

Shire of Adora – Meeting

Tuesday 4th July – 7:00pm

Meeting commenced: 7:05pm

Attendance: Gwenhwyfar, Half-Maelgwn, Hrodebert, Micha, Ælfred, Drystan, Brian, Jochen, Æthelflæd, Nimue, Lady Victoria

Apologies: None

Chairperson: Gwenhwyfar

Minute-taker: Gwenhwyfar

Item #1 – Acceptance of Previous Minutes:

Motion to accept previous minutes from 6th June.

Moved by: Jochen

Seconded by: Maelgwn

Motion passed.

Item #2 – Ratifying Decisions Since Previous Meeting:

Decisions made since June 6th which need to be recorded in tonight's minutes: None.

Item #3 – Events and Activities:

- a. **Flametree Ball** (27th May) - **Action Item #1. Flametree Ball wrap up: upload all receipts, process reimbursements and refunds, finish event report, return gear.** (Micha, Brian, Lady Victoria) - Gwenhwyfar got the shire lanterns back from Lady Victoria. Micha is awaiting to finish processing a refund – which Jochen says he has approved. All receipts are uploaded. Micha just needs to finish off the report. Brian asks if Micha has read through the email he sent to him yesterday regarding an attendee's proof of membership, which they will discuss after the meeting. Brian says the report was nearly complete and there are just a few things left to finish, including one payment.
- b. **Sussex Inlet Viking Festival** (10th June) – Æthelflæd reports that the event organisers have invited us back for next year. We had SCA members attending from a number of different groups. There was lots of interest, and the people in the demo were very busy all day long. Lots of fliers were given out. The SCA will get the same spot next year.

They had an on-site debrief for feedback, and Sihtric suggested that we could bring a pell next time if we don't have enough fighters for a fighting demonstration, that way there will still be a fighting element to. Next time it would be good to have a banner or sign to put up near camp, to let the public know we are the SCA and/or the Shire of Adora.

- c. **War Training Day** (24th June) - **Action Item #2. Frog's Hollow war training: advertise event on Facebook, Adoran mailing list and Adoran webpage. (Drystan, Katrina, Gwenhwyfar)** - Done.

Drystan reports that the day ended up being just Maelgwn and Drystan fighting, so they just trained for several hours. There were eight people there in total. Actual war training didn't happen, but the venue worked really well. It was easy set up, and would work great with big numbers. Bruises were gained on the day, and are nearly healed by now! Maelgwn adds a special thank you for the safety officers on the day. Also, thanks go to Hrodebert's mother ("Throw-the-mother-bear"), who looked out for dogs passing by. Lady Victoria suggested that regarding future dates for war training, we could poll people online to find the best dates and times that suits most people. Maelgwn says he heard from someone that war training on a Sunday would be better for them, for example.

- d. **Cold War 2023** (6th-9th July) - **Action Item #3. Cold War: boost advertising, plus mention the A&S comp on FB event. (Hrodebert, Aoife, and everyone!)** - Done.

Action Item #4. Cold War: organise online meeting. (Hrodebert, Matthijis, Maelgwn and Jochen) - Done.

Hrodebert reports that bookings are now closed. There will be war! Current numbers booked are: 78 adults, 14 children. Please do not drink the tap-water at the Guides site (the site has reported it is unsafe/unsuitable for drinking or cooking). Water will be provided at the event (probably via multiple 10L jugs with taps). The spit roast and other meats have been organised. All plans are on-track. Hrodebert will be calling the warden soon to collect the keys (and will also ask about signs regarding the water being unsafe). Gwenhwyfar will get the armouring/demo tent back from Æthelflæd tomorrow, to bring to Cold War. Maelgwn asks if there's a specific premise behind the war this year? Hrodebert says no, we are fighting just for the fun of it!

- e. **September Crown** (1st-3rd September) – **Action Item #5. September Crown: advertise that bookings are open, finalise portaloo payment, finalise site contract, arrange next site visit, etc. (Maelgwn)** – Maelgwn says that he spoke to Kennards Hire, who said they will invoice afterwards for the portaloo (quote was for \$1200 approximately). He is still yet to arrange another site visit (to test live streaming option and finalising contract).

