

# Shire of Adora – Meeting

## Friday 19<sup>th</sup> November – 7:30pm

**Attendance:** Gwenhwyfar, Mikael, Aelfred, Micha, Maelgwn, Hrodebert, Brian, Jochen, Alys, Aethelfled, Astrid.

**Apologies:** None

**Chairperson:** Gwenhwyfar

**Minute-taker:** Maelgwn

### **Item #1 - Previous Minutes:**

Accepted by Hrodebert (Throw-Da-Bear). Seconded by Mikael.

### **Item #2 - Action Items:**

1. Hand over Shire gear: Not yet happened. Carried over.
2. Shire Rapier gear: Micha/Faolan to compose a list of needed rapier gear.
3. Aethelfled to send Brian all paperwork available for Tourney by the Sea 2020. Yet to be done. Jochen found some paperwork on computer and agreed to upload to the dropbox.
4. Plan for Quorum: see Agenda Item #4 below.
5. Mikael to be a signatory on the Westpac account: acknowledged that Warwick McGrath, Anthony Swallow, Brian Pinch are signatories already and our fourth legal name is to be **Jason Lees**. Moved by Brian, seconded by Hrodebert, all were in favour, motion passed. Mikael will find his Westpac ID number to give to Brian.
6. Fighter training proposal emails: All were done for the previous three sessions of fighter training. Thank you. YAY!!
7. Hamlet membership: Milton, Ulladulla, Bateman's Bay & Moruya is proposed to be the area of the new Hamlet of Drachenstein am Meer. We need to check the number of members in those suburbs. Jochen to check necessary requirements for establishment of the Hamlet. To be officially detailed at the next meeting.
8. Katarina is the Chirurgeon of Adora, but will be vacating the role next winter. At that time the role will be readvertised.
9. Vacant officer role information was posted up on the Adoran Facebook page.

10. Officer applications for advertised roles are closing next Monday 22nd November.  
Thanks go to those that have applied.
11. Jochen to peruse the possibility of SCA based theatre, to be performed at Festival.  
Kind of fizzled. Will judge responses and act accordingly.

### **Item #3 – Officer Reports:**

**Reeve** – [These notes are taken from Reeve’s email sent prior to the meeting]

Xero is reconciled. Westpac Adora account balance Nov 13th is now 6,091.13 after the total deposits of \$50.00 for 5 adult non-member event insurance - this is to be transferred to SCA account at/after end of quarter. Thank you for the banking and reporting for the recent fighter training.

In the “amount” column for the non-member sign-in sheets, please note the actual amount paid and also whether they paid in cash vs online. Since the money was for event insurance only, I would have also written that it was only event insurance to distinguish it from possibly being payment for anything else.

A recent query raised an issue of members paying the non-member insurance if they can't produce proof that they are a member. I have consulted with Lara the BOD Treasurer and if you don't have proof that you are a member you have to pay the insurance. Proof doesn't have to be your membership card. It can be an email, a photo of your card, checking the Seneschal’s Database, etc. Being an officer is not proof. My suggestion is to take a photo of your membership card.

I think it's best to include in event proposal the reasons for which refunds will be given, and any exclusions you wish to give for stewards for not making refunds. As refunds are classed as expenditure, they need to be approved by group council.

Note that SCA money (cash) can't be kept by a member and then the same amount transferred to the SCA from the member’s bank account. SCA money (cash) needs to be banked directly to the SCA account. Money for an event should be banked within 3 business days. Other SCA money (for example fighter practice donations) needs to be banked by the end of the month. Money doesn't have to be banked by the Reeve. The Reeve can delegate the duty to another member.

**Marshal** – There were three fighter training events over the last three weekends. The ones at Sanctuary Point (30<sup>th</sup> Oct) and Wollongong (6<sup>th</sup> Nov) were very successful, with many participants, newcomers and onlookers. Jochen added that at the Burrill Lake fighter training (14<sup>th</sup> Nov), one person hurt their thumb and Jochen himself hurt his nose and will be adjusting his helmet’s face plate accordingly.

**Herald** – Still helping one Adoran member with registering their badge. He is working on getting officially recognised as a herald.

**Webwright** – I updated the picture slideshow on the Shire of Adora homepage with some newer photographs, as the old ones were very old indeed. The website also needs to be update soon with details about upcoming activities, once they have been decided upon.

**Historian** – Nothing to report.

**Seneschal** – Three fighter training activities a success! The first had 10 attendees (3 were non-members), the second had 17 attendees (2 were non-members), and at the third event, there were 20 attendees (4 were non-members). The Kingdom Seneschal has been away from duties lately due to family issues, so the SCA Covid guidelines have been delayed, but these will be coming out soon and I will let you know when we have them.

