SCANZ Committee Meeting

The October SCANZ meeting is scheduled for Sunday 22nd November 2026 at 7:30pm NZDT, via Discord server at https://discord.gg/hu2En3V54

If you have any items you would like added to the agenda, please email them to committee@sca.org.nz.

Please note that only the Executive (committee members, the registrar, treasurer and Kingdom Seneschal) have speaking rights. The Chair may vary this and invite others to speak. This will typically be reserved for:
• Those that have direct expertise or experience relevant to the topic
• Those that have been invited prior to the meeting to speak to the topic
• Those that have requested in writing prior to the meeting to speak to the topic

Agenda

1) Apologies.
2) Conflict of interest check.
3) Previous minutes - October meeting
4) Correspondence:
    a) SCA Ltd
    b) Kingdom Seneschal
    c) SCA Inc
    d) Insurers
    e) Companies Office
    f) IRD
5) Treasurer's Report & business
6) Registrar's Report
7) Kingdom Seneschal's Report.
8) Progress reports from working groups
    a) AGM - matters arising
    b) Committee member rotation - transition status
    c) Constitutional
        i) Changes to Kingdom Law -
        ii) SCANZ Officer consents - status
        iii) Affiliation agreements
    d) Alternative crown
        i) SCA Inc updates
    e) SCANZ Server - update
    f) Policy review - status
9) Other general business.

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

Agenda Item 4 - Correspondence

a) SCA Ltd
b) Kingdom Seneschal
c) SCA Inc

Correspondence received from the SCA Inc Communications Officer (Sarah Chapman) advising of new Deputy Society Marshal for Armored Combat - Sir Davin Kinnaird MacAilean, KSCA, OP (David Levin)

d) Insurers

Via the Lochac Seneschal's Database notification email:

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The steward has advised that this event meets one or more of the conditions that require specific
insurance coverage. Please advise the insurance company to ensure coverage.
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Event's estimated total income exceeds $10,000.

EVENT DETAILS
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Event Name: Canterbury Faire 2027
Host Group: Southron Gaard
Start date: Saturday, January 16th 2027
End date: Sunday, January 24th 2027
Timetable:
Setup weekend is Saturday 16 and Sunday 17 January, with very few activities planned and garb not required.

The pack-down day is Sunday 24 January with no activities planned and garb not required.

Full timetable will be available online at https://cf.sca.org.nz/
Website: https://cf.sca.org.nz/
Event type: Variety/Festival
Location:
Waipara Adventure Centre
137 Darnley Road, Amberley, New Zealand
Google Maps link: https://maps.app.goo.gl/iuUputabKvJbPErj9

STEWARD DETAILS
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Name: Adrienne Furet and Llewelyn ap Dafydd
Email Address: cf@sg.lochac.sca.org

BOOKING DETAILS
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Bookings Close: Wednesday, January 6th 2027
Booking Contact:
Book online at https://www.cognitoforms.com/SouthronGaard/CanterburyFaire2027BookingForm
Price:
Full event site fees:
Adult Site Fees- $200 (add $5 for non-members)
Child Site Fees - $100
0-4 years old - free

The full event site fee covers Saturday 16th through to Sunday 24th January 2027.

Day trip site fee costs:
Adult - $25 (add $5 for non-members)
Child - $12.50

DESCRIPTION
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Canterbury Faire Classic. All the CF you know and love, with none of the venomous fauna!

Come join us for feasting, fun and frolics at Canterbury Faire, hosted by the Barony of Southron Gaard.

Comfortable bunkrooms, hot showers, shady tent sites, optional meal plan, real toilets, enjoyable medieval pastimes from dawn 'til dusk, and then some.

Kind regards,
The Lochac Seneschals' Database

e) Companies Office
f) IRD

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	