

# Baronial Meeting Agenda

Sunday 15th March 2015

Kraken Hall, Old Grandstand

Royal Hobart Showgrounds, 2 Howard Rd Glenorchy

**Attendees:** Nicole Hellessey,

**Apologies:**

**Meeting opened:** pm

**Meeting closed:** pm

Minutes from the previous meeting tabled and found correct.

**Approved:** **Seconded:**

Words from Their Excellencies Hrolf and Madelaine

Greetings unto all.

We would like thank Mistress Lorix and all of those who were involved with the costuming workshop. When we looked in we saw many people hard at work and we have heard that people got lots of things made.

It is good to see so many people coming along and doing things. From the workshops to fencing, archery, heavy combat and dance we are seeing our hall get well used. We hope to see the hall used a lot more. There are still a few free nights on the schedule.

St Sebastian's Archery is almost here. Her Excellency is looking forward to this. His Excellency has a day in the Gardens working. It was supposed to be this weekend, but the teacher has to go to hospital. On the same day (and night) there is the Relay For Life. We have a long way to go to reach the goal on this, and it is a great cause, so we urge you get behind it either with feet or money.

Easter is almost upon us. For those going to Rowany Festival, please travel safely and have a lot of fun. We know that you will do our Barony proud. If you are not going, have fun and again, please stay safe.

We have been talking with other Baronies over options on Coronets and have received some very valuable feedback on the subject. Her Excellency will be following some of that up over Easter. We may have been very conservative on current pricing for a reasonable quality product that reflects well on the Barony and that will last through another 20 years on several sets of heads. It may be necessary to re-look at the budget.

Yours, in service to the Barony and the SCA

Χρωλφ

Baron Ynys Fawr

Madelaine

Baroness Ynys Fawr

**Officer's Reports**

**A&S Officer: Aryanwhen Gwenwyver Verch Anarion** (Pip Woodfeild)

As far as I am aware we have not had any official A&S competitions.

We have had the Houppleandes and Hosen workshop at Kraken Hall, we have had the Cantons' weekly A&S get-togethers. Archery weekly and Dance monthly at Kraken Hall.

I am trying to come up with an idea for a long term Competition for the Barony.

**Chatelaine: Wulfgar Jarndiða** (Dan Russell)

Feb saw things picking back up in the Barony. We had the royal visit and feast in Geeveston to be reported on by Lightwood. Kevin and Lorix hosted the houplande workshop, which saw 2 newer members and several long term members getting a large amount of costuming completed during the weekend workshop. Thanks to John for coming down and sharing his knowledge on constructing braise and hosen. Archery is picking back up, it'd be great to see some of the newer people getting in to combat archery. Heavy combat is still sporadic due to mundane commitments of many participants.

3 people added to the facebook group. No new contacts via e-mail.

**Constable: Anselm D'Calabria** (Nicholas Calabria)

RAST Numbers:

Date	Total attendees	Comments
Sun 1/2/15.	9am,0mm,2anm,1mnm	7ta (Sunday Training)
Mon 2/2/15.	3am,2mm	Rapier
Wed 4/2/15.		no mid wk tr
Sun 8/2/15.	23am,6mm,3anm,0mnm	post holy city war (Sunday Training), 11ta,7r,7h
Mon 9/2/15.	4am,2mm	Rapier
Wed 11/2/15.	6am	mid wk tr-h
Sun 15/2/15.	9am,2mm,1anm,1mnm	8ta,6r, boffer & heavy consult
Mon 16/2/15.	6am,2mm	Rapier
Wed 18/2/15.	12am [others on-line]	mtg - no fees, no mid wk tr
Sat 21/2/15.	3am	A&S cont
Sun 22/2/15.	11am,1mm,1anm,0mnm.	9ta, some boffer
Mon 23/2/15.	4am,1mm	Rapier
Tue 24/2/15.	7am,0mm,2anm,0mnm.	dance
Wed 25/2/15.		no mid wk tr
Fri 27/2/15.to	12am,0mm,2anm,0mnm.	A&S-HHH
01/03/15	6am,2mm,0anm,2mnm	archery on the Sunday

Lightwood Numbers:

Date	Total Attendees	Comment
7/2/15	43 am, 12 mm, 19 anm, 4 mnm	Event: The Holy City War and Feast
13/2/15	10 am, 3 mm, 0 anm, 0 mnm	Event Debrief
14/02/15	7 am, 5 mm, 0 am, 0 mnm	Archery
20/02/15	7 am, 0 mm, 0 am, 0 mnm	Imot
27/2/15	6 am, 3 mm, 0 am, 0 mnm	A&S
28/02/15	4 am, 1 mm, 0 am, 0 mnm	A&S

I have now joined the Lochac Constable List.