Action Item #6. September Crown: arrange A&S chat with Ælfred. (Maelgwn and Ælfred) – Yes, they exchanged emails. Ælfred checked the procedure for Kingdom A&S comps, and says that we might need some minor budget money for prizes, plus he will find some judges.

Action Item #7. September Crown: arrange online meeting to make sure event booking systems are ready to go, etc. (Maelgwn, Brian and Hrodebert) – A meeting between Maelgwn and Hrodebert decided that they are now using email bookings, instead of the online form. But a meeting has NOT yet occurred including Brian to discuss further matters that the Reeve needs to cover.

Maelgwn reports that most of the critical things for Crown preparation have been covered. The next highest priority is getting the live-streaming sorted. All major roles are covered. We have received 48 bookings already. Maelgwn has been examining the size of the camping area available. There is around one acre to use for an estimated 200 people, which should be enough space for everyone. He has also been talking to the site neighbours about possible use of their space for parking.

Maelgwn emphasises that this is a rare occasion that royals are in Adora – and so is the best time to make recommendations. Nimue adds that royalty love to give out awards on people's home territory. There will also be equestrian at this event. Nimue reports, regarding heraldry at Crown, that they are looking at making announcements from horse-back; imagine mounted heralds emerging from the mist!

Maelgwn officially notes that Jochen is “Deputy-1” and Hrodebert is “Deputy-A”. The deputies will be running the event whilst Maelgwn is ~~getting his butt kicked~~ competing in the tournament. The Friday soup kitchen is covered. The Sunday lunches are covered. We have designed tokens for the event, and the final version of the token design has been sent to Owen van Aker to manufacture.

- f. **Midrealms Meet-ups** (14th and 28th May) - Gwenhwyfar reports we had 10 people on 14th June, and on 28th June Maelgwn and Gwenhwyfar could not attend due to sickness. Drystan has the paperwork for the 28th June. There were 6 people were present (3 fighters). Gwenhwyfar asks that Drystan drop the paperwork to Gwenhwyfar's house.
- g. **Feast of Four Winds** - Lady Victoria has offered to steward this event. She has been doing research about the event regarding best time and venue. Lady Victoria checked possible dates against the Lochac calendar, and is thinking of running it on the 21st October, at the Wandandian Hall. Gwenhwyfar has spoken to the hall about available dates. Lady Victoria has started writing up a proposal for the event. Gwenhwyfar will pass on the Hall contact details to Victoria to make further inquiries. Gwenhwyfar noted that the only date *not* free is Saturday October 14th, because the Wandandian Community Expo is on the next day (Sunday 15th), which would be a good opportunity to let the local public know about the upcoming Feast. Jochen says that he wants to be part of that demo at Wandandian on the 15th.

Item #4 – Other Action Items:

#8. Fencing daggers: obtain receipt and provide to Reeve. (Micha) - The vendor (Kieran Sparks, from SCA Adelaide - Innilgard) has not been responding to him.

#9. First Aid in Adora: Compile a list of all shire members who have first aid training or qualifications. (Micha) - Not done yet. Carry over. Jochen asks that this request be sent out via the mailing list.

#10. Shire borders: follow-up with Canton of Okewaite and Kingdom Seneschal. (Gwenhwyfar) – Gwenhwyfar followed up with the Okewaite Seneschal, who told her the Canton voted in favour of the change. Gwenhwyfar then followed up with the Kingdom

Seneschal (Gomez) who reported the change had been put through already. A check of registry showed some members had been reassigned but not others. Gwenhwyfar reported the discrepancy and it was quickly fixed. Now the SCA Registry shows only Adoran members within our new borders: 32 members in total, of which 6 are children and 26 adults. A number of those adults tend to "play" elsewhere, which leaves approximately 20 Adoran adults.

