

## April 23rd 2023 SCANZ Committee Meeting Minutes

Meeting opened: 7:32pm

Present: Liz Brodie, Beth Kent, Ray Gleeson, Richard Goodwin, Josie Welch, Scott Campbell, Sue Whitby

Apologies:

### 1) Acceptance of Previous Minutes

 March 2023 Committee Minutes

All accepted as correct

### 2) Correspondence

#### a) Kingdom Seneschal appointment process

Yay nice to Gomez on board

#### b) KRM (Alex) about proposed changes to the Rapier rules

 For approval - DRAFT Lochac Rapier Rules Draft 07Mar23 (1).docx

Update from Ray - rule change has gone to Royals and Gib in terms of risk management.

Waiting for an update from Ray before final approval. There will be a slight change to process for rule changes to go through the Marshal, then to Risk then to Crown.

#### c) Greg Turkich - Revision of Heavy Combat Laws around Concussion

How much is this an issue for NZ with ACC? Angele thinks that there is coverage due to reference in concussion from Angele:

Heavy combat at least has something in the concussion space:

[https://sca.org.nz/wiki/index.php?title=Armoured\\_Combat:Conventions\\_of\\_Combat](https://sca.org.nz/wiki/index.php?title=Armoured_Combat:Conventions_of_Combat)

4.2.6 in the Fighters Handbook

And

[https://sca.org.nz/wiki/index.php?title=Armoured\\_Combat:Combat\\_Injury\\_Procedure](https://sca.org.nz/wiki/index.php?title=Armoured_Combat:Combat_Injury_Procedure)

s 6.3.1 with regards to assessment of concussion

Fencing has an equivalent in 2.1.5

[https://sca.org.nz/wiki/index.php?title=Fencing:Rules\\_For\\_Fencers](https://sca.org.nz/wiki/index.php?title=Fencing:Rules_For_Fencers) but not for the assessment space, which should be rectified.

Liz - what about long term or multiple concussions?

Richard - wait for SCAA to see what they come up

Wait for Angele for more information and as well as Gib.

Ray - point that marshals are not medically trained as part of their role and therefore there has to be personal responsibility to get medically checked.

Richard's question is if in the handbook it says that concussion assessments

should be done then who is to do them if not the marshal? Ray - the document Angele refers to is for non-medical professionals so safe to be used by marshals. Ray and Richard - should be covered if the process outlined in the document is followed. Liz - still to consider around long term concussions - who makes the decision if someone with long term concussion choses to fight. Richard - personal choice of risk needs to come into it unless a medical professional has indicated they should not fight.

**Action:** Waiting for more information from KEM

- d) Two events have notified us as being over \$5000 and requiring insurance - Glidenwick Collegium and Yule

**Action:** Beth to notify insurance. Beth spoke to Nicola from Insurance that so long as we don't have santa parades or selling artworks we might not need to report. Nicola will investigate further and get back to us

### 3) Treasurer's Report

- a) Bank Change

Documents have been given to Beth to get new bank accounts set up

- b) Reeve Non-Disclosure Declarations

Sue in Ildhafn received a declaration so underway as has NZ Deputy

- c) Xero Access

Richard and Jasmine have made adjustments to Chartered Accounts so do duplication but Cluan and Ildhafn (plus Darton possibly) don't have access yet.

All doomsday reports are done. Lowrens working on getting this through xero and then will work on xero training

- d) Discrepancy of Ildhafn balances in financial report

No correspondence from Jasmine. Trent was concerned there were discrepancies in the opening balances recorded in the AGM report. Waiting to hear from Jasmine and Trent

### 4) Registrar's Report

Current membership 234 which pleases the registrar.

Membership as at Apr 1

	2023	2022
Ildhafn	32	32
Cluain	26	29
Crown Lands	3	3
Darton	54	52

Southron Gaard	119	111
<b>Total</b>	<b>234</b>	<b>227</b>

1 new member in each of Cluain, Darton, and SG

5) Kingdom Seneschal's Report

Has only been in the job for 7 days so is finding way. Been in touch with Chantelle about the new Hamlet in Whangarei. Was announced at Canterbury Faire by Crown. Crown will visit Ildhafn in July so Gomez to check if the Ildhafn B&B want some ceremony around this.

High on list is working through Rapier matters - potentially with new Crown.

New Kingdom Constable. Looking for new Earl Marshal

6) Progress Reports

a) SCA Inc Affiliation Agreement

Has had useful contact with SCA Inc President and will be helpful moving forward with this.

We have paid out SCA Inc levies

b) Insurance Policy Review

**Action:** Richard to work with Nicola from the Insurance Company on moving this forward

c) New Incorporated Societies Acts

Follow up around either SCA Inc or SCAA to be benefactor if we wind up. Not likely to be SCA Inc - charitable status muddy under US law as education and charitable work on same footing. SCAA not a benefactor either. Will need to identify NZ based organization but Richard suggests we move forward with SGM for as soon as possible to change AGM date and terms for committee members and any other matters decided on. Likely to be more than one SGM due to amount of material to work through with new law.

**Action:** Richard to send key points to committee for review before moving forward with SGM. To work with Beth around setting up SGM

d) Reeve's Handbook Review

Richard spoke to Kingdom Exchequer who has taken our comments on board. She and Richard will work on changes on Tuesday in light of these changes and then we can progress with those including Miriam Galbraith who has expressed interest in this process.

e) Email progress

Jasmine is sorted and Liz's email account needs to be sorted.

f)

What we already have around Social Media Policy

The publications policy states:

"Any image used in an SCANZ group publication can only be used with the permission of the copyright holder and the clearly identifiable subjects.