#### **Item #4 – Shire Administration:**

Quorum/Council definitions proposition. Most were in favour of the contents of the document, including the definition of quorum being achieved with four members (at least two being officers). Aelfred sent through some feedback and suggested changes via email. Possible expenditure limits were discussed. Brian noted that all expenditure needs council approval, but it may be possible to pre-approve a budget for small expenses. Agreed that this document will be revised and then revisited again at the next meeting.

#### **Item #5 – Upcoming Activities:**

Firstly, the Seneschal gave some basic reminders about events and activities in Adora:

- Requirements for events: sign-in, indemnities for non-members, covid tracing (sheet or QR code), risk assessment, code of conduct, hand-washing chart.
- Currently vaccination is required, this may change when the NSW laws change on 15<sup>th</sup> December, and the SCA Covid policies may also change. For the time being, we will follow whatever the current laws and policies dictate.
- Please actively remind non-members about indemnity fees beforehand.

(i) **Regular Activities:** General discussion of how we are to proceed into the future. Having activities every single weekend is too much for some members. It was generally agreed that each geographical part of the shire (hypothetical hamlet locations) allow their own regular activities (fighter training, workshops, etc) to evolve organically. Gwenhwyfar pointed out that Adora still has a major event scheduled roughly every quarter to bring all of us together. Jochen suggested it would be beneficial to also have (perhaps quarterly) an Adora-wide war-training day so that people can commit to travelling a longer distance in order to attend.

(ii) **Tourney by the Sea:** to be Stewarded by Astrid. Tournament at Malua Bay, Feast to be held at the Croatian Club close by (which is big enough to accommodate Covid restrictions). Approval dependant on perusal of event bid form by the Reeve. Motion by Maelgwn (seconded by Brian) that Tourney by the Sea to be approved pending approval by the Reeve & Seneschal, all were in favour, motion passed.

(iii) **Online activities:** Discussion about online activities, there was interest in keeping these sessions alive in future, including A&S sessions, lessons on various topics and discussion groups. Please remember to send zoom invitations to the Adoran mailing list as well as advertise on our Facebook pages!

### **Item #6 – Newcomers:**

Approximately seven newcomers in the shire in recent months. How do we help them? Tournament by the Sea would be a good event to encourage them to attend. Brian suggested having an online meet and greet session with them.

Gwenhwyfar se organizase la próxima reunión por online (translation: Gwenhwyfar to organise the next online meet-up)

### **Item #7 – Adoran Tabards:**

Discussion about tabards and whether we should make some or otherwise give tabards to new fighters, or any new members. It was mentioned that tabards are not terribly useful for non-fighters, plus they can be time-consuming to make.

There was discussion about alternative tokens that could be given to new members and under what circumstances. Nothing was decided, except that people were in favour of the idea of tokens or gifts for members, and it will be explored further.

**Meeting adjourned:** 9:35pm

**Next meeting:** Friday 10th December, at 7:30pm on Adoran Discord Channel

## **SUMMARY OF ACTION ITEMS:**

<b>Action Item</b>	<b>Person(s) Responsible</b>	<b>Due Date</b>
1. Hand over Shire equipment and other gear from Aethelfled to Maelgwn and Gwenhwyfar.	Aethelfled and Maelgwn to arrange	As soon as practicable
2. Shire rapier gear: compose a list of what rapier gear is needed.	Micha and Faolan	By next meeting
3. Send all TBTS 2020 paperwork to Brian, or upload directly to DropBox.	Aethelfled and/or Jochen	As soon as practicable
4. Revise/edit document describing shire quorum and decision-making processes according to feedback provided.	Gwenhwyfar	By next meeting

5. Jason Lees to Provide Westpac ID number to Brian, the Reeve.	Mikael	As soon as practicable
6. Drachenstein am Meer: a. Explore how many members live within proposed postcodes; b. review procedures for formation of hamlet, and c. draft charter for operation of hamlets in Adora.	Jochen (in consultation with Gwenhwyfar)	Ongoing
7. Tourney by the Sea 2022: a. Most up-to-date version of proposal and budget to be sent to the Reeve, for the purpose of seeking official approval. b. When initial approval is obtained, put the proposal into the online event submission form.	Astrid (event steward), plus Brian (as Reeve)	As soon as practicable
8. Online activities may continue, including lessons, discussion groups and A&S sessions. Interested hosts may organise these when they are ready.	Anyone interested in organising online sessions	N/A
9. Organise online meet up aimed at our newest members and other newcomers.	Gwenhwyfar	Before end of 2021
10. Gifts for new members: explore new ideas for tokens or other items to give new members or existing members for various reasons. New ideas to be presented at next meeting.	Gwenhwyfar to start online discussion on the subject	Before next meeting