

# Shire of Adora – Meeting

## Friday 11<sup>th</sup> March – 7:30pm

**Meeting commenced:** 7:35pm

**Attendance:** Micha, Brian, Aethelfled, Jochen, Gwenhwyfar, Maelgwn, Hrodebert, Aelfred and Lita.

**Apologies:** None received.

**Chairperson:** Gwenhwyfar

**Minute-taker:** Maelgwn

### **Item #1 – Acceptance of Previous Minutes:**

Minutes from 18<sup>th</sup> February 2022 accepted by Aethelfled.

Motion to accept the minutes was seconded by both Jochen and Hrodebert. Motion carried.

### **Decisions made since February 18th which need to be recorded in tonight's minutes:**

Yes – for Newcomers Day, the price of the waste fee is \$55 in addition to the Hall hire fee of \$100 (plus \$200 bond). In total it comes to \$355, of which we get \$200 bond back. Motion to approve this expenditure made by Gwenhwyfar, seconded by Jochen. Motion carried.

### **Item #2 – Priority Discussions:**

#### **(a) Newcomers Day 12th March**

- Thank you to Micha for organising this event.
- Micha paid for the Hall out of his own pocket, and has the key. Expenditure is approved as per Item #1 above. Micha to submit a “request for release of funds” form, including a transaction record/tax invoice. Once this is done, he can be reimbursed.
- Gwenhwyfar will bring sign-in sheets and hand sanitiser.
- 10 bookings, giving a total of 15 people. Others have verbally said they may come on the day but have not booked.

#### **(b) Shire pavilions**

- A special discussion meeting was held on Discord on Monday 28th February.
- Following that, Maelgwn contacted and obtained quotes from the two companies: BettaMarquee and MountainShade about their 3m x 6m marquee, in white, to include four 3m walls plus six sand-bag weights, and shipping fees.
- BettaMarquee quote: \$2,297.38 (including \$286 freight fee) for a 57mm hex frame marquee with 10-year warranty (see attached). Possibly some errors on the quote – as it says solid walls, not window walls, and it specifies 12 weights. Need to get this checked and/or fixed. Total would be approximately \$2,011 if someone picks it up from Condell Park in Sydney, saving the freight fee.

- MountainShade quote: \$1,899 (including \$100 road freight fee) for a 46mm hex frame marquee with 6-year warranty (see attached).
- [Motion to purchase BettaMarquee from Sydney – Jochen. Seconded by Hrodebert. Vote to approve this purchase was carried. Brian abstained from the vote.](#)
- Gwenhwyfar to place the order asap, as per the invoice number on the quote, and will check the order, to make sure we get exactly what we want (i.e. window walls, not solid walls, and correct number of weights).

### **Item #3 - Action Items from Previous Meeting:**

#1. Shire rapier gear: send around the prioritised list of gear we need to obtain, including quoted prices (Micha) - The surviving Adoran rapier swords are to be transported to Jack in the Southern Realms so that rapier training can commence there. Jochen to pick them up at Newcomers, and move them along to Jack.

#2. Finalise shire processes document (Gwenhwyfar) - discuss in Agenda Item 5 below.

#3. Signatory on Westpac account: Cailem Kostiuk to get a Westpac ID (Micha) - Done. He has a Westpac customer number. Cailem to email his Westpac customer number to the Reeve. Reeve will ask Micha (Cailem) directly for any other information

#4. Hamlet of Drachenstein: conduct a poll (Gwenhwyfar) - Carry forward.

#5. Gifts for new members (Gwenhwyfar) - Carry forward.

#6. Adoran fire-pit: welding the old parts into the new drum (Maelgwn) - Firepit pulled apart. Maelgwn has welder, when he has time, he will attempt to weld it back together.

#7. Tourney by the Sea wrap-up: (a) approve reimbursements to Astrid, and (b) Follow-up with the person who did not pay correctly - Both done. Jochen to update event report for TbtS.

#8. Marshal position: arrange handover and advertise for new applicants (Gwenhwyfar) - In progress.

