

Shire of Adora – Meeting

Tuesday 1st August – 7:00pm

Meeting commenced: 7:05pm

Attendance: Gwenhwyfar, Maelgwn, Brian, Hrodebert, Micha, Ælfred, Jochen, Astrid, Victoria, and Drystan

Apologies: Æthelflæd

Chairperson: Gwenhwyfar

Minute-taker: Gwenhwyfar

Item #1 – Acceptance of Previous Minutes:

Motion to accept previous minutes (4th July).

Moved by: Maelgwn

Seconded by: Jochen

Motion passed.

Item #2 – Ratifying Decisions Since Previous Meeting:

Decisions made since July 4th which need to be recorded in tonight's minutes:

On Tuesday 25th July, it was proposed during a Spring Crown online meeting to change the event pricing for infants less than 2 years old, to now be free of charge. This was asked by Maelgwn in the officers Facebook chat, and agreed to by: the Seneschal (Gwenhwyfar), two 'greater' officers - the Chirurgeon (Micha) and Marshal (Drystan), two more officers - the Archery Marshal (Jochen) and Quartermaster (Hrodebert), as well as Æthelflæd. Maelgwn has since gained approval for this change from the Crown Events Deputy, Galen.

Jochen moves that this change to pricing be ratified by this meeting. Seconded by Brian, Reeve. All in favour. Motion passed.

Brian suggests that for future event stewards, it is a good idea to include a free rate for member children under a certain age as befits the nature of the event.

Item #3 – Events and Activities:

- a. **Sea Dragons Picnic (18th March)** – Steward Æthelflæd is absent from this meeting. Normally an event is closed by steward submitting a final event report. But a group may also, when required, resume control over an event and make decisions about it. Brian moves that the Shire formally close the Sea Dragons Picnic event. Jochen seconds that motion. All in favour. Motion passed.

Consequently, if any additional receipts or expenses arise in relation to this event, they will be forwarded on to the Kingdom Exchequer.

- b. **Flametree Ball** (27th May) - **Action Item #1. Flametree Ball: wrap up – finish event report, finalise payments, etc.** Micha (event steward) reports that all receipts are in and payments have gone through, plus he found a person's SCA member number where it was needed. Brian says he saw a recent email from Micha, but is still to reply. Brian requests Micha obtain a "tax receipt" from the hall, being the last thing required to finalise the paperwork. Micha will follow this up.

There were 28 adults attendees, and 7 children. Micha Attributes low attendance numbers to late advertisement, and other SCA events on the same date. The event made a profit of just over \$150.

- c. **Cold War 2023** (6th-9th July) - **Action Item #2. Cold War: wrap up post-event paperwork, payments, etc.** Hrodebert (event steward) had a meeting with Brian last night about Cold War. Hrodebert advised final payment still to be made, and overall, the post-event wrap-up is on track. Regarding the bond money – there will be a reduction in the bond of \$50 for the subsequent cleaning of the lodge kitchen and the lodge toilets, which the Girl Guides deemed not cleaned to their required standards after our event. Brian says the event report is currently being reconciled in Xero, and some corrections are required for amounts that are different from what Girl Guides have asked for.

Hrodebert reported that the stewarding team worked like a well-oiled machine, and everything was dealt with quickly and easily. It was very windy and cold, but everyone had a great time.

Jochen observes that being wintertime, the sun sets early and it is cold and dark, hence some people were hoping for food to come out earlier than 7pm (which was the scheduled service time), as they were hungry and ready to eat before then. He recommends that in future we should schedule to have meals served at an earlier time at Cold War.

- d. **September Crown** (1st-3rd September) - **Action Item #3. Spring Crown: organise site visit to test live streaming.** Done. The next site visit is planned for Sunday 6th August, and they are aiming to get to site at 10am. Lord Anders will be testing the live-streaming, and the Marshal-in-charge, Mathias von Massenbach, will be there too to measure and plan the list fields.

Action Item #4. Spring Crown: have meeting between Steward, Reeve, deputies and Bookings Officer. This happened last week, on Tuesday 25th evening.

