

# Shire of Adora – Meeting

## Thursday 2<sup>nd</sup> June – 7:30pm

**Meeting commenced:** 7:33pm

**Attendance:** Gwenhwyfar, Maelgwn, Hrodebert, Drystan, Ælfred, Micha

**Apologies:** Brian, Jochen

**Chairperson:** Gwenhwyfar

**Minute-taker:** Gwenhwyfar

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

Motion to accept previous minutes.

Moved by Hrodebert, seconded by Ælfred.

Motion passed.

### **Item #2 – Ratifying Decisions:**

Decisions to ratify since last meeting on 6<sup>th</sup> May:

- 1) Approval of "child musician" rate for Flametree Ball of \$5.
- 2) Decisions and discussion from “scheduling meeting” held on 27th May:

#### a) Flametree Ball:

- On Brian's request, Maelgwn should try to finalise the Flametree reimbursements before 29th May, as Brian is going overseas next week.
- Brian said that while overseas he will not have access to Xero or Westpac.
- Jochen agreed to approve refund to Max Wright after Flametree Ball.
- Jochen suggested that Maelgwn simply offer refunds to those who need it, and not mention the donation option unless they bring it up themselves. Everyone agreed.
- Flametree bond to be returned so that the Flametree accounts can be closed. Brian will call the Hall representative to organise return of the bond, plus provide feedback from Maelgwn (i.e. that an oven upgrade is advisable).

#### b) Cold War:

- Jochen is updating the Cold War event proposal (in DropBox) with new details, including deputy steward and deputy head cook, and the final details for the deposit to be paid.
- [Motion to pay the \\$2,120 deposit to secure the event at Kum Ba Yah guides camp for 26th-28th August. Moved by Jochen, seconded by Aethelfled. Motion passed.](#) (NB: deposit is forfeit if cancelled within 14 days of the event).
- Seneschal will not approve Cold War in the database until we have received confirmation of the site booking from the venue.

- Jochen is strongly encouraging A&S activities at Cold War alongside the fighting activities.
- Maelgwn agreed to be bookings officer for Cold War.

c) Katherine's Laurelling:

- October 15th confirmed for Katherine's laurelling event. This is the crown's preferred date, as the crown will also be attending the Rowany Baronial Investiture on the weekend following (Oct 22nd).
- Gwenhwyfar suggested that the laurelling event could be held in the Macarthur region, due to excellent access via public transport. Katherine said she would like the event to be primarily a ball. Gwenhwyfar suggested the event have a tournament and A&S competition.
- Bulli Masonic Hall tentatively booked for Oct 15th.

d) Feast of Four Winds:

- Feast of Four Winds can possibly be held in September or November in the Shoalhaven region. Aethelfed said she could potentially do the Fo4W if it is held November. (She'll be in Europe for Sep-Oct).

### **Item #3 – Priority Items**

#### **Flametree Ball wrap-up from Maelgwn, the Steward:**

The event was a great success, with much dancing, eating and helping out. There were no incidents. Ælfred has sent a 'marshal-in-charge' report to Maelgwn for the rapier fighting during the event. More than 50 adults attended. Most of the food was eaten, so the catering proportions worked perfectly. Having a person out the front to direct cars worked really well. Hall was packed up easily at the end, with plenty of helpers. The event made a profit of approximately \$600.

Maelgwn requests approval to second the payments in Westpac. Hrodebert & Tristan seconded the motion. All agreed. Motion passed.

Maelgwn thanks everyone for their contributions to the event.

### **Item #4 - Action Items from Previous Meeting:**

#1. Flametree Ball: find person to make desserts; source list ropes and loaner garb. (Maelgwn) - **Done**.

#2. Shire rapier gear: send around the prioritised list of gear we need to obtain (including quoted prices). (Micha) - **Not a priority at the moment**.

#3. Westpac sign in: sort out log-in issues with Reeve or Exchequer. (Micha) - **Micha called them up to reset password. Bank says to contact Exchequer**.

