

Minutes
SCANZ, Inc. Committee Meeting
Monday 14 July 2014 – 7pm

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

Meeting Opened: 7.05pm.

OPEN BUSINESS (from previous months)

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

Approved.

2. AGM – (Mel)

Proposed dates and notice look good.

3. Committee job descriptions – (Mel)

Got something out, but no discussion yet of the document. Should have some feedback for the next meeting.

4. Publications Policy – (Mel)

Recommendation from Vicki, "If it's not broken, don't fix it". SCANZ is also going with default SCA Social Media policy (so no overlap with Publications Policy that needs updating).

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

Dillon to follow up. Try and network with US BOD at Pennsic.

6. YAFA – (Dillon)

Difficult to judge as a non-parent if YAFA is a good idea. Has potential but some drawbacks (more paperwork, more volunteer effort to run, could compete with existing programmes). Background checks could be a problem in NZ due to privacy laws, but are now required in Australia for people teaching more than 5 days a year. Have just approved children's armoured combat, but its yet to get underway. Is there a demand for this? Difficult to get face to face meetings in Lochac due to geographical size.

Implementation would be a Kingdom level decision, i.e. King and Queen will make the decision.

Need to check how international teachers work in Australia.

US implementation has stalled. Place on the hold pile.

7. Insurance – (Ange)

Ange will contact to see if anyone else is interested in group insurance (other than Southron Gaard).

8. Youth Rapier Rules – (Ange)

Ange had some feedback on the draft rules, such as consistent terminology with the Lochac Rapier Rules, throat protection. Is there anything to be worried about from a legal perspective? Not as such for SCANZ.

Ange to send feedback off to the Youth Combat Marshal.

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

On hold.

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

Purchase of a liquor license. Refunded because it was a BYO. Leases for hall hire exist, ongoing and short term. Lack of factual information about contract liability, and that is the biggest concern. SCANZ concern is more long-term leases, not event leases.

Need to do some fact gathering, then we can review the information and see if we need to do anything.

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)

Short discussion.

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

Email ready to go. The Darton report created an exception in SCANZ ability to provide an accurate financial position. Current Reeve has provided the information she has hold of. Problems include missing receipts, and cash being used to pay for things on the day. Event entry discounts need to take Kingdom Levy into account. Uncertain income difference of \$503 (worst case scenario).

First that Tina has heard of this issue. Asks for an email to Kingdom Seneschal and Exchequer to follow up. Is this a group issue or an individual issue?

Darton may need a formal review process. Mel to contact Darton Seneschal to discuss the issue.

May indicate a wider need for guidance on budget setting and approval for event stewards and group councils. Long-term, online training for stewards, and/or a wider push to those websites that already publish good practice guidelines.

13. Branch book review progress (Trent)

See Darton discussion above.

14. Governance vs. operational management (Trent)

Short discussion.

NEW BUSINESS

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

Handbook will need to be created from scratch. Not sure where to start, can pick part some material Mel has circulated.

2. Paper Pegasus: Now is the time to write a motion to eliminate Paper Pegasus (Mel)

Motion for AGM. What is in the rules now? Adapt to take paper publication out. Ange to take forward. Trent also has some minor motions to work on.

3. Meeting dates going forward

Mel is now on a Choir that meets on Mondays.

Ange – Wednesday only free night

Dillon – Can do Wednesday

Trent – Can mostly work around family commitments

Next meeting will be Wednesday 20 August, then back to every second Wednesday.

4. Event sign in sheets. What do we do with them – send them to Trent for accounting, and worth holding onto a copy for insurance purposes, can backtrack event information from sign in sheets if an event report goes AWOL. They have been sent to the Registrar. Should go to the Constable under Kingdom Law, if no Constable, then to the Seneschal.

Investigate, discuss and formalise.

HOLD

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

Meeting Closed: 8.20pm.

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

?