

Shire of Hartshorn-dale Shire Meeting July 7, 2005. Minutes

(To ensure accurate attendance, a sheet was passed around.) In attendance were: Arlyn Bell; Alison Choyce (Alison Wodehalle); Lia Choyce (Lucrezia Dell'Acqua); Joe DeAngelo (Nazarius); John Elliott (John de Lithia); Triste Elliott (Cateline la Souriete); Joe Fling (John Marshall atte Forde); Kandy Fling (Elizabet Marshall); Rick Greene (Tomas Wormwood); Colleen Heath (Milissent de Heathwart); Mary Higgins (Margarete of Stirlingshire); Dennis Higgins (Finn Finnegan O'Flynn); Marc Johnson (Gavan MacBane); Kathy Klocko (Kathy Tuscher); Mike Knauer (Michel Wolffauer); Sheree Krasley (Brynn nic Neachdainn); Rebecca Lanigan (Lilia de Vaux) Bethany Oesting (Doucette de Verdun); Martha Palotay (Palotzi Márti); Sean Powell (Sion ap Llyewlyan); Sandra Stephens (Sabatina da Valle); Bill Stout (Veljahelm); Denise Puglio Stout (Katerina la Bisbetica); Mary Ann Swords-Greene (Maire ni Sheaghda); David Szent-Györgyi (Kolozsvári Árpád); Julia Szent-Györgyi (Kolosvari Arpadne Julia); George Tolton (Georg Koopman); Diana Troxell (Diana Alene); Sam White (Samuel DiBianco); Kep Wood (Talan Gwyllt). (Note that the attendance list is offered in alphabetical order by modern last name, with SCA names in parenthesis and titles omitted).

I. Minutes of the June Meeting

The minutes of the June meeting were approved without discussion.

II. June Demos

The June 4, 16, 18, 24 and 27 demos were all reported as having gone very well. There was particular praise for the June 24 Norristown Demo. Ms. Troxell suggested that some of the time taken by the fighters preparing to fight be used to get the kids dancing.

III. Commons

The Commons was held on June 26. Attendance was good, including one fencer from Connecticut. Mr. Knauer estimated that there were 6 or 7 new people. It was agreed that it would be worthwhile to hold Commons again. Ms. Troxell asked if the Shire wants to try to do a Commons in the Fall or next year. Mr. Knauer and others expressed that next summer would be best. Ms. Higgins suggested that the announcement should include a reminder that it is a garb-expected event ("not a barbecue with SCA friends"). It was pointed out that this info was in the announcement this year.

IV. AFIL&W Staff Debrief

Ms. Troxell reported that the AFIL&W Staff Debrief meeting was held on June 29. She stated that she will be making minutes available regarding the discussion of what was good and what needs to be improved.

Mr. Powell suggested that the Message Boards be used for these. He recommended that a board be created with Ms. Troxell as the moderator and only the moderator can post. Ms. Troxell prefers use of the Message Boards over use of the website for this purpose.

The next meeting, which will be a planning meeting will be at Alice Lieber's, hosted by her daughter, Robin on July 27.

Prior to that meeting, those who were in charge of something are requested to have their "job description" submissions prepared. These should describe what the person in that job does, as well as what a volunteer for that position's helpers should expect. I.E. the person who was in charge of Troll should write up what Reservations/Troll head does as well as what would be required of persons volunteering for a shift at Troll.

Mr. Knauer reported that the profit for AFIL&W was "just shy of \$1200."

A. Security Issue

Ms. Troxell raised a security issue that came up during AFIL&W. The situation involved unidentified young people going through personal belongings in the dormitory area. This occurred following a supervised activity in that building.

Ms. Lanigan noted that the key issue was that the young people in question were unsupervised. Ms. Troxell noted that they were of an age that it is appropriate for them to be without their parents. Mr. Higgins noted that as a group everyone in the shire needs to be diligent. Ms. Swords-Greene suggested random walk throughs of site buildings, and signage regarding areas that are not a play area. It was also noted that children's activities should always have two adults minimum and if they take place away from the main hall, one of the leaders should return the children to the main hall/area.

B. Dogs

Mr. Greene raised the issue of dogs that were a disturbance at the event. Ms. Troxell noted that the issue will be dealt with on a personal basis. (This was an issue that was discussed at more length at the Debrief meeting).

V. July and August Demos

The demos for July were next discussed.

Ms. Elliott will not be able to attend any more of the demos, but will make the boards she made available. Mr. Knauer will bring them to those demos he will be attending.

The final organization for the demos will take place on the message boards.

A. July 19, Upper Merion, 7-8 p.m. Set up 6:30 p.m.

Ms. Lanigan is the coordinator. This demo is using indoor space. She will be posting on the Message boards what is being sought for the demo. Ms. Troxell will be attending and bringing dancing and Mr. Higgins will be present for fighting, or for show & tell if a second fighter is not available.

