Shire of Adora

Decision-making and Planning Processes

Version 1, created March 2022, last updated 23rd June 2022.

Official communications in Adora:

- Although much planning in Adora occurs informally over phone calls and social media apps, our official line of communication is via email using the Adoran Mailing List, which can be accessed here: https://mailman.lochac.sca.org/postorius/lists/adorans.lochac.sca.org/.

- Adora's channel on the Lochac Discord server is considered the best place for meetings and discussions that are not held in person. Online meetings are preferred in Adora considering the Shire extends over 400km along the South Coast.

Definition of council meetings and quorum:

- "Council" is the term used in Corpora to refer to what we usually call a "Shire Meeting", which is a meeting of enough Adoran members to constitute a quorum and thereby make decisions for the group.

- "Quorum" for a council meeting (according to Corpora) can be determined by each SCA branch individually, and in Adora it is achieved by having at least four (4) Adoran SCA members, of which at least two (2) are "greater officers", one being the Seneschal, and the other could be the Reeve, Arts & Sciences officer, Herald, Marshal or Chirurgeon.

- For decisions that need to be made outside of shire meetings, a sufficient quorum is the agreement of three (3) officers: the Seneschal, one "greater officer" (such as Reeve, Arts & Sciences officer, Herald, Marshal or Chirurgeon) plus any other officer. Any decisions made in this manner should be ratified and minuted at the next council meeting.

Approval of spending group funds:

- Money is to be spent in accordance with the official **SCA Ltd Financial Policy**, and most notably, any expenditure must be for the benefit of the group and not the benefit of individuals, due to the SCA's not-for-profit status.

- If some expenditure is decided upon at a council meeting where the Reeve was not present, the Seneschal needs to contact the Reeve or their deputy afterwards, and get approval as soon as possible.

- Any decision to spend and its approval is to be recorded in meeting minutes, so decisions and approvals made *between* meetings, are recorded in the *next* meeting's minutes.

- The current **Release of Funds Requirements for Australia** are as follows:

  o The person to whom funds are to be paid should not move or second the approval of the payment.
  o Minutes must include the <u>mundane</u> name of the person to whom the money is to be paid; and be clear about the <u>reason</u> the money is being requested.
  o The minutes must say who moved/proposed and seconded approval for the payment, and if there is any dissent then the dissenting vote(s) need to be recorded.
  o The minutes are not considered official until they have been approved by the next meeting where any and all errors should be corrected.
  o For any transaction other than a cash advance, a receipt needs to be given to the Reeve before any funds are released.
  o When money is advanced for future spending, then receipts must be given to the reeve not later than the council meeting following the money being spent, and any surplus refunded.
  o *No funds should ever be released without the Reeve's (or their upline's) approval.* For this a Seneschal is not a Reeve's upline.
  o A Reeve should refuse payment of any funds for any motion they are not comfortable with. This can then be reviewed by their upline officer. If this occurs the Chancellor of the Exchequer should be informed as soon as possible.

The difference between SCA events and SCA activities:

- "Events" are generally garbed and usually involve an entry fee and/or expenditure by the host group, e.g. feasts, balls, tournaments, camping events, etc. They require a written event proposal, and are submitted through the Seneschal's Database.

- "Activities" are usually un-garbed and often (but not always) free to attend, e.g. fighter training, workshops, regular gatherings.

Process for approving "events":

- Best practice is to follow the **Lochac Event Stewards' Handbook**, and other resources, found at https://seneschal.lochac.sca.org/events/. Note that different rules apply to running *Crown Events*.

- Regarding costs and site bookings made in advance:

  o Expenditure for the event cannot happen until council approval is obtained (including Reeve's approval). The exceptions are as follows:

  o The Seneschal may approve a <u>tentative booking (without payment)</u> prior to official council approval of the event in time-sensitive situations, only if the tentative booking is *able to be cancelled* later, if necessary. OR

  o The Reeve and Seneschal may approve a <u>tentative PAID booking</u> prior to official council approval of the event in time-sensitive situations, only if the booking is able to be *refunded upon cancellation*, if necessary.

