

Shire of Adora – Meeting

Tuesday 12th September – 7:00pm

Meeting commenced: 7:01pm

Attendance: Gwenhwyfar, Maelgwn, Brian, Hrodebert, Micha, Aelfred, Jochen, Lady Victoria (AKA Lord Jarek), Drystan

Apologies: None

Chairperson: Gwenhwyfar

Minute-taker: Gwenhwyfar

Item #1 – Acceptance of Previous Minutes:

Motion to accept previous minutes - 1st August.

Moved by: Micha

Seconded by: Jochen

Motion passed.

Item #2 – Ratifying Decisions Since Previous Meeting:

Decisions made since August 1st 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: obtain “tax receipt” from venue hirer (Micha - As soon as practical).** No, the tax receipt was not able to be obtained. Alternatively, the Exchequer approved the use of the tax invoice in this case, without a receipt. Nonetheless, it remains standard practice to provide receipts, according to SCA policy.

The Steward, Micha, submitted that this event is finished. Brian says the event is closed from Reeve's perspective. Event Report has been filed in Reeve's Dropbox. Final profit was: \$157.77 (net), \$246.89 (gross). Micha wishes to make one final note that for next Flametree he is interested in being head cook, as he is interested in improving the food aspect of Flametree Ball.

- b. **Cold War 2023** (6th-9th July) **Action Item #2. Cold War: wrap up post-event paperwork, payments, and bond return (Hrodebert & Brian - As soon as practical).** Mt Keira Girl Guides has finally been paid for site hire, after coming to an agreement on the amount owing. Now they are awaiting on a receipt, which Hrodebert will ask for shortly. After that they will arrange for return of the bond (minus \$50 cleaning fee).

c. **September Crown** (1st-3rd September)

- Action Item #3. Spring Crown: organise receipt book and cash float for gate (Maelgwn & Brian - Sep 1st).
- Action Item #4. Spring Crown: inquire about musician's availability for feast music/dancing (Brian - As soon as practical)
- Action Item #5. Spring Crown: provide ideas to Drystan & Maelgwn about a gift for the Queen (Everyone - ASAP)
- Action Item #6. Spring Crown: ensure the Book of Ceremonies is provided to Nimue. (Gwenhwyfar - As soon as practical)
- Action Item #7. Spring Crown: organise ceremonial hand-over of territory to Okewaite, at Saturday night feast. (Gwenhwyfar - As soon as practical)

All the above action items were dealt with in the lead up to the event. The gate had a receipt book and cash box. Electronic music was used for dancing on Saturday night. Gifts were arranged for the Crown and Heirs. Nimue had the book of ceremonies to run Invocation Court. There was no ceremonial hand-over to Okewaite due to the Saturday night feast having too many other activities planned.

Spring Crown was a great success! Lochac has a new Prince and Princess, who are in fact former Adorans, huzzah! The steward, Maelgwn, is still working on reimbursements, following up the 'no-shows' and sorting out refunds and potential donations. He has received the invoice for the venue hire, the cooks have been submitting receipts and payment requests. All the sign-in sheets still need to be double checked, to ensure that everyone paid. There are possibly some people who turned up and did not pay the event fee! There are no final numbers as yet. Maelgwn also still needs to sort through boxes of lost property, including one bag which contains Micha's feasting gear.

Maelgwn wants to officially note that this was an Adoran event, a group effort, and the success of the occasion belongs to the group as a whole. It all went really well. Maelgwn thanks everyone so much, and was honoured to lead everyone through such a momentous event. He's heard a great deal of positive feedback about it both during and afterward. Three cheers for the Shire of Adora!

Gwenhwyfar mentions that she has the left-over event tokens and plans to weigh the metal in grams so that we know how much we have if we ever wish Owen van Acker to have them melted down and re-cast. Brian notes that he needs an event token as he did not receive one at the event! One will be provided to him. Also, Brian says he has processed all the payments so far, although one might have to be redone due to an OSKO payment glitch. Maelgwn remarks that our Reeve is very efficient!

- d. **Midrealms Meet-ups** (9th & 23rd Aug, 6th Sep) – Gwenhwyfar reports that the last three meet-ups had 15, 11 and 14 attendees respectively. There was much activity and energy in the lead-up to Crown.

At the last occasion, the Shire opened a chest which was a gift to the Shire from Mistress Antonia Ambrosia Illirica, the consort of Sir Yves le Chat Blanc (Maelgwn's Knight), which contained personal gifts for Maelgwn and Gwenhwyfar's daughters (Elizabeth and Annabelle); a medieval castle game for Maelgwn; a large bundle of Adoran-coloured fabric for Gwenhwyfar; for the Ladies of Adora, a carved wooden box over-brimming with beads, gems, shells, jewelry-making equipment and completed necklaces; and for the Lords of Adora, some plywood squares and a wood-burning tool-kit. Jochen says he will bring some shield-shaped plywood to the next meet-up, to try out the burning tool!