#4. Gifts for new members: discuss new ideas/suggestions on Facebook. (Gwenhwyfar) - **Work in progress.**

Note the quote from "Aristoties":

*The total cost for 50 embroidery patches along with shipping will be \$135.*

*The total cost for 50 lapel pins along with shipping will be \$186.*

#5. Shire documentation: a. Circulate processes document, and b. Update event proposal forms. (Gwenhwyfar) - **Discuss in Agenda item 6 below.**

#6. Shire assets: mark new pavilion with SCA Adora label. (Maelgwn) – **Maelgwn will do this when he gets the chance, i.e. probably when it is next used. Until then, the pavilion is safely and securely stored in Maelgwn’s shipping container.**

#7. Shire gear inventory: send out notice to one and all to inform our Quartermaster (Hrodebert) what shire gear is in people’s possession. **Carry forward. Gwenhwyfar to put out a reminder.**

#8. Sussex Inlet Viking Festival: call out for viking persona participants. (Maelgwn) - **Done. But not going ahead due to not enough numbers.**

#9. Lochac 20th Anniversary: provide our response to call-out for banners. (Gwenhwyfar) - **Done. We have since found the banners, but want to keep hold of them for now!**

#10. Cold War: clarify deposit payment details and submit event for approval. (Jochen) - **Done. Event approved and advertised.**

#11. Spring Crown 2023: create team to work on event bid. (Maelgwn) - **Work in Progress.**

#12. Mordenvale rebuild project: contact Engelin about how best to contribute. (Gwenhwyfar) - **Done. Duchess Engelin has responded and sent through the google doc with all the items needed. Gwenhwyfar will share the document with Adoran officers. Gwenhwyfar suggested we could make the ‘SCA signs’ during a workshop. Maelgwn liked the idea of getting them a set of Aprons. Micha found that Amazon sells 12-packs of coloured aprons, and put the link in Discord text chat.**

*Maelgwn moves that we examine pricing for 6 or more custom aprons, plus possibly also get some for Adora. Seconded by Hrodebert.*

### **Item #5 - Officers’ Reports:**

**Reeve:** Brian our Reeve is current overseas. Jochen is acting as Deputy Reeve until Brian returns at the end of June. Maelgwn checked the bank balance, which is currently: \$5,931.76.

**Warlord:** Cold War is coming, it'll be big, with people from all over. Check your gear, get your authorisations up to date.

**Marshal:** Today is Drystan's second day of his new Marshal position. He has nothing to report, but seconds the Warlord's words.

**Captain of Archers:** (Jochen gave apologies for this meeting.)

**Rapier Marshal:** Nothing to report. No incidents.

**Herald:** Has been helping Ali to do her SCA heraldry.

**Quartermaster:** Misplaced gear has resurfaced, and the boxes are currently in Hrodebert's shed. He plans to sort through it tomorrow. Will update the spreadsheet accordingly.

**Webwright:** Brian (as web-deputy) checked the Adoran mailing list email footers. Drystan's officer warrant is now appearing correctly in the officer's contact table, as originally it was appearing as "Baronial Knight Marshal"!

**Historian:** Nothing to report.

**Seneschal:** "I did the quarterly report on May 16<sup>th</sup>. I was very pleased that Flametree Ball was such a great success, and am looking forward to the events we have planned going forward. I also hope to advertise more vacant officer positions sometime soon: especially A&S Minister, Chirurgeon, Hospitaller, plus a replacement for my position as Webwright.

Adora currently has 27 paid adult members, 34 if you include minors. Unfortunately, we couldn't find enough Viking-persona SCAdians to run an encampment at the Sussex Inlet Viking Festival on 11th June, but if any SCAdians are attending, feel free to let interested members of the public know about the SCA!

Further SCA recruitment may be feasible at Winterfest, coming up on 2nd July. There was a small demo held at Campbelltown Library on 7th May, although I have not had any reports back from Lady Emlyn, who ran the demo, about how it went."

## **Item #6 – Event Forms and Protocols**

Gwenhwyfar:

"The first version of our "Decision-making and Planning Processes" document will be posted to the website very soon. Please have a read and if you have any feedback, let me know. Note that this document explores the difference between "activities" and "events", which was also very recently a topic of discussion on the seneschals of Lochac group chat. The views there were the same as we have in our document. Also note that according to Kingdom Law, all SCA "events" attract the Kingdom Levy, whereas SCA "activities" do not; however both types require the non-member insurance charge.

Brian has done a lot of work creating an "Adoran Event Report" spreadsheet. The draft version is available in the DropBox, along with the associated member and non-member sign-in sheets. If the Lochac Exchequer approves these forms, they will become the main forms we use to run events in Adora. This spreadsheet will be accessible in the DropBox for the reeve, event steward and bookings officer to use. It keeps a record of all bookings, payments made and received, and will contain the final event report with the financial report according to Lochac's rules.

