

# SCANZ Committee Minutes - June 2026

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).

- 1) Conflicts of interest - none advised.
- 2) Previous minutes - May meeting minutes accepted as correct.
- 3) 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.
- 4) 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.
- 5) Registrar's Report - SCANZ membership at 259 in May. No significant movement. Envelope situation is OK.
- 6) Kingdom Seneschal's Report - received June Report for Lochac, short form and long form. Noted the absence of reports from many groups.
- 7) 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.
- 8) 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.

9) Next meeting - 19 July.

Meeting closed 8:21pm NZST.

# Items

## Item 1 - Approved Minutes - 17 May 2026 meeting

Meeting opened 7:36pm 17 May 2026, on-line.

Attending: Kerry McSaveney (Chair), Scott Campbell (Secretary), Richard Goodwin (Treasurer), Tegan Hunter (Kingdom Seneschal).

Apologies: Jacqui Macgregor-Pahl (Vice-chair).

10) Conflict of interest - none advised.

11) Previous minutes - April meeting - clarification made regarding Rowany Festival incident report - then accepted as correct.

12) Correspondence:

a) SCA Ltd

i) DEIB officer - noted SCANZ's support for SCA Ltd to make this a corporate position - add to SCA Ltd constitution to over-rule Corpora (as SCANZ has done)?

ii) Concussion management - now being included in draft Combat Handbook. Some issues to resolve, e.g., what process/period of time to allow before resumption of combat.

b) Kingdom Seneschal - soliciting feedback on the desired duties on the Kingdom Chirurgeon.

c) SCA Inc - from the Ombudsman, update about Alt-Crown progress. No date for release of info pack for alt-Crown experiment requests.

d) Insurers - invoice received for Associations Liability and Public Liability policies, both expiring 30 June 2027.

e)

13) Treasurer's Report & business

a) Overall SCANZ balance sheet: Bank Assets \$111,960 + Fixed Assets \$5,512 - Liabilities \$3,141 = Net Assets \$114,331.

b) Preliminary Corporate P&L for year ending 31 March: Income \$5,792 - Expenses \$6,188 = Net Profit (Loss) (\$396). Operating costs increased considerably mostly due to insurance costs. Membership fee has been raised to compensate, but the effects of this will take three years to phase in, so a deficit for the past year is not surprising. Corporate reserves are sufficient to tide us over.

c) Appreciation expressed by committee for the work done by Richard with IRD, Companies Office and others in the past year.

14) Registrar's Report - SCANZ membership at 259 in May. No obvious trends in any group's numbers.

15) Kingdom Seneschal's Report

a) Seeking feedback from SCANZ and SCA Ltd re Chirurgeon's role in Lochac (what should it be?). Kerry has responded

16) Progress reports from working groups

a) Constitutional

i) Changes to Kingdom Law - Kerry has discussed proposed changes with Crown and Kingdom Seneschal; closer to a final draft. Kerry is updating the SCANZ wiki.

ii) SCANZ Officer consents, status plus proposed email form - all current officers are consented, apart from Ildhafn's new B&B and Cluain's new seneschal. Committee has approved the simplified email consent form.

iii) Affiliation agreements - waiting on other actions. Kerry has asked SCA Ltd for copy of their College affiliation agreements for reference.

- b) Alternative crown
    - i) SCANZ response to US email - no action.
    - ii) SCA Inc updates - awaiting SCA Inc announcement after successful alt-Crown trial. Jean Steurer: "We're currently putting together a packet of information that will outline what we would be looking for in a request for an alternative Crown. I don't have a date for when that packet will be released, but I imagine it won't be too long." ...
  - c) SCANZ Server migration - security patch applied to VPS by David R but no other progress with anything. Masonry are not rushing in to assist with sysadmin work, and we want to relieve David R of this. **Action:** Scott to draft a Position Description for a SCANZ System Admin, and we call for applicants.
- 17) Other general business.
- a) Hot working documentation - Scott has asked Peter Grooby to draft a Hot Working form. Call for next committee member - no action. **Action:** With Kerry as Chair.
  - b) Call for DEI officer - no action. **Action:** With Kerry.
  - c) Registry data access - Scott has a selection of info from Nico about info stored in the Registry and access to this. **Action:** Scott to collate this into a sensible summary, so that we can understand it.
  - d) SCANZ corporate memory - how good is it? Given the transient nature of committee members and executive officers, how can we retain some knowledge of key decisions and reference information? The committee list email archive is the nearest thing we have to a long term record, assuming that we commit enough traffic to that list - it's not bullet-proof. Any record system integrity is at the mercy of people to actually use it, and this is a fact of our current life. No suitable action is obvious; none proposed.
  - e) NZ Privacy Act update came into effect on 1 May. We need to review/update our Privacy Policy.
- 18) Next meeting - 14 June, noting that the AGM announcement must be done no later than 21 June.

## Item 2 - 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                                                 | March 2017                       |             |

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|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|
| 18) Participation Policy                                                                                                                      |                 |           |
| SCANZ Bullying & Harrassment 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            |           |