Ælfred asks if there'll be some kind of ceremonial hand-over of the territory. Gwenhwyfar agrees it would be good to do/say something at an official event. Maelgwn suggests saying something at the feast at Spring Crown. Others all call for blood! Maelgwn suggests a tithe or tribute, but Jochen doesn't like the idea of deals. Ælfred suggests it should only be something entertaining, not a serious deal or transaction. In the meantime, we did accept the offer of baklava at Rowany Festival, and the great contribution of Cristoval and Alys cooking for our recent Flametree Ball. We will need to brainstorm some more ideas about what to say/do at Crown about this ceding of territory.

#11. Shire funds request forms: review and compare "reimbursement" and "payment request" forms. (Gwenhwyfar) - Gwenhwyfar reviewed the two forms. It is quite possible to merge them together as the fields are similar. The main difference was the purpose of the funds, not so much the form design. Brian commented that as the shire members now know about the differences between the forms perhaps they can be left as currently are without further changes. However, Drystan suggests merging them to reduce the number of forms, and Victoria agrees, for the sake of newer members. Jochen and Drystan suggest a checkbox at the top. Maelgwn thanks Gwenhwyfar for the hours of work put into the forms. Gwenhwyfar will merge the two forms and present at the next meeting. Micha provided a draft version of a merged form which Gwenhwyfar will look at.

#12. Shire paperwork: scan and upload files. (Gwenhwyfar) - this is a work in progress. All the paperwork has been sorted and organised. The seneschal folder itself has been cleaned, prettied up and organised. All that is left is to scan in the old minutes and sign-in sheets.

This topic of records came up in the Seneschal's chat recently, and the latest suggestion from the Seneschal of Innilgard is that, specifically for sign-in sheets and waivers: "2.4.5 of the constables handbook 2017 say 7 years adults and 20 years for minors. The handbook says both." i.e. to keep both physical and digital copies. Others in the Seneschal's chat pointed out that this handbook could be out-of-date or incorrect. The policy has yet to be verified by the Kingdom Seneschal or the Board of Directors. Presumably it would be okay to only keep digital records for meeting minutes. Jochen provided a reference to the SCA Seneschal's Handbook, section XII(E) on Waiver Management (page 33), which states: "Adult waivers shall be maintained for 7 years and minor waivers for 20 years, after which they should be destroyed."

#13. Mordenvale rebuild portable holes: chase up seneschal for response. (Gwenhwyfar) – Gwenhwyfar asks if we should we just drop this matter considering their lack of response since she contacted them in February with information and options. Æthelflæd informs us that Mordenvale has already got Johan to make them directly! [Gwenhwyfar moves that the shire drops the offer. Hrodebert seconded the motion.](#)

#14. Call Exchequer – re advice for Shire. (Brian) – Brian has spoken twice with the Exchequer since the last meeting, and has enough information to speak to Seneschal about various matters, and will also be discussing a number of new matters with the Exchequer in a future conversation. Next action item for Brian is to speak with the Exchequer again, and complete the Adoran quarterly reports by the 15th July.

Item #5 – Officers' Reports:

Reeve: Brian reports there are lots of payment for Cold War coming into our account, and some for Spring Crown also. The Westpac balance is currently \$14,747.79. Lots of expenses to be paid out of that balance. Brian reminds event stewards to complete draft reports as soon as possible, because the quicker it is done, the easier it is.

The Exchequer has suggested he seek a Deputy Reeve. Brian offers that someone may watch on with the running of spring crown, as a way of explaining the duties of reeve, obligation free. Brian agrees to put this offer on mailing list and minutes. Brian notes to all that he won't be available from next Monday to the Tuesday after (10th to 18th July).

Heavy Marshal: Drystan reports two training sessions at Wandandian - one was focused on A&S (armouring leatherwork). Jadein is looking to get authorised. There were two fighters at the War Training event. No reportable injuries. Re-authorisations in last month include: Falkon, Maelgwn and Titus. Huzzah!

Captain of Archers: Jochen has nothing to report. There will be archery at Cold War - combat archery only - no sharps. It is possible there will be a "peasant shoot" after the war.

