

February 2023 SCANZ Committee Meeting Minutes
Meeting Opening: 7:34 pm

Present: Richard Goodwin, Josie Welch, Liz Brodie,
Apologies: Jasmine Fuller, Beth Kent

- 1) Acceptance of [Previous Minutes](#)
All in agreement - accepted

- 2) Correspondence

- a) Bartholemew/Peter - has added a check box to the Event Notification form (<https://seneschaldb.lochac.sca.org/event/new>) for New Zealand events so that SCA Secretary is notified of events over \$5000 as part of our insurance cover.

General happiness at this update

- b) Adrienne/Amy - Social Media Policy - is it time to look at a Crescent Islands Social Media Officer? Is this a SCANZ matter or Kingdom?

Richard has communicated with Bea as Acting Kingdom Seneschal on this about initiating discussion with Seneschals to ensure all photos posted on Crescent Isles social media pages have provided consent.

ACTION: Person to coordinate with Seneschals to coordinate meeting - Joana

- c) Domenego/Trent - adding Financial Confidentiality Agreement form to SCANZ website and/or kingdom website/Reeve's handbook

ACTION - Joana to put on website and coordinate with Helouys around Kingdom side of things

- 3) Treasurer's Report

- a) Bank Change

I had a meeting at westpac but unable to do much further without acquisition of some documentation - at least one of the following.

- * Societies and trusts register with society address
- * society rules and regulations confirming current office holders (signed and dated within the last 12 months)
- * AGM minutes confirming current office holders (signed and dated within the last 12 months)

My understanding is the register will be the easiest to acquire but unsure how to obtain a physical copy to present

ACTION; access previous AGM meeting with current office holders
Richard to work with Jasmine to arrange for documentation to go to Bank

b) Reeve Non-Disclosure Declarations

ACTION: Richard to work with Jasmine on gathering these.

c) Xero Access

ACTION: Richard to discuss with Jasmine to move forward on this

d) Discrepancy of Ildhafn balances in financial report

ACTION: Richard to discuss with Jasmine to move forward on this

4) Deputy Exchequer NZ - Report

a) Report to Kingdom Exchequer on group finances

In regard to SCANZ:

I am working with Richard d'Allier/Richard Goodwin as SCANZ Committee representative and the recently appointed SCANZ Treasurer Jasmine Fuller. We have a target to generate the 2022- 2023 Domesday report entirely from Xero content. There are several moving parts to this: Jasmine is exploring options for integrating the various SCANZ and group and Kingdom accounts over to one bank. Thence to get decent access for the principals operating those accounts. My conversations with Cluain and Ildhafn reeves at Coronation brought out that this was the greatest peeve and blockage for them. Since this is also the case for me with Kingdom accounts, I can sympathise. I intend to produce a focussed version of the Reeve Handbook for NZ use, and include relevant Xero operating guidelines. This is to be a training resource and ongoing reference, if all goes well. We may need to call on assistance from the Xero deputy for wrangling well formed reports from Xero. Or not. We'll see.

Full document can be accessed [here](#)

Discussion: Liz - To include separate shipping container bills separate from general storage section. ACTION: Richard to arrange income and outgoing sections specifically based around shipping container.

Financial Summaries - financial summaries for each group - can be seen [here](#)

Discussion: Cluain - difference in opening and closing balances due to Coronation. Liz - Cluain fairly stable with a minimum of \$5000.

Darton - took a financial hit with Darton Anniversary not happening

Southron Gaard - in midst of Canterbury Faire finances so looks healthy

Kingdom Account transactions can be accessed [here](#)

ALL AGREED: Financial statements look good,

5) Registrar's Report

Membership as at February 1

| | 2023 | 2022 |
|----------------|------|------|
| Ildhafn | 32 | 32 |
| Cluain | 26 | 29 |
| Crown Lands | 3 | 3 |
| Darton | 51 | 53 |
| Southron Gaard | 115 | 110 |
| Total | 227 | 227 |

6 new members in January 2023

1 from Ildhafn, 5 from Southron Gaard

In Service,

Ginevra

Comments: Stable - Southron Gaard up a bit.

