

May 21st 2023 SCANZ Committee Meeting Agenda

Meeting opened at 7:36 pm

Present: Richard, Roy, Jasmine, Josie, Liz

Apologies: Beth

1) Acceptance of Previous Minutes

☰ April 2023 Committee Meeting Minutes

Correspondence from Sigurd around the 2022 membership numbers not adding up. Will make correction when posting confirmed minutes.
Minutes accepted.

2) Correspondence

a) Kingdom Social Media Officer regarding NZ Deputy

Josie has communicated with Miriam about writing a job description for this position which will be advertised shortly. Job description is:

- 1) Knowing the relevant NZ Privacy law, and how it is to be enacted.
- 2) Work with local relevant officers to help meet compliance with the law and SCANZ policy while using social media.
- 3) Create and maintain a database of permissions given, and store it for the relevant period.
- 4) Provide content to myself to share across the Lochac Social Media platforms (FB, Instagram, Twitter, and TikTok) and Pegasus

Question over 3: Will need to be database organised by event. Making use of cognito forms to gather permissions.

b) Darton Reeve, Kingdom Exchequer and NZ Deputy Exchequer regarding Insurance and Event Levies

As long as people are signed in then they are covered by our insurance whether they pay an event fee or not.

c) Birittha regarding affiliation agreement and concerns over Rapier decision by SCA Inc

Birittha is from Norway and read the article about sanctions around Rapier at Gulf Wars. She is concerned about how decisions like this impact upon our affiliation agreements. Gomez - comment that there is enough difference in Lochac policies and affiliation agreements for it to impact us. SCAA has taken on board but does not feel a reply necessary as does SCANZ

d) Kingdom Seneschals Officer Training for Chirurgeons

First Aid training for Chirurgeons does not count for personal gain so therefore groups can arrange for First Aid training for Chirurgeons so long as for the benefit of the group.
Chirurgeons do not need to have first aid training as it is a reporting role.

3) Treasurer's Report

a) Bank Change

Beth is working on this.

b) Reeve Non-Disclosure Declaration

Don't have one from Cluain as yet but sent during meeting. Jasmine to contact Lowrens to check which ones are on file

c) Xero Access

Jasmine to liaise with Reeves around Xero access especially for Ildhafn. Jasmine to work with Sue in Ildhafn over access

d) Discrepancy of Ildhafn balances in financial report

Has been resolved.

4) New Zealand Deputy Exchequer

Domesday Report

- NZ Financials 2022-23 Domesday summary.pdf
- NZ Deputy Exchequer 2022-23 activity summary.pdf

Reports received

5) Registrar's Report - no report received

6) Kingdom Seneschal Report

My first month as KS has been busy. A new Crown, several new officers, and more officers on the way. I've recommenced monthly CoS and LKO meetings. I have submitted several items for my first Board meetings. Mostly due to a Seneschal backlog over the past few months.. There seem to be a number of interpersonal challenges across a number of groups. I can't say if that's normal or due to a lack of oversight. I will have a better idea in a few months. Mostly all good.

7) Progress Reports

a) SCA Inc Affiliation Agreement - no progress here

b) Insurance Policy Review

- Amy got a response from the insurer last year. Increased public liability a small amount \$68.25 + GST. Currently covered for \$2 million public liability. Discussion of increase of limit to \$5 million. All in favour of increase in payment
- Officer Liability Insurance for SCANZ Committee and designated local officers, potentially those with warrant. Need financial report finalised and copy to insurer as part of this - Jasmine. Will be between \$1000 to \$3500. Need to look at SCANZ corporate fees. Needs further discussion into accounts but likely to involve a increase in membership fees

c) New Incorporated Societies Acts and SGM

SGM went out and in progress. Now to look at some of the more weighty issues for the AGM.

d) Reeve's Handbook Review - working with Louise on Anzac Day to look at some of the structure changes. New financial policy needs to go up on website. To put

out for review but Richard to check minutes to last year first to see where it got to
Action: Richard to work on financial policy to get finalised.

e) Email progress

-Liz's email - SORTED!

i) Social Media Policy

- Corporate Web Officer - David Robb wants to step back from web related matters. Potential to manage SCANZ website, email addresses andognito forms. **Action:** Richard to talk to David and then potentially look for nominations for AGM.

- Information Sheet - In progress

j) Data Policy - Liz to email Kingdom Web. Group Seneschals to have a corporate owned webmail box but none of others. Need to sanitize the folder beforehand is a concern.

k) AGM - nominations for Committee to replace Liz..

- Date - 30th July
- Close off date for SGM is 16th June
- Request for Motions for AGM by 18th June and with opening AGM on 2nd July with closing on 30th July.
- Need to get additional motions ready by this point around Incorporated Society i.e. Winding up and Disputes Resolution needs to be in rules. It is important to note that any changes to these particular rules needs to be in SGM or AGM. Do we need separate rules for Australia and NZ to ensure we cover the new Incorporated Society Act. Our disputes resolution policy is 15 pages so we need to work out how to incorporate this.

Any other business

Xero training - setting up time for this.

Regular catch up between SCANZ Chairs and SCAA chairs to happen

Next meeting: Sunday 18th June

Then 30th July

Meeting closed: 8:44pm

Actions from meeting

Subject	Person Involved	Progress:	Action:
Data Policy	Richard	Suggestion of full mail boxes rather than mandated	Liz to email Alain around this
Bank Change	Richard/Jasmine/Beth	Documents been sent	Underway with bank

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	Underway - forms have been received and returned
Xero Access	Richard/Jasmine	Underway	To work on Cluain and Darton getting access Provision of further training for Reeves
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	Levy has been paid Richard has been in touch with SCA Inc President	Continue correspondence with President
Insurance Policy Review	Richard	Small increase is payment of public liability.	Officer liability - financial report to go to insurer - Jasmine to sort this. Need this to establish amount and then review membership costs
New Incorporated Societies Act	Richard to lead All to be involved Beth to manage communication	Action SGM underway on initial changes around AGM date etc	Progress AGM to be held 30th July to include motions on the disputes resolution process and winding up processes to bring

			us into line with new Act
Social Media Policy	Josie	<p>Meeting with Seneschal's held</p> <p>1) New NZ Social Media Officer position to be advertised</p>	<p>1) Beth and Josie to create information sheet on social media policy to be displayed at events - in process</p> <p>2) Investigate creation of corporate web position for common booking forms Etc - Richard to contact David and then move forward from here towards AGM</p>
Financial Policy	Richard with Liz and Josie	2022 - new financial policy was drafted but not formalised.	Richard, Josie and Liz to work on getting this formalised