- e. **Feast of Four Winds - Action Item #8. Feast of Four Winds: book feast venue, and work on event proposal (Lady Victoria - As soon as practical).** Victoria has not heard back about the hall hire application she submitted a few weeks ago. Gwenhwyfar will call the Wandandian Progress Association bookings officer to check up on it. The event proposal and budget was reviewed by the council. **Gwenhwyfar moves to provisionally approve the Feast of Four Winds proposal, subject to budgetary approval by the Reeve. Jochen seconded the motion. All in favour. Motion passed.**

Item #4 – Action Items from Previous Meeting:

#9. Fencing daggers: obtain receipt and provide to Reeve (Micha - As soon as practical). Micha has not yet obtained the receipt. Jochen did send the vendor's email address to Micha - Micha says he got the email, and will follow up.

#10. First Aid in Adora: Compile a list of all shire members who have first aid training or qualifications (Micha - When able). Micha now has a short-list in development, having recently put a call-out on Facebook.

#11. Purchase a new, larger First Aid kit (Micha - by Sep 1st) – Micha reports that he has purchased a new kit. He says it is a very good one, although could use some more ice-packs. The kit cost \$140. He has not yet filled out the reimbursement request form, but he does have a digital receipt for it. Micha says he will need to replace some items used at Spring Crown. **Gwenhwyfar moves Micha may spend up to \$110 on first aid supplies. Seconded by Hrodebert. All in favour. Motion passed.**

#12. Shire forms: upload new form, plus PDF version, to the shire website. (Gwenhwyfar - As soon as practical) - Done. The new combined payment request / reimbursement form is now available to use, and is being used.

#13. Shire paperwork: scan and upload files (Gwenhwyfar - When able). Not yet done. Gwenhwyfar will try to get these uploaded before her seneschal's warrant ends on Monday 18th September.

#14. Discuss shire matters with Exchequer (Brian - As soon as practical). Done. Reeve is back to business as normal.

#15. Advertise offer of trial run of Reeve duties through Spring Crown (Brian - As soon as practical). Brian wonders if Hrodebert might be interested in doing this? Brian offers as session on Tuesday next week for anyone to attend, via Zoom.

#16. Westpac approvers: obtain Westpac ID, and set up Ælfred as an approver (Ælfred, Brian - When able). All done and set up. Aelfred has been busy approving things, and reports that he has been Brian's obedient slave!

Item #5 – Officers' Reports:

Reeve: [Report copied from email]

Adoran Bank account balance close of business 11/9/2023 is \$21,353.21.

Balance peaked at \$25,564.58 on 7 Sep 2023, and even then some of the expenses and refunds had already been paid for Spring Crown. The reduction to result in the current balance includes nearly \$4,000 in expenses and refunds requested to be paid yesterday. More reimbursements of expenses, payments, refunds, transfers to corporate are expected to be made.

Since last meeting, Adora (for figures up to June 30th 2023) paid on 18/8/2023 to SCAA Corporate:

GST: \$811.12

Kingdom levy: \$256

Event insurance: \$285.91

The Kingdom Levy & Event Insurance which is collected during events initially goes into the Adoran Bank Account. This is similar for GST payable, except that the GST payable amount is reduced by any GST from expenditure.

When looking at any event report summary (e.g. Spring Crown's) there is the Gross profit which is further reduced by the amounts of kingdom levy, event insurance and GST to give the actual (net) profit to the shire for an event. The net profit is what the shire gets to keep in its bank account. The kingdom treasurer asks for these amounts for GST, Kingdom Levy and Event Insurance periodically, sometime only after a quarter, sometimes after two quarters, or perhaps even longer, but it's paid whenever it's requested.

The above amounts include a significant portion for Cold War and even some of Spring Crown (payments to Adora made prior to 1st July 2023), but also Flame Tree, Sea Dragons picnic, Wandandian Hall Meetups, and even Event Insurance for Fighter practices.

The reeve is obliged to report this payment transfer within the SCA (which in line with SCA policy doesn't require Adoran council approval) at the next shire meeting (i.e. tonight's meeting).

It is really significant what the Adoran bank account is going to be further reduced by after all the Spring Crown Event regular expenses have been paid, and by subsequent transfers to Corporate. Hence, as of last night, Xero showed that since 1st July 2023:

GST > \$1,500 (Xero showed the actual figure of \$1,565)

Kingdom levy of \$435 (GST for kingdom levy in GST figure)

Event Insurance of \$290.90 (including GST figure is \$320)

These figures include Spring Crown details entered to date in Xero (not including the most recent payments which will see a small reduction in some of these figures) but also includes post 1st July 2023 amounts from the also successful Cold War.

Reeve gave reports since last meeting as required by Exchequer. Reeve again extends invitation to show what is Xero/what is done in Xero to interested Adoran members. Let the Reeve know. NB: only relevant figures for the Shire of Adoran events mentioned above will be shown.

Heavy Marshal: Drystan is happy to report our big Crown tourney happened with 15 entrants, plus a Rose Tourney the next day, with no injuries or incidents. Fighters have also been doing slow work at Wandandian meet-ups. No injuries or incidents there either.