6) Kingdom Seneschal's Report - no report

7) Progress Reports

a) SCA Inc Affiliation Agreement

- i) *Payment of membership fees (Beth and Declan). Progress with ombudsman - No update. ACTION: Richard to follow up*
- ii) *Agreement review (Committee Members). Concerns re notifications and consultation. ACTION: Richard to email SCA Inc around membership fees and affiliation agreement. To express concerns regarding execution of it due to lack of communication around certain rules that have been put in place.*

b) Insurance Policy Review (Richard)

Queries raised about policy details. Review underway. Associations Liability quote required.

ACTION: Richard to contact Amy to discuss and then contact Insurance Agent. Unfortunately given the situation in the North Island this may be an issue to work with over the next month.

- c) Sanctions Guide
Review commentary.
No update
- d) Membership Fees Review
Review financial position and whether membership fees need any adjustment.
Pending quote for changes to insurance
No update
- e) New Incorporated Societies Act
A new Incorporated Societies Act is now law and will require come changes to SCANZ Constitution and procedures.
ACTION: To start drafting motions for an SGM in May around changes to Incorporated Society Act and how this will affect us. Beth to manage communication around this with populace. Biggest change with be around disputes resolution.
- f) SCANZ Container at Canterbury Faire Site
Review procedure for charging for use, in order to cover Southron Gaards costs for the site
Discussion: Based on discussions at CF. In general most people are happy to contribute but need to know how much.
ACTION: To get bill from Southron Gaard as to rent and maintenance costs over years - Darton, Cluain and Ildhafn to cover a third each then Liz to organise with others who can pay them back. Liz - was SCANZ to cover what won't be covered by others?
- Richard to initiate conversation with Seneschals, Liz - suggestion of a potential committee formed around the Container.
- g) Reeve's Handbook Review
Draft received from Kingdom Exchequer. Review raised some concerns.
- Progress: Richard met with Helouys to discuss concerns. Helouys was keen to incorporate these suggestions and will look to action this in the next three months.
Action: Richard to participate in working group with Helouys around this and to work with Lowrens
- h) Crown Tourney Format
Initiative to have a Fencing Crown Tourney. SCA Inc BOD rejecting initial request for a change to affiliation agreements to allow Lochac to have a Crown decided by means other than armoured combat. Joint sub-committee with SCAA

suggested to explore the matter further.

Richard had a conversation with Steffan on this. Nico to head up subcommittee on this matter. Action: Josie to be on this and will communicate with Nico around this

Any other business

- 1) Armour reduction in Rapier - added to Trello board.
 - 📎 Lochac Fencing - Reduced Armour Experiment (1) (1).pdf
 - 📎 Risk-Assessment-Rapier-revision (1).pdf

Sigvaldr came online at 8:05 to discuss armour reduction in Rapier. Last discussion with SCANZ was around inner thigh protection which has since been resolved. Now done work with Professional Risk Assessor around potential changes to armour requirements.

Data on injuries from those participating in Rapier with reduced armour

📎 SCANZ Copy of Unified Reduced Armor Reporting Form (Responses)

Richard: concern around injuries to torso and back of head injuries with reduced armor requirements.

Sigvaldr said that any neck issues with reduced armour would be a very unlikely incident.

Sigvaldr said that heat injuries were a common issue in Terra Rosa while the number of injuries internationally with reduced armour were minimal.

Sigvaldr left at 8:25pm to facilitate discussion

Discussion: Richard - do we accept increase in risk to off set decrease in risk is heat injuries. Concern around increase in puncture injuries not seen in data above.

Liz - caveat - one on one training but not in tourney. Richard - would gear check be better in tourney?

