

Minutes of the SCANZ Committee Meeting - 3rd July 2022

Meeting Opened: 7:34 pm

Present: Liz Brodie (Chair), Richard Goodwin (Secretary), Declan Lennon (Treasurer), Beth Kent (Registrar)

Late: Bill Dabbs (Kingdom Seneschal),

Apologies: James Piesse (Vice-Chair)

1) Acceptance of Previous Minute

Accepted.

2) Correspondence

a) Query re event levies wording - Trent Deakin

Trent notes that in Kingdom Law the Kingdom Seneschal is the arbiter of whether something is an event or not, if there is a question.

Committee happy to alter website to refer question to Kingdom Seneschal, in line with Kingdom Law.

Kingdom Law section also refers to "SCA Ltd". Committee suggests this either be removed or replaced with "SCA Ltd or SCANZ Inc".

Committee has questions about:

- Non garbed events (eg out of garb collegia)?
- Do activities that ask for equipment usage fees have to also pay event membership?

b) Accounting for SCA Inc membership fees liability - Richard Goodwin

Declan has set up a liability account in Xero for this. Amount to be calculated annually as per the affiliation agreement.

c) Covid Vaccine Pass Mandate - Natalia Yates and Susanne Hutchings

Committee accepts that the advertising of the requirement may have been lacking. Kingdom Seneschal to ask all seneschals and stewards to include a link to the covid response plan on event ads and booking forms.

We will wait until the new survey being run this month comes back with more

data before changing the vaccine pass requirement. SCANZ Committee to also consider additional triggers that cause the requirement to be dropped.

d) Query re serving wild food/home kill at events

Committee is satisfied that the law says home kill cannot be served at events. Wild food that is obtained from a certified processor is acceptable (as per MPI requirements).

e) Southron Gaard donation to Mordenvale

Query re making international payment.

Unsure why SCANZ would need to be involved. Can SG make the payment directly from their bank account?

3) Treasurer's Report

P&L and Balance Sheet to 30 March presented. Loss of \$7974 for the year however financial position is strong. Balance Sheet will require adjustment for liability to SCA Inc.

Kiwibank requiring all directors and executive officers to have access codes, and will need to fill in Society Officers Certificate. Declan to send forms for everyone to complete.

Declan notes his term as Treasurer (2 years) will end at the end of 2022. Liz to advertise for replacement soon along with new committee member and AGM items.

4) Registrar's Report

Membership as at June 1

	2022	2021
Ildhafn	30	31
Cluain	28	29
Crown Lands	3	3
Darton	50	48
Southron Gaard	113	113
Total	224	224

No new members this month, though there have been renewals.

Query re Darton's numbers as there have not been as many renewals as the number compared to last month doesn't add up. Beth to investigate.

5) Kingdom Seneschal's Report

Committee received a quarterly report from Kingdom Senechal.

6) Progress Reports

a) 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 made and announcements made seeking feedback.

Committee to review and incorporate feedback.

b) Financial Policy (James)

Existing financial policy document for management of funds at group and SCANZ levels is being reviewed and updated. Committee Members and Declan to review.

Deferred to next meeting as James is unavailable.

c) Xero Rollout (Declan)

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

All groups are using it. Having discussions re changes to chart of accounts.

d) Bank account changes (Declan)

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

See above.

e) SCA Inc Affiliation Agreement

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

We are still waiting on an invoice. Once we have the invoice we can pay by direct credit.

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

Liz to make contact with SCA Inc Lochac Ombudsman and President to raise concerns we have with the operation of the affiliation agreement.

f) Insurance Policy Review

Queries raised about policy details. Review underway.

Amy requires consent of Committee to proceed on our behalf. Investigating and quoting for directors and officers and/or associations liability insurance will take some time and require more information.

The Committee authorises Amy Dabbs to act on our behalf to quote and facilitate insurance requirements.

Invoice has been received from Marsh. This is to be paid immediately and then we can talk to them about changes. Beth to set up payment.

Richard to work with Amy on this and report back to the committee with progress.

- g) Sanctions Guide (Bill)
Review commentary.

Still working on this.

- h) Crown Tourney Format
TRMs initiative to have a Crown Fencing Tourney

No progress on this. Liz to make contact with Paul Adams before the next Committee meeting.

- i) 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.

Deferred to next meeting.

7) New Business

- a) Photos on SCA Social Media
Recent discussion on SG Facebook raised query about using photos on non-NZ SCA publications.

SCANZ policy is based NZ Privacy Commission guidance (see <https://www.privacy.org.nz/tools/knowledge-base/view/126>) . Committee is happy with this policy. Richard to respond to Miriam.

Suggested that the sign in forms contain an option for giving consent for photos to be used. Beth to update form and make available on website and inform NZ seneschals of the change.

- b) Ratification of New Zealand Deputy Exchequer
THL Lowrens Wilyamson (Scott Campbell) has applied for the position.

Committee ratifies Scott Campbell's selection for this role.

Meeting Closed: 9:58pm

Next meeting: 31 July, 7:30pm