

## Adora Shire Meeting - April 11 2021

Discord meeting started on Kingdom of Lochac Adora channel **April 11th 2021 at 7.00pm**

### **Attendees:**

- Aelfed se Leof
- Æthelflæd of the Wild Seas (for start of meeting)
- Brian le faucheur
- Faolan de Adora
- Jochen Schwalbe
- Maelgwyn ap Merlin
- Gwenhwÿfar ferch Elena

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### **Reeves Report given by Brian le faucheur**

In March 2021 paid Kingdom Levy \$57.00, Event Insurance \$122.73, GST \$136.17, paid to 31 December 2020 (effectively 30 March 2020 as no activity since December). Note, SCA Policy is that there is no need for council (branch) approval for interbranch transfers - this covers the payments of kingdom levy, event insurance, GST - this message received from Lara Mucha Corporate Treasurer, SCA Ltd.

There were two items in the 2021 audit just undertaken of the SCA for which the reeve was contacted. These have now been actioned including updates in Xero, which is the accounting financial package the SCA uses, and zero balances for advances are now showing.

Westpac Balance at 31st March 2021 after payments and finalising advances is \$6,041.13.

Made Report to Lochac Exchequer on Adora Dropbox Access leaving Jochen and Reeve with access to Shire of Adora information. The Lochac Exchequer sent out Reeves warrant and this was completed by the Reeve and sent to Adoran Seneschal to approve and send onto the Lochac Exchequer.

Discussed use of shared folders in Dropbox for sharing event information, and of steward working to complete required event report and other paperwork with help of Reeve. Also discussed authorisation of payments, and payments process. Reeve believes three is the bare minimum of approvers needed in Westpac.

TH Lady Gabrielle Hamilton Chancellor of the Exchequer Kingdom of Lochac advised the following people have signature powers for Adora for the Adoran Branch Westpac Account: Anthony Swallow, Warwick McGrath, Brian Pinch and Jennie Whyburn. And there is no view only access that she is aware of.

Jochen Schwalbe advised that Jennie Whyburn had already asked to be removed from the Adoran bank account. This is appropriate as she no longer lives in the Shire.

The meeting agreed Jennie Whyburn is to be removed and the remaining signatories are to remain.

- **Anthony Swallow,**
- **Brian Pinch,**
- **Warwick McGrath.**

Brian le faucheur to follow up updating of the Westpac approvers with Corporate Treasurer.

The seneschal Æthelflæd of the Wild Seas was suggested as an additional signatory and if agrees and Æthelflæd is known to have a Westpac Customer Reference this will be recorded in subsequent Adoran meeting minutes as required as first step to add her as an account signatory.

Jochen Schwalbe gave confirmation that any expenditures were reported in prior minutes, prior to Brian taking up position of Reeve.

Confirmed Adoran officers are on Adoran website.

Reeves report due Thursday 15th April. Will again be advising of non completion of event spreadsheet for 2020 Tournament by the Sea. Offer made to assist, but no further progress has been advised.

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### **Cold War - proposed steward Jochen Schwalbe**

Jochen gave description of Cold War as detailed in the event submission. Proposed for 30th July - 2nd Aug 2021 at Girl Guides Kum Ba Yah Campsite, 331 Mt Keira Road Wollongong, for which Budgeting sheet, Event information and Event Form has been completed and sent to Reeve, Seneschal and event helpers and this includes information on breakeven, helpers, and pricing. Cold War date fits in with other events.

Covid arrangements detailed in the bid. No cash payments to be accepted, and all to be pre-booked and pre-paid. Payments only to be accepted closer to event in case of cancellation due to Covid. Due to Covid confirmation of event going ahead will be made at beginning of July. All Bookings to be paid by EFT by 25th July 2021.

A bond payment of \$200 is needed to confirm site for the event. Cancellation due to Covid should see bond returned. Advised Cold war has a breakeven of around 60 people, though this is sliding scale, as accommodation expenses are on sliding scale with number of bookings. E.g., lesser expenses if lesser numbers book, and higher expenses if more people book.

Estimating with a 100 people \$4000 to \$5000 for food and other expenses, other than accommodation. Exact pre-expenditure for food and other expenses will be worked out with Reeve as required and will likely vary from estimate of \$4000 with a change of numbers.

Maelgwyn gave details of the war. Barons of Polit and Rowany invited to create theatre.

Jochen moved that Cold War event be approved to proceed by everyone present, subject to updating of a few details in event information form and final approval from the seneschal who is no longer present at the meeting. Brian seconds. Passed. Unanimous.

Jochen moved that payment of the Girl Guides bond \$200 be approved to confirm the booking of the site. Brian seconds. Passed. Unanimous.

Jochen moved that request for funds for Advance of \$4000 for food (and other expenses) for Cold War be approved subject to final approval by seneschal. Brian seconds noting it's an estimate as above and it's normally just part of the event process. Passed. Unanimous.

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## Other discussion

1. Webwright Gwenhwŷfar maintaining website. Historian Gwenhwŷfar waiting for information for updates.
2. Reeve's report due 15th March 2021. So other officer reports due mid next month (mid-May) and seneschal report due end of next month (end of May).
3. In respect of shire assets. It was asked that people respond to Gwenhwŷfar if they hold Shire equipment including what has previously been recorded. It was advised the boxes at Ross' house went to Aethelfaed and this to be followed up by Gwenhwŷfar.
4. In respect of Adoran-owned rapiers they still need new handles after being damaged in 2020 bushfires. Faolan to get estimates for the expenditure from local leather shop that was burnt in the fires. We use the funds gifted by Southron Guard, Crescent Iles, for replacement of items from bushfires for this purpose. We should thank Southron Guard and say that they helped replace rapiers. (E.g., by including photos of people fighting with the refurbished rapiers)
5. Talks of Maelgwyn's Firepit, and holes.
6. Gwenhwŷfar and Maelgwyn moving to their house in Sanctuary Point. Want to hold monthly events once finished moving. Zero Cost SCA meetings for members with sign in sheets and with marshals (heavy and rapier as required/available). More details closer to events. That when they can "that they do meetups again with biffa and hand-washing and sign-in sheets and stuff and Adorans can come, all of them." Maelgwyn moved that request be approved. Brian seconds. Passed. Unanimous by SCA Members present. Except for a cat... but not SCA Member.
7. Faolen asked Jochen about Drakenstein. Both to discuss with other Drakensteiners when to have weekly gathering again. Noted that College of St Malachy have started doing training.
8. Jochen suggested next Adore shire meeting Sunday 16th May 7.00pm (week after mothers' day). No dissent noted. And to arrange reminders of dates on mailing list and facebook.

**Meeting Closed 8.22pm**