

March 2023 SCANZ Committee Meeting Minnutess
Meeting opening: 7:34

Present: Richard, Liz, Josie, Beth, Jasmine, Andrew

Apologies:

1) Acceptance of Previous Minutes

Error noted on Darton list that DA did happen in 2022

All accepted

2) Correspondence

a) Kingdom Seneschal appointment process from Bea

- Currently in commentary until 21/3 on three candidates. That will be sent to Secretaries of SCANZ and SCA-Aus plus crowns.

b) James, Nick, MOD and KRM around the Armour Reduction experiment. Master Owain sent a collection of comments from the MODs about the experiment -

📎 MODComments.pdf

Armour reduction in Rapier	Decision to allow trial in NZ - Josie to contact Sigvaldr around decision Richard to communicate with MODs around feedback on this	Josie/Richard	Progress: Email to James and Nick in response to concerns Email with Alex about NZ participants in project	Action: Continue monitoring Josie to email to Alex for update for next meeting
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c) Sue regarding Ildhafn bank account and asking for progress on SCANZ change of banks and setting up of subsidiary accounts

- Richard has emailed Sue to give an update

d) Kingdom web minster about full email accounts vs forwarding and Data policy. Is having forwarding emails rather than full email accounts a potential legal issue. Is there a data policy in place or does one need to be created?

- Legal issues especially around Seneschal and Reeve email communications. We think it is a good idea to have full email accounts for seneschal/reeves especially for storage and security of emails. Nothing in the privacy policy that indicates this is necessary as covered by officer warrants. Richard has had communication with Amy/Adrienne around

data policies. Feeling is that the privacy policy covers a lot of what is needed in terms of data collection and retention. Possibly some tweaking to privacy policy would be helpful. It would be a good idea for seneschals and reeves to have a full email account but likely in this worst case then unlikely to be necessary. More a US thing than an Australian/NZ issue? As easy to get a subpoena for both personal and corporate email accounts.

- Action: Richard to contact Alain to say we have no reason to change but will recommend full officer mail boxes for Seneschals/Reeves

e) KRM (Alex) about proposed changes to the Rapier rules

[w](#) For approval - DRAFT Lochac Rapier Rules Draft 07Mar23 (1).docx

Liz and Richard - concern over eye protection for drills change. Has been worked through and discussed. Andrew - changes have not been fully approved with Kingdom Earl Marshal as yet. SCANZ will not act on this until Earl Marshal has approved - deferred.

f) Vicki Hyde regarding Prince and Princess Media release

Richard and Liz don't see any issue with this. Richard - take out line about coronation of Charles III? Richard to contact Vicki about this with approval and suggestion of removal of sentence.

3) Treasurer's Report

a) Bank Change

Bank Change	-Access previous AGM minutes to provide documentation as to office holders -Gather together necessary documentation for bank	Richard/Jasmine	Progress Jasmine still waiting on documents Richard and Liz getting documents sorted and signed by James	Actions Richard sending documents to Jasmine
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b) Reeve Non-Disclosure Declarations

Reeve Non-Disclosure Declarations	Gather together these from all Reeves in Crescent Isles	Richard/Jasmine	<u>Progress:</u> SG have done this. This needs to be done before they all sign up for Xero as they	<u>Action</u> Jasmine/Scott to email Reeves to get North Island declarations
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			will have access to other group's account	
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c) Xero Access

Xero Access	To work with the Reeves of all groups to provide access and training around Xero Use	Richard/Jasmine	<u>Progress</u>	<u>Action</u>
			Jasmine set up account for Chair	Richard/Jasmine to sort Xero access for Chair 20/3
			Need to get training happening for Reeves on Xero	Richard/Jasmine /Scott to meet to arrange programme for training Reeves

d) Discrepancy of Ildhafn balances in financial report

Discrepancy of Ildhafn balances in financial report	Jasmine and Richard to work on addressing these	Richard/Jasmine	<u>Progress</u>	<u>Action</u>
				Jasmine to contact Trent to get details on concerns around Ildafn balances

e) SCA Inc bill for US \$2610 to be paid as soon as possible.

4) Registrar's Report

Membership as at Mar 1 2023 2022

Ildhafn 32 33

Cluain 26 26

Crown Lands 3 3

Darton 51 52

Southron Gaard 115 112

Total 227 226

Membership stable - 3 memberships in March 1 year ones.

