

## Minutes of the SCANZ Committee Meeting - 20th Feb, 2022

Meeting Opened: 8:30 PM

Present: Liz Brodie (Chair), James Piesse, Richard Goodwin (Secretary), Declan Lennon (Treasurer), Elizabeth Kent (Registrar), Kellianne Anderson (Kingdom Seneschal), Bill Dabbs (Incoming Kingdom Seneschal)

Apologies: None

1) Acceptance of Previous Minutes  
Accepted

2) Matters Arising from the Minutes

James forgot to send privacy policy review to members. Will adjust timeline.

3) Correspondence

- a) Letter from companies office about financial report not uploaded. Beth logged in and this fixed the problem.
- b) From Kerry McSaveney re clarification of wearing masks for marshals. Masks only required "on the field" if we are inside. Masks are however always recommended.
- c) From Patrick Bowman and Alasdair Muckart re questions about Ildhafn dormancy. Bank account dormancy provisions was addressed in meeting with Ildhafn populace. Need to respond to both.
- d) From Amy Dabbs re information about insurance policy (see below)

4) Treasurer's Report

- a) Received 1/4ly report summary from Rosa. Waiting for signatory changes to occur.

5) Registrar's Report

Numbers as at Feb 1 2022

Ildhafn 32  
Cluain 29  
Darton 53  
Crown 3  
SG 110

Compared to Feb 1 2021

Ildhafn 27  
Cluain 24  
Darton 48  
Crown 4

2 new members joined Darton in January 2022, and 1 joined Southron Gaard

6) Kingdom Seneschal's Report

Kellianne's Last meeting as KS. Bill taking over 1 March.

Report confidential.

Discussion with Ildhafn populace re group status. Poll extended for additional week and offered use of Zoom for them to have additional meeting. There is enthusiasm to fill the offices and remain active. There is some confusion about Kingdom's involvement with groups (and in relation to SCANZ). Operational issues go via the seneschallate with an appeals process to SCANZ.

7) Progress Reports

- a) Privacy Policy Review (James) . Update on consultation.  
*SCANZ is in the process of updating the privacy policy.*

Has made suggested changes. Regarding point about misuse of information, it's not really possible to cover all types of misuse in the policy. Have reworded it to say that people given access to the information will be informed of the scope of their allowed use. We have sections on disclosure and allowed sharing. Open to further feedback on that.

**James will send this out.** Suggest sending it immediately, with reminder on 6th March and closing 13th March. **Beth to put policy for review on the website.**

b) Financial Reports

- i) Fixed Assets correction (Declan)  
No progress
- ii) Southron Gaard Advance Item (Declan)  
No Progress

c) Companies Office Filing

- i) Financial report upload (Elizabeth and Declan)  
Confirmed this is done.

d) Lodgement of Event Member and Sign in Sheets (Kingdom Seneschal)

*Discussion last month about the need to have these filed properly especially in light of Covid.*

In progress. Have discussed with Seneschals. Will be lodged in Reeve's dropbox

with other event document.

**Beth to update SCANZ sign in forms** to make sure they have all required info for Covid tracking, including checkbox for Vaccination Certificate Sighted.

e) Code of Conduct (Committee Members)

*The SCANZ code of conduct has been a draft for some years. Need to complete this and release.*

AU version seems ok and is a superset of NZ's draft version. Minor changes required to regionalise for NZ and then discuss at next meeting with view to sending out for commentary.

f) Financial Policy (James)

*Existing financial policy document for management of funds at group and SCANZ levels is being reviewed and updated.*

**James to get it into a form for collaborative work. Arrange a separate meeting with Treasurer, James and Richard.**

g) Xero Rollout (Declan)

*Update on rollout progress for getting groups using Xero for bookkeeping and financial reporting*

Attended Zoom meeting with reeves. Question around privacy policy. Have received version of warrant which includes agreement to follow privacy policy which has to be signed by reeves. Access control within Xero should ensure reeves only have access that concerns them individually. Need to check this as in AUS the reeves can see other groups. **Declan to check this.**

Reeves handbook would also have a reference to privacy and disclosure. KS to confirm this.

