

Draft Minutes
SCANZ, Inc. Committee Meeting
Wednesday 20 August 2014 – 7pm

Melissa, Angela, Trent, and Dillon took part in a Skype meeting.

Meeting Opened: 7.03pm.

OPEN BUSINESS (from previous months)

1. Approve last month's minutes for website – (Mel)

Approved.

2. AGM – (Mel)

Discussed process, deadline for motions is 23 August. We have a motion from Peter. Constitution requires a close read to check for consistency. Defined terms at start are capitalised haphazardly through the document. Mel would like to submit a motion to tidy this up.

3. Committee job descriptions – (Mel)

Nothing this month.

4. Publications Policy – (Mel)

Nothing this month.

5. Affiliate Agreements both with US and AU – (Dillon)

Dillon discussed with Ombudsmen and Society President at Pennsic. Our feedback was appreciated and a revised draft should be circulated soon for country specific feedback.

6. YAFA – (Dillon)

On hold.

7. Insurance – (Ange)

Ange has contacted Darton, Ildhafn, needs to contact Cluain.

8. Youth Rapier Rules – (Ange)

Ange sent feedback off to the Youth Combat Marshal, which was appreciated. A conversation is continuing.

9. Contracts policy to cover links to legal liability, grants – (Trent)

?

10. Grants, Leases, Purchases, Lapco, etc – (Trent)

?

11. Changes to financial reporting / accounting practices that come into effect 1 April 2015 which may require updates to our existing fp* and procedures (Trent)

Not much progress. Any required changes can sit until after the AGM, may need to update templates.

12. Treasurer: Financial year end Report progress (Trent)

Working hard on this. Financial year end should be ready this weekend (definitely finished by the 30th). Some outstanding issues need to be addressed with exchequers.

13. Branch book review progress (Trent)

Darton, request from Jenny for a formal audit, Trent to follow up tomorrow to check this. Trent has checked books closely, but there are still gaps. These need to be closed to prevent gaps going onwards. Mel chatted with Matt, he may have some stuff on his computer.

14. Governance vs. operational management (Trent)

On hold for a couple of months.

15. Job descriptions and SCANZ Committee Handbook – (Mel)

Some Feedback received from Richard Dagger. Everyone needs to go through the job descriptions and give feedback to Mel.

16. Meeting dates going forward

Wednesday is good for Dillon, Mel, Ange, Trent but not for Elizabeth. Keeping it on Wednesday is good. Is 7pm good? Any earlier would be a problem.

17. Event sign in sheets.

Ongoing project that needs to be picked up to ensure sheets go where they need to go. May need to go to the Registrar to keep a solid track on who is a member. These lists can be useful in allowing past events to be double checked, its a backup system. Ange – need to communicate with members who needs to look after it and what to do with it. Tina - was a Constable job, but many groups don't have Constables these days, so the confusion is society wide. Tina/Trent – should be a job for the Reeve who is tracking financial data anyway. Channel for communications, via Kingdom Seneschal to both countries or more specific for New Zealand? Mel – proposed to take to Corporate list for joint discussion to ensure consistency. Ange agreed to do this as Mel is off work until Monday.

Tina joined the meeting at 7.27pm (had problems with Skype).

NEW BUSINESS

Dillon – proposes Canterbury Faire meet the Committee meeting for Q&A session with members, with an informal social hour for Committee members and friends/committee alumni. Useful networking opportunity and potential recruitment for future Committee members. Agreed – Dillon to action.

Trent – reference to Societies Office changes that may come into effect next year (everyone should read the email Trent sent out).

Tina – new sanctions guide, reserved all of the Board's rights to us. SCA Ltd has R&D'd about six people all up. Vote went through last week to remove all of those people from the OP and all of their awards. Has SCA Ltd sent this through? Not yet. Does SCANZ need to keep a list of this? Hidden section in the Seneschal's database (so difficult to access), we also get reports from SCA Inc (not on

database, manual process). Heralds keep the names, but hidden, so they will not get awards or be accidentally chosen by new members. SCA Ltd needs approval from SCANZ for an R&D, so information should be exchanged between both organisations. Tina - There should already be something in the NZ registry/seneschal's database to track this information. Worth double-checking, Tina can do this (and yes we do have access to the same R&D file).

AGM preparation – next ten days could be high traffic, can everyone please try and respond to emails within ten days.

Sign-in sheets, making them easier for minors? Sheet was deliberate, care arrangements for minors are private business. We can make changes slowly if needed. Law is a bit hazy when people reach 14, become specific restrictions rather than listing what you can do. Ange can talk with Nicola to see what they can come up with.

HOLD

1. Letter to SCA INC requesting advance notice re removal of officers (Mel)

NEXT MEETING

Wednesday 10 September at 7:00pm.

Meeting Closed: 7.59pm.

SKYPE ALIASES FOR REFERENCE

Angela Wells

anna_de_wilde

Beth Kent

elizabeth.kentnz

Dillon Burke

dillon.burke

Melissa Muckart

mbmuckart

Trent Deakin

Svartr.ormsson1

Guests:

Tina Bean (Seneschal)

tinofbeans (?)

Jeff/Sorle

?