Liz, Josie and Richard vote in favour of this as an experiment. Joana to email Sigvaldr to give result.

Experiment to run for 24 months internationally. Action: Communicate with MODs to get feedback on this - Richard

2) Email progress

Richard met with David with Josie and Beth around emails. This means chair and secretary have own mailboxes with webmail client. Action: Richard to talk to Jasmine about getting the Treasurer Email similarly set up. Liz to decide if she wants hers hooked up to own email client.

Meeting closed: 8:43

Next meeting: 7:30pm 19 March

In progress actions

| Business | Action | Date created | Person responsible | Date completed |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|----------------|
| Social Media Policy | -Correspond with Amy to discuss concerns around image use on Social Media -Arrange meeting with Seneschals to discuss issue | 19/02/23 | Josie | |
| Financial Confidentiality Agreement form | -Add to SCANZ Website -Correspond with Louise around getting published around Kingdom | 19/02/23 | Josie | |
| Bank Change | -Access previous AGM minutes to provide documentation as to office holders -Gather together necessary documentation for bank | 19/02/23 | Richard/Jasmine | |
| Reeve Non-Disclosure Declarations | Gather together these from all Reeves in Crescent Isles | 19/02/23 | Richard/Jasmine | |
| Xero Access | To work with the Reeves of all | 19/02/23 | Richard/Jasmine | |

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| | groups to provide access and training around Xero Use | | | |
| Discrepancy of Ildhafn balances in financial report | Jasmine and Richard to work on addressing these | 19/02/23 | Richard/Jasmine | |
| SCA Inc Affiliation Agreement | <ul style="list-style-type: none"> - Payment of membership fees - contact with Ombudsman as to how to pay these -Concerns over communication and agreement made in affiliation agreement - Email to SCA Inc | 19/02/23 | Richard | |
| Insurance Policy Review | <ul style="list-style-type: none"> -Contact Amy about progress at her end -Contact Insurance provider | 19/02/23 | Richard | |
| New Incorporated Societies Act | Start drafting motions for an SGM in May around changes to Incorporated Society Act and how this will affect us | 19/02/23 | <p>Richard to lead</p> <p>All to be involved</p> <p>Beth to manage communication</p> | |
| SCANZ Container at | Get bill from Southron Gaard as to rent and | 19/02/23 | <p>Liz</p> <p>Richard to communicate</p> | |

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| <p>Canterbury Faire Site</p> | <p>maintenance costs over years</p> <ul style="list-style-type: none"> - Darton, Cluain and Ildhafn to cover a third each then Liz to organise with others who can pay them back -Potential of container subcommittee -Organise separate section in Xero related to shipping container expenses specifically to show income and outgoings. | | <p>with Seneschals of groups</p> <p>Richard to organise separate shipping container finance section in Xero</p> | |
| <p>Reeve's Handbook Review</p> | <p>Richard to join subcommittee about this with Louise and others in Terra Rosa</p> | <p>19/02/23</p> | <p>Richard</p> | |
| <p>Crown Tourney Format</p> | <p>Richard communicated with Steffan around this. Subcommittee to be set up by AusBOD.</p> <p>Josie to contact Nico about joining this as the SCANZ rep</p> | <p>19/02/23</p> | <p>Josie</p> | <p>Josie emailed Nico 20/2/23</p> |

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| <p>Armour reduction in Rapier</p> | <p>Decision to allow trial in NZ - Josie to contact Sigvaldr around decision Richard to communicate with MODs around feedback on this</p> | <p>19/02/23</p> | <p>Josie/Richard</p> | <p>Josie emailed Alex/Sigvaldr on 20/2</p> |
| <p>Email access</p> | <p>To get all emails on to a similar platform -Richard to discuss with Jasmine in terms of treasurer email -Liz to decide forwarding for email</p> | <p>19/02/23</p> | <p>Richard/Jasmine /Liz to work with David</p> | |