

**SCANZ, Inc. Committee Meeting**

**Sunday 13 September 2015 – 6pm – meeting closed 6.54pm**

**In attendance: Dillon, Melissa, Angela and Beth.**

**Absent: Trent**

**Open Meeting**

**Officer Reports on Open Business**

**Chair (Dillon)**

1. Correspondence from PO Box (if any)

Envelope that was addressed to Dr Patrick Bowman. We received permission to open, and it was correspondence from a religious group.

2. Bullying and Harassment Policy

Dillon is currently in on-going discussions with the SCA A Ltd.

3. Publications to National Library

No change

4. The use of black powder weapons at events (out for consultation)

No change. No commentary or feedback has come through to the committee. Other than one individual thought that what has been put in place was sensible.

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

Angela has put up the current affiliation agreement on the scanz website. Dillon will look at it over this week or so.

6. SCANZ rules update.

Dillon will complete uploading the Rules to the Societies page. Angela has uploaded the rules to the scanz website.

**Finance (Trent)**

1. Submission of End of Year Financial Report

No change

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

No change

3. Lapco.

No change

### **Registrar (Beth)**

1. Membership

There have been people who have been completing the online form, and then not paying. The committee has advised that Beth should contact the local seneschals just in case.

The committee has agreed that to give the member a month to pay before deleting them from the database. Beth will keep the details of the emails on file and delete them from the database.

### **Secretary (Angela)**

1. Insurance

Angela emailed the groups to ask for information by the next meeting in October. If not, this business will go on hold.

2. Webminister appointment.

Angela has emailed the committee with a web minister advert. Asked all those on the list to look it over, and once okayed will send out to the membership.

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

Angela could not find anything that really pertained to the group. There was a particular wording about "recreational activities". Melissa has asked someone about this interpretation and we will wait to hear from them.

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

1. SCANZ Committee and Corporate Officer Handbook

Dillon has looked at it and will send through comments. Angela will look at it and comment in the next week.

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

Mel will work through this over the next month.

### **New Business**

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

AGM will be a postal ballot. Dillon will be looking at the rules. Asked Beth to send out another reminder for calls for motions by the 3<sup>rd</sup> of October 2015.

2. 2015 Annual General Meeting – Saturday 14 November 2015. Agenda deadline 3 October.

Financial statements need to be sent out with the Agenda. Check in with Trent about that. Dillon will keep track of when the Agenda goes out.

### **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)

New Year

6. Social Media Policy (Dillon)

Talked to the Society about putting that on hold.

7. Mission Statement (Dillon)
8. Letter to SCA INC requesting advance notice re removal of officers (Mel)
9. Unaccompanied minors at events (Ange)
10. Youth Marshals and authorisation processes and forms (Ange).

Angela has emailed Rowland, and asked for this to be put back into active status for the October meeting.

### **Close Meeting**

1. Publicity of policy decisions to members

No policies. Reminder about the Agenda motions. And a call for new board member nominations.

2. Date and time of next meeting **Sunday 11 October 6pm.**