

## October 23<sup>rd</sup> 2023 SCANZ Committee Meeting Minutes

Present: Josie Welch (Chair), Richard Goodwin (Vice-Chair), Jacqui Macgregor-Pahl (Secretary), Beth Kent (Registrar), Jasmine Fuller (Treasurer)

Apologies: Ray Gleeson (Kingdom Seneschal)

Observer: Ian Williams

### 1) Acceptance of Previous Minutes

Minutes accepted as correct

### 2) Conflict of Interest Check     None to declare

### 3) Correspondence

- a) Head Trauma – Josie emailed Greg to see if he had any specific information or issues he was aware of in the SCA. His response was that he was aware of the AFL issue, but nothing SCA.

Richard had emailed the Kingdom Chirurgeon for any statistics regarding concussions for the Kingdom, no response. Will seek feedback from known medical people in the SCA for feedback.

**Action:** Josie to contact Katherine Rowell (Altani)  
Richard to contact Jenni Ravenscroft (Rosa), Alasdair (Gordianus) & Monica, Carl (Oswin) and Clara.

- b) Livestreaming Policy – Draft Policy received from Paul (Steffan). It specifically notes that it only covers events within the Australian borders. New Zealand is excluded “due to differences in Mundane Law”.

Policy does not contain any glaringly obvious problems for NZ.

**Action:** Josie to contact Paul and see what he thinks the issue is.

- c) Rapier Handbook update – Sigvaldr sent through the draft Lochac Fencing Handbook Version 6 for review. Review period only one week (20<sup>th</sup>-26<sup>th</sup> Oct).

**Action:** Josie to contact James and get his opinions.

4) Treasurer's Report

- a) Branch Financial Review – to be done for the next meeting
- b) Bank change - Richard, Jacqui & Beth met in person with Morgan at Westpac on 27<sup>th</sup> Sept, Jasmine attended via phone.

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
- v. Treasurer – Jasmine Fuller

- 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; Treasurer – Jasmine Fuller.

HEAD OFFICE

- i. One Bonus Saver account
- ii. One not for profit transactional account
- iii. One Term Deposit - \$15k on a 12 month term with quarterly interest paid into the transactional account with the principal reinvested on maturity.

BARONY OF SOUTHRON

- iv. One Bonus Saver Account
- v. One not for profit transactional account

BARONY OF ILDHAFN

- vi. One not for profit transactional account

CANTON OF CLUAIN

- vii. One not for profit transactional account

SHIRE OF DARTON

- viii. One not for profit transactional account

- 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; Jasmine Fuller.
- ii. AUTHORISERS: 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](mailto:committee@sca.org.nz)

Moved – Richard, Seconded – Josie  
Carried unopposed.

**Action:** Jacqui to print minutes and bring to Day of Dance (28/10) so that they can be signed by the committee.

Beth to bring Business online forms to Day of Dance so that they can be completed by committee members.

Richard to email the Reeves to advise that this is underway and what the next steps in the process are.

5) Registrar's Report

Membership at October 1

	2022	2023
Ildhafn	32	32
Cluain	25	30
Crown Lands	3	2
Darton	54	49
Southron Gaard	109	124
Total	223	237

Official job description has been updated. New version published on the website.

Companies Office has been updated with our revised rules.

2023 AGM Financial Statement cannot be uploaded currently. You can only upload one every 12 months. 2022 AGM was in November, 2023 AGM was in August.

May be an ongoing issue for the incoming registrar to be aware of.

Reincorporation has been approved.

6) Kingdom Seneschal Report

KS absent, no report.

## 7) Progress Reports

- a) Financial Policy Review - One response received with formatting and grammatical changes. These have been incorporated.

Motion to accept the updated policy  
Moved - Richard, Seconded - Josie  
Carried unopposed

**Action:** Richard will forward to the Reeves and add to the website.

- b) Issue Resolution Policies and Procedures – tabled until Ray is back next month.

- c) Insurance Policy Review

**Action:** Richard to email for quote

- d) New Incorporated Societies Acts and SGM – Wind up clause

Feedback received regarding a potential beneficiary should the SCA be wound up in New Zealand. Wide ranging responses of varying levels of suitability. Will see what comes in over the next few weeks.

- e) Reeve's Handbook Review – Heloise working through it slowly. The amount of supporting policy and procedure material is most of the issue. Might need to get more people working on on it.

- f) Data Policy –

**Action:** Josie to email Alain

- g) SCANZ Web office and hosting – still no interest.

**Action:** Richard to re-email and see if that generates responses from anyone who hasn't got around to it yet.

- h) Alternate Crown subcommittee - Draft terms of reference received.

Went to AU Board last month. They felt that polling the populace to see if there was strong feeling for change needed to be done prior to anything else.

Richard felt that immediately after that step the US BoD needs to be contacted. We need to get an assurance that they will give due consideration to the eventual proposal. If there is no buy-in from them and they're just going to discard it out of hand then there will be no point actually proceeding with the rest of it.

**Action:** Josie to take the amendment to the working group. Their next meeting is after Ray returns.

8) Any other business

None

Next meeting: Sunday 19<sup>th</sup> November at 7:30pm

Meeting closed: 8:45pm