**Gold Key (South): Beatrix Aetholsdottir of Jelling** (Betty North)

The 90L storage bin of gold key from the north of the state is now in the south, joining the items donated by Baroness Cordelia when she attended the Holy City War Feast. This is in addition to a slightly smaller tub of materials, and the pair of fawn woollen single hose that Jon made on the weekend.

I have a chemise from the early February event that I think may belong to a Lightwoodian. It came back with loaner garb and it wasn't until it was washed & dry that I realised it wasn't recognisable Gold Key. It always pays to label your stuff.

If anyone that is going to Rowany Festival is in need of extra garb please contact me. As I say for those making stuff, if you even think you might not finish it to a wearable stage, I am happy for you to ask, just in case. There will be garb there to buy both new & 2<sup>nd</sup> hand but I know that often you just scrape enough together to get there and there is little or none left over for purchases and so much to choose from.

**Herald: Drusticc inigena Eddarrnonn** (Alice Finlayson)

During February there was one device registration, for Simon Malory. At the Holy City event on 7/2/15 there were 10 Kingdom awards and 10 baronial awards given out.

**Knight Marshall: Sir Guillame D'Oze** (Ben King)

Oze wishes to find a replacement ASAP so he can train them up for a smooth changeover at some point this year.

**Rapier Marshall: Perran of Lyskyret** (Peter Apted)

Attendance numbers in Constables report. A few newbies have been coming during February. Nothing else to report.

**Lists Officer: Hrolf Hrolfsson (Cary Lenehan)**

Nothing to report for February.

**Reeve: Beatrix Aetholsdottir of Jelling** (Betty North)

See Attachment 1 for full Reeve Report

The Reeve might ask for certain information when seeing deposits being made for events. A simple email to the Reeve will be sufficient in the short term to clear this up. We no longer have to calculate GST for your reports before putting them into Xero but we do need to be able to divide purchases into GST & non-GST sub-groups.

With regard to receipts, particularly if they have non-SCA purchases on them please rule out the non-SCA items and no highlighter. Do not attempt to circle anything. We have been asked to collect the originals so taking copies first would be a good idea, as an insurance against them getting lost. If you can do a pdf scan rather than a jpeg or a photocopy that would be even better at this stage as I have some issues at present with my computer.

With regard to floats for events, these should be requested at the time of providing the budget for Reeve approval and should be mentioned when it is put in the minutes that the event has been approved.

It has been recommended that we put in our next minutes a form of standing orders relating to things like on-going purchases for regular items such as the soft drink, the RAST payments and the ongoing work on the hall, unless it is something major. This is so we don't actually have to pass them every time & in advance, and we can set a maximum amount for the maintenance/repairs one of say \$100/item . They will show up in our bank reconciliations.

It appears that we will initially be utilising both Xero and the previous form of event and quarterly

reporting at least until we are confident that we are happy that we are doing it right and can get the types of information both we as branches and Kingdom/the BOD and the Auditor wants.

**Seneschal: Anna Felice Tavestoche** (Nicole Hellessey)

*Membership Breakdown*

Canton of Lightwood	-	Current Members:	19 Adults (8 minors)	27	2am decrease, 1mm increase
St Gildas	-	Current Members:	3 Adults (0 minors)	3	No Change
Ynys Fawr	-	Current Members:	50 Adults (12 minors)	62	3mm decrease
<i>Total Members: 72 Adults (20 minors) 92</i>			<i>2am and 2mmdecrease (as of 12/3/2015)</i>		

**Deputy Seneschal: Aiden Brock** (Kevin Hotson)

**Chirurgon: Perran of Lyskyret** (Peter Apted)

Peter has completed his First Aid course and will scan and email his certificate to Kingdom Chirurgon as soon as possible.

**The Canton of Lightwood Seneschal:** (Dayle Wilkie)

See Attachment 2

See Attachment 3 for the Steward's report on the Holy City (finances to be presented next meeting).

**Web Minister: David D'Derlington** (David Beresford)

I have begun work on the Medieval Garden page, I need to arrange a time to meet up with Nick and Wendy to go through a dot point procedure so that they may manage their own page on the Website. This is something that could be made available for other Baronial Officers if they are interested.

On the request of our Herald I have updated the following pages.

