

June 9th 2024 SCANZ Committee Meeting Minutes

Bonus Meeting purely to sort urgent issues with the Bank Changeover.

Present: Josie Welch (Chair), Jacqui Macgregor-Pahl (Secretary), Richard Goodwin (Vice-Chair)

Meeting opened: 7:30pm

Bank Changeover

Josie met with Westpac on Friday 7th June regarding the ongoing Bank Changeover. Our contact going forward will be Jonty Ryan (although this was not who the meeting was with).

Some of the things which have been done towards the changeover were incorrect and there have also been legal changes since we started which mean other amendments are needed.

- 1) The forms given to us by Morgan which we completed and submitted in October 2023 and again earlier in 2024 after the first set got lost were not actually the correct forms.
We now need to complete and return the correct forms.
- 2) All those who will be signatories on the account need to (re)send verification documentation to Westpac. This can just be emailed to Jonty.
- 3) The signed minutes from the October Committee Meeting with the motion to set-up the new account structure are now too old. We need a new set of minutes with the motion. Additionally, more information is required in the motion with the nature and purpose of each account (rather than just the name).

Note that the names of those in control of the accounts need to match the details on the Incorporated Societies Register. Consequently, we will continue to use the current Registrar's name and details.

- 4) We need to provide confirmation of the previous term deposit (such as a bank statement)

Westpac have acknowledged that there have been some major issues with the way things have been handled thus far. Once everything looks good to them, our information gets sent to a higher office for approval. Ensuring that everything that could possibly be wanted is included now should prevent it being bounced back.

MOTION – That the following be set up with Westpac:

- a. Those who have Effective Control in the organisation are:

COMMITTEE

- i. Chair – Josephine Welch
- ii. Vice Chair – Richard Goodwin
- iii. Secretary – Jacqueline Macgregor-Pahl

OFFICERS

- iv. Registrar – Mary Kent

- b. The organisation would like to open the following accounts. All of these accounts will be on the same base number. The signing rule will be ‘any two to sign together’. The signatories on all accounts will be: The Chair - Josephine Welch; Vice Chair – Richard Goodwin; Secretary – Jacqueline Macgregor-Pahl; Registrar – Mary Kent.

HEAD OFFICE

- i. One Bonus Saver account [purpose: the collection of levies and the occasional payment]
- ii. One not for profit transactional account [purpose: the collection of membership fees and payment of regular organisational expenses]
- iii. One Term Deposit - \$15k on a 12-month term with quarterly interest paid into the transactional account with the principal reinvested on maturity. [purpose: investment of surplus funds]

BARONY OF SOUTHRON GAARD

- iv. One Bonus Saver Account [purpose: fundraising account for major projects]
- v. One not for profit transactional account [purpose: regular operational banking account for the Christchurch group]

BARONY OF ILDHAFN

- vi. One not for profit transactional account [purpose: regular operational banking account for the Auckland group]

CANTON OF CLUAIN

- vii. One not for profit transactional account [purpose: regular operational banking account for the Hamilton group]

SHIRE OF DARTON

- viii. One not for profit transactional account [purpose: regular operational banking account for the Wellington group]

- c. Business Online banking should be setup for the organisation. All bank accounts will be added to the Business Online Banking. Transactions will be 2 to authorise. The administration rule will be single administration. Users will be setup as follows:
 - i. ADMINISTRATORS: Josephine Welch; Richard Goodwin; Jacqueline Macgregor-Pahl; Mary Kent.

- d. The organisation contact information shall be as follows:
 - i. Address: Flat 2, 6 Cheviot Street, Spreydon, Christchurch 8024
 - ii. Phone: 021 260 6186
 - iii. Email: committee@sca.org.nz

Moved – Richard, Seconded – Jacqui
Carried unopposed.

ACTIONS: Jacqui to print minutes and bring to the hall next Sunday (16th June) so that they can be signed by the committee.
Josie to bring the new forms to the hall next Sunday so that they can be completed by committee members.
Richard to find suitable evidence of the term deposit money.
All signatories to send address verification information to Jonty.

Meeting closed 7:55pm
Next meeting: Sunday 16th June 2024 at 7:30pm