A half year membership not necessary

5) Kingdom Seneschal's Report

Email sent out about notifying insurance about events over \$5000. Encourage all Crescent Isles stewards about filling in an online Event form. It is important that this is done for events where kingdom awards are handed out.

Question of how to pay kingdom travel fund for Crescent Isles royalty. Question to be answered by Exchequers. Seneschals and Boards. Kingdom Seneschal to discuss with Prince and Princess.

Social Media policy implementation plus container email from Richard to Seneschals - concern over lack of response. Andrew to contact Seneschals about this.

Containers - Crowns would be happier to see SG containers not on private property. The situation over the container in SG to worked through

6) Progress Reports

a) SCA Inc Affiliation Agreement

SCA Inc Affiliation Agreement	<ul style="list-style-type: none"> - Payment of membership fees - contact with Ombudsman as to how to pay these -Concerns over communication and agreement made in affiliation agreement - Email to SCA Inc 	Richard	<p>Progress</p> <p>Beth has had contact with SCA Inc</p>	<p>Action</p> <p>US \$2610 to be paid</p> <p>Richard to email SCA Inc</p>
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b) Insurance Policy Review (Richard)

Insurance Policy Review	<ul style="list-style-type: none"> -Contact Amy about progress at her end -Contact Insurance provider 	Richard	<p>Progress</p> <p>Richard has tried to contact Amy. He will now contact the Insurance Agency directly</p>	<p>Action</p> <p>Richard to contact Insurance directly</p>
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- c) Sanctions Guide
 - Andrew to follow up with Gib about this to get a progress update. Drop from agenda until get update from Seneschal

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

Waiting on insurance

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

New Incorporated Societies Act	Start drafting motions for an SGM in May around changes to Incorporated Society Act and how this will affect us	Richard to lead All to be involved Beth to manage communication	Action Richard working on motions for SGM	Progress Richard suggests 21 May postal SGM to pass motions to align society rules with new Act. Issues for the SGM: - AGM to be held in July not November to be within the time frame of financial reporting. - Terms for committee members - 60 days from AGM. Motion of replacement include timeframes - Winding up - where do assets/funds go if wound up. Need legal advice on naming beneficiaries in case of winding

				<p>up. How does this affect our affiliation document with Aus/US?</p> <p>Richard to check on both</p> <ul style="list-style-type: none"> - Constitution needs to include disputes resolutions. Sanctions guide needs to match disputes resolution. This would mean that changes in sanctions guide would have to go through a General Meeting <p>Notification of SGM needs to be in the next few weeks. Beth as Registrar to run the SGM</p>
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f) SCANZ Container at Canterbury Faire Site

Review procedure for charging for use, in order to cover Southron Gaards costs for the site

			<u>Information</u>	<u>Progress</u>
SCANZ Container at Canterbury Faire Site	<p>Get bill from Southron Gaard as to rent and maintenance costs over years</p> <p>- Darton, Cluain and Ildhafn to cover a third each then Liz to organise with others who can pay them back</p>	<p>Liz</p> <p>Richard to communicate with Seneschals of groups</p> <p>Richard to organise separate shipping container finance section in Xero</p>	<p>Container was bought in 2017. I can't find either a CF site invoice, or a container invoice for Feb 2018, but can find evidence of \$100 income. Feb 2019 - 365</p>	<p>Richard has emailed Seneschals of group - both Darton and Cluain asked for a bill. No response from Ildhafn.</p> <p>Now \$417.50 per year which includes GST.</p>

	<p>-Potential of container subcommittee</p> <p>-Organise separate section in Xero related to shipping container expenses specifically to show income and outgoings.</p>		<p>paid out, no funds in Feb 2020 - 365</p> <p>paid out, no funds in Feb 2021 - no invoice, no monies in or out Feb 2022 - 419.75 paid out, no funds in Feb 2023 - 419.75 paid out, no funds in I make it that we are owed \$1569.50 - \$100 = \$1469.50</p>	<p>Richard suggests getting 3 years in arrears and one year in advance.</p> <p>How do we want to split this? Richard to check with Adrienne if she minds not having two years payment</p>
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g) Reeve's Handbook Review

Draft received from Kingdom Exchequer. Review raised some concerns.

