4 for detail.
 - e) Regnum (Nico) - advice of Registry amendment to allow name changes. See 8e) below.
- 4) Treasurer's Report.
 - a) Income tax returns sent to IRD. SG was done via mail. Return for all other groups was filed online, and acknowledgement received.
 - b) Public Liability insurance payment in progress.
 - c) A bank was not recognising Sherwater group account for an event payment, and cash payment by member was refused. Nothing on accepting cash payments in the current Financial Policy. Committee decided that we cannot be refusing cash payments; event stewards will have to make arrangements. **Action:** Richard to respond directly. **Action:** update to Fin Pol required.
 - d) Westpac replacing Business Online with Westpac One Business - no specific action required.
- 5) Registrar's Report - received by email. Dithering around 260 members; no obvious long term trends.
- 6) Kingdom Seneschal's Report.
- 7) Progress reports from working groups
 - a) AGM - scheduled for 2 August
 - i) Agenda - closed for new business. Nothing received from anyone. **Action:** Scott to publish the final agenda.
 - ii) Reports - Chair's report added to agenda, Treasurer's report yet to come.
 - iii) Next committee member - one application, but found to be ineligible. No current nominations. **Action:** publish another call to our members.
 - b) Constitutional
 - i) Changes to Kingdom Law - draft changes with Crown; no feedback received as yet.
 - ii) SCANZ Officer consents - no changes this month; all up to date. Nothing yet loaded to the Societies Registry.
 - iii) Affiliation agreements - drafts in progress between SCANZ and SCA Ltd. Particular issues: clarifying reciprocal membership recognition, resolving disagreements on joint decisions, reciprocal R&D detail.
 - c) Alternative crown
 - i) SCA Inc updates - nothing received.

- d) SCANZ Server - in need of our own sysadmin. **Action:** Scott to circulate the draft position description document (again).
- 8) Other general business.
 - a) Insurance for equestrian - advised to it will likely be cheaper to extend existing Public Liability cover rather than open a separate policy. Previous advice was an additional \$150-200 for such cover (TBC). How do we apportion this cost? Committee is reluctant to cover it as a general impost on members, given the very small number of equestrian participants. Preference is to cover it via a focussed activity fee for the event with equestrian. How to simply deal with multiple equestrian events in a year? **Action:** Scott to go back to insurer with focussed questions about lead times and documentation requirements.
 - b) Hot working documentation - No identifiable progress, but a recent serious burn incident at an event puts focus on making the process coverage sufficiently wide and workable. Perhaps roll this activity into a task for the new H&S officer when we get one?
 - c) Call for DEI officer - no action on this. **Action:** do a glamour drive after AGM to seek an appointee.
 - d) Meeting procedures and conflicts of interest (Col). Richard described a question from a member about a possible Col at a branch meeting. The particular instance was minor, and Richard will respond accordingly, but it seems useful to provide some general guidance for branch officers to manage these situations. **Action:** Scott to draft an advice for Kerry to review. Reference info at <https://www.parryfield.com/the-new-incorporated-societies-act-2022-and-conflicts-of-interest-what-needs-to-be-disclosed/>.
 - e) Registry - data access, dealing with member name changes (Nico). Agreed that SCANZ does not need or want supporting documentation if a member wishes to change their recorded name. We do not ask for ID on membership application, so why for a name change? Absolutely do not want to be holding records of personal ID in our Registry or elsewhere. No action required.
- 9) Closed session
- 10) Next meeting - allowing for committee availabilities, will be on 23 August.

Meeting closed 8:46pm

Items

Item 1 - Draft Minutes - 14 June 2026 meeting

Meeting opened 7:30pm 14 June 2026, on-line.

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

Apologies: Richard Goodwin (Treasurer), Tegan Hunter (Kingdom Seneschal).