Rapier Marshal: Micha has left meeting early. Ælfred asks if there's any fencing at Cold War. Jochen says probably not. Possibly going to shoot people in rapier armour with arquebus (similar to the rubber band guns used in SCA fencing).

Chirurgeon: Micha not present. Harry did event chirurgeon at the war training day. Vidarr Half-troll is chirurgeon for Cold War. There'll be a water table near the field, including the first aid kit.

Arts & Sciences Minister: Ælfred mentions the kingdom A&S competition happening at crown; plus the one run by Astrid at Cold War with the theme of "winter".

Quartermaster: Hrodebert reports that the armouring tent is returning to Gwenhwyfar tomorrow (from Æthelflæd), and then Maelgwn is taking it up to Cold War on the weekend. The large pavilion will not be needed for Cold War so can stay in storage. Gwenhwyfar will also be bringing the shire lanterns and battery-candles.

Seneschal: Gwenhwyfar informs everyone that the next reporting period is starting, with Reeve's report due 15th July, Shire officers due to give reports by 1st August, and Seneschal's report due 15th August, which will probably be Gwenhwyfar's last!

Unofficial webwright/deputy: Gwenhwyfar questions the privacy settings for our shire Facebook group – should we keep the group public and keep moderating to remove fake accounts; or switch to private and be able to approve who joins?

The group discussion favoured keeping the current settings as public, and add more moderators to keep on top of spam posts and fake accounts. Victoria, Drystan and Micha (who returned to the meeting) volunteered to be moderators; in addition to the current administrators (Gwenhwyfar, Maelgwn and Æthelflæd). Gwenhwyfar will send them moderator invitations.

Item #6 – General Business

A new Westpac Signatory is needed because the system is not working for Micha at all due to technical difficulties. Ælfred offers to become a new signatory, and is willing to get a Westpac customer number for the purpose.

Gwenhwyfar moves that Caillem Kostiuk be removed as a Westpac signatory, and Nicholas Sheppard be approved as an authoriser for the Shire of Adora Westpac Bank Account after getting a Westpac ID.

The new Westpac approvers for the Shire of Adora shall be: **Brian Pinch, Anthony Kenneth Swallow, Warwick Robert McGrath, and Nicholas Paul Sheppard.**

Maelgwn seconds that motion. All in favour. Motion passed.

Date for next meeting: Tuesday 1st August, at 7:00pm on Adoran Discord Channel

Meeting closed: 8:54pm

SUMMARY OF ACTION ITEMS:

Action Item	Person(s) Responsible	Due Date
1. Flametree Ball: wrap up – finish event report, finalise payments, etc.	Micha, Brian	As soon as practical
2. Cold War: wrap up post-event paperwork, payments, etc.	Hrodebert	As soon as practical
3. Spring Crown: organise site visit to test live streaming.	Maelgwn	When able
4. Spring Crown: have meeting between Steward, Reeve and Bookings Officer.	Maelgwn, Brian and Hrodebert	As soon as practical
5. Midrealms Meet-ups: obtain paperwork from Drystan and deposit cash.	Gwenhwyfar, Drystan	ASAP
6. Feast of Four Winds: pass on contact details for Wandandian Hall to Victoria.	Gwenhwyfar	ASAP
7. Fencing daggers: obtain receipt and provide to Reeve.	Micha	As soon as practical

8. First Aid in Adora: Compile a list of all shire members who have first aid training or qualifications.	Micha	When able
9. Shire borders: brainstorm ideas for ceremonial hand-over of territory	Everyone	Before September
10. Shire forms: create new draft form merging reimbursement and payment request	Gwenhwyfar	Next meeting
11. Shire paperwork: scan and upload files	Gwenhwyfar	When able
12. Discuss shire matters with Exchequer	Brian	As soon as practical
13. Deputy Reeve: advertise offer of trial run of reeve duties through Spring Crown	Gwenhwyfar or Brian	As soon as practical
14. Facebook group: add Victoria, Drystan and Micha as moderators	Gwenhwyfar	As soon as practical
15. Westpac approvers: obtain Westpac ID, and get set up as an approver	Ælfred, Brian	When able