

Minutes of the SCANZ Committee Meeting - 24th April, 2022

Meeting Opened: 8:32 pm

Present: Liz Brodie (Chair), Richard Goodwin (Secretary), James Piesse (Vice-Chair), Declan Lennon (Treasurer), Bill Dabbs (Kingdom Seneschal),

Late: Beth Kent.

Apologies: Beth Kent (late)

1) Acceptance of Previous Minutes

Accepted.

2) Matters Arising from the Minutes

None

3) Correspondence

a) Face Coverings at Orange (Covid) - Kerry McSaveney

Requirement of marshals to wear face coverings is removed with move to Orange covid level

4) Treasurer's Report

Have received two of the groups' reports so far. Nothing untoward in those.

Paypal use for Coronation? Trent Deakin is still an administrator for this and is booking officer for the event.

5) Registrar's Report

Membership as at Apr 1

	2022	2021
Ildhafn	32	30
Cluain	29	28
Crown Lands	3	3
Darton	28	48
Southron Gaard	111	109
Total	203	218

2 New members this month, both in Southron Gaard.

Suggested personal emails be sent to those in Darton who have lapsed recently as their numbers are well down on previous year.

6) Kingdom Seneschal's Report

Month has been quiet (likely due to Festival).

NZ Deputy Exchequer has resigned and needs to be replaced. Currently advertising. If no one picks it up the role falls to Treasurer (SCANZ Financial Policy : Definitions 1.1).

7) Progress Reports

a) Privacy Policy Review (James)

SCANZ is in the process of updating the privacy policy. Final changes from feedback were to be incorporated and published.

Done.

b) Code of Conduct (Committee Members)

The SCANZ code of conduct has been a draft for some years. Need to complete this and release. Regionalisation changes were to be made for review.

Changes have been made.

c) Financial Policy (James)

Existing financial policy document for management of funds at group and SCANZ levels is being reviewed and updated.

Reviewed and discussed changes.

Committee is comfortable with the idea that only the financial members may vote on financial decisions. Exact policy wording to be developed. A secondary level of approval will also be required for major expenses (wording to be developed and definition of "major" required).

Policy will reflect that cheques are no longer accepted for payment.

d) Xero Rollout (Declan)

Update on rollout progress for getting groups using Xero for bookkeeping and financial reporting.

- i) Discussion with reeves re using personal email addresses for login. Waiting on reeves to send the email addresses through.

- ii) Update on new warrants for reeves
Clarification requested from a reeve regarding new warrant wording. New warrant (modelled on AUS one) is more in depth and has Xero-specific stuff.

The reasoning is there are two warrants required, one for Kingdom and one for SCANZ. There may be scope for improving the documents.

- iii) Chart of accounts review. *Sample to be provided. Update following discussion with Australian counterparts.*

Review once an event has been run and coded. Still need to have a discussion with Clara or Bacchus.

- e) Bank account changes (Declan)

Moving group bank accounts to be sub-accounts of SCANZ account at Kiwibank

- i) Update on discussion with Kiwibank/Change to SCANZ account signatories.

Need to get minutes signed by Bill and Beth for Kiwibank. With that they can change the signatories and then discuss structure changes to bank accounts.

- ii) Possible change to Westpac?

Pending following discussion with Kiwibank.

- iii) Ildhafn bank account

Pending following discussion with Kiwibank.

- f) SCANZ announcements

Improving process of SCANZ announcements to members.

- i) Progress with Facebook Page. Adding graphics and advertising (Liz/Declan)

Graphics done. Liz to advertise.

- ii) Lochac-announce

Suggest getting Secretary@ address set up for automatic approval of messages.

- g) Meeting Participation Discussion (Richard)

Discussion regarding who can participate in SCANZ Committee meetings.

Potential for opening them to wider audience. Review proposal.

Committee approves of this. Richard and Beth to look at Discord setup and testing.

h) SCA Inc Affiliation Agreement

- i) *Payment of membership fees (Beth and Declan). Progress with ombudsman.*

In discussion with the Lochac ombudsman and SCA Inc Treasurer re the best way to make payment. We have reported how much is due (approximately \$4000 NZ). We have until August to pay.

- ii) *Agreement review (Committee Members). Concerns re notifications and consultation.*

Committee members to have offline discussion before next meeting.

Beth notes that the Incorporated Societies Act update has just been passed. At first glance, there doesn't appear to be anything in the changes that impact on agreements with affiliated organisations.

i) Insurance Policy Review

Queries raised about policy details. Review suggested. Update from Amy Dabbs

Received report and discussed points. Need to initiate discussion with insurers (Marsh Insurance Ltd). Send email with details of initial review points and request meeting to review policy details. Beth to initiate that communication.

j) Sanctions Guide (Bill)

Review commentary.

Got some significant commentary. Still working through it.

8) New Business

a) Crown Tourney Format.

SCAA is supportive of the discussion as well. Suggested working on a joint missive to the SCA BOD on the matter once they have had their AGM and new Board members are appointed. Also suggested appointing someone to organise a poll.

SocSen has responded with indication of difficulties and that permanent option would require a change to Corpora which would be a long-term project. Also said

a one-time variance might be granted.

Meeting Closed: 10:28pm

Next Meeting: 22nd May, 7:30pm