- Firstly, the steward needs to fill out the **Shire of Adora Event Proposal Form**, including a **Proposed Budget.** Prior to submission it is suggested you first provide the proposal to the Reeve to check your financial information.

- The event proposal (with budget) should then be discussed and approved at a council meeting, and the group's decisions put in the minutes, including any recommended revisions to the proposal. The proposal form should be updated accordingly.

- After the proposal has been accepted, the event steward should arrange a meeting with the Reeve promptly to discuss the paperwork required for their event, and how they shall work together going forward. To begin, the Reeve will give the steward access to Adora's DropBox so that all relevant documentation can be uploaded, shared and edited.

- When ready to proceed, the **Lochac Online Event Form** should be filled out in the *Seneschal's Database*: https://seneschaldb.lochac.sca.org/event/new. A completed **Lochac Risk Assessment** spreadsheet will need to be uploaded with this submission.

- Once final approval is given by the Seneschal, the event will be automatically advertised on the "announce" mailing list, kingdom calendar and Pegasus.

- It is strongly recommended to also advertise the event on the Adoran Facebook pages, the Adoran website and share to the Adoran mailing list. Cross-posting to neighbouring groups can also be a good idea.

- Once the event is advertised, the bookings officer will need to keep the **Adoran Event Report** (i.e. the event booking spreadsheet) updated within the DropBox so that the Reeve can keep track of any booking payments made.

- The final bookings information can be copied over to the **Adoran Member and Non-Member Attendance Forms** prior to the event to be printed for the gate-keepers to use.

- Following the event, all sign-in sheets, indemnity forms, expenditure receipts and requests for reimbursement need to be uploaded to Adora's DropBox. The event steward's final report may be written in the **Adoran Event Report** spreadsheet.

Process for approving "activities":

- SCA activities do not necessarily need a council meeting for approval; although council approval is preferred if the activity is a major occasion, e.g. a large demo, or setting up a regular and ongoing activity.

- Approval is required if it involves any expenditure, for example activities with venue hire fees, although one approval can cover expenditure for up to 12 months.

- Most SCA activities do not require the submission of an online Event Proposal Form via the seneschal's database. But they still need to follow all relevant SCA policies, including but not limited to: official sign-in sheets, code of conduct, non-member insurance fees collected, a Lochac Risk Assessment, and having an authorised marshal for any combat activities. See the **Kingdom Seneschal Handbook** for further guidance.

- At a minimum, activity proposals should be sent to the Seneschal in writing (such as via email). Other relevant officers may be copied into this communication.

- The Seneschal alone can approve a proposed activity (where there's no expenditure). However, it is encouraged that those running an activity ensure the other shire officers are informed about the activity before going ahead, especially those officers who are particularly relevant to the activity (e.g. the Marshal for fighter training activities).

- Advertising activities on the Adoran Facebook page, the Adoran website and sharing to the Adoran mailing list is best practice.

Private occasions:

- We recognise that SCA members may sometimes host private events (e.g. parties) to which other SCA members may be invited. However, the **duck rule*** should apply to all such events. That means, if it is SCA people doing SCA activities in a non-private venue, advertised through SCA media - we should treat it as an SCA activity or event.

- If you have a private get-together and it is unclear whether it should be considered officially "SCA" or not, you can discuss it with the Seneschal for guidance.

- For private medieval events involving SCA members, it is recommended to give a clear disclaimer on your invitation that it is not an SCA event/activity and SCA insurance will not be covering it. At these events, please avoid displaying recognisable SCA banners and signs (e.g. the Lochac or Adoran heraldry).

- The SCA accepts no responsibility for private events not approved through the procedures outlined above.

*The Duck Rule: "if it looks like a duck, swims like a duck, and quacks like a duck, then it probably is a duck!"