#9. Newcomers Day: (a) approve and finalise event proposals, (b) book the hall and arrange payment, (c) advertise the event - All done.

#10. Archery Day (Jochen) - Rained out. To be rescheduled to a date in May. Jochen to advise.

#11. Flametree Ball: (a) make official call-out for helpers and find a steward (Gwenhwyfar), (b) book the hall for 21st May (Brian) - Both done. Discuss further in Agenda Item 5 below (upcoming events).

#12. Shire Pavilions – Discussed above.

[Gwenhwyfar proposes 5-minute drinks break, where you must drink the entire time.  
Enthusiastically Seconded by All.]

#### **Item #4 - Officers' Reports:**

**Reeve** – Westpac balance before expenditure is \$6,673.93. All expenditure for TbtS has been paid out, we have yet to pay Lochac for the privilege of holding TbtS (kingdom levies). Non-member event insurance fees are to be transferred to Kingdom soon. Quarterly report due at end of March.

**Warlord** – Festival is coming. Check your gear, check your straps, check your sword tape, check your arrows, check your rapier tips. Mould isn't nice but won't stop you from fighting, check the stuff that will stop you from fighting. If your gear is good, the inspecting Marshal will be happy, and everyone gets to fight more/quicker.

**Marshal** – No martial activities since last meeting – no injuries to report.

**Captain of Archers** – The Archery Day was postponed due to rain. Check your authorisations, make sure they haven't expired. Get in touch with Maelgwn and/or Jochen to get reauthorised before Festival.

**Rapier Marshal** – Rapier has been discussed already (see above). Will be getting prices for gear that is needed. Keen to start rapier training.

**Herald** – Needs to sign permission to conflict document.

**Chirurgion** – Not present at meeting.

**Quartermaster** – Nothing to report.

**Webwright** – Added upcoming event information to website. Plan to upgrade the links to event forms.

**Historian** – Researched history in order to teach a history class at Newcomers Day this Saturday. Discovered that the old Shire of Agaricus website is gone, replaced with a simple homepage with no information. Could not find any Agarican history anywhere online. Aelfred said that from memory, Agaricus may have been the third group in Lochac, but best people to ask for Agarican history is Ray and Marit. Brian forwarded some web archives to Gwenhwyfar.

**Seneschal** – Further investigations into pavilion options. Assisted with hiring hall for Newcomers Day. Put a call-out for Flametree stewarding team. Continued to work on processes and protocols for running events in Adora. Kingdom level news: the previous Kingdom Seneschal, Countess Beatrice, stepped down on March 1st and is now the deputy seneschal. Our new Kingdom Seneschal is Baron Thorvaldr, who is based in Southron Gaard (NZ).

## **Item #5 – Discussion of Event Protocols**

- Gwenhwyfar proposes she make a new “Event Proposal Form” template for Adora, to be available from our website in a word processor format so they can be easily edited on a computer by event stewards. Planning to update our forms based on the Lochac templates; the text ideas sent from Brian, plus sample forms from other groups (Micha’s suggestion).
- The webwright will update our "forms" webpage to contain the definitive collection of documentation required for an event in Adora, and who is responsible for filling out each part, and when.
- Draft event documents may be sent around via any means which suits the people on the event team and the officers (email, messenger, or anything else that works for them). That includes circulating documents prior to meetings for the purpose of council discussion and approval.
- Gwenhwyfar suggested that ONLY final versions of documents are to be uploaded to dropbox by the Reeve or Seneschal, for record keeping, to keep dropbox clear and uncluttered by multiple and/or outdated versions. However, Brian prefers that event stewards have access to a folder, and that specifically the Bookings Officer should periodically update the bookings spreadsheet in DropBox for each major event, to enable the Reeve to reconcile payments made into the account.
- DISCUSSION RESULT: it was agreed that stewards should be given DropBox access to upload relevant forms. It was also agreed that the Bookings Officer for events should ideally be updating a spreadsheet kept in DropBox.
- Main problem raised was that only Brian (Reeve) and Jochen (former Reeve) seem to be able to actually EDIT documents in DropBox. All others with access cannot edit, but have to download and re-upload the documents with any changes. ACTION ITEM: find out how to give relevant people edit access to DropBox.
- All agreed that electronic documents (like event proposals, etc) will not require hand-written signatures, but a digitally typed name and written date/time "signed" will constitute a signature. Jochen suggested an email trail should be considered sufficiently official to enable decisions to go ahead.

