

## Meeting Agenda for Shire of Owlsherst

# June 27, 2023

### **HOUSEKEEPING**

- Harassment Policy
- Zoom Recording Started & PM
- Approval of minutes from previous meetings -Need to look at meeting minutes

Present - Seraphina, Dunnie, Siobahn, Denise Wolff (Anneke), Linette, Wulfgar, Celine, D'Oryen, Marcus, Conall, Cordeilla, Leo, Mary Donald, Unna, Widow Kait, Kallista

Absent - Gerhard, Orlaithe, Conall

### **OFFICER'S REPORTS**

- Seneschal – Orlaithe - Linette reporting for Orlaithe - NTR
- Exchequer –Kallista – Payment for church for Weds eve usage, 12th Night, and Port-A-Potty was made. Treasury is solvent
- Chronicler- Celine – Minutes posted this morning from May
- Arts & Sciences Minister – Seraphina - Spinning at Irish festival, Calligraphy cards they were done and ran out, She made 28 more with more designs for Girl scout demo
- Chatelaine –Linette –The Irish festival was a success. Upcoming Girl Scout Demo. Contacted by a few new people. Made a quarterly report
- Webminister– Cordeilla – Website is up to date. GDPR compliant plugin on website for tracking. Will be able to tell in future which pages people stay on or leave from. At least half of visitors came through Google or Yahoo; not as much through Facebook
- Herald – Donnchadh - He and Siobahn consulted with Rhea, did research, worked on heraldy for baroness
- Chamberlain – Cordeilla - NTR. Linette reported that when they went to get items for demo, the boxes for food game and 'picture yourself as royalty' were not there. This fall we need to go through and inventory/reset the storage unit to set up shelving. Photographer releases - Wulfgar, Unna, Cordeilla,

Orlaithe. Siobahn has one at Kingdome level via photographer's guild, so will need to send/redo for Cordeilla

- Knight's Marshal – Wulfgar - report was done and copy sent to seneschal. If you need re-upped for Pennsic, then try to do for tomorrow so time for paperwork. New authorization time for Pennsic is past. Will have Practice July 5th
- Minister of Lists – Conall - NTR
- Rapier Marshal – d'Oryen - Congratulations to Leo for winning Novice tourney. Practice continues each Wednesday. Report due next week. Talking to fencers from other shires. They would like to bring a group on July 12th.
- Captain of Archers – Unna – Finished up spring season, combined shire practice with Cooper from Blak Rose and Thrown weapons. There will not be summer shire practices. Mary Donald is a marshal and will offer practices at Lancaster Archery. Sunday afternoon is the free outdoors public range at Lancaster Archery. Combined practice will be in fall. No reports due.
- Thrown Weapons Marshal – Gerhardt - not present.
- Youth Marshal – Widow Kait/Sean - not many youth for fighting. Working with adult fighters for tips
- Chancellor Minor- Widow Kaite - Whack A Knight and contact cards given out a demo. Has waivers from demo, she will contact the kingdom. Linette send info from person about youth fighting

## **OLD BUSINESS**

- Shire Wars By-Laws Committee - Linette - NTR on the bylaws. Cordeilla emptied last year's Shire Wars site and took down the arms that were not part of the compact. D'Oryen we have the medallions for the Shire Wars servers. Then they can go with radios. He mentioned in rapier chat that Shire Wars was not happening and there was some disappointment. Shire Wars 2022 - Linette and Orlaithe received email from Southern region exchequer that they are working with Torvi on distribution. Kaite received her refund.

Possibility of going for Barony? Try to have education sessions at end of Wednesday shire meetings. No large meetings until after Pennsic - Linette

Hanover Girl Scout Demo. Looking at July 14. Orlaithe is in contact with camp liaison- excited about music, fighting, Dunnie and Siobahn will be there and he can do Whack A Knight. Linette will do more of the cards. 3 responses on the Demo sign-up

Pennsic Newcomers Q & A - have not had a large response for other classes/workshops

Owlsherst Camp for Pennsic- Dunnie and Siobahn are working on some shire camp improvements - that can be new business - a bigger or 2nd pavilion for a common area - need to wait and see what land allotment is. Suggested to see if there something that could be borrowed. Linette said to schedule if they need to get other Shire Chattels

Shire Picnic - Dunnie/Siobhan - have not had a chance to work on this - they are willing to provide space, but cannot take lead on organizing - Date was planned August 27th - Seraphina can take point on that. PM email for address.

