

Minutes SCANZ Committee Meeting 14 January 2014 7-8.30pm

Attending via Skype, Melissa (Chair), Trent (Treasurer), Elizabeth (Lists), Dillon (Secretary), Tiffany (Deputy Kingdom Seneschal), Angela (Vice-Chair).

- ✓ Meeting started 7.10pm
- ✓ Introductions
- ✓ Working through the agenda.

1. Website upkeep

- Child policy is now live
- Contact lists will be updated tonight
- Angela volunteered to keep the website updated (Mel/Dillon, carried U)

2. Youth Combat (YC) Rules

- Any conflict with Youth Participation Policy (YPP)?
- ACTION: Dillon volunteered to look for conflicts, or items that need to be included in YPP as a result of the YC rules.
- Nominated caregiver forms, what do we need to do to comply with legislation?
- ACTION: Dillon also to follow up on caregiver forms.
- Note in Oz, different background check in different states (some have no checks), should be able to slot NZ requirement into this. BG check Procedure is kept separate from YC rules.
- NZ checks, SCANZ may not be eligible for free checks
- Two checks in NZ, Justice for convictions, Police check for "red stamp" (red flag warning).

3. Publication Policy/Media Policy

- Possible contradictions with other SCA policy, eight years old, time for a refresh, build on existing work
- ACTION: Melissa to tell Vicki Hyde that we are looking at reviewing it
- SCA Ltd does not have a Publication Policy, would be interested in a joint policy, Katherine (Kingdom Seneschal) drafted a new policy around August 2013, trying to add Social Media but its tricky to fit both together.
- SCA Ltd has urgent need for a social media policy – large cause of disputes, not necessarily being addressed by Code of Conduct
- ACTION: Melissa to contact Lawrence (SCA Ltd) and get information (CC Dillon in)

4. Social Media

- discussed above

5. Bank Signatures

- Need to get Peter Grooby, Helen Lyon off, Beth on for signatures
- Beth meeting Tamara at Faire for handover
- Do we have the right levels of \$ access for everyone? Trent proposes \$10k access for Sandra Wheeler (Deputy Kingdom Exchequer representative for NZ) to do Kingdom Exchequer stuff (e.g. term deposits). Need at least two people to be able to do this.
- Will need to come back and discuss this.
- Term deposit comes up next month
- On call account \$2k, Term deposit \$X?
- Last a little money last year, status quo might let us put more onto long term deposits

6. Affiliation Agreements

- Concerted effort SCANZ & SCA Ltd may be good for getting attention from the SCA Inc
- Do we have a list of things we need/want to change?
- Create list, then draft new/revised agreement.
- ACTION: Melissa to steer from SCANZ end.
- Note: Sanctions stuff is a test case for what could be changed in the affiliation agreement.

- List all the variations, anything else we need to add upfront to reflect local culture.
- Should be able to leave Board-Committee agreement as is, only three years old. Revisit after SCA Inc agreement revised.

7. Privacy Policy

- SCANZ has a waiver in principle from SCA Inc, should have gone to BOD in October, need to get confirmation.

8. Insurance

- SG insurance investigation, did not get progressed last year
- Has to go through SCANZ as we are the legal entity
- Need to have a conversation with Scott, and bring it back to the Committee
- ACTION: Beth to ask Scott what has happened, then Angela to take point on this issue.

9. Paper Pegasus

- Can only be removed as an option at an AGM
- ACTION: Melissa to put the motion in to the November 2014 AGM, take this out of the rules and into the policy.

10. Discussed confidentiality.

11. Monthly Skype calls.

- Good for committee cohesion, culture and purpose
- Second Monday of the Month, 6.30-8.00pm NZT

12. Working closely between SCANZ and SCA Ltd, One Kingdom One Policy wherever policy.

- Trying to use the same jargon and terminology
- Adopting and adapting each other's policy

13. Committee Handbook

- job descriptions and guidelines
- who does what, where, when
- make it easy for new members
- ACTION: Melissa to follow up with Scott and Patrick, Trent to assist.

14. Grants, Leases, Fundraising

- people are doing this or looking at doing this
- SCANZ is legally responsible
- need simple guidelines for people so they don't get into trouble, but not so many guidelines that they are a burden
- Trent keen to be involved with this, has a friend with knowledge of Grant application systems

15. SCANZ Post Box

- ACTION: Dillon to pick this up. Check with Tamara, check for new box location in Wellington.
- Do we want to keep a PO Box
- Do we need to shift its location to central Wellington/Auckland
- Is a forwarding service an option?

16. Bullying & Harassment policies

- SCA Ltd has had people use the B&H process to bully other people
- Can be problematic with serious mental illness
- Need to do an investigation to find out what has happened, can be very time consuming
- SCA Ltd B&H policy resulted from a legal complaint in Victoria
- Get Louise (SCA Ltd), Melissa and Kingdom Seneschal people together to work out a way forward.

No general business.

Meeting finished 8.30pm