**Reminder about current event covid rules:** see Lochac's official covid response document for all the finer details: <https://seneschal.lochac.sca.org/files/2022/01/Kingdom-of-Lochac-COVID-19-Response-Plan.pdf>.

Current rules for SCA in NSW jurisdiction essentially boil down to these main points (NB: this is not an exhaustive list):

- Risk assessment completed prior to event (which includes covid-related items)
- Participants vaccinated, and healthy on the day + 72 hours prior
- Properly completed sign-in sheets (add contact details in notes column)
- Display hand-washing poster plus SCA code of conduct (which includes covid-related items)
- Hand-washing facilities available (OR hand-sanitiser if they are not)
- Stewards "encouraged" to sanitise shared surfaces/items
- Washing and/or sanitising hands prior to dancing activities is strongly recommended.

## **Item #6 – Upcoming Events and Activities**

(a) **Rowany Festival** - April 13th-19th

(b) **Flametree Ball** - May 21st - Stewarding team is being assembled. Maelgwn has volunteered as event steward. Event proposal to be submitted soon – ideally at the next meeting.

(c) **Sussex Inlet Viking Festival** - June 11th - Aethelfled will speak to various SCAdians from Adora and neighbouring groups who do Viking reenactment, and organise to have an overnight camp-site at the festival (Friday to Saturday).

(d) **Cold War** – Jochen has found good dates in August to host Cold War.

**Date for next meeting:** Friday, 25<sup>th</sup> March – mini-meeting to discuss priority items only. Friday 22nd April - next ordinary shire meeting with full agenda (after Rowany Festival). Both at 7:30pm on Adoran Discord Channel.

**Meeting closed:** 9:25pm

(Please see action items list on next page)

## SUMMARY OF ACTION ITEMS:

Action Item	Person(s) Responsible	Due Date
1. Shire Pavilions: order BettaMarquee based on amended quote.	Gwenhwyfar	ASAP
2. Shire rapier gear: send around the prioritised list of gear we need to obtain (including quoted prices). Plus, pass on the existing shire rapier swords to Jack.	Micha (Rapier Marshal)	When able
3. Adoran fire-pit: continue welding the old parts into the new drum	Maelgwn	Before festival
4. Set up Cailem as a signatory on Westpac account (provide access)	Brian and Micha (Cailem)	As soon as practicable
5. Hamlet of Drachenstein: conduct a poll	Gwenhwyfar	When able
6. Gifts for new members: explore options and suggestions	Gwenhwyfar	When able
7. Marshal position: advertise for new applicants	Gwenhwyfar	ASAP
8. Tourney by the Sea wrap-up: finish updates to the event report	Jochen	When able
9. Newcomers' Day wrap-up: <ul style="list-style-type: none"> <li>a. Organise reimbursement</li> <li>b. Submit event report</li> <li>c. Ensure bond is returned</li> </ul>	Micha	ASAP
10. Archery Day: pick a new date	Jochen (plus Aethelfled)	When able
11. Flametree Ball – create event proposal	Maelgwn (steward)	25th March
12. Sussex Inlet Viking Festival – find a group of Viking SCAdians to attend, and organise a site with the festival.	Aethelfled	When able
13. Shire processes document: circulate the final document for commentary and decision at the next meeting.	Gwenhwyfar	Next meeting (22 <sup>nd</sup> April)
14. Help give people “Edit” access in DropBox	Brian	As soon as practicable
15. Create a new and improved “Event Proposal Form” for Adora.	Gwenhwyfar	When able