

## Minutes of the SCANZ Committee Meeting - 28th August 2022

Meeting Opened: 7:33 pm

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

### 1) Acceptance of Previous Minutes

Accepted.

### 2) Correspondence

#### a) Scott Astill - regarding privacy related to Southron Gaard bookings form.

IT-related officers have reasonable access to data in the systems they maintain, and confidentiality agreement which is part of all officers' warrants would cover this.

Side-note - Bill to confirm that NZ officers are prompted to agree to their warrant terms on initial sign-in to the Regnumator and that officers are in fact doing this.

### 3) Treasurer's Report

Ildhafn having difficulty with bank account signatory changes. Keen to bring them under a SCANZ corporate account to smooth administration.

Have sent letter for Kiwibank (instruction to change signatories) to Liz for signing and forwarding to James.

James has not yet received another Kiwibank activation. Declan to get this re-sent.

### 4) Registrar's Report

Numbers not available due to website being down. Some new memberships have been processed recently. Full report will be emailed as soon as possible.

### 5) Kingdom Seneschal's Report

Has had some negative feedback from Covid response plan changes from about 15 people. General feeling from those people is they would prefer vaccine passes still be mandatory. Question whether the contact tracing record keeping is still required. Yes for the moment but this will be reviewed in December.

### 6) Progress Reports

#### a) Covid Response Plan Changes

*Discussion of potential additional measures now that vaccine passes are no longer required.*

Committee is happy that stewards and seneschals have the ability to implement additional requirements (with KingSen approval). Discussion around whether RATs can be required for events. Further discussion needed.

b) Reeves Non-disclosure agreements

*Review of version provided by Scott Campbell*

Committee agrees that provided version is fit for purpose and can be used. Treasurer to send to all NZ reeves and have them sign it. Beth to look into whether it can be added to the regnumator specifically for NZ reeves.

c) Code of Conduct

*The SCANZ code of conduct has been a draft for some years. Need to complete this and release. Feedback received and committee response drafted*

Richard to progress this and send out for final consultation.

d) Financial Policy

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

James to send out for public consultation.

e) Bank Account Changes

*Moving group bank accounts to be sub-accounts of SCANZ account at Kiwibank and update SCANZ signatories.*

See Treasurer's report above.

f) SCA Inc Affiliation Agreement

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

Nothing received yet however Registrar is still catching up on emails since illness. Emails have been sent to new ombudsman.

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

Liz has been otherwise engaged. Will follow this up as soon as she can. Specifically need to get variance to policy around events not able to be run at members properties for Coronation, and then also see about a general variance from that policy for NZ.

Bill noted that SCAA/SCANZ affiliation agreement should also be reviewed every 3 years. Liz to email SCAA chair and see if they have any concerns. Initial review from SCANZ committee did not raise any concerns.

- g) Insurance Policy Review (Richard)  
*Queries raised about policy details. Review underway.*

Richard to followup with Amy Dabbs. No progress this month.

- h) Sanctions Guide (Bill)  
*Review commentary.*

Attention on covid response primarily this month. Working on changes with people that have made feedback.

- i) Crown Tourney Format  
*TRMs initiative to have a Crown Fencing Tourney*

Correspondence received from SCAA re them looking at changing their affiliation agreement to allow for variation to the format. If that is agreed to then we will need ours in the same way. If it's not agreed, then SCANZ can potentially try with an adjusted version.

- j) Membership Fees Review  
*Review financial position and whether membership fees need any adjustment. Declan to provide corporate financial report, and James to collate some details re what's available for legal representation/advice should the need ever arise.*

Corporate net profit for the last couple of years has been about \$1500, however this doesn't include SCA Inc membership fees which haven't been paid over the last couple of years. Accounting for those would be about \$600 - \$750 per annum, so approx \$900 - \$750 surplus per annum. Waiting on outcome and quote of possible insurance changes before any change to membership fees is warranted.

- k) SCANZ AGM (Liz)  
*Need to ask for agenda for AGM and nominations for SCANZ board.*

Advertisement sent out 1 Aug from Liz for SCANZ position and AGM. No nominations or AGM. Will resend to all NZ SCA group email lists. Also need to resend email regarding Treasurer position open which had been sent to all members individually. Beth to action both of these email reminders.

Date of AGM set as Saturday 19th November. Will need to get material sorted for this early October.

- l) Committee Activity calendar/reminders (Liz)  
*Use of online calendar facility to keep track of all of the periodic things we need to do.*

Liz has emailed William about this and this can be set up. Will progress with William this month.

Meeting Closed: 9:02 pm

Next Meeting: 18th September 2022, 7:30pm