Where a child is visible in an image, it is advisable to obtain permission from their parents or guardians before using the image"

We are defining group social media pages as group publications and therefore this policy applies.

Actions going forward from the Seneschal's meeting

1) A centralised information sheet to be put up at events that clearly outlines the policy so that people taking photos at the events are aware of these requirements. This needs to make explicit the part around photos of children.

Agreed this is a good idea - can be posted around events including sign in desks,

**Action:** Beth and Josie to work on putting this together

2) Explore the possibility of a centralised booking form template so that there is continuity in the phrasing of photo consent

Southron Gaard is using cognito - could this be extended to other groups for all groups to centralise booking forms, Could get a report back from SG in a few months. Could have a corporate web officer to manage this? Felt that a consistent booking system would help with in this area and in others as well.

**Action** To look to put place in place a corporate web officer - to get in touch with David Robb around this first and then look to move forward.

3) Crescent Island Social Media officer -

**Action:** Josie to talk to Kingdom Social Media Officer about getting this in place.

j) Rapier Armour Reduction Experiment update

From Kingdom Rapier - We have 51 combatants authorised for reduced armour in Lochac, with ~75 reports in Lochac (I'm not being firm on numbers as I expect to get a flood soon from Festival). There have been no reportable injuries.

Globally, we have 3027 reports. While these include reportable injuries, the way we're collecting the data means that anything that happens during the experiment is reported, including things like rolled ankles or excessive blows through areas armoured normally.

Ray - some people with reduced armour at festival including one of the biggest wars we have had.

Any other business

Data Collection Policy - Richard has not yet responded to Alain about this. Concern over confidentiality of emails when the email folder is taken over by the following officer. Richard -suggestion rather than mandated. From here - have discussion with Alain as to whether it is necessary for us in NZ -

**Action:** Liz to take work with Alain on this from here

Container - with Seneschals at present to work through.

Meeting closed: 8:52pm

Next meeting: Sunday May 21st 7:30pm

Actions from meeting

Subject	Person Involved	Progress:	Action:
Armour reduction in Rapier	Josie/Richard	Email to James and Nick in response to concerns  Email with Alex about NZ participants in project	Comment from Gomez that this was in evidence at Festival. Will continue to monitor but no further action required aside from quarterly reviews
Data Policy	Richard	Suggestion of full mail boxes rather than mandated	Liz to email Alain around this
Bank Change	Richard/Jasmine	Documents been sent  Richard and Liz getting documents sorted and signed by James	Underway with bank

Reeve Non-Disclosure Declarations	Richard/Jasmine	SG have done this.  This needs to be done before they all sign up for Xero as they will have access to other group's account	Underway - forms have been received and returned
Xero Access	Richard/Jasmine	Underway	To work on Cluain and Darton getting access  Provision of further training for Reeves
Discrepancy of Ildhafn balances in financial report	Richard/Jasmine		Jasmine to contact Trent to get details on concerns around Ildafn balances  Awaiting further contact from Trent/Jasmine
SCA Inc Affiliation Agreement  - Payment of membership fees - contact with Ombudsman as to how to pay these  -Concerns over communication and agreement made in affiliation agreement	Richard	Levy has been paid  Richard has been in touch with SCA Inc President	Continue correspondence with President
Insurance Policy Review	Richard		Richard to work with Nicola at Insurance (Marsh)
New Incorporated Societies Act	Richard to lead  All to be involved  Beth to manage communication	Action  Richard has been in touch with SCA Inc President around winding up:	Progress  Richard and Beth to work on an SGM, hopefully in May around committee

		<ul style="list-style-type: none"> <li>- Winding up - where do assets/funds go if wound up. Need legal advice on naming beneficiaries in case of winding up. How does this affect our affiliation document with Aus/US</li> </ul>	<p>terms and AGM date. Further SGMs likely to work through rest of compliance with new Act.</p> <p>Richard to email Committee with key points before progressing to SGM.</p> <p>Issues for the SGM:</p> <ul style="list-style-type: none"> <li>- AGM to be held in July not November to be within the time frame of financial reporting.</li> <li>- Terms for committee members - 60 days from AGM. Motion of replacement include timeframes</li> </ul> <p>-</p> <p>Richard to check on both</p> <ul style="list-style-type: none"> <li>- Constitution needs to include disputes resolutions. Sanctions guide needs to match disputes resolution. This would mean that changes in sanctions guide would</li> </ul>
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			have to go through a General Meeting
SCANZ Container at Canterbury Faire Site	Liz/Richard	<p>Richard has emailed Seneschals of group - both Darton and Cluain asked for a bill. No response from Ildhafn.</p> <p>Now \$417.50 per year which includes GST.</p> <p>Richard suggests getting 3 years in arrears and one year in advance.</p> <p>How do we want to split this? Richard to check with Adrienne if she minds not having two years payment</p>	Richard discussed this with Bernard at Festival. The seneschals of the group are working through this at present
Email access	Richard/Jasmine/Liz to work with David		<p>Jasmine sorted</p> <p>Need Liz sorted</p>
Social Media Policy	Josie	Meeting with Seneschal's held	<ol style="list-style-type: none"> <li>1) Beth and Josie to create information sheet on social media policy to be displayed at events</li> <li>2) Investigate creation of corporate web position for common</li> </ol>



			booking forms Etc  3) Josie to email Kingdom Social Media Officer about creating an NZ Deputy
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