Reeve's Handbook Review	Richard to join subcommittee about this with Louise and others in Terra Rosa	Richard	Action	Progress Awaiting response from Louise. In progress but nothing substantive as yet
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h) Crown Tourney Format

Crown Tourney Format	Richard communicated with Steffan around this. Subcommittee to	Josie	Action: Josie emailed Nico 20/2/23	Been in touch with Nico - awaiting info from SCAA. Drop until hear
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	be set up by AusBOD. Josie to contact Nico about joining this as the SCANZ rep			from Nico
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H) Email progress

Email access	To get all emails on to a similar platform -Richard to discuss with Jasmine in terms of treasurer email -Liz to decide forwarding for email	Richard/Jasmine /Liz to work with David	Progress	Action Jasmine sorted Need Liz sorted
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i) Social Media Policy

Social Media Policy	-Correspond with Amy to discuss concerns around image use on Social Media -Arrange meeting with Seneschals to discuss issue	Josie	Action Josie to arrange meeting with seneschals	Progress Centralisation of consent FB group = publication
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Any other business

Official Congratulations to Ratbod and Katherine for their victory at the recent Crown Tourney

Next meeting: Sunday April 23rd

Meeting closed: 9:18pm

Actions from meeting:

Subject	Person Involved	Progress:	Action:
Armour reduction in Rapier	Josie/Richard	Email to James and Nick in response to concerns Email with Alex about NZ participants in project	Continue monitoring Josie to email to Alex for update for next meeting
Data Policy	Richard		Richard: To email Kingdom Webminister to say policy not necessary but recommend Seneschals and Reeves have full mail boxes
Bank Change	Richard/Jasmine	Jasmine still waiting on documents Richard and Liz getting documents sorted and signed by James	Richard sending documents to Jasmine
Reeve Non-Disclosure Declarations	Richard/Jasmine	SG have done this. This needs to be done before they all sign up for Xero as they will have access to other group's account	Jasmine/Scott to email Reeves to get North Island declarations Josie/Beth to work on getting form on website
Xero Access	Richard/Jasmine	Jasmine set up account for Chair Need to get training	Richard/Jasmine to sort Xero access for Chair 20/3 Richard/Jasmine/Scott to meet to arrange

		happening for Reeves on Xero	programme for training Reeves
Discrepancy of Ildhafn balances in financial report	Richard/Jasmine		Jasmine to contact Trent to get details on concerns around Ildafn balances
SCA Inc Affiliation Agreement - Payment of membership fees - contact with Ombudsman as to how to pay these -Concerns over communication and agreement made in affiliation agreement	Richard	Beth has had contact with SCA Inc	US \$2610 to be paid Richard to email SCA Inc
Insurance Policy Review	Richard		Richard to contact Insurance (Marsh) directly
New Incorporated Societies Act	Richard to lead All to be involved Beth to manage communication	Action Richard working on motions for SGM	Progress Richard suggests 21 May postal SGM to pass motions to align society rules with new Act. Issues for the SGM: - AGM to be held in July not November to be within the time frame of financial reporting. - Terms for committee members - 60 days from AGM. Motion of

			<p>replacement include timeframes</p> <ul style="list-style-type: none"> - Winding up - where do assets/funds go if wound up. Need legal advice on naming beneficiaries in case of winding up. How does this affect our affiliation document with Aus/US? <p>Richard to check on both</p> <ul style="list-style-type: none"> - Constitution needs to include disputes resolutions. Sanctions guide needs to match disputes resolution. This would mean that changes in sanctions guide would have to go through a General Meeting <p>Notification of SGM needs to be in the next few weeks. Beth as Registrar to run the SGM</p>
<p>SCANZ Container at Canterbury Faire Site</p>	<p>Liz/Richard</p>		<p>Richard has emailed Seneschals of group</p>

			<p>- both Darton and Cluain asked for a bill. No response from Ildhafn.</p> <p>Now \$417.50 per year which includes GST.</p> <p>Richard suggests getting 3 years in arrears and one year in advance.</p> <p>How do we want to split this? Richard to check with Adrienne if she minds not having two years payment</p>
Email access	Richard/Jasmine/Liz to work with David		<p>Jasmine sorted</p> <p>Need Liz sorted</p>
Social Media Policy	Josie		To arrange meeting with Seneschals