Gwenhwyfar has volunteered to make the cords for the event tokens, in Adoran colours, and confirms that the purchase of the materials required for this comes under the event budget. She will provide receipts.

The steward, Maelgwn, asks everyone to please book, as we want lots of people coming. Everything is under control, all critical elements have been organised, and now they are just coming up with contingency plans and sorting out the fine details. Maelgwn requests a receipt book from Brian, and a cash float in case we need to take cash at the gate.

Brian agrees to run some dances during the feast, but clarifies that it is not a ball. Maelgwn requests Brian to please ask musicians if they can attend. Brian notes we can use recorded music if there are no musicians.

At the last Midrealms Meet-up, Drystan and Nimue were discussing gifts to give the crown when they visit. Drystan is coming up with ideas about these. Maelgwn asks Drystan to keep him in the loop about this. Drystan calls for ideas for a gift for the Queen. Jochen mentioned that the Mouse Guard might also be planning something. Maelgwn also asks Jochen to keep him informed on this matter.

Lady Victoria asks about the medical (first aid) kit. Micha says that Hrodebert has the kit, but a lot its contents is out-of-date. Brian notes that on 21st July 2020 the Shire purchased two "K150 Compact Remote Area" first aid kits. We now have only one of these (the one in Hrodebert's possession). The other is lost/misplaced. Hrodebert says it has been recommended to him by others that we get a larger and more extensive "Workplace First Aid Kit", which sells online for \$199.50 plus postage.

Jochen moves that our Shire Chirurgeon (Micha) purchase a new and more comprehensive first aid kit on behalf of the Shire before Spring Crown, and be authorised to spend up to \$250 for this purpose. Gwenhwyfar seconds it. All in favour. Motion passed.

- e. **Midrealms Meet-ups** (12th and 26th July) - **Action Item #5. Midrealms Meet-ups: obtain paperwork from Drystan and deposit cash from meet-up on 28th.** Done.

In July's meet-ups we had 8 people attend on the 12th and 9 people on the 26th. At the latter (July 26th), there were six tables set up and lots of A&S activities undertaken, including banner painting, dress-making, hand-sewing, leatherwork and armour construction. There was also some un-armoured weapons training; plus testing of the live-streaming equipment in preparation for Crown.

Nimue has requested that Gwenhwyfar bring the Adoran Book of Ceremonies to the next meet-up, as she will need it to do heralding duties at Spring Crown.

- f. **Feast of Four Winds** - **Action Item #6. Feast of Four Winds: pass on contact details for Wandandian Hall to Victoria.** Done. Gwenhwyfar has reviewed the draft event proposal, and plans to spend more time working with Victoria on getting the proposal and budget prepared. Victoria reports that she has someone for head cook, being her mother Leane (a non-member). She still needs gate-keeper, feast steward, A&S coordinator, and extra cooks. If we book for the whole day she wants to add heavy and rapier fighting, for which Maelgwn can be the Marshal. When the event proposal is ready, we will host an online meeting for shire review and approval.

The event is proposed for October 21st at Wandandian Progress Hall. According to their fee schedule, Plan D covers "parties" (such as our feast) with less than 50 people, and costs either \$40 per hour or \$200 for the entire day (8am until midnight), with a refundable \$500 security bond. All moneys may be refunded if the event is cancelled with 7 days' notice.

Brian is in favour of a tentative booking of Wandandian Hall to secure a date, under Plan D, for the whole day, and moves the same. Maelgwn seconds this motion. All in favour. Motion passed. Lady Victoria is now authorised to contact the Hall to make a booking.

Jochen additionally moves that Maelgwn be volunteered for all unpleasant tasks in the future, whatsoever, for all of time. Astrid seconds that. All in favour. Hrodebert nominates Jochen to be Maelgwn's deputy for each and every one of the aforementioned unpleasant tasks, for all of time. Gwenhwyfar seconds that. All in favour. Motions passed. Commiserations to both Maelgwn and Jochen.