- 11) Conflicts of interest - none advised.
- 12) Previous minutes - May meeting minutes accepted as correct.
- 13) Correspondence:
 - a) SCA Ltd - interchange re SCA Ltd mingling of Lochac and Australian references in correspondence with SCA Inc re DEIB officer.
 - b) SCA Inc - we asked what NZD/USD rate to apply for paying affiliation fees. No reply yet.
 - c) Kingdom Chronicler - re committee member ad for July Pegasus.
- 14) Treasurer's Report & business
 - a) Overall SCANZ balance sheet: Bank Assets \$107,933 + Fixed Assets \$4,420 - Liabilities \$1,930 = Net Assets \$110,423.
 - b) Preliminary Corporate P&L for month ending 31 May: Income \$687 - Expenses \$4,503 = Net Profit (Loss) (\$3,816). Deficit is mostly from annual insurance payment (Public Liability and Associations Liability). Corporate reserves are sufficient to tide us over.
 - c) Tax is due by 7 July: Treasurer's main focus at the moment.
- 15) Registrar's Report - SCANZ membership at 259 in May. No significant movement. Envelope situation is OK.
- 16) Kingdom Seneschal's Report - received June Report for Lochac, short form and long form. Noted the absence of reports from many groups.
- 17) Progress reports from working groups
 - a) AGM - scheduled for 2 August
 - i) Announcement + call for business - to be made by 21 June - action for Scott to do.
 - ii) Agenda - usual reports: Chair, Treasurer.
 - iii) General biz - Kerry proposed a Health and Safety officer position to be added to constitution. Moves the H&S issue away from Kingdom, into mundane SCANZ arena.
 - iv) General biz - Is this a place to establish a (NZ) group development officer? Discussion: does this need AGM approval? Probably not.
 - b) Constitutional
 - i) Changes to Kingdom Law - Kerry has sent proposal to old & new Crowns + Kingdom Seneschal, awaiting comments.
 - ii) SCANZ Officer consents - retired old Crown, waiting for new Crown response, Ildhafn's new B&B and Cluain's new seneschal still coming. Simplified email consent form seems to be working well, but some minor improvements in explanatory text, perhaps.
 - iii) Affiliation agreements - SCA Ltd doesn't seem to have records of College affiliation agreements. Is an affiliated (college) member of an affiliated SCA corporate (SCA Ltd) an affiliate member for SCANZ? Probably not. Is the ambiguity a big deal? Probably not.
 - c) Alternative crown - still awaiting SCA Inc updates.
 - d) SCANZ Server - is ticking over fine. Position Description for a SCANZ System Admin is in late draft; Scott to circulate for comment. Discussion: agreed that establishing this role does not need to go via AGM.

18) Other general business.

- a) Hot working documentation - in progress. Possibly wrap this process into Risk Assessment for events. Include other H&S aspects such as management of sharp tools, list fields, etc? Hot working enquiry for glass bead class at collegium event in SG; steward has decided not to include this class.
- b) Call for next committee member - published. No applicants as yet.
- c) Call for DEI officer - no action. **Action:** With Kerry.
- d) Registry data access - summary still in preparation by Scott.

19) Next meeting - 19 July.

Meeting closed 8:21pm NZST.

Item 2 - Action points

Date	Topic	Action	Status
20 October 2024	Affiliation agreement	Jacqui to contact SCA Inc and get them to update affiliation agreement to the 2014 version, remind them to follow it, and open discussions about updating it (due to legal changes at our end)	Emailed SCA Inc
20 October 2024	Affiliation agreement	Kerry to email SCA Ltd (and check Drachenwald) to notify them that they have outdated affiliation and financial policy on the SCA.org website.	Partially completed. Still to contact Drachenwald.
20 October 2024	Treasurer's report	Richard to prepare report on recommended financial reporting standards	
20 October 2024	Registrar's report	Josie to follow up on increasing access to membership database so not reliant on one person	
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	Kerry to send out request for interested people about working group.	Sent out with Call for nominations. Follow Up again
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

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	