Ms. Troxell suggested more crafts. She reported that she was told there would be “about a couple of hundred” children at this demo.

There will be fencing, though it may only be as show and tell if a) the marshal and/or b) enough people are not available.

B. July 21, Horsham, 5-6 p.m.

Ms. Troxell and Mr. Knauer reported that they will be attending.

C. July 28, Paoli, 5-6 p.m.

Ms. Fling noted that she will be attending, though her arrival will be close to 5. Ms. Troxell noted that she will be attending and can be there earlier. Ms. Fling will coordinate with the library. Mr. Higgins will be in attendance.

D. August 5, Royersford. 10:30-11:30

Ms. Troxell is the coordinator for this demo. Ms. Higgins reported that she will be attending. It was noted that this demo is being harder to staff because of its work day time slot.

VI. Green Lane

There will be a planning meeting at Ms. Choyce’s house, she is the autocrat. The event will be September 10 and 11, with set up on Friday evening. Marshals and fighters are needed. There will be dancing. Mr. White will be cooking Saturday evening dinner for the volunteers. The castle wall will be set up. There was a discussion of the stability issues faced with the castle wall and Mr. Higgins offered to address the same. The waiver requirement will be enforced. All those attending as SCA (rather than general public) will be requested to present blue card or to sign the forms. Fighter waivers will also be collected.

VII. Schola

Ms. Krasley reported that there will be a Schola this fall, and that she is the autocrat. She is currently trying to pin down a date, either November 12 or 19. She is trying to get information about the date for 100 Minute War in hopes of avoiding conflict with that event. Ms. Swords-Greene offered to use her contacts to try to get information for that. Ms. Krasley will be seeking teachers for Arts and Sciences subjects. She is also seeking teachers for martial subjects. The site will be the same church as last year (Paoli United Methodist Church) assuming the schedule will work out.

VIII. Kingdom Baskets

Ms. Krasley reported that the theme for this year’s Pennsic gifts to other royalty is “picnic baskets.” She reported that there are still Kingdoms available to be assigned and asked if the Shire would like to sponsor a basket. Following general agreement,

discussion was held. The Shire will request to do the basket for An Tir. Ms. Krasley requests that items for the basket be brought to the August Meeting. She will post to the list an idea of items to be included. This will be similar to the basket prepared for Their Majesties for AFIL&W. Items should be ones that are intended to be personal property rather than regalia. Items with kingdom arms or markings should be avoided.

IX. Tee Shirts

Ms. Heath has the remaining tee shirts from AFIL&W, they can be purchased from her. It was suggested that we look into whether they can be sold at the Shire's encampment at Green Lane.

X. Shire Inventory

Mr. Higgins, Mr. Tolton and Mr. Powell are working on a Shire inventory list. Mr. Higgins has received some responses and begun the database. Anyone in possession of Shire property is requested to inform one of these gentlemen of 1) what you possess; 2) where it is and 3) if it can/should remain with you or you want it gone.

XI. Officer Reports

The following officer reports were made:

A. Newsletter

Ms. Klocko reported that the newsletter will be delayed by about a week.

B. Marshall

Mr. Higgins reported that Monday fight practices continue, and fighters have attended demos. There was a photo in the Times Herald from the Norristown demo of two of our fighters.

Mr. Higgins reported that Mr. Powell is now his deputy.

C. Exchequer

The Shire has a donation check from the Montgomery County library for the Norristown Demo. It was noted that this was discussed on the email list. *A motion was made to accept the donation and immediately turn around and make a donation in the same amount to the library for Children's Programming. The motion carried.*

The current balance is about \$8,000. There was a discussion of possible uses for the money. The discussion included the information that there is not a ceiling or a max that the shire may have in reserve. It was noted that often in the early part of the year, there is a large amount of money out in deposits and advances for two events.

Mr. Knauer noted that the Shire should have a budget.

One of the items discussed was payment of the site fees for the Monday night practice site. Voluntary collection is taken of the fighters (and fencers when there is fencing practice), however, the collection has fallen behind the amount due. Following discussion, *it was moved that the Shire pay the fighter practice fee (including current arrears). Those using the site for practice will continue to take the voluntary collection to partially offset the fee. Motion carried.*

D. Thrown Weapons

Thrown weapons continues to be held on Tuesday evenings at Mr. Johnson's house, weather permitting. Up to date information will be found on the mailing list.

E. Heraldry

A commenting meeting will be scheduled this month. Details will be on the email list. People wishing to research a name and/or arms are also welcome.

Ms. Troxell asked for a show of hands of those without registered names and/or devices. She suggested that those who have not registered names and/or devices should do so.

