

## February 18th 2024 SCANZ Committee Meeting Minutes

Present: Josie Welch (Chair), Richard Goodwin (Vice-Chair), Jacqui Macgregor-Pahl (Secretary), Beth Kent (Registrar), Jasmine Fuller (Treasurer), Ray Gleeson (Kingdom Seneschal)

Apologies:

Observer: Scott Campbell (Kingdom Deputy Exchequer – NZ)

Meeting opened: 7:40pm

- 1) Previous Minutes  
Approved as correct
- 2) Conflict of Interest Check - none
- 3) Correspondence
  - a) David Robb re Principality Website - David has put a banner on it stating that it is “unofficial discussion and ideas sharing”. Josie to put together some information to go on the front of the site.
- 4) Treasurer’s Report
  - a) Bank Change - Replacement paperwork went to CF with Beth but returned home unsigned.  
**ACTION:** Beth to get everything re-signed by everyone individually.
  - b) Branch financial reviews - NI reviews still ongoing. Jasmine struggling to match up records. Will communicate with Reeves to finalise. Some groups appear not to have digitised their receipts.  
Possibly more training for Reeves is required as policy/processes to not always appear to be getting followed.
- 2) NZ Deputy Exchequer Report

Q3 reports received. Some teething issues still exist with Xero.  
Once the rationalisation of accounts happens and everyone is using it everything will be fine.  
An example of the sorts of issues we’re having is that although all the transactions are fine, when the reports are run the final numbers aren’t correct and need to be manually tweaked.

Ray noted that all the Australian groups are using Xero with no issues and it is

only the NZ groups who are experiencing any difficulties.

**ACTION:** Richard, Jasmine & Lowrens to meet and sort through the issues highlighted in both Treasurer and Deputy Exchequer reports.

### Registrar's Report

#### a) Membership at February 1 2024

	2024	2023	
Ildhafn	38	32	(1x brand new)
Cluain	38	26	
Darton	55	51	
Southron Gaard	122	115	(3x brand new, same family)
Total	245	227	

b) Applications – Beth is meeting with Bianca, she has enquired about the position. Needs re-advertising, possibly it's time to consider shoulder-tapping potential people.  
**ACTION:** Richard to signal boost the vacancy.

#### 3) Kingdom Seneschal Report - received by email

New Chronicler and Crown Events deputy have been appointed.

Krae Glas has pulled out of hosting September Crown. Hoping to get a replacement bid soon.

Hamlets now exist in group tracking.

Kingdom Youth Officer will be reaching out to us re. Child Protection documentation. NZ documentation hasn't been updated since 2017, so needs looking at.

An ambulance needed to be called out to CF.

#### 4) Progress Reports

- a) Issue Resolution Policies and Procedures – Reponse received from Parry Field which didn't really help. Richard & Josie had discussions with Angele at CF regarding her take on the issues.  
Branch Seneschals, Reeves, Kingdom Seneschal appear to meet the threshold for Officers under the Act.  
Need to draft an email with specific question, send to Angele to check over then send to Parry Field.

We may need to make changes to the Constitution to resolve this.

**ACTION:** Josie to draft letter.

b) Alternative Crown – 57% response rate from NZ members to date.

c) Insurance Policy Review - liability insurance still to do.

**ACTION:** Richard to do

d) Term Deposit due to expire soon. – Given the bank change, better not to re-invest right now. Just wait until Westpac is up and running.

Motion: Propose we close the term deposit and transfer all funds to the main SCANZ account.

Moved – Josie. Passed.

e) SCANZ Web office and hosting – this will be split into two roles.

- Web Officer - Lowrens will be taking this on
- Hosting - David to look at commercial options and get quotes. There have been no takers for this within the group.

f) Marshal Handbook – draft rules received

Most changes are just bringing us in line with Society level changes.

Marshalls and fighters now need familiarity with concussion recognition.

The required thickness of thrusting tips has been reduced. Richard surprised by this.

Changes accepted by SCANZ.

Any other business – None

Meeting Closed: 8:29pm

Next meeting: Tuesday 19<sup>th</sup> March, 7:30pm