

Agenda SCANZ, Inc. Committee Meeting Sunday 12 April 2015 –  
6.13pm

In attendance: Dillon, Melissa, Angela, Trent, Beth.

Meeting closed at 7.39pm

## OPEN BUSINESS

### 1. Approve March minutes for website (Dillon)

Dillon approved minutes. Angela will send out a reminder two weeks before meeting.

Dillon moves to approve minutes online via the list. Melissa seconds. All in favour, motion carried.

### 2. Affiliate Agreement (Melissa)

Affiliate agreement is online. There is a date typo on the agreement. Mel has contacted the SCA Inc. Waiting for confirmation that the date was a typo.

### 3. SCANZ Committee and Corporate Officer Handbook (Melissa)

Mel has been unable to work on this, due to real life reasons. Mel will report back to us next month.

### 4. Insurance (Angela)

Mel had said that previously groups had discussed about paying individually. We are now looking at SCANZ paying for the insurance for the groups. Angela is waiting for the groups to get back to her.

### 5. Youth Marshals and authorisation processes and forms (Angela)

Angela asked to put this on Hold as the members working on this are otherwise busy with being Crown. Will talk face to face with Robin at May crown.

6. Publications to National Library (Dillon)

Dillon will work on this before May.

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

No action at this time.

8. Xero – accounting package (Trent)

MYOB - Trent will contact William Howard.

Cost – Trent has provided this within the initial email, and recommendations that Trent thinks would be better for us. There would be a change to membership fees for this package. We have enough in the membership funds to cover the cost initially. If the membership fees were to increase, it would still take a while to trickle through the system.

This is still in progress.

9. Lapco, etc (Trent)

When a sale went through was all the information would clear. We won't know until it will go live or try to do a dummy run. Need Lapco to check. What is the liability to the organisation if members' details don't clear? Still need to work on the implementation and Trent has asked for committee to go ahead and test the process.

Dillon moves – allow for Trent to test Lapco process.

Mel seconds

All in favour, motion carried.

10. Bullying and Harassment Policy (Melissa) – discussion planned for 19th April at 6pm. Hopefully at the end of the meeting, what parts do we want to change, what do we keep, and if we want to keep it as a joint policy. Mel moves to have all comments be distributed by Friday midnight – Dillon seconds

All in agreement – motion carried.

11. Alcohol Policy – sale and supply at SCA events in New Zealand (Dillon) - to come back to these in May

12. Food Act (raised at SGM, Dillon to follow up)

Dillon to come back to this in May

13. Policy Publicity (Dillon)

Affiliation – minutes up – Dillon to work on announcement that minutes are up.

14. Webminister and website logins

Angela has been updating the website. David Robb has said that he will create a user document. Mel is the only moderator on the email lists, Beth is going to become a moderator for the list as well.

Discuss the need to advertise for a webminister after May Crown.

15. Online Event Management Systems

Paypal and other payment systems to be used for events. Make sure that it works well with the groups around the country. Trent will contact Richard about CF payments.

16. Chirurgeon's office consultation

This doesn't seem to be creating much concern as we can make our own decision about the office. So this can be removed from the agenda.

#### 17. Reeve Reporting Deadlines

Australian committee to change dates to meet mundane legal requirements, and a possible kingdom law change.

HOLD

1. Societies office changes in 2015 (Trent)
2. Governance vs. operational management (Trent)
3. Grants, Leases, Purchases (Trent)
4. YAFA (Dillon)
5. Letter to SCA INC requesting advance notice re removal of officers (Mel)
6. Unaccompanied minors at events (Ange)