

**Agenda**  
**SCANZ, Inc. Committee Meeting**  
**Sunday 23 August 2015 – 6.05pm - 7.26pm**

**Open Meeting**

**Officer Reports on Open Business**

**Chair (Dillon)**

1. Correspondence from PO Box (if any)

The box has not been checked since before Pennsic.

2. Bullying and Harassment Policy

Dillon sent them information about our digital stuff. Dillon will contact Chair of SCAA. We have had it for a year, so need to get it out of draft, to something.

3. Publications to National Library

No progress

4. Alcohol Policy – sale and supply at SCA events in New Zealand

Sent out the email update before Pennsic. Dillon says that this is complete. All agree to move this to done.

5. Food Act implications for SCANZ?

Dillon moves to shift this to business on hold. All agree

6. The use of black powder weapons at events

Dillon has sent out the draft policy. Had no feedback. Dillon received info while at Pennsic. No date for feedback. When next we email the members set a date for 4 weeks.

7. Compressed air/water and related weapons

Part of the black powder request. This falls under the Marshallate. Close this item. All agree.

8. Three Year Review of Affiliation Agreement with SCA Ltd.

Dillon did not work on this. Dillon will work on this as well as the AGM. He will follow up with Australia. Angela will check Australian website for the most up to date affiliation agreement. To post it to the SCA NZ Inc. If Angela has trouble, ask Dillon to contact Australia.

9. New Rules

Dillon will work on SGM changes. Angela to post it to the website. Angela will chase Dillon to have this done by next weekend.

**Finance (Trent)**

1. Submission of End of Year Financial Report

Trent has done the numbers part and is working on the written report. Will have it to the committee in the next day or two.

2. Contracts policy to cover links to legal liability, grants

Temporary hold.

3. Paypal proposal

SG is not proceeding with Paypal at this stage in favour of eftpos option. Trent to follow up regarding processes to ensure eftpos option has appropriate contingencies in place. To include reminder that is on a trial basis and request a copy of the contract for SCANZ to refer to as an observer

4. Xero – accounting package, comparing with MYOB, cost projection.

Trent sent through an email discussing the different costs and what it may mean to the membership costs. Trent asked Thomas the Kingdom Exchequer for his feedback. Also spoke with Sandra the Treasurer what her experience has been with Xero. Sounds like the Xero 1 license might be suitable for us.

MYOB - Two options. Essentials, and Basic plans.

Summary of the Xero pricing sensitivity analysis I've done in short form for easy reference for tonight's meeting.

Notes:

- Figures are based on the 14-15'
- For reference; actual figures for the 14-15' financial year was \$1560 (approx. 54 members for year) which equates to approx. \$4680 for 162 members over 3 years.
- For cashflow analysis I have applied the minimum of 150 members as a base line - which we have surpassed for some time and,
- The base line of \$10/person/year as the minimum income received annually for our subscriptions (i.e. any 1 year subs in this analysis of \$15 would provide an extra \$5 allowance per person.
- I have also not included income received from interest earned from our TD or interest bearing accounts which for reference was \$593.11 over the 14-15' financial year.

Therefore our cashflow currently

Transaction	In	Out	% of expenditure
Subs (based on 150 subscriptions)	1500 (min. \$10 /person /annum)		
Insurance		245	16%
US affiliation fixed		470 (includes \$20 bank fee for int'l transfer)	31%
US affiliation variable (\$US		152	10%

conversion)			
Masonry contribution to Kingdom		75	5%
Subtotal	1500	942	63%
NZ Post account		170	11%
Total annual cash flow	1500	1112	74%
Surplus/Deficit	388		26%

With the addition of an accounting package the effect on any surplus is shown below and is based upon details available at the time - so is a rough order of costs. On a formal submission or quote for our group we would likely experience adjustments to this pricing.

Scenario	Package	Annual cost	Resulting effect to \$388 Surplus	
1	MYOB - Essentials (\$276 p.a. - 15% NFP)	234.6	153.4	90%
2	MYOB - Account Right (if only 1 subscription is required)	293.25	94.75	94%
3	MYOB - Account Right (if 1 subscription required per branch for 5 branches)	1466.25	-1078.25	172%
4	Xero - Starter (\$300 p.a. - 25% nfp disc. + 15% GST)	258.75	129.25	91%
5	Xero - Standard (\$300 p.a. - 25% nfp disc. + 15% GST)	517.5	-129.5	109%

Items 3 is not a viable option though there are likely better options available to us, Item 5 indicates a short or medium term (approx. 3-5 year) need to consider increasing the subs levels – however the actual need to do this would not be urgent as we may be able to start with the starter option to stage our involvement and that of the branches.

The committee will look over this information. This is not a high priority to figure out what to do immediately. Trent will come back to the committee about which pack to get quotes. Motion for Trent to contact MYOB and Xero to get a quote on the packages. Dillon seconds. All agree.

5. Lapco.

Trent sent out a reminder email and has received 17 responses from this.

6. Kiwibank

Interest rates have reduced

7. Non-compliance with regards to information with our account at Kiwibank

Our Society number is not in the correct manner. We are currently non-compliant due to this and the tax exemptions. Trent is following up with the business division of Kiwibank.

### **Registrar (Beth)**

1. Reimbursement for expenses.

Beth has received the money, and has purchased what was required.

### **Secretary (Angela)**

1. Insurance

Will send out an email to the groups about insurance. If no response by the next meeting will place this item of business on hold.

2. Webminister appointment.

Angela has not done this. Will write draft an ad, send through to the committee by next weekend.

### **Vice-Chair (Melissa)**

1. SCANZ Committee and Corporate Officer Handbook

Mel has sent the draft of the handbook, and would like some feedback. She would like this completed before she steps down.

Need to provide feedback before the next meeting.

2. Review of accuracy of information on the SCANZ website.

Reviewing the website, Mel will scan and send to Angela.

### **New Business**

1. Tracking Rules Amendments (need to fix the minor things at next AGM)

The committee to go through the rules and continue to send comments.

2. 2015 Annual General Meeting – Saturday 14 November 2015.

Postal and email voting. Everyone in the committee reminded to vote. Beth will send through the names of the people who will be the scrutineers.

3. Vulnerable Children's Act 2014 – implications for SCANZ.

There is some question around volunteers, but it is not clear. Angela will go over the Act and read again what has gone live. Will report back to the committee before the September meeting.

4. Social Media Policy

To put on hold the media policy consultation with membership.

5. Mission Statement

Will bring this up at CF during our Meet the Committee. On hold till after the AGM.

### **Business on 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)
7. Youth Marshals and authorisation processes and forms (Ange).

**Close Meeting**

1. Publicity of policy decisions to members

Dillon will write up the Agenda by Tuesday for next months meeting.

2. Date and time of next meeting **Sunday 13 September 6pm.**