Once privacy query is resolved Declan will give access to all the NZ reeves. Bill to send copy of warrant document. **Declan to adjust and send to NZ reeves.**

SCAAL has a confidentiality clause in their financial policy. SCANZ to include this in current financial policy review.

Need to review chart of accounts and what reporting is available by that. It has been copied from AUS implementation with changes for GST reporting requirements. Event reporting is done as payees. Need to ensure we can actually get a P&L by event.

All reeves have indicated they are happy to move.

Regarding moving bank accounts to sub-account under SCANZ account - no one was strongly against this. Just need to work out how that will be implemented.

**Declan to have a discussion with Kiwibank about this.** Ildhafn could be the trial.

Initial goal for Xero rollout is to have groups using it from 1 April.

h) Membership Renewal Survey (Elizabeth)

*Automatic survey when membership lapses. Unsure if responses are being received.*

This continues to run. Most people do renew, therefore few people would be prompted to fill in the survey.

i) Ildhafn Finances situation

*Update on resolving issue with signatories on bank account.*

No progress. Once the account is a sub-account of SCANZ we should be able to resolve.

j) Bank Account Changes (Richard and Declan)

*Updating signatories on SCANZ accounts.*

Declan has not heard back from Kiwibank on email about signatory changes.

**Declan will phone and try to talk to someone.**

Richard has set up a Kiwibank login so can be added as a signatory in due course.

k) SCANZ announcements

*Improving process of SCANZ announcement to members.*

i) Facebook Page (Liz)

Suggest putting the SCA wreath as a banner. Kingdom has access to further graphics. Committee members are admins and Beth is a moderator.

**Liz to update graphics then advertise the page.**

ii) Website update (Richard)

Done but has not put minutes on FB page as it had not been advertised/opened yet.

- l) Meeting Participation Discussion  
*Discussion regarding who can participate in SCANZ Committee meetings.  
Potential for opening them to wider audience.*

**Richard to put discussion document together and send to committee.** Will need to ensure confidential parts of meeting remain confidential. Granting of speaking rights to be discussed.

- m) SCA Inc Affiliation Agreement
  - i) Membership fees (Elizabeth)

Haven't been paid since 2019. \$3 USD per member, per annum.  
2020: 215 members  
2021: 199 members  
2022: 227 members

Fees are payable in August for numbers as at January so currently 2020 and 2021 are overdue but we might as well pay them all to reduce bank fees.

Approx \$2800 NZ therefore payable. Kiwibank has payee set up for SCA Inc so we can pay it.

**Beth to contact SCA Inc and get confirmation of amount then Declan to arrange payment.**

- ii) Affiliation Agreement Review (Committee Members)

Last reviewed in 2014. SCAA agreement also almost as long since last review.

**Committee Members to review for next meeting.**

- n) NZ Society Register update (Elizabeth)  
*Need to update NZ Society register due to committee member changes.*

Has been done. **Beth to add Richard to society register.**

- 8) New Business

a) Insurance Policy review

*Queries raised about policy details. Review suggested.*

Committee requests input from Any Dabbs (insurance specialist) with report requested for next month.

b) Sanctions Guide

i) Review and approval for commentary

James has minor comments to add. Query re ability to sanction based on actions in other countries. Terms such as “mundane”, “modern” and “contemporary” which are not well defined. Queried whether boards should have authority to revoke awards. Noted this is explicit in Corpora and the affiliation agreement with SCANZ.

Committee members are otherwise happy with the document. It will therefore go out for commentary. **Beth to send to members and put on the website, Liz to put on FB page.**

Meeting Closed: 10:30pm

NEXT MEETING: 27th March.