

Minutes of the SCANZ Committee Meeting

Date: 16th January 2022

Time: 8:30 pm

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

Apologies: none

Late: -

- 1) Acceptance of Previous Minutes
 - a) November 2021 - Accepted
 - b) December 2021 - Accepted

- 2) Matters Arising from the Minutes
 - a) Privacy Policy update

- i) James working on this. Updated policy worked on in May and sent to Kerry McSaveney for comment. Now needs to be sent to members for consultation. Changes suggested by Kerry were relatively minor and have been made. These were primarily about US BOD's access to information.

Richard Goodwin has some feedback. Will send directly to James.

James to send out to members by 21 January. Consultation period to close 13 Feb. Reminder email to be sent by 6th Feb.

- 3) Correspondence

- a) Received from KingSen re variation of code of conduct in relation to requirements for people to not attend events if having visited high risk area.

Specific timeframe of 14 days after visiting a location of interest is suggested to be removed.

Suggestion that we just say to follow local guidance from mundane authorities. Concern that individuals may interpret "reasonable precautions" and "acceptable risk" differently.

Suggested rewording: If you believe you may have been exposed to COVID in any setting, including having been in an identified exposure site, you are asked to take all reasonable precautions in accordance with guidance from the local health authorities.

- b) Received letter re filing financial statements from Companies Office. See New Business.

Elizabeth to look at upload process and liaise with Declan if required to upload the financial report accepted by the AGM.

4) Treasurer's Report

- a) Are the concerns raised from the AGM being addressed?

None are material to accepting the report.

Fixed Assets are still be looked at. Initial amounts were likely uploaded into Xero incorrectly. Declan will be looking into that later this week. **Declan to consult with Will Howard who uploaded them initially.**

Comparative reporting will be done next report.

Southron Gaard Advance item. Needs to be investigated. **Declan to investigate and advise.**

5) Registrar's Report

Membership at Jan 1 2022 - 227

Ildhafn - 60, including Cluain - 28

Crown Lands - 4

Darton - 52

Southron Gaard - 111

Compared to the same time in 2021 - 199

Ildhafn - 48, including Cluain - 24

Crown Lands - 6

Darton - 47

Southron Gaard - 98

No new members in Dec.

Registrar notes they are required to maintain a list of members attending events - not receiving event membership sheets. This is becoming more of an issue as they need to be available.

Kellianne- are the sign-in sheets being uploaded anywhere? Answer: not really. Event stewards are required to keep for covid. Kingdom financial policy requires sheets to be sent to reeves via dropbox. Dropbox folders can be shared with required people.

Richard Dagger - has consulted on privacy ramifications of this. (Sidenote it is legit for event stewards to be provided membership lists). It's definitely legit to retain the list of

membership records.

Richard Goodwin - There seems to be confusion about whose job it is to do this.

Kellianne- will work with Kingdom Officers to streamline this and provide access to Registrar.

6) Kingdom Seneschal's Report

Report Received. (Confidential).

Many groups not able to do normal activity due to Covid.

Sanctions Guide currently under review and is expected to cover Australia and New Zealand. Goal to have finished before KingSen changeover. Feedback requested before CF.

Issue Resolution and Investigations Guide have gone out to Kingdom Officers for review.

Noted SCANZ Code of Conduct is still in draft.

SCANZ Committee to review. Australian one has been updated more recently and overhauled. **SCANZ Committee Members to review and discuss next month.** Need to take into account NZ's Bullying and Harassment Policy.

Bill - nothing additional.

7) Existing Business

a) Coronavirus Response

i) Clarify mask wearing by Marshallate

Kerry McSaveny has clarified with health authority why a mask is required to do inspection but not when fighting. Relates to "reasonable practical steps".

b) Financial Policy

James - no progress on the policy

Declan - has not yet emailed people about opinions. Is soliciting feedback from reeves.

Richard Goodwin - has a number of comments. Will send to James.

James - need to discuss requirements for groups to have bank accounts under SCANZ.

Liz - This allows funds to still be accessed if local signatories not available. We've had issues with this.

James - the existing structure (branches having independent accounts) is unusual from the bank's point of view
Richard Dagger - sub-accounts are normal corporate structure.

c) Xero Rollout

Declan - will be discussing with reeves on NZ reeves discussion tomorrow. Instructions will be sent out. Have been altering the Australian handbook to fit for NZ.
Not sure where Lowrens is at with this at this time. Need to get everyone aligned. Kellianne recommends consulting with Amir.
Richard Goodwin - Rosanella (Jenni Ravenscroft) needs to be fully involved as NZ Deputy Exchequer.

d) Membership Renewal Survey

Note this relates to the automatic question when someone's membership lapses.

No responses received recently. Not sure if this is because no one has replied or just the responses not getting through. **Elizabeth to review with Peter Hyde and check.**

e) Ildhafn Finances situation

Ildhafn Bank account to be changed to be a sub-account of SCANZ. Existing account is very difficult to change signatories. SCANZ agreed to this last meeting.

SCANZ needs to get details on our accounts changed (add Jenni Ravenscroft and Richard Goodwin) before that can occur.

Declan - waiting for Kiwibank to respond regarding changing signatories as we have sent them the signed minutes they requested. **Declan will follow up this week.** Once this is resolved we can update signatories using a routine process.

Richard Goodwin will need to create a sign in with Kiwibank. Will need to go into a branch. This is done before linking to the account.

8) New Business

a) AGM and Financial Report Acceptance

AGM results have been sent out (8th Jan) via email lists.

b) Facebook Group/Page for SCANZ announcements?

Goal is to improve engagement with everyone. FB Althing is unofficial. Email Althing is?

General consensus is an official FB Page is a good idea for announcements and business. Kellianne points out that people can PM the page which will go to all admins of the page.

Email list - Use Althing? Not sure if this one is owned or listed as an official mode of communication. Kellianne - could use LochacAnnounce. Helps to remind Australian members that NZ exists and can be different to Aus. General agreement to do this.

Richard Goodwin to update website to list these as official channels.

Liz to set up FB page.

c) Meeting Participation.

Consider portions of the committee meetings to be open attendance. Chair could control speaking rights.

General idea is for people would be able to observe. Could be invited to attend for specific items. Defer for additional consideration.

d) SCANZ meeting at Faire?

No specific need seen.

e) SCA Inc Affiliation Agreement

- i) Need to send membership totals and pay dues
- ii) Need to check date of affiliation agreement and renew or renegotiate.

Elizabeth to determine amount for membership and advise at next meeting

Affiliation agreement review deferred to next month. It's currently 5 years out of date. **Committee to review and discuss next month.**

f) Discussion re new web admin role

David Robb has agreed to continue in this role.

g) Update NZ Society Register

As committee members have now been changed we should now do this.

Discussions about who is currently registered. Liz and James are on it.

Elizabeth to update the records for committee members.

h) Sanction Policy review

(See Kingdom Seneschal report above)

i) Proposed Code of Code of Conduct rewording for covid response

(See Kingdom Seneschal report above)

j) Richard Dagger notes it is is last meeting

Has passed on SCANZ discord server ownership to Elizabeth.

Chair expresses thanks on behalf of the committee for his service.

Date for next month's meeting: 20th Feb 2022