

SCANZ MONTHLY CONF CALL GENERAL BUSINESS MEETING

Minutes of Meeting held on: Monday 12 May 2014 - meeting opened 7pm

PRESENT: Angela Wells, Dillon Burke, Melissa Muckart, Trent Deakin, Elizabeth Kent

APOLOGIES: none

Previous Business	Discussion	Outcome/Action
Minutes	Discussed posting minutes on SCANZ website. Approved by Committee	Melissa to have items put on website
Affiliate Agreements	Discussion about the details in the affiliate agreement – comments have been received by Secretary, who has been moving to new home over last 5-6 weeks.	Dillon to review emails and provide information to Committee re potential next steps by Sunday 18 May
Insurance	Southron Gaard is the only group currently expressing an interest in getting insurance for baronial property. Committee agreed that Scott Lowrens could contact the insurer directly to ask questions and get any information required for the barony. Any changes to insurance remains the sole right of the SCANZ Committee.	Ange to ring insurer and Scott
PO Box	Dillon opened post box. Relevant forms have been updated	None required
Bullying & Harassment	<p>Discussion was had regarding suggestion to extend trial period to six months or potentially end of year to allow time for a B&H complaint to go through the system and ensure the process works.</p> <p>Committee agreed to ask for commentary from membership on a proposed extension.</p> <p>Agreed that 6 months should be closing date for pilot, and will use what information is available at end of pilot period</p>	Melissa to draft communication to membership requesting feedback on potential extension of trial period and provide to Committee for approval via email by Sunday 18 May
Social Media	Discussion was had around the current Social Media policy in Australia and the Social Media policy used by the SCA Inc. Agreement was to default at present to the SCA Inc social media policy (which we are currently bound to) and review whether a separate policy is necessary for SCANZ if and when a potential issue arises.	Melissa to draft communication to NZ members to remind them that SCA Inc social media policy applies, not SCA Ltd policy.

Publication Policy	<p>Question was raised as to whether the policy needed to be reviewed and updated, in light of the fact that SCANZ would not be adding social media to the publication policy at present.</p> <p>General agreement was that this issue could be placed on the back burner until such time as the urgent items were attended to.</p>	Melissa to discuss with Vicki Hyde (original author of pub pol) and report back to Committee at June meeting.
Grants, Leases, Purchases	<p>Trent Deakin, Treasurer, has been looking at the issue, suggests that the issue needs a higher level of administration to deal with legal contracts. Would a formal delegated authority with dollar amounts attached be required to provide a safety mechanism to SCANZ in event of serious event (re insurance and liability).</p> <p>Committee agreed with Trent that in the first instance, simply asking the groups for copies of any grants, leases or major purchases would give us an indication of whether this is something the Committee needs to provide guidelines to groups around.</p>	Trent to draft communications to SCANZ re issue
Removal of offices by SCA Inc.	<p>Discussion after Tina floated that SCA Inc may be considering whether to remove the office of Constable. Tina said it would not be problematic for Lochac as the seneschal or event steward does most of the constable tasks now. Concern was not that the office might be removed but how this was being done, without asking for comment from the affiliates first. Committee agreed to write the SCA, Inc. regarding the removal of officers explaining the need for affiliates to be consulted on these issues before proposals are decided by SCA Inc Board and made public.</p>	Melissa to resend draft document to SCANZ email list for approval. Once OKed, send to SCA Inc
YAFA	<p>Background checks are discussed as required in YAFA for Mentors. NZ does not currently undertake background checks for any members. Discussion was had around potential liabilities of background checks and whether YAFA was feasible in NZ on that basis. SCANZ doesn't qualify for police checks (which are comprehensive) but could get Ministry of Justice checks if required (only provides information on convictions).</p>	Agreed to move discussion re YAFA to Committee email list as issue was too detailed and complex to be solved at meeting. To be placed on June agenda
Committee Job Descriptions and Committee Handbook	<p>Melissa assembled a group of previous SCANZ members to assist with project. To date, no movement has occurred with that group. Chair has, as a result, begun a rough draft of job descriptions for the Committee.</p> <p>Committee Handbook is a larger project that will take months to complete.</p>	<p>Melissa to send rough drafts to committee email list for discussion.</p> <p>Melissa to endeavour to engage group again over Committee Handbook.</p>

New Business	Discussion	Outcome/Action
Youth Rapier Rules	Lochac Youth Rapier rules also state that background checks are necessary in some instances. Committee had not read the rules yet so discussion was deferred.	Ange to review Youth Rapier Rules and provide summary to Committee
SCANZ Website	Discussion regarding upkeep of website. Al Muckart still willing to upkeep website but is no longer admin on the Committee email list.	Ange has expressed interest in learning how to update website but not in a position to take on that responsibility due to internet connectivity and time restrictions
Financial reporting/accounting practices changes	Trent advised that as of 1 April 2015 there will be some changes to financial reporting and accounting practice requirements for SCANZ due to a law change. Trent is reviewing the legislation with a view to advising the Committee of any changes that need to be made and what impact that may have.	Trent to advise Committee of any changes that need to be made
Financial Year End & branch books	Trent almost completed. Branch book review also in progress	None required at present.
LOTS	Trent advised that LOTS is coming up again and kingdom may request financial assistance from SCANZ	None required at present, just FYI
Lapco	precedent, all legal agreements/documents need to go through SCANZ: <ul style="list-style-type: none"> • universal email system, plus membership number (insecure, difficult to verify) • no credit • volunteer time, system must be simple, like member services suggestion • frequency of password change? • Six month Trial for later expansion 	Not discussed. Add to June agenda

Meeting closed at 8:17.

Next meeting scheduled for Monday 9 June, via Skype.