

Minutes of the SCANZ Committee Meeting - 27th March, 2022

Meeting Opened: 8:35 PM

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

Apologies: None

1) Acceptance of Previous Minutes
Accepted

2) Matters Arising from the Minutes
None

3) Correspondence

a) Fighter Handbook Update (Sir Eva)

Motion to accept the changes to the Lochac Fighters Handbook as provided.
- Passed unanimously

Suggested that the heading 4.6.4 regarding Boundaries, specify "War Scenarios" rather than just "Scenarios" for clarity. Also consider defining requirements for tournament field boundaries as these are not specified.

James to respond to Eva.

b) Vaccine Pass Requirement (Lord Miles)

Discussed due to the recent government announcement that passes will no longer be mandatory by law from April 4th.

Committee is happy with the current status, which is that vaccine passes continue to be required to attend all events until June 30. A review will be run by Kingdom Seneschal approximately 6 weeks before that date.

Liz to respond to Miles.

c) Crown Tourney Variation (Alain & Safiya, Crown Prince and Princess)

Committee is broadly supportive of the notion to be able to vary Crown selection processes. Willing to work SCAA in a working to facilitate discussion with SCA Inc, to prevent double up of work and develop a consensus for the process.

Richard to respond to Alain and Safiya

d) Discrimination in Martial Peerages (Luan an Fael)

Received email from Luan. Have responded.

4) Treasurer's Report

See points below.

5) Registrar's Report

Membership as at Mar 1

	2022	2021
Ildhafn	33	27
Cluain	26	24
Crown Lands	3	3
Darton	29	47
Southron Gaard	112	106
Total	203	207

4 New members this month, 1 in Ildhafn, 3 in Cluain

6) Kingdom Seneschal's Report

Confidential items discussed.

Ildhafn group status issue resolved - no change to group status as offices are now being filled. Mistress Christine Bess Duvant is new seneschal.

7) Progress Reports

a) Privacy Policy Review (James)

SCANZ is in the process of updating the privacy policy.

i) Summary of feedback

Some feedback received and is being incorporated. Suggestion of adding details of privacy principles as per the Privacy Act to the document considered but we think that a reference to the Act is sufficient.

Policy to be adopted and announced once feedback has been

incorporated. Beth to make the changes and publish on the website.

b) Financial Reports

i) Fixed Assets correction (Declan)

Some assets had the wrong categorisation, and there was a \$1 correction in the original conversion to Xero. These have been corrected so that no assets show as depreciated more than their value.

ii) Southron Gaard Advance Item (Declan)

Transaction was required to clear the Cash Advance account, which is actually no longer outstanding as it was returned November 2019. The return transaction had been processed to an SG event code.

c) Code of Conduct (Committee Members)

The SCANZ code of conduct has been a draft for some years. Need to complete this and release.

Deferred to next meeting. Beth to review and do regionalisation changes for review.

d) Financial Policy (James)

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

James has been identifying sections that need rewriting. James will be emailing Committee and officers regarding specific sections.

Discussion re corporate treasurer being signatory on group bank accounts. The section in the policy was not clear. Conversation with the reeves was focussed on combining accounts into a single account. No opposition from reeves.

James to discuss existing processes in NZ groups for expenditure approval so that this can be reflected/adjusted in policy. Richard notes that reeve's handbook being reviewed suggests that non-members may not be included in votes on financial matters and implies this is in the financial policy. This needs consideration.

e) Xero Rollout (Declan)

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

Cluain and Southron Gaard are onboard with Xero. Darton has responded but not logged in yet. Ildhafn has not yet responded. Logins are set up using group reeve accounts currently however this is not how Aus do it due requirement to be sure who is logging in and making changes. It's also possible to change the email

address associated to a profile.

Consensus was that individual (personal) email addresses should be used for logins. Declan to discuss with reeves with review coming up.

- i) Update on new warrants for reeves
Declan to send new warrant to reeves to sign.
 - ii) Access Control for branches
Doesn't appear to be possible. Hence confidentiality agreements required.
 - iii) Chart of accounts review
Possible to get a report by branch and event. Easy to create new events. Declan to provide a sample of this once some data is in. Declan has received the Xero handbook from Aus. Declan to meet with Clara or Bacchus to discuss further.
 - iv) 1 April go live?
Should be ok once remaining reeves are on board.
- f) Bank account changes (Declan)
Moving group bank accounts to be sub-accounts of SCANZ account at Kiwibank
- i) Update on discussion with Kiwibank
Had a phone call but no progress. Kiwibank customer service proving difficult.
Declan to find out what would be required to move to Westpac and try to continue discussion with Kiwibank re moving to a corporate structure.
 - ii) Ildhafn bank account
Haven't heard any further update from Ildhafn. Declan to follow up with Trent.
 - iii) SCANZ Account signatory changes.
No progress due to lack of response from Kiwibank
- g) SCANZ announcements
Improving process of SCANZ announcement to members.
- i) Progress with Facebook Page (Liz)
Having issues with getting graphics to look ok. Declan offered to have a go. Going to advertise anyway. Is getting some traffic already.
- h) Meeting Participation Discussion (Richard)
Discussion regarding who can participate in SCANZ Committee meetings.

Potential for opening them to wider audience.

Richard has written proposal. Committee to review and discuss next month.

i) SCA Inc Affiliation Agreement

i) Payment of membership fees (Beth and Declan)

Beth has written to Ombudsman re money owing and how to pay. No response as yet. Will escalate and chase as needed.

ii) Agreement review (Committee Members)

Comment from Richard that it seems ok however there seems to be a lack of implementation. Notifications and consultation from SCA Inc to SCANZ that are required by the agreement don't seem to be happening in practice.

Liz to draft email to SCA Inc regarding review and procedures.

j) Insurance Policy Review

Queries raised about policy details. Review suggested.

Amy Dabbs working through the current policy. Formulating recommendations. Should be ready for April meeting so that changes can be looked at as policy is due for renewal in July. Biggest concerns are with limits (sum insured for 3rd Party damage is \$2m which is low). Also reactions in relation to endorsements and warranties, we do not have cover for artworks also that the policy does not respond when revenue for sales exceeds \$5000 for a specific event. Although we have a written exception for this it's not part of the policy and thus could prove difficult to get a claim accepted.

Further recommendations to come next month.

k) Sanctions Guide (Bill)

Awaiting review from members

Some commentary back so far. Being reviewed. Commentary closes on 10th April.

8) New Business

- a) Armoured Combat Manual changes approval
(Dealt with under correspondence)

Meeting Closed: 10:25

Next Meeting: 24th April