<http://ynysfawr.lochac.sca.org/home/order-of-precedence/>

<http://ynysfawr.lochac.sca.org/home/order-of-precedence/awards-guards-and-honours/>

<http://ynysfawr.lochac.sca.org/home/order-of-precedence/kingdom-awards/>

<http://ynysfawr.lochac.sca.org/peerages/>

If members know of a Merchant that deserves to be advertised or would like to be advertised on our site, please let me know.

Dates of when Officers took their positions have been included on the Officers page, but there are still some dates missing, please let me know.

Still working on including links to our governing Policy's and Procedures onto the pages that apply. The first one I will be looking at is the Baronial Hall Policy and Procedure, followed by a New Constable Page to slot in under the Events Tab.

I welcome peoples ideas, so if you got one about the Website please let me know.

The Yahoo Group has been archived and will be closed on March 15<sup>th</sup>.

***Events and Demos since last Meeting***

***The Houpla about Houpplandes and Hosen Workshop***

28<sup>th</sup> February 2015

Steward: Mistress Lorix

Site: Kraken Hall

## ***Upcoming Events***

### **St Sebastian's Archery Tournament**

March 28<sup>th</sup>, 2015

Surge's Bay Oval  
Steward: Jan Arnold

### **Relay for Life**

March 28th-29<sup>th</sup>, 2015

Hobart Athletics Centre, Domain

Please go to the website and donate or sign up to the team! [www.relayforlife.org.au](http://www.relayforlife.org.au)

### **Georgetown Archers Medieval Faire**

April 19th, 2015

### **Little Bit of Rapier (zwei)**

May 16 - 17<sup>th</sup>, 2015

Steward: Darren West

Knights Templar event

June 6<sup>th</sup>, 2015

Knights Templar Demo (**Wynyard Medieval Festival**)

September 26-27<sup>th</sup>, 2015

## ***Regular Events***

A list of all our regular events are now located on our website please go to

<http://ynysfawr.lochac.sca.org/home/events/regular-activities/>

## ***Proposed Events***

### **Twilight Croquet Tournament**

September 5<sup>th</sup>, 2015

Steward: Louise Hollingbery

Site: Pioneer Park (NW Coast)

Starts 3pm. Everyone will enjoy playing some casual croquet or they can go on a quest. There will be a light potluck supper before a croquet tournament begins for those who wish to play more seriously and try to claim the title.

## ***Business Carried Forward***

### **Equipment for RTBG Plot**

Nick would like to purchase some gardening equipment specifically for using at the Medieval garden at the RTBG.

### **Decorating the New Hall**

**ACTION:** Get quotes from Officeworks or ask if they know of somewhere that can laminate things that thick.

### **Assets Policy**

Kevin and Peter are continuing to get this entered into the spreadsheet.

### **Monthly A&S Workshops**

Due to some complications at Kingdom level (more details to come soon), Lorix can no longer run the monthly A&S workshops. However, she can still teach at them and we can still run them if someone else is willing to steward the events.

The events have already been approved at a meeting and the online forms are filled out as well. If you are willing to take this on please talk to Lorix and make sure she is happy co-ordinating the workshops with you. Once you are both happy contact me and we will start amending the forms to reflect any changes.

### **Baric Arts nights**

Starting from March 26<sup>th</sup> Cary wishes to run a monthly Bardic arts night from 7:30pm til roughly 9pm on the last Thursday of the month. This is for anyone wishing to learn to sing, write filk or poems, tell stories etc. No experience necessary.

### **RAST Security Alarm**

**ACTION:** We will talk to RAST about removing Kevin's number as our point of contact for security alarms and will discuss why our lease doesn't state explicitly that this would happen if the alarm is not set/ is triggered.

### **Risk Assessment for Hall**

**ACTION:** David is still working on this and will present a full report once walkthroughs are complete.

### **Entertainment book fundraiser**

We'll receive our presales pack in 1-2 weeks, and this will include 250 flyers to start off, and bonus offer sheets for early bird purchases.

They'll send 100 books for members to take home and look through (show friends/family/workmates) to make sure you have the best chance to sell a lot of memberships and make a decent amount of fundraising dollars

They'll send an email once a month to market to our members (anyone on [ynysfawr-announce@lochac.sca.org](mailto:ynysfawr-announce@lochac.sca.org)) – these are different each month and focus on key sales points such as presales, book arrival, Mother's Day and book expiry. You can pick which ones are most relevant but the more you send, the more sales you'll receive (there will also be flyers that are specific to the sending books home)

Our payment page will be live around the time we receive our presales pack; the link will be emailed to us before then to check. Once again, you can copy and paste this into Facebook or emails that you send out to direct people to pay online

We'll receive our launch event invite in the next month – this is where you'll pick up your initial consignment of books & your display book. This will be held at the TRC (Race Club)

The money raised will be put towards rent and nothing else.