Fall Event October 21st- Siobhan, Anneke will be Autocrat of record. Siobahn has a proposal to share

**INTO THE WOODS**

**PROPOSED DATE:** October 21, 2023      9:00 am – 6:00 pm

**PROPOSED LOCATION:** Climbers Run Nature Center

226 Frogtown Road

Pequea PA 17565

**EVENT DESCRIPTION:** This is a day to become comfortable in the outdoors and learn about the East Kingdom Royal Foresters Guild. A nature walk to ID plants and trees as well as classes will be offered. Some activities will depend on the instructors' preferences. One class will be an introduction to the Forestry Guild, its purpose, structure, and ranks. A second class may be about how to outfit for medieval camping, and how to erect a simple tarp shelter. A third could be a skill such as knot-tying or fire safety. I am assuming we may not be allowed to have an actual fire, given the current burn bans. Children's activities will include a scavenger hunt (they take pics with their phones), how to whistle with an acorn cap (provided), some knots, maybe leaf rubbings. A light dayboard of easy-to-carry-in-the-woods foods will be offered. The event will be held rain or shine. There is a maximum of 40 participants and staff.

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<p><b>PROPOSED EVENT STEWARD</b></p> <p><u>Annetja</u> <u>MKA Denise Wolff</u></p>	<p><b>PROPOSED DEPUTY EVENT STEWARD</b></p> <p><u>Siobhan the Harper</u> <u>MKA Jo Diodato</u></p>
<p><b>PROPOSED HEAD COOK</b></p> <p><u>Celine</u> <u>MKA Kirsten Shontz</u></p>	<p><b>PROPOSED RESERVATIONIST</b></p> <p><u>Leonilla Kalista Kievlianina</u> <u>MKA Rose Harless</u></p>
<p><b>PROPOSED YOUTH ACTIVITIES COORDINATOR</b></p> <p><u>Widow Kait</u> <u>MKA Alex Pankrantz</u></p>	<p><b>TOKENS</b></p> <p><u>Dunnie Mac Lochlainn</u> <u>MKA Jared Eiler</u></p>

**PROPOSED BUDGET:**

**FEE STRUCTURE**

	MEMBER	NONMEMBER
ADULT 17+	\$15.00	\$20.00
YOUTH 5-17	\$10.00	\$15.00
CHILD <5	\$0	\$0
FAMILY (4) MAX	\$35.00	\$45.00

**INCOME**

Income is based on 40 attendees.

$$40 \times \$15.00 = \$600.00$$

**EXPENSES**

SITE	\$200.00 (recommended donation)
DAYBOARD	\$200.00
INSURANCE;	\$50.00
MISC.	<u>\$100.00</u>
TOTAL	\$550.00

They require insurance <https://www.sca.org/resources/insurance/>

**Ordering Insurance Certificates**

Please download and use the most recent version of the Insurance Certificate Ordering Instructions (revised June 2023).

The person who is the Event Coordinator must include their legal name, mailing address, email address, daytime phone number, membership number and expiration date. The membership must be valid through the last listed Event or Practice Dates.

Submit your request along with all fees to the Insurance Certificate Coordinator at least 6 weeks in advance of the event. If the office receives your request less than 30 days before the event, a \$175 late fee will be charged.

If sending by mail, please do NOT use Certified Mail – this will prolong the delivery process & could result in incurring the late fee.