F. Web Minister

Mr. Wood reported that Mr. Greene is now his deputy. {During other discussions, several updates were recommended and they will be addressed by Mr. Wood and/or Mr. Greene.}

G. Fencing

Fencing practice is on hiatus until after Pennsic. There are other practices held by neighboring groups.

H. Seneschal

Ms. Troxell reported that Mr. Higgins is now her deputy.

XII. Calendar

A. The July calendar is on line

B. August

1. Shire meeting 8/4 at the Szent-Györgyi house. Attendees are requested to bring chairs.
2. Dance practice will be on August 26.
3. Fight practice August 1 then August 29

4. Fencing will resume August 29
5. Newcomers will not be held in August
6. Thrown weapons will be 8/2 then 8/30
7. Archery will be August 7. Mr. Lanigan (not present) will be requested to confirm any other dates. It was reiterated that archery practice at this time remains unofficial.

C. September

1. Newcomers will be Friday of the first week.
2. On Labor Day there will be no fencing or fighting.
3. Shire meeting will be September 1 at the Choyce house.

XIII. Additional Items

A. Website recommendations

A recommendation was made to add practices held by neighboring groups to the activities section on the website.

A recommendation was made to add a section on youth activities to the website.

Mr. Knauer reminded that events can be added to the Shire calendar by sending him an email, or one can do it oneself on line.

Mr. Green reported that he has some thoughts regarding spam and preventing harvesting of members' email addresses from the website.

B. Activities of local groups

Mr. Greene reported on the Bardic classes being held in Media. He stated that when he attended it was mostly singers, but they hope to make it more about story telling as well. This is different from the Bardic Circle held at the Matisoffs' house in that it is focused more as a workshop.

C. Youth Minister

The shire does not currently have a youth minister. Ms. Higgins stated that she is interested in seeing some more youth activities in the shire. She is not at this time making a formal presentation, but wanted the idea to be in the minds of shire members. There was some discussion in this regard. The question was raised regarding whether there have been any changes to Society or Kingdom policy regarding youth programs. At the time of the meeting, no one was aware of same. The policy of "two deep" at all children's/youth activities was briefly discussed.

A brief recess was taken

Following the recess, the discussion of term lengths and officer selection was held. {Scribe's note: this discussion was not linear. I have done my best to put the main points for each area of discussion together. They are not presented here in exactly the same order as discussed. Rather than listing each decision in its section, I have made a separate section for the policies to be presented to the Shire for ratification at the August meeting.}

XIV. Term Lengths

A. Discussion of what the term length should be

The discussion of term lengths for officers opened with presentation of the possibility of 3 year terms, with a review and renewal after the three years.

Mr. Knauer stated that he is more in favor of 2 year term lengths, with renewal. This is the length used by the Kingdom for most officers.

Primary points of discussion of the length of terms:

1. 3 year lengths would foster generation of long term goals. Ms. Troxell noted that the renewability of terms would clear that objection to the shorter term length;
2. Down side of 2 year lengths is that half of the offices would be up for placement each year;
3. It was noted that potential officers may be reluctant to commit for a 3 year term, but that a 2 year term would be easier to commit to; would result in more people being willing to step forward to seek an office;
4. With a set term time, an officer who is burning out but is getting close to the regular stepping down time may be able to hold on with a specific end time in sight (See section "B" below, also).

B. Stepping down

It was reiterated that the end of the term length is the time for the officer and shire to review, but that an officer can step down at any time if he or she needs to (i.e. for work issues, moving, feeling unable to continue the position). It was also pointed out that each officer should have a deputy or at least a "drop dead" deputy to fill in or take over.

{At a later time in the discussion it was confirmed that should an officer step down mid-term, the person taking over will do so for the remainder of the term, so as to not change the time the position comes up for review. The person who takes over the position would, of course, be welcome to put in for the position again at its scheduled time.}

C. Schedule

The Seneschal and the Exchequer should be on separate years. There are other positions that should specifically be on separate years as well. Ms. Troxell, Mr. Higgins and Mr. Knauer will prepare a schedule for presentation at the August Meeting.

XV. Officer Selection

A. Timing of Officer Selection

Mr. Higgins presented a plan for officer selection: At the first meeting, the candidates are presented, then at the next meeting, they are selected. He recommended that the first meeting be October and the second meeting be November with the new officer's term to begin January. This way there is a time of training, time is allowed for warranting, and the year end reports (for most positions, although it was noted that some have a different year end date) can be prepared.

At this time a lengthy discussion was entered regarding deputies, obtaining deputies, asking to be a deputy, etc. It was agreed that the Shire should have a policy of encouraging people to offer to be deputies, and to learn about positions they have an interest in.

