

**SCANZ MONTHLY CONF CALL GENERAL BUSINESS MEETING**

**Minutes of Meeting held on: Monday 10 March 2014 - meeting opened 7pm**

**PRESENT:** Angela Wells, Dillon Burke, Melissa Muckart (observers Tiffany Brown Chair SCA Ltd, Tina Bean Lochac Seneschal)

**APOLOGIES:** Late apology from Trent Deakin

Previous Business	Discussion	Outcome/Action
Minutes	Not discussed <b>Action required was:</b> Approve minutes	Discuss at April meeting
Insurance	Not discussed <b>Action required was:</b> Ange to speak with Scott Lowrens to confirm if Southron Gaard still wants insurance.	Discuss at April Meeting
Grants, Leases, Purchases	<b>Action required was:</b> Trent offered to look into this.	Discuss at April meeting

Previous & Current Business	Discussion	Outcome/Action
PO Box	Dillon looked into cost. \$150 for year. Mail can be redirected when time comes and new Committee members come on board, just need ID and certificate of incorporation.	Dillon to open post box for SCANZ <b>ASAP</b>  <i>NB: need to advise Helen Lyon of new postal address in case she gets any new mail. Also need to provide new email address for website and for any forms.</i>
Affiliate Agreements	Dillon and Al Muckart have commented on the agreement. Mel hasn't yet and Ange is reading through and is mostly in agreement.  Discussion that it would be easier to understand if the comments were put into the draft agreement itself for ease of reference.	<b>Sunday 16 March deadline</b> for Dillon to draft document with comments and suggested changes to give to Committee for review. Dillon to also liaise with Au.

Previous & Current Business	Discussion	Outcome/Action
Bullying & Harassment	<p>Mel provided up a rough first draft via email earlier today for the B&amp;H Policy, incorporating things like contact person and sanctions, etc.</p> <p>Tina raised concerns that contact people, whilst great idea, might not work in practice due to burnout and not having enough willing people.</p> <p>Melissa talked about the need for training for contact people (<i>NB: Melissa is willing to do training via skype and email</i>)</p> <p>Ange suggested that having someone outside the local group of a complainant might actually be beneficial as there will be less perception of bias</p> <p>Mediation as a remedy was briefly discussed, however too costly to implement and is specialised skill that few SCA participants will have.</p>	<p><b>Sunday 16 March deadline</b> for Committee to review and send comments to Melissa by so a second draft can be created.</p> <p>Mel to send to Lou in Au and CC Tiffany</p>
Social Media & Publication Policy	<p>Dillon was unable to find any not-for-profit social media policies that would be useful for us. There are benefits and risks to using social media so policy is important.</p> <p>Melissa was waiting to hear back from Vicki Hyde to see if she was available and willing to update both policies for SCANZ. Has not heard back yet.</p>	<p>Dillon to work with Laurence of Au BoD on a combined policy <b>starting week of 24 March.</b></p> <p>Melissa to try and contact Vicki again.</p>
Constable	<p>Impromptu discussion after Tina floated that SCA Inc may be considering whether to remove the office of Constable. Tina said it would not be problematic for Lochac as the seneschal or event steward does most of the constable tasks now.</p> <p>Concern was not that the office might be removed but how this was being done, without asking for comment from the affiliates first.</p>	<p>Melissa to draft document to SCA Inc regarding the removal of officers from the SCA Inc and our expectation of consultation before discussions go public</p>
Chirurgion	<p>Proposal to eliminate the office: Clara, KC has sent letter to SCANZ for review which she intends to send to SCA Inc.</p> <p>Discussion re whether chirurgion office should be kept. Tina explained that current thought is that the office of chirurgion will be removed but there will still be the ability for groups to have first aid on site.</p>	<p>Committee to review and respond within <b>24 hours</b> of meeting and advise Clara. <i>NB: Contents approved without \ changes. Melissa sent email to that effect to Clara on 12/3/14</i></p>

Previous & Current Business	Discussion	Outcome/Action
YAFA	<p>Tina advised that the kingdom has not officially opted in yet but was originally advised that the kingdom didn't have a choice. Now kingdom can opt in or out however if we don't opt in officially, parents can still opt in. This means SCANZ and SCA Ltd both have potential liabilities.</p> <p>Ange has discussed with local parents in Cluain and Ildhafn and reports parents aren't keen for programme. Ange is concerned that we already have ways of doing this type of thing and that YAFA will only add more work for the kingdom and our organisations. Also mentioned concern that NZ doesn't have the numbers to support YAFA. Tina clarified that this is a one child to one adult mentor programme so numbers are not needed. Ange also concerned that the SCA is an adult hobby group, but Tina said we are officially family-friendly, not adults only.</p> <p>Tina stated that children need more recognition than adults and this programme is one good way to achieve that. Also the adults who deliver programmes for kids should have a way to be formally recognised (it was acknowledged that this is a failure from the local group or even kingdom in not recognising those participants).</p> <p>SCA across the world loses members when their kids are 10-16 and that is the age group this programme is for. Tina said that benefits won't be seen until the programme is running, embedded into our SCA culture and participants have gone through the programme. Reminder that children do not have to participate and parents must opt-in for their children to undertake YAFA.</p> <p>Backgrounds checks were discussed – not an NZ requirement at present. Melissa mentioned that there is talk in government circles about requiring background checks for all persons who work with kids but there isn't one now so nothing to worry about, just need to stay aware in case it does become legislation in the future as will have massive impact on SCA administration.</p>	<p><b>Deadline 11 March</b> for Ange to provide full comments to Committee.</p>

New Business	Discussion	Outcome/Action
Lapco	precedent, all legal agreements/documents need to go through SCANZ: <ul style="list-style-type: none"> <li>• universal email system, plus membership number (insecure, difficult to verify)</li> <li>• no credit</li> <li>• volunteer time, system must be simple, like member services suggestion</li> <li>• frequency of password change?</li> <li>• Six month Trial for later expansion</li> </ul>	Not discussed, ran out of time.  Add to April agenda
Chair	Melissa advised has capacity to move back into Chair role as of 1 April and thanked Dillon for stepping in for these two months.	<i>NB: Will need to remove Dillon's email from the Chair forwarding address on 1 April, no other changes required</i>

Meeting closed at 8:30 as a committee member was out of time.

**Next meeting scheduled for Monday 14 April, 7pm via teamspeak.**