Payment can be made by check or via Paypal. Do not email your credit card information!

and their site specifically named and a letter from the seneschal to act on the group's behalf. Max 40, break even is 36

Penn-Mar Festival - Widow Kait - email from Mary of Penn Mar - Setup Friday night - no specified time. As long as good to go by 9 AM Saturday. Last year setup began at 5 PM on Friday - will put a poke out to other groups in the Shire Wares compact - only have a few volunteers so far. This site is considered an 'easy trail' Could use Forrester's guild members or park docents. Planning to split group classes in AM and PM swap with trail walking. There are some youth activities on site.

Hard stop of 40 is due to parking -

Unna makes motion and Kaite seconds the motion to approve, passes unanimously

Question on insurance - should Siobahn pay and ask for insurance, or get a check now? Kallista indicated that it does not matter.

Question on event announcement - she can work with Cordeilla and Anneke

Siobahn will talk to the forrester's guild to see if they will support and maybe endorse

# 2023 Irish Festival Demo

## After-Activity Assessment

### Things that Went Well

- Calligraphy cards were extremely popular
- Gave out portable contact information to lots of people - many of whom *requested* it
- Food and beverages for participants
- Large number of participants

### Things that Didn't Go Well

- Multiple pre-existing interpersonal conflicts
- Boffers were left sitting in an accessible location (patrons picked them up and we had to intervene)
- At least one participant coming for the first time could not get information at the last minute (suggest organizing last-minute contact via phone/text/email. Note that Facebook is unreliable and *should not* be used later than 24-hours before demo start time.)
- Insufficient advance planning for tent layout / location / number
- Out-of-Shire participants outnumbered in-Shire participants

### Neutral Data Points

- QR url pages visited by three different patrons - all for the "martial arts" page
- Were contacted by a visitor requesting invitations to the email list and Discord server one week later because he and his brother had not been able to stop talking about meeting us

Cordeilla got request from someone at demo to join discord server. Linette ask if he will share contact email.

Kaite would have liked to have a Standard Operating Procedure (SOP) for this sort of thing. Dunnie and Siobahn and Cordeilla can help on SOPs.

Kaite wishes that we had done as an online meeting before the demo

## **NEW BUSINESS**

12th Night - January 2024- Conall volunteered to be autocrat, is working up a proposal.

Discussion after Pennsic on the Standard Operating Procedures

Siobahn - Shire Pennsic camp - think about if they want a meal plan

Cordeilla - in May were to rotate out half of officers. Need to review bylaws - need to contact bylaws deputy seneschal. Orlaithe may need to contact regional or Kingdom Seneschal, since there has been no reply

Linette - need an announcement on officers perhaps for fall. Need to identify which officer positions are up for election, open the slate for the next meeting, then continue with our usual procedures for posting, presenting slate, and voting.

### **Upcoming Events of Interest:**

Refer to the Pikestaff/East Kingdom Website for event detail

### **Scheduling**

Shire Gathering on July 5th,

Voted unanimously to move Shire business meeting to Tuesday July 11th rather than the 18th due of officer vacations

Cancel practice on July 26th, the week before Pennsic

Shire Gatherings - Wednesday evenings - Heavy, Rapier, A&S.

For A&S is there a schedule?

Cordeilla can meet 2 weeks of Pennsic at Shire Gathering site if marshals can

Shire Picnic on August 27th.

**Reporting Schedule for Local Officers:** A copy of all reports should be sent to Seneschal

- Seneschal: March 30, June 30, Sept 30, Dec 30.
- A&S: June 1, Dec. 1
- Exchequer: Jan. 30, April 30, July 30, Oct. 30
- Archery Marshal: April 1, Oct. 1
- Chatelaine: Jan. 15, April 15, July 15, Oct. 15
- MoL: March 1
- Knight Marshal: Mar. 1, June 1, Sept. 1, Dec. 1
- Herald: March 1, June 1, Sept. 1, Dec. 1
- Thrown Weapons: April 1, Oct. 1
- Webminister: Jan. 15, April 15, July 15, Oct. 15.
- Chronicler: Dec. 15



**Meeting Conclusion** at 9:03 PM

- Next Meeting - Tuesday July 18th, Agenda items to Orlaithe by July 14