### ***New Business***

**Cambridge shed** – CCC has asked that the flooring and cupboard still at the shed site needs removal  
*Seneschal*: Should we do it or ask the guy who bought it to do so? Needs to be done by end of this month

#### **Attaching candelabra to outside kitchen door**

Kevin and Lorix were cleaning out the storage room and thought that as the candelabra is unused currently and can't be mounted inside that it may look good as a decoration mounted on the outside tin frame work outside the storage room door. We would need to talk to RAST first before making any changes to the existing structure but what do people think about this idea in principle?

#### **Gas bottle replacement when finished at SCA**

Lorix has asked for the gas bottle she has donated for use with the BBQ to be replaced when empty at the SCA's cost. This will be roughly \$40 with the bottle swap found at most petrol or hardware stores.

#### **Outside mounting plate for gas bottle**

Kevin and Lorix have also talked about making an outside mounting plate for the gas bottle needed for the BBQ. This would bring the BBQ into regulation with Australian Standards (all gas bottles must be mounted to the exterior of a building to ensure that they do not undergo rapid temperature changes e.g. in kitchens, or have spark sources nearby). Kevin has estimated a cost at \$350 - \$400 for materials needed. Again we would need to talk to RAST about this before making changes to the existing structure.

#### **Cancellation fees for events**

Lorix wishes clarification on what the policy is for people cancelling from events who have prepaid for said event (e.g. refunds).

*Seneschal*: It is my understanding that unless stated explicitly that an amount will be non-refundable when booking for an event (e.g. \$20 deposit but \$10 is non-refundable) we are obliged by law to refund the amount in full when someone cancels their booking. It is up to individual event stewards to advertise if they will refund cancellations or if an amount will be non-refundable for all bookings or cancellations after a certain date.

#### **Tavern Night in December**

Lorix and Kevin wish to run a casual Tavern night in December as an end of year bash. I am happy for this to go ahead as long as Kevin is the Steward of the event and all relevant forms are done a month in advance.

## Reeves Report February 2015

Main Account: 100129535							
Opening Balance:		\$3,662.47					
Deposits	Posted	Amount	Description	hall	sales	n-m insurance	donations
	2/2/15.	\$6.00	rapier	\$6.00			
	2/2/15.	\$8.00	drink sales		\$8.00		
	2/2/15.	\$14.00	dance	\$14.00			
	2/2/15.	\$8.00	arts & sciences-extra	\$8.00			
	2/2/15.	\$18.00	Sunday training	\$18.00			
	2/2/15.	\$15.00	non-member insurance			\$15.00	
	2/2/15.	\$20.00	leather sales		\$20.00		
	9/2/15.	\$49.00	HHH-booking-wrong account				
	10/2/15.	\$10.00	rapier	\$10.00			
	10/2/15.	\$20.50	drink sales		\$20.50		
	10/2/15.	\$44.00	Sunday training-post Holy War	\$44.00			
	10/2/15.	\$15.00	non-member insurance			\$15.00	
	17/2/15.	\$12.00	rapier	\$12.00			
	17/2/15.	\$10.00	mid week training	\$10.00			
	17/2/15.	\$10.50	drink sales		\$10.50		
	17/2/15.	\$22.00	Sunday training	\$22.00			
	17/2/15.	\$10.00	non-member insurance			\$10.00	
	23/2/15.	\$16.00	rapier	\$16.00			
	23/2/15.	\$6.00	arts & sciences-extra	\$6.00			
	23/2/15.	\$23.50	drink sales		\$23.50		
	23/2/15.	\$26.00	Sunday training	\$26.00			
	23/2/15.	\$5.00	non-member insurance			\$15.00	
	23/2/15.	\$37.95	Known World H/Book sale		\$37.95		
total	28/2/15.	\$406.45		\$192.00	\$120.45	\$55.00	
		-\$49.00	wrong account				
		\$357.45					
Withdrawals	Posted	Amount	Description	ch #	maintenance	equipment	consumables
	9/2/15.	\$16.50	Fixtures for benches-Kevin Hotson	161184	16.5		
	11/2/15.	\$68.99	Paint/rollers for gothic chairs-Terry	161185	68.99		
	11/2/15.	\$98.16	arrow makings-David Beresford	161181		98.16	
	13/2/15.	\$140.42	Tas oak for arrows-Nicholas Calabria	161187		140.42	
	13/2/15.	\$160.00	Baronial Tokens by Damien Jones	161186			160
total	28/2/15.	\$484.07			85.49	238.58	160
Closing Balance		\$3,584.85		No outstanding cheques			
Event account: 100142933							
Opening Balance:		\$4,834.38					
Deposits	Posted	Amount	Description	hall	other	n-m insurance	donations
	17/2/15.	\$17.00	Lisa D - HHH A&S	2	15		
	28/2/15.	\$49.00	David- GSG2014- adjustment		49		
total		\$66.00		2	64		
Withdrawals	Posted	Amount	Description	ch #	GST free	not GST free	
	26/2/15.	\$250.00	Lorix- A&S costs and advance	666457			
total		\$250.00					
Closing Balance		\$4,650.38		No outstanding cheques			
		\$49.00	HHH-booking-wrong account	4	40	5	
		\$4,699.38					
Combined Balances		\$8,284.23					



