

July 30th 2023 SCANZ Committee Meeting Minutes

Present: Jasmine Fuller (Treasurer), Liz Brodie (Vice-chair) , Ray Gleeson (Kingdom Seneschal), Josie Welch (Secretary), Richard Goodwin (Chair), Beth Kent (Registrar),

Observers: Scott Campbell, Ian Williams

Meeting opened: 7:29pm

1) Acceptance of Previous Minutes

June 2023 Committee Meeting Minutes

Beth revised minutes to include middle names for bank change over.

Minutes accepted as present and correct

2) Conflict of Interest Check

3) Correspondence

a) Kingdom Social Media Officer regarding NZ Deputy

No interest as yet for NZ Deputy so will park until we have sorted SCANZ web officer

b) Zara and Jacqui about Committee positions

Richard has communicated with both around AGM. Jacqui has been accepted as our new Committee member

c) James Glover about payments and double versus single authorisation of these

Beth had already done her part so it was a double authorisation. A second signatory was also required

d) David Maclagan around AEDs

Concern around what we could buy under Corpora. Our affiliation agreements allowed for variances from Corpora. Richard - Exemption in corpora around privacy laws around medical matters rather than treatment. Richard checking with SCA Inc around whether this is the case and if it is the case we will also for a variance around equipment.

Gomez - wants commonality between Australia and NZ so like both groups to be able to buy them. Needs a link in the surgeon's handbook

ACTION : Richard to draft email to SCA President to get clarity around this issue

4) Treasurer's Report

a) Bank Change

Beth put middle names on June minutes and sent to bank asking for next steps.

Has updated company's office info

- b) **Reeve Non-Disclosure Declarations**
Jasmine has found these and needs to save them.
- c) **Xero Training and usage** - training has occurred and can set up tracking for events
Scott - Darton in good shape. Get a gold star. Quarterly report underway.
Issue in Xero - balance sheet by branch don't give the right numbers.
Transactions in prior years did not have correct coding so it messes up the numbers.
Richard has emailed Kingdom Exchequer around Quarterly Reports which are done on a google form to see if they can be adopted over here.
Additional training around to attach in xero invoices/receipts for all expenditure

5) **Registrar's Report**

Membership as at July 1

	2023	2022
Ildhafn	30	30
Cluain	28	27
Crown Lands	3	3
Darton	52	50
Southron Gaard	119	112
Total	232	222

2 new members in Southron Gaard from the US. Ildhafn has same membership same as last year. Cluain up one. Darton down 2. Crown lands stay constant. Up by 10 on last year

6) **Kingdom Seneschal Report**

The Kingdom is going well. Reporting is underway for Cantons and about to start for Baronies/Shires. We are about to trial a different reporting process for Kingdom officers with the aim of reducing duplication in the Kingdom quarterly report. Current projects include updates to the sanctions guide, the Crown Event handbook, the Covid guide, and others.

Current Kingdom officers being sought are Crux. New Kingdom officers are Historian and Earl Marshal. New Seneschals are in place for Innilgard, Okewaite, Stegby and Darton.

Getting leaner structure for Kingdom reports so less duplication. Sanctions guide being written as Issues Resolution Guide for NZ incorporated society act. New COVID policy as current ones out of date - change to infectious diseases to give general guidelines as this needs tidying up.

7) **Progress Reports**

- a) **AGM report** -
6 votes so far. Needs to be 24 for quorum. If we don't get quorum it will affect financial reports and contact details. Beth to nag people. AGM went out on time however

- b) Issue Resolution Policies and Procedures - Richard met with Gib who has incorporated the comments SCANZ made to enable us to meet the requirements of the new Incorporated Societies Act. New document. Working towards getting it ratified in our rules. Being checked at present. It will go to public consultation soon. Will need to be passed as a whole. Needs to go through Aus BOD then SCANZ then needs to be voted on by NZ membership. Ray and Richard to discuss this later in terms of the practicalities of after it is accepted.
- c) SCA Inc Affiliation Agreement - in progress
- d) Insurance Policy Review - Richard to send through financial reports to Nicola after AGM to get a quote around liability insurance.
- e) New Incorporated Societies Acts - next step is the winding up clause. Josie and Richad to work on this
- f) Reeve's Handbook Review - stalled. Richard to review and contact Louise
- g) Social Media Policy
 - Information Sheet - Josie to draft up something for next month
- h) Data Policy - Liz will email before stepping down
- i) SCANZ Web office and hosting - correspondence with Wlliam de Cameron who has sent out an email to members around web hosting responsibility. Think about someone to shoulder tap.

Any other business

- Begin handover process with Jacqui this month as she will start 1 September to get email addresses moved around. Josie to liaise with Jacqui to around secretary handover
- Canterbury Faire container - who is paying for it? Is SCANZ to pay for part of maintenance or should it be the groups. Richard suggests the groups (Cluain, Ildhafn and Darton) pay a third each to cover up to CF 2023.
- Richard attended AUSBod meeting as an observer. Invited Altani as observer

Meeting closed: 8:28

Next Meeting: Sunday August 20th at 7:30pm

Actions from meeting

Subject	Person Involved	Progress:	Action:

AED Devices	Richard		To contact SCA Inc President around this
Issue Resolution Policies and Procedures	Richard		Richard to work with Ray and Gib around the reworking of this policy
Insurance Policy Review	Richard		Richard to contact Marsh about quote for liabilities insurance
New Incorporated Societies Acts	Richard/Josie	Next step is the winding up clause	Josie and Richard to work on this
Reeve's Handbook Review	Richard	Richard to read through and make suggestions	Richard to get back to Louise about this
Social Media Policy	Josie		Josie to draft up information sheet for next meeting
Data Policy	Liz		To email Gib
Canterbury Faire container	Josie	Contact SG Seneschal around amount to pay	To contact all involved to see where matters stand