

January 2023 SCANZ Committee Meeting Meeting

Meeting opened: 7:40

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

1) Acceptance of Previous Minutes

Accepted

2) Correspondence

a) Registrar of Incorporated Societies - Time to file financial statements

Financial statements have been uploaded and society officers have been updated. No further action required.

b) Lochac Social Media Officer - Following up on pictures at events.

We will ask Thorbjorn to post checked photos to the Official CF facebook group. LMSO can take photos from that on the basis that they have been checked. For future events photos can be gleaned from group pages but should be confirmed by the seneschal that they are ok to post.

3) Treasurer's Report

a) Bank Account Signatory Change

No longer required with Kiwibank as we will transition to new corporate account at Westpac. See below re bank account change.

b) Reeve Non-Disclosure Declarations

SG done. Ildhafn and Cluain in transition so will be done as the new reeves complete handover. No response from Darton (Diego). Declan and Jasmine to liaise and contact Darton.

c) Xero Access

SG has access. All others have been provided logins. Once chart of accounts has been tidied up and procedures document updated for current use we will work with the reeves for training.

d) Handover

Jasmine to review chart of accounts and come up with suggested changes for

approval. Declan to provide written procedures for depreciation and SCANZ and kingdom levies to Jasmine.

e) Discrepancy of Ildhafn balances in financial report

Concern that the starting balances in SCANZ Financial reports were not right. The values in Xero had been reconciled to Ildhafn's spreadsheet financial reports. Jasmine to contact Trent regarding this.

4) Registrar's Report

Membership as at January 1

	2023	2022
Ildhafn	34	32
Cluain	25	28
Crown Lands	3	3
Darton	55	52
Southron Gaard	112	111
Total	229	226

No new members in December.

Total new members in 2022 - 28

Number of first renewals in 2022 - 0 (I blame the pandemic. The world has changed a lot since 2019 - we were previously getting between 30-50% new members renewing)

Beth to check if there are any responses to the Renewal Missed Survey.

5) Kingdom Seneschal's Report

Everything quiet over December.

6) Progress Reports

a) SCA Inc Affiliation Agreement

- i) *Payment of membership fees (Beth and Declan). Progress with ombudsman.*

No correspondence in the last month.

- ii) *Agreement review (Committee Members). Concerns re notifications and consultation.*

Liz has draft email in progress. Once Canterbury Faire is done we will make contact with SCA Inc BOD and get this conversation underway.

- b) Insurance Policy Review (Richard)
Queries raised about policy details. Review underway. Associations Liability quote required.

Invoice for increased public liability insurance expected tomorrow. Chasing up the quote as well. Ideally we will pay the public liability invoice before Faire.

Canterbury Faire has been notified as a significant event to the insurer.

- c) Sanctions Guide (Bill)
Review commentary.

Still a work in progress.

- d) Membership Fees Review
*Review financial position and whether membership fees need any adjustment.
Pending quote for changes to insurance*

- e) New Incorporated Societies Act
A new Incorporated Societies Act is now law and will require some changes to SCANZ Constitution and procedures.

Committee to propose required changes to constitution and prepare for SGM to get these approved, expected in April.

- f) SCANZ Container at Canterbury Faire Site
Review procedure for charging for use, in order to cover Southron Gaards costs for the site

No word from David Maclagan yet regarding new procedure for collecting income for this. Had a response from Miles initially about contacting Llewellyn but nothing since. Richard to contact seneschal and suggest immediate action plan for covering back rent.

- g) Use of Photos on SCA Social Media
Kingdom Seneschal to determine appropriate procedure with NZ group seneschals.

See correspondence.

- h) Reeve's Handbook Review
Draft received from Kingdom Exchequer. Review raised some concerns.

Richard to arrange discussion with Kingdom Exchequer and Helouys as soon as possible to go other feedback.

- i) 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.

No further substantive correspondence so far. Richard to email SCAA and see about setting up the subcommittee.

7) New Business

- a) Automating notifications to SCANZ re potential insurance alerts
Query re possibility of getting additional field in Kingdom calendar for events for whether the event is expected to go over the revenue threshold required for specifically notifying our insurer.

Email should go to the committee. Beth has discussed with Bart and it sounds like it could be added. Would require some coding to make the field only displayed for NZ events and to send the email.

Bill notes that the NZ groups are not generally adding events to the Kingdom Calendar. This should be raised and encourage them to do so.

Beth to discuss change with Bart, Edmund and Nicodemus.

- b) Bank Account - Change of Banks

Westpac overall seems to be the best choice. Cluain and Southron Gaard are already with Westpac. Darton and Ildhafn are with Kiwibank.

Committee has decided to close Kiwibank accounts and transition to a corporate account structure at Westpac. Jasmine (Treasurer) to initiate this process and advise committee members how to get set up as signatories. Once corporate account is set up branches will transition.

- c) Committee changes

The Committee would like to thank James Piesse for his service as committee member for the last 3 years, and welcome Josie Welch as the new secretary.

The Committee would like to thank Declan Lennon for his service as treasurer, and welcomes Jasmine Fuller as the new treasurer.

Meeting Closed 9:13pm

Next Meeting: 19th February.