

**SCANZ, Inc. Committee Meeting
Sunday 11 October 2015 – 6pm**

Open Meeting 6.02pm

Apologies from Angela.

Officer Reports on Open Business

Chair (Dillon)

1. Correspondence from PO Box (if any)
 - Online membership
 - Would need permission to use real names, as data not collected for that purpose. Not that different from printing the database out for Canterbury Faire. Security of the information? Not legal information, just a membership card. It could be a boon for event management. Ask for feedback from members? Problem with internet connections at some events. Beth, often gets requests for membership numbers from stewards at events. Due to lower population these requests can be handled given advance notice. Could advertise this service.
 - Action: Dillon to check with Jeremy about whether they want this to include SCANZ.
 - Website policy
 - Wildmoor using Wordpress rather than Duprul. All SCANZ groups are on David Robb's server. Good policy issue for a webwright to look at.
 - Action: nothing right now, park issue until we have a webwright.
2. Bullying and Harassment Policy
 - Still trial. Australia wants to use the material, Melissa happy for that. We have had feedback, need to decide what to do next – use existing social media policy + grievance procedure+NZ cyberlaw stuff. Turn B&H information into a guide rather than a procedure.
 - Action: Dillon to talk to Kingdom Seneschal/SCA Ltd about how to present guide information.
3. Publications to National Library
4. The use of black powder weapons at events (out for consultation)
 - Action: Dillon to set closing date for feedback with AGM notice.
5. Three Year Review of Affiliation Agreement with SCA Ltd.
 - Action: Dillon to SCA Ltd Chair to get hold of revised text.
6. SCANZ rules update.
7. 2015 Annual General Meeting – Saturday 14 November 2015. Agenda deadline 3 October.
 - Just waiting for last financial details to complete and send out.

Finance (Trent)

1. Submission of End of Year Financial Report
 - Almost finished. Will send through tonight.
 2. Contracts policy to cover links to legal liability, grants [place on HOLD]
 3. Paypal proposal [closed off, will double check tonight]
 4. Xero – accounting package, comparing with MYOB, cost projection.
 - Chatted with someone else who is using Xero, for how it would work for us. Gaining more information.
 5. Lapco.
 - Enough information completed for the committee to review, will send through to the list tonight.
1. Banking – following up an issue with Cluain. Making sure we are operating within what the Bank is expecting us to do, something to do with Anti-Money Laundering Legislation, more requirements now..
 - Action: Trent to follow up.

Registrar (Beth)

1. Membership tally.
 - 166 members at 11 October
 - Expecting SG membership to get a small boost due to the Baronial poll.
2. Reimbursement for expenses.

Secretary (Angela)

1. Insurance
2. Webminister appointment.
3. Vulnerable Children's Act 2014 – implications for SCANZ.
4. Youth Marshals and authorisation processes and forms (Ange).

Vice-Chair (Melissa)

1. SCANZ Committee and Corporate Officer Handbook
 - Just waiting for feedback. Can be a living document on the website. Could be held with the Registrar, as that role changes less often.
2. Review of accuracy of information on the SCANZ website.
 - With Angela for her comment/feedback.

New Business

1. Tracking Rules Amendments (need to fix the minor things at next AGM) – add Webwright as Corporate Officer.
2. Banking matter – dealing with branches within SCANZ in a legal entity context. How well are they recognised in our rules? Who are the scheduled groups that are a party to the constitution.

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. Food Act implications for SCANZ (Dillon, resume early 2016)
6. Social Media Policy (Dillon, for Faire discussion)
7. Mission Statement (Dillon, for Faire discussion)
8. Letter to SCA INC requesting advance notice re removal of officers (Mel)
9. Unaccompanied minors at events (Ange)

Close Meeting 6.52pm

1. Publicity of policy decisions to members
2. Date and time of next monthly meeting **Sunday 8 November 6pm.**
3. Date and time of post-AGM meeting **Saturday 14 November 6pm.** Apologies from Trent, attending social function.