Item #4 – Other action items unrelated to specific events/activities:

#7. Fencing daggers: obtain receipt and provide to Reeve (Micha - As soon as practical). No. Maelgwn asks if the vendor is coming to Crown. Gwenhwyfar says she tried contacting him through Facebook and got no reply. Brian asks if we have an email or postal address. Micha says he will have to check that. Brian suggests Micha can also contact him via his Seneschal (Innilgard), who would have his contact details and can contact him for us. Jochen believes he has the vendor's contact details and will forward the email address to Micha.

#8. First Aid in Adora: Compile a list of all shire members who have first aid training or qualifications (Micha - When able). Micha's recent Chirurgeon report mentioned Jochen as a chirurgeon in our group. We clarified that Lady Victoria has a current first aid certificate, as does Harry Alldis, whilst Jochen and Brian both have expired ones.

#9. Shire borders: brainstorm ideas for ceremonial hand-over of territory (Everyone - Before September). Gwenhwyfar suggests a basic calligraphy scroll with some fancy words about the ceding of territory, listing the names of the suburbs given over to Okewaite from Adora. Might be good to discuss this with Okewaite beforehand, so they are not taken by surprise on the night, at the Spring Crown feast. Jochen is keen to organise a banner exchange. We could/should involve Rowany as well with this, since they ceded territory to Okewaite also. We will discuss this matter further, outside the meeting. Jochen volunteers the seneschal to organise these discussions, including a banner exchange!

#10. Shire forms: create new draft form merging reimbursement and payment request (Gwenhwyfar - by Next meeting). Done. The newly proposed form (version 3, July 2023), that covers both reimbursements and other payment requests, was reviewed via screen-sharing and everyone is happy with it. Gwenhwyfar moves that we use the new form from now on. Maelgwn seconded. All in favour. Motion passed. Gwenhwyfar will update the website with the new (.doc) form, plus its PDF version.

#11. Shire paperwork: scan and upload files (Gwenhwyfar - When able). Not yet done. Carry over. Gwenhwyfar aims to have this task complete before her seneschal tenure ends.

#12. Discuss shire matters with Exchequer (Brian - As soon as practical). That happened, and more is needed. Action item carried forward.

#13. Deputy Reeve: advertise offer of trial run of reeve duties through Spring Crown (Gwenhwyfar or Brian - As soon as practical). Brian has mentioned this to some individuals. He is still wanting to do the public advertisement.

#14. Facebook group: add Victoria, Drystan and Micha as moderators (Gwenhwyfar - As soon as practical). Done.

#15. Westpac approvers: obtain Westpac ID, and get set up as an approver (Ælfred, Brian - When able). Ælfred has not done anything on this yet. He needs to visit a branch in person, bringing proof of ID. He says he will probably do this in town this Friday. After this, Brian can organise a form for him to fill in, to pass on to Exchequer.

Item #5 – Officers' Reports:

Reeve: Brian reports that all expenses have been paid from Sea Dragons Picnic and Flametree Ball. For Cold War, there's only one payment left (the balance of hire to Girl Guides camp), which is expected to be several hundred dollars, and the return of the bond. Lots of payments are coming in from Spring Crown, bringing the Westpac balance up to \$16,256.71. There are also lots of expenses to come out of that, including the site hire, hire of portaloos, food expenses, etc. There will be sufficient funds to pay for the event. A cash float for gate can be organised. This will be done via a new payment request paid by direct debit to Maelgwn, who will withdraw the cash from his account to have on hand. Maelgwn will discuss these details with Brian later.

Heavy Marshal: Drystan reports that Cold War fighting was successful, two reportable incidents, one being a blow that was possibly too hard, followed by a broken temper objecting to that blow. There was a minor injury: blood from lip and chipped tooth. We've also had two Midrealms meet-ups where there was slow work and full speed training undertaken.

Captain of Archers: Jochen says we had combat archery at Cold War, with Adorans participating. There was no archery at the war training day because the archers had covid. No target archery has happened in a while within the Shire, but there will be an IKAC held at Spring Crown.