I am still working on a new Adoran Event Proposal form, and would like to see Maelgwn use the new format for the event submission for Katherine's laurelling."

## **Item #7 – Upcoming Events and Activities**

**(a) Cold War - August 26th** - The event has been officially advertised to Lochac-Announce, and a Facebook event page created. Bookings have already started coming in! Jochen to pay the deposit to secure the site. Still looking for someone to coordinate A&S.

**(b) Fighter training days** - Drystan is happy to run fighter training. Wants to reach out to Aethelfled to use her property. Gwenhwyfar suggested Wollongong training days can run as well, even if they get organised remotely – he just needs to make sure there is a marshal-in-charge present, plus someone to take care of sign-in forms.

**(c) Workshop days - 19th June** - Hrodebert wants to host a workshop day to work on shire loaner gear, which are in a bad state of repair. He hopes volunteers will come to workshop to fix it all. To be held at Hrodebert's place at Warilla, 10am to 4pm. [Gwenhwyfar moves that this workshop go ahead. Maelgwn seconded.](#) Hrodebert to email the details to Gwenhwyfar before he advertises.

**(d) Spring Crown Tournament - September 2023** - Reminder that bids are due by 30th Sep 2022. Maelgwn is keen to organise this, and calls for assistance, thoughts and ideas.

**(e) Katherine's laurelling - October 15th** - Maelgwn intends to work on the event submission, after which he would like to pass the event to another person to be the event steward. Katherine is currently looking at a "gardens" venue in Wollongong. Bulli Masonic Hall is the back-up venue at this stage. Gwenhwyfar asked Maelgwn to fix the thrones for this event. Hrodebert suggested that we should also work on finishing the kneeling cushions. Ælfred offered to be involved in running this event.

**(f) Feast of Four Winds** – discussed the possibility of using the Gerringong Hall again. Micha says he could potentially run Fo4W if it is after his university term is finished in November.

- Ælfred has an idea for an event, focused around a Portugese Asian menu.
- Maelgwn mentioned the "Spring Into Sanctuary Point" faire. He would like to see Adorans from the mid-realms to do a demo at that event. This will depend, of course, on the date and whether people are available.

## **Item #8 – General Business**

Companion Card policy - in accordance with the mundane "National Companion Card" scheme, if a person needs to bring a companion to help them at an event, the SCA will cover the cost of the event ticket, insurance charges and kingdom levy for that companion. The draft policy is available at:

[https://sca.org.au/companion-card/?fbclid=IwAR3t8MYyi50eXDN65V\\_5VTtM2fulKW0wQ\\_xVccmhjGxIKCpNNn2z2\\_Pb7UQ](https://sca.org.au/companion-card/?fbclid=IwAR3t8MYyi50eXDN65V_5VTtM2fulKW0wQ_xVccmhjGxIKCpNNn2z2_Pb7UQ)

Ælfred asked who covers the cost - the SCA board, or the branch? He checked online and the policy suggests that we simply do not charge anything at all for companions, but we will still need to do normal sign-in and indemnity forms for them.

**Date for next meeting:** Friday 1st July at 7:30pm on Adoran Discord Channel

**Meeting closed:** 8:48pm

## **SUMMARY OF ACTION ITEMS:**

| <b>Action Item</b>  | <b>Person(s) Responsible</b> | <b>Due Date</b> |
|---|------------------------------|-----------------|
| 1. Flametree Ball wrap-up: finalise refunds, reimbursements and final reports.  | Maelgwn                      | ASAP            |
| 2. Cold War: authorise payment of deposit to Kum Ba Yah guides camp.  | Jochen and bank signatories  | ASAP            |
| 3. Westpac sign-in: fix access problems   | Micha                        | When able       |
| 4. Gifts for new members: discuss new ideas/suggestions on Facebook   | Gwenhwyfar                   | By next meeting |
| 5. Shire documentation: post processes document online; get Event Report spreadsheet approved by Exchequer, and update event proposal forms | Gwenhwyfar and Brian         | When able       |
| 6. Shire gear inventory: repeat call out for information  | Gwenhwyfar                   | By next meeting |
| 7. Mordenvale rebuild project: investigate purchase of custom aprons  | Maelgwn                      | By next meeting |