**Minutes of the SCANZ Committee Meeting - 22nd May, 2022**

Meeting Opened: 7:32 pm

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

1. Acceptance of Previous Minutes

Accepted
2. Matters Arising from the Minutes
3. Correspondence

None received
4. Treasurer’s Report

Received 2nd half of EOY report from Rosa. Getting ready for our reporting.

Kingdom Seneschal to prompt for additional advertising for the Deputy Exchequer role.
5. Registrar’s Report

Membership as at May 1

 2022 2021
Ildhafn 32 30
Cluain 28 28
Crown Lands 3 3
Darton 29 48
Southron Gaard 115 108

Total 207 217

1 New member this month, in Southron Gaard.

Beth to send out followups to recently expired Darton members

1. Kingdom Seneschal’s Report
	1. Discussion re minimum age limits for Landed Barons/Baronesses.

	Current kingdom laws do not specify this, though both SCAA and SCANZ require officers to be of the age of majority (18 in NZ) and Lochac Procedures Manual lists the officers. B&B are not in that list.

	Committee is comfortable with B&Bs being required to be of the age of majority. Easiest approach is to alter Lochac Procedures Manual to include them in the list of officers.
	
	2. Disability Companion Card

	In Australia SCAA covers the insurance for a non-member disabled person’s companion to attend an event. The local group is asked to reasonably absorb other costs. NZ does not have an equivalent to the disabled persons companion card. Recent correspondence regarding SCAA policy was directed to SCANZ.

	SCANZ will also cover Event Memberships for any DPCC holder from Australia and encourage local groups to consider reasonably absorbing other costs in line with Australia policy, with the proviso that bookings for events must be made reasonably in advance in order to allow stewards and group councils to make decisions about reasonable costs.
2. Progress Reports
	1. 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 are ready. Beth to send email out to gather feedback.
	2. Financial Policy (James)
	*Existing financial policy document for management of funds at group and SCANZ levels is being reviewed and updated.*James has it ready for everyone else to review. Committee members and Declan to review before next meeting.
	 <https://docs.google.com/document/d/1hESggJZFHpZIiPiHkb5Z6iyDo9V7MsZ84pe9RkAZctA/edit?usp=sharing>
	3. Xero Rollout (Declan)
	*Update on rollout progress for getting groups using Xero for bookkeeping and financial reporting.*All reeves have logins with their reeve accounts. Have not changed them to the personal emails yet. Scott Campbell has offered to adjust NDA. Bankfeeds are not set up for Ildhafn or Cluain accounts yet. Declan and Trent Deakin working through that process.
	4. Bank account changes (Declan)
	*Moving group bank accounts to be sub-accounts of SCANZ account at Kiwibank*Kiwibank has assigned a case number. Info was sent to Rosa to get her set up but since she is stepping down there’s a question if that makes sense. Seems easier at this point to get her set up as planned and then change to someone else later.

	Once Declan is set up as a signatory, then Richard can also be added as a signatory and other changes can be made.
	5. SCA Inc Affiliation Agreement
		1. *Payment of membership fees (Beth and Declan). Progress with ombudsman.*Still waiting on process to make payment and an invoice from SCA Inc.
		2. *Agreement review (Committee Members). Concerns re notifications and consultation.*Committee to discuss next Sunday.
	6. Insurance Policy Review *Queries raised about policy details. Review suggested.*Beth has been discussing with consultant from Marsh Insurance (Nicola Fail) who are our current provider. Has provided information about the Community Groups Scheme (CGS) which our policy is a part of. Our policy document is missing some context sections which come from the CGS. Liability and Disclosure documents are being sent through. Definitions of events in CGS are different to SCA events, so this is being worked through. Discussion also about level of cover. If we move out of the CGS the policy cost is likely to be closer to $1000 rather than the current cost around $300 per annum.

	Since the policy is due for renewal around end of June we need to make some progress with this.

	Committee to engage with AON and sign Authority to Quote. Richard to get that underway.
	7. Sanctions Guide (Bill)
	*Review commentary.*Still working through feedback. Big question about Crown’s involvement in the sanctions process. Current wording is they are heavily involved though SCAA and SCANZ Committee are the highest level that can be escalated to in their respective countries.
	Regarding announcing sanctions in Court, SCANZ Committee feels this is unnecessary and outdated. Notification in Pegasus would appear to be adequate. KingSen to check if it’s a requirement in Corpora and if so enquire if that could be removed or we could get an agreement to vary.

	Regarding Crown involvement in the process, SCANZ Committee has no specific position either way on this matter.

	KingSen to continue writing up final version and send to Committee for approval.
	8. Crown Tourney Format
	*TRMs initiative to have a Crown Fencing Tourney*

	Liz has discussed with Paul Adams. Paul preparing email to SCA Inc to bring up the topic.
3. New Business
	1. Membership Fees Review

	Liz raises question about our financial position requirements, including provision for potential legal fees, insurance excesses etc. James notes there are avenues for free legal representation for not-for-profit orgs. Insurance is our main cost.

	Current financial position is good (approx $23k net assets, including $15k term deposit). This does not include Kingdom funds held by SCANZ.

	Declan to provide corporate annual report for next meeting so that we can discuss budget.

	James to collate some contact details for legal representation/advice. The Voluntary Sector Service is a starting point offered by Canterbury Law (https://www.canlaw.org.nz/legal-advice)

Next Meeting: 19/6/2022, 7:30pm