

Agenda
SCANZ, Inc. Committee Meeting
Wednesday 11 March 2015 – 7pm – 8.16pm

Mel and Trent sent in apologies

OPEN BUSINESS

1. Approve February minutes for website (Dillon)

Minutes approved by Dillon – Angela to post on website and send out email advising members that minutes are available via Althing.

2. Affiliate Agreement (Melissa)

On hold till next meeting April

3. SCANZ Committee and Corporate Officer Handbook (Melissa)

On hold till next meeting April

4. Insurance (Ange)

Angela will contact the groups about group assets and if they would like us to explore possibility of insurance coverage. Will contact Seneschals and B&B and ask them to get back to us after their next meeting.

5. Youth Marshals and authorisation processes and forms (Ange)

Robin the lists keeper

6. Publications to National Library (Dillon)

Nothing to report will follow up for the next meeting.

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

Nothing received from Trent

8. Xero – accounting package (Trent)

Great work Trent. There are advantages to have this package. If paypal can be handled then this helps with international travellers attending and paying for events. Dillon has looked at the cost for Xero and it would add \$3-4 a year. Ask Trent to contact William Howard in regards to MYOB, as an alternative. If cost is similar then might be best to keep as the same as Australia. Angela to email Trent to contact Will about MYOB.

9. Lapco, etc (Trent)

Great work from Trent and Peter. We can talk about it at April's meeting but this will not be actioned until May. If we can make it work a discount is good for the members. Website content will need to be advised not to save their contact details, as other users may be able to see it. Beth maybe a good person to oversee this and possibly Beth, Peter and Trent to draft a handbook. Advertising issues will leave till April. – Dillon will follow up with Beth.

10. Bullying and Harassment Policy (Melissa)

Committee to go over the feedback that was supplied by SCA LTD and to discuss via email and the next meeting in April.

11. Alcohol Policy – sale and supply at SCA events in New Zealand (Dillon)

On hold till next meeting April

12. Background and purpose of SCANZ Child Policy and nominated caregiver. (raised at SGM)

On hold till next meeting April

13. Food Act (raised at SGM)

On hold till next meeting April

14. Policy Publicity (Dillon)

We will publish all the minutes that we have onto the website.

15. Webminister and website logins

Logins were issued by Al. Angela spoke to David about a how to document and Angela will test it. Then Angela will teach the rest of the committee how to do it. This will be raised again at the April meeting.

16. Fourth Peerage

The committee is comfortable with how we discussed this issue. We all individually sent in feedback, and as a committee we advised our members to send feedback. This issue is now closed and will be taken off the Agenda.

NEW BUSINESS

1. Sanctions

We have nothing to discuss until the final decision has been made by SCA Ltd, and then the committee will discuss what is required as per our affiliation agreement with SCA Ltd

2. Chirurgeon's office

Received email to comment from the US bod. US policy only. In NZ this is not broken and that we are comfortable that our Chirurgeon's office works.

3. Online Event Management Systems

Request from Richard in SG to look into this. Dillon will follow up with Richard and Trent

4. Reeve Reporting Deadlines

Committee is comfortable with a change back

5. Post Office Box renewal fee

Dillon received today. Due by 20 March for the amount of \$170. Dillon makes a motion to pay the bill. Angela seconds. All in favour carried.

Back end on the SCANZ Inc website, on the reply email for payment options for renewal of membership has the old PO Box number. This needs to be updated. Angela will contact David to help her with this.

6. Meetings to include Trent.

Angela spoke to Trent as was advised that he could participate if the committee held meetings on a Sunday evening. Dillon and Angela suggested that this could be done, and that the committee would need to discuss this via the committee list. Currently looking at every second month, holding a meeting on the second Sunday of the Month.

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)