Rapier Marshal: (Micha has left meeting to attend work)

Chirurgeon: (Micha has left meeting to attend work)

Arts & Sciences Minister: Ælfred reports that A&S has been happening at Wandandian as previously mentioned. There was an A&S competition held at Cold War which Gwenhwyfar won. Gwenhwyfar praised Astrid's work on the illuminated, calligraphy prize certificate. Upcoming is the Kingdom A&S competitions at Spring Crown, and Ælfred is putting together a judging panel made up of experts and interested locals. He has about two-thirds of the number of people needed by now, and this should be complete before Crown. The three competition themes are "Restful", "Metal" and "Around the Millenium".

Quartermaster: Hrodebert reports that all the shire gear is currently where it should be, although we need new storage tubs because the lids are breaking. He will enquire about prices and make a request to purchase in the group chat. Hrodebert also notes that if you use the shire arming/demo tent, please return it dry and clean, since when it was last returned to Gwenhwyfar and Maelgwn's house after use at Sussex Inlet Viking Festival, it was both dirty and wet. [Jochen suggests a blanket agreement among us that whoever uses an item belonging to the Shire should also be the one who cleans, dries and packs it up after use, and must also store it appropriately while ever it is in their possession. Gwenhwyfar concurs, and everyone else agrees also.](#)

Seneschal: Gwenhwyfar hosted an online discussion on Thursday 20th July about gear we'd like to make for the shire, with some great ideas generated. Gwenhwyfar also thanks the officers for their timely reports. She has read through them and will follow up in due course. Gwenhwyfar started the appointment process today to seek her successor. Application close on 28th August. Please send applications to the Kingdom Seneschal.

Item #6 – General Business

Gwenhwyfar asks if anyone needs council approve to purchase materials for the making of shire gear, as discussed previously. Gwenhwyfar requested approval to purchase fabric to make Adoran-coloured list ropes. [Jochen moves Gwenhwyfar may spend up to \\$50 for the making of new list ropes. Hrodebert seconded. All in favour. Motion passed.](#)

Maelgwn thinks it would be fun to give Their Majesties temporary tattoos at Spring Crown!

Brian suggests Maelgwn check out the roads on his upcoming site visit this weekend to see where an "SCA" sign could possibly be attached, e.g. to a street pole. Brian is willing to draw on an old tablecloth to wrap around a blank shield, if required, for the purpose of signage.

Date for next meeting: Tuesday 12th September at 7:00pm on Adoran Discord Channel

Meeting closed: 9:07pm

SUMMARY OF ACTION ITEMS:

Action Item	Person(s) Responsible	Due Date
1. Flametree Ball: obtain "tax receipt" from venue hirer	Micha	As soon as practical
2. Cold War: wrap up post-event paperwork, payments, and bond return	Hrodebert & Brian	As soon as practical
3. Spring Crown: organise receipt book and cash float for gate	Maelgwn & Brian	Sep 1st
4. Spring Crown: inquire about musician's availability for feast music/dancing	Brian	As soon as practical
5. Spring Crown: provide ideas to Drystan & Maelgwn about a gift for the Queen	Everyone	ASAP
6. Spring Crown: ensure the Book of Ceremonies is provided to Nimue	Gwenhwyfar	As soon as practical
7. Spring Crown: organise ceremonial hand-over of territory to Okewaite, at Saturday night feast.	Gwenhwyfar	As soon as practical
8. Feast of Four Winds: book feast venue, and work on event proposal	Victoria	As soon as practical
9. Fencing daggers: obtain receipt and provide to Reeve	Micha	When able
10. Compile a list of all shire members who have a first aid certificate	Micha	When able
11. Purchase a new, larger First Aid kit	Micha	Sep 1st
12. Shire forms: upload new form, plus PDF version, to the shire website.	Gwenhwyfar	As soon as practical
13. Shire paperwork: scan and upload files	Gwenhwyfar	When able
14. Discuss shire matters with Exchequer	Brian	When able
15. Advertise offer of trial run of Reeve duties through Spring Crown	Brian	As soon as practical
16. Westpac approvers: obtain Westpac ID, and set up Ælfred as an approver	Ælfred, Brian	When able