A counter-suggestion for the time schedule was made, adding an earlier month. On this schedule, in "Month A" the list of which positions are up for review/placement that year should be announced (and thus be in the minutes); "Month B" those who wish to be considered for a position should announce intent; "Month C" would be the specific selection/approval.

B. Selection Process

Discussion was held regarding the specific selection process. Blind balloting was suggested. It was noted that there are some offices for which that makes less sense, as there is a specific requirement for qualification (marshals, for example). It was suggested that each position should be in one of the two groups, even those that have a limited possible applicant list. Having all of the positions considered for review (half each year) gives people an opportunity to see what the positions are, and to learn what duties and requirements there might be.

Under Kingdom Law/Corpora, except for Seneschal, Exchequer, Herald and A&S OR Marshal, if a position is not taken, it will remain vacant (if Chatelaine remains vacant, the duties and reports are taken over by another officer.)

Discussion was next held regarding the specific process for selecting the "new" officers. Two possibilities were seen:

1. The position is uncontested (either the person in the position wants to continue, and no one else has put in, or the person in the position does not want to continue and only one person has put in);

2. The position is contested (either by the person in the position and another or by two new people)

In the first case, it was agreed to recommend that selection would be by a verbal “vote of confidence.” In the second case, it was agreed to recommend that a) the persons involved use the time between month A and month B to work it out (with the assistance of the Seneschal or, if the Seneschal is involved, the Exchequer); and b) if they are not able to work it out, then there would be a blind ballot at month B, following presentation by those interested in the position and discussion without them present. In the event that there does need to be a blind ballot, the ballots will be counted by two people, and the only result given will be the winner – the numbers will not be given.

It was noted that this process relates to the officer positions only, not to deputies.

It was further noted that some of the positions are considered by Kingdom to be deputies or sub-positions to other officers. It was agreed to recommend that all positions the Shire considers to be officers should be included in this process (i.e. “Demos Chatelaine” is a deputy to the Chatelaine by the Kingdom, but would be presented in this process for the shire).

XVI. For Presentation at August Meeting

At the August meeting, the Shire will be presented with the following (resulting from the above discussion of Term Lengths and Officer Selection) for ratification.

- A. Term lengths to be two years, with renewal available.
- B. The list of officers will be divided in two; one half being up for review each year (list will be prepared and presented at the August meeting for ratification);
- C. Anyone interested in a position is encouraged to approach the person holding that position (or, if uncomfortable with that, the Seneschal or other officer) prior to the time slated for indicating intent, to learn more of the position, to offer to be a deputy, etc.
- D. The schedule will be:
 - 1 At the September meeting (and in the September minutes) the list of that year’s offices to be considered will be announced. The list should also appear on the list serve and the message boards;
 - 2 At the October meeting, all persons interested in any position will make him/herself known. The “slate” for each position will be set by the end of the October meeting and will be announced in the minutes, on the list serve and the message boards;
 - 3 At the November meeting, selection will take place.

- E. The Selection process will be:
- 1 If a position is uncontested, a voice “vote of confidence” will be held. Uncontested means either the person holding the position seeks to continue and no one else seeks to take the position OR the person holding the position does not seek to continue and only one person seeks to take the position
 - 2 If a position is contested, the parties involved, with the assistance of the Seneschal (or Exchequer if the position is the Seneschal), will seek to work out a compromise during the period between the October and November meetings. If a compromise is reached, it will be presented at the November meeting and a verbal “vote of confidence” in the compromise will be taken.
 - 3 If the position is contested and no compromise is reached, at the November meeting the candidates will present themselves, discussion may be held (without the presence of the candidates) and a blind ballot will be cast. The ballots will be counted by two people. The result will be given only as naming the successful contestant. No numbers will be given and the ballots will be destroyed.
- F. With the exception of the positions required by Corpora and Kingdom Law, if there is no candidate for a position, it will be allowed to remain vacant.
- G. If an officer steps down mid-cycle, the person who steps up will finish the term so that the position does not change cycles. That person is, of course, welcome to be a candidate at the next time the position comes up.
- H. These term length and selection policies pertain to Officers only, not to Deputies.
- I. The Shire will consider those positions seen by the Kingdom as deputies of other offices but which the Shire considers to be separate positions as Officers rather than deputies. Such will be included in the list prepared.

XVII. Wrap Up

The discussion and hopeful ratification of these policies is the beginning of the Shire’s preparation of a charter and policies. It was noted that once these policies are agreed upon and written, they will need to be approved by Kingdom. Kingdom generally leaves officer selection to the Shires.

It was recommended that selection of autocrats and events should be discussed. Ms. Troxell noted that a yearly review of the events the Shire expects/hopes to hold would be good.

Respectfully submitted,
Katherine Fling (Elizabet Marshall)