## Canton report

Since my last report the canton has had its business meeting where we discussed our future A&S projects to get an idea of what we wanted to work on. Some of the projects are Tablet and Inkle weaving, Naalbinding, Felting, leather work, Basket weaving and wire jewellery making. It was decided that we would do leather work to make archery gear out of the canton leather before St Sebastian Archery Tournament, Vambraces and 3 fingered gloves have been made. The canton now has some loaner Archery equipment, a big thank you to Terry Arnold for the use of his Archery gear up to this point.

Archery on the 28<sup>th</sup> of February was cancelled due to rain, which was disappointing. Our next Archery day is Saturday 14<sup>th</sup> March. And our next Business Imot is Saturday 21<sup>st</sup> of March all welcome.

Up coming

Sunday 22<sup>nd</sup> of March – Billy cart Derby display and demo(?)

Set up starts at 7 30am

This is garbed and we will have information fliers to hand out as well as lucky dips to sell. We decided that personal wares could be sold in our space and a donation made to the canton out of the takings if any.

Saturday 28<sup>th</sup> of March – St Sebastian Archery Tournament

This has been advertised in Pegasus and on facebook as well as my last reports.

Cost is \$10 for ages 16 and up, 5 to 16 is \$5, under 5 free plus \$5 insurance for non-members.

This is a supplemented potluck event so bring something to share

Sign in starts at 9 30am.

Bookings at

[Bookings@lightwood.lochac.sca.org](mailto:Bookings@lightwood.lochac.sca.org)

**Holy City War and Feast Report****Steward's Report****Attendance Breakdown**

We had 74 people attend over the whole event. The breakdown:

	Adult Members	Child Members	Adult non-members	Child non-members
All day	39	7	12	1
Day only	2	5	2	3
Feast only	1		2	

There were seven people who were given free entry for the whole event, and two for the day component. 62 people attended (or cooked) the feast, and 12 attended for the day only.

**Financial Summary**

Total takings for the event as they currently stand were \$2081, although there is still an amount outstanding. The budget for the feast was ~\$20 per head, calculated at \$1200 with a break-even point of 45 adult members and around ten child members. As it happened we had more attendees and the head cook came in well under budget. We also accidentally included the \$200 venue deposit in the original budget as a fixed cost, which meant that our prices were slightly higher than they needed to be, although the venue cost being subsumed in the feast price subsidised the lunch price and the marquee hire and allowed us to offer a combined daytime ticket which was only \$6 more expensive than the feast ticket. We also had a budget of \$100 for decorating the hall (not all spent) and some more sundry expenses which were originally going to be subsidised from general Canton funds, but which we are now able to cover from ticket sales. Since we came in at a small profit, we will be refunding the unused ticket price for two people who were unable to attend on the day or to stay for the feast, due to ill health. With those additional expenses included and the venue deposit and refunds taken out, our expenses were \$1720.46, plus GST on the ticket sales and possibly also some more (small) receipts. The final amount of the profit will change once GST is calculated based on the outstanding amount, but it will be in the vicinity of 10% of takings.

**Of note for future event stewards**

We were adjusting to the new environment for the Reeve which meant that it seemed feasible that combining the role of Bookings Officer with electronic deposit for the feast would make the job of reconciling all the financials in Xero after the feast a great deal simpler. It worked very well from that perspective, and we have not received feedback that it caused difficulty for anyone who might otherwise have attended. However in future, we would prefer to have a longer lead-time for this kind of event and offer staggered payment and booking with deposit and payment plan to assist lower income attendees.