Captain of Archers: Jochen reports that archery was run at Spring Crown, organised by Raif. Nothing else has been done lately.

Rapier Marshal: Micha reports there was a rapier tourney at Spring Crown, though he personally missed it due to participating in archery at the same time. Maelgwn says he has yet to see the official event marshal's report with all the details.

Chirurgion: Micha reports that two children got hurt at Spring Crown - one fell on gravel; another child was cut by a knife. These incidents will be in the steward's report. The knife that caused the cut was relinquished to an adult voluntarily after the incident. Micha gave first aid to the child who fell on gravel, but was not the person who gave first aid to the knife cut. Maelgwn will discuss further with Micha to clarify details.

Arts & Sciences Minister: There was a competition at crown with 10 entries, most in the "near the millennium" category. Thank you to the judges Astrid and Victoria. Various other judges from surrounding areas also helped. He will send a report to Maelgwn. The results have already been reported to the Kingdom A&S Officer. Gwenhwyfar will chat to Aelfred outside the meeting about the proposed A&S competition at Feast of Four Winds. Kneeling cushions are still being worked on by Astrid.

It was proposed that we have a separate "shopping" meeting another time to decide on what amounts of money to spend on chosen projects and items for the shire.

Quartermaster: Hrodebert's warrant is coming up to end soon (in December). He put a link up in the text for a possible supplier of serving platters. He suggests we come up with a list for needed gear for the "shopping meeting". Some venues have serving trays, others don't.

We can certainly afford them. We also don't have any sauce dishes, etc. which are very handy at feasts.

Also, Aethelflaed has been loaning her candle-stands at events, and she sold many of them at Spring Crown. We might want to consider buying some of those too.

Maelgwn reports that the two shire tents and fire pit is now back in his shipping container.

Seneschal: Gwenhwyfar's time as Seneschal concludes next Monday 18th. Stepping into the role is Hauptmann Jochen Schwalbe, with the official handover date to be next Monday. Brian gives his congratulations to both Gwenhwyfar and Jochen. Hrodebert gives his commiserations!

From the Kingdom Seneschal: Public Service Announcement – "It's worth making sure that everyone understands the requirements for removal or exclusion from an SCA event. All members are entitled to attend all SCA events. There can be no event held for a household, hamlet, or group, to the exclusion of any other SCA member. A person may be excluded or asked to leave a SCA event if they are breaching the Code of Conduct, have a current sanction upheld against them, or for a valid mundane legal reason. Note that the existence of a DVO (QLD), AVO (NSW), IO (VIC), or equivalent is not necessarily a valid reason for excluding attendance. We want SCA events to be a safe space but you can't exclude without a reason."

Brian added that a steward is able to refuse entry to a person who failed to book for an event that was advertised as bookings only. Aelfred noted that this would come under the notion of not excluding without a reason – booking requirements being a valid reason.

Item #6 – General Business

Jochen mentions Radburne War which is scheduled for mid-August next year, and they have requested that our Cold War not be too close or clash with that event. So Jochen suggests we keep Cold War 2024 to early July, and that we should start planning for it soon because the calendar fills up quickly. In other words, it is time for potential stewards to step forward. Hrodebert and Maelgwn have both been scouting potential sites. Maelgwn proposes a separate Cold War brainstorming meeting sometime. Jochen would like to see a proposal by next meeting, pending finding a steward. Maelgwn suggests, for example, Micha or "Poster-boy" (Drystan)!

Gwenhwyfar officially congratulates Drystan and Hrodebert for their Awards of Arms, and to Micha for his Golden Tear, all received from the King and Queen during Spring Crown.

Maelgwn thanks Gwenhwyfar for leading the shire for last 2 years, and for the contributions she has made, stating that her foundational work in the Shire is what helped Crown to happen. Brian seconds that.

Date for next meeting: Tuesday 10th October at 7:00pm on Adoran Discord Channel

Meeting closed: 8:45pm

SUMMARY OF ACTION ITEMS:

Action Item	Person(s) Responsible	Due Date
1. Cold War: wrap up post-event paperwork, payments, and bond return	Hrodebert & Brian	As soon as practical
2. Spring Crown: wrap up post-event paperwork, payments, etc	Maelgwn & Brian	As soon as practical
3. Spring Crown: sort lost property	Maelgwn	As soon as practical
4. Send thanks to Mistress Antonia	Gwenhwyfar	When able
5. Feast of Four Winds: review budget, confirm hall booking, and advertise	Brian, Gwenhwyfar, and Victoria (Steward)	ASAP
6. Fencing daggers: obtain receipt and provide to Reeve	Micha	As soon as practical
7. Restock first aid supplies	Micha	As soon as practical
8. Scan and upload old paperwork files	Gwenhwyfar	As soon as practical
9. Organise "shopping" meeting for Shire gear and projects	Gwenhwyfar	When able
10. Organise Cold War 2024 planning meeting	Jochen	Before next shire meeting