

June 18th 2023 SCANZ Committee Meeting Agenda

Present: Josie, Scott, Beth, Richard, Liz

Apologies: Ray

Meeting opened at 7:32pm

1) Acceptance of Previous Minutes

 May 2023 Committee Meeting Minutes

All confirmed as correct

2) Correspondence

- a) Kingdom Social Media Officer regarding NZ Deputy
No applicants. To be readvertised for another few weeks. **Action:** Josie to talk to Miriam
- b) Nicola at Marsh regarding Insurance policies
Richard has forwarded the information to the committee. **Action:** to get 2023 accounts to Nicola when the financial report is confirmed. Jasmine to do corporate budget based on the last few years and look at whether this will be covered by income from memberships
- c) Katherine from SCAA and Lis, Society Seneschal - to be discussed in committee later

3) Treasurer's Report

Net profit \$68.62 from two 3 year memberships mostly

a) Bank Change

We cannot move the accounts currently held with Westpac under the corporate umbrella, we have to open new accounts and close the old ones.

To initiate the account opening process, we need to vote on the following motions:

Motion One: We wish to open new accounts under the name 'Society for Creative Anachronism' with Westpac Banking Corporation NZ Inc at a physical bank
All voted in favour

Motion Two: We wish to have four accounts under this name at the corporate level"
These four accounts are Scanz Main, Scanz on call, Kingdom Main and Kingdom on call and we also want a term deposit account to be set up in the future.
All voted in favour

Motion Three; We wish to have an account opened under this organization for each of the following branches:Barony of Ildhafn, Canton of Cluain, Shire of Darton, Barony of Southron Gaard (both accounts).

All voted in favour

Motion Four: Each branch account shall have their own Signatories, being the president and treasurer of each branch: For the Barony of Ildhafn these individuals are Chantelle Gerrard president, and Sue Whitby treasurer. For the Canton of Cluain these individuals are Roger Brodie president, and Ian Williams treasurer. For the Shire of Darton these individuals are Dillon Burke president, and Ben Wells treasurer. For the Barony of Southron Gaard these individuals are Amy Wilson president, and Mary Elizabeth Rose Kent treasurer. "

All voted in favour

Motion Five: All three committee members, being Elizabeth Ann Brodie, Richard Michael Goodwin, and Josephine Elizabeth Welch; the Corporate Treasurer Jasmine Fuller and Corporate Registrar Mary Elizabeth Rose Kentshall also be signatories on the corporate accounts.

All voted favour

Motion Six: The corporate treasurer, Jasmine Fuller, shall be a signatory on all the group bank accounts

All voted in favour

- b) Reeve Non-Disclosure Declarations
Waiting on Darton. Rest done
 - c) Xero Access
Ongoing.
 - d) Need to send income tax return for all branches and SCANZ
- 4) Registrar's Report
No longer need to collect occupation of members - to be changed in the AGM

Membership as at April 1

	2022	2023
Ildhafn	32	32
Cluain	26	29
Crown Lands	3	3

Darton	54	54
Southron Gaard	119	111
Total	234	227

One new member joined in Darton, and one in Southron Gaard during March

Membership as at May 1

	2022	2023
Ildhafn	32	31
Cluain	29	27
Crown Lands	3	3
Darton	51	54
Southron Gaard	115	115
Total	230	230

No new memberships during April

Membership as at June 1

	2022	2023
Ildhafn	30	31
Cluain	28	27
Darton	50	54
Southron Gaard	113	118
Total	246	233

One new member joined in Cluain and three in Southron Gaard in May

SGM:

SGM was held on 16 June 2023.

Quorum was 24

35 Votes were received, and all voters responded to all motions

Motion one was accepted unanimously

Motion two was accepted with one vote against - we no longer need to collect occupation information on the membership, and that should be removed from the clause.

Correspondence, outside of the voting, was also received on this issue.

Motion three was accepted unanimously

Motion four was accepted unanimously

Motion five was accepted unanimously

Motion six was accepted unanimously

Complete minutes will be submitted before the July meeting, and put in the relevant section under the Documents tab on the website.

AGM - 30th July, Agenda out by 2 July. **Action:** Need President's Report and Treasurer's Comments. Work on motions for this around disputes resolution wording for motion - Richard to talk to Ray about it. Winding up clause needs further discussion.

5) Kingdom Seneschal Report
Quarterly Report received with thanks

6) Progress Reports

- a) SGM report - as above
- b) SCA Inc Affiliation Agreement - Richard discussed with SCAA Chair concerns around execution of this. Contact with SCA Inc around communication
- c) Insurance Policy Review - process underway. Invoices received. Not yet paid.
- d) Reeve's Handbook Review -has been discussion. Richard to check in,
- e) Financial Policy for SCANZ - Richard and Beth worked on this. Will check in with rest of committee this month and Richard will send draft of this for consultation
- f) Social Media Policy
 - Information Sheet. Ongoing. Beth and Josie to work on this.
- g) Data Policy - Liz to email Alain
- h) SCANZ Web office and hosting - Richard spoke to David Robb about this as he has been doing the corporate web officer job and hosting server. Wants to step back from this. David is going to write a job description for the Web Officer job. Also need someone to host the server. Plans for 5-10 year plan around this. Domain name service fee ownership to move to SCANZ. Drupal sites plus Cluain, Ildhafn and Darton websites plus corporate email accounts.

Option one: find someone with infrastructure to host it and move hosting to that person

Option two: find virtual hosting provider preferably in NZ for privacy reasons.

Option three: hand all over to Masonry in Australia. Not recommended as better to have control over own web hosting. Better to maintain independence for future

Option four: Move to multiple different provider e.g. gmail. Would make for more admin so less favoured

Option one or two preferred but option two best as most reliable option. Be best to be local service.

Any other business

Open portion of meeting closed: 8:42 pm

Ratification and support of revocation and denial of member of Louise Mc-Coy-Caldwell / Lorix Louisa Lyppard de Cattone du Lac

Meeting closed: 8:55 pm

Next meeting: Sunday 30th July at 7:30pm NZ time