

Shire of Hartshorn-dale Shire Meeting October 5, 2006 Minutes

Approved 12/7/06

In attendance were: Elizabet Marshall; John Marshall; Kolosvari Arpadne Julia; Kolozsvari Arpad; Gavan MacBane; Diana Alene; Osgrim Iserbit; Finn Finnegan O'Flynn; Alison Wodehalle; Michel Wolffauer; Sabatina da Valle; Lilia de Vaux (and daughter); Bricia de Neubold; Tomas Wormwood; Maire ni Sheaghodha; Scolastica; John de Lithia. *(Note that the attendance list is offered in the order the attendance sheet was signed. Only SCA names are given, where available. Reference to people in these minutes will be by their most common name. A more formal list of names or clarification is available upon request. As always, the Secretarie apologizes for any incorrect spellings and welcomes corrections.) *Welcome newcomer!*

I. **Officer Reports** *(In continuing effort to make the Minutes a clear and logical document, the Secretarie offers the following format for the Officer Reports. The reports will be listed in the Minutes in alphabetical order each month, regardless of the order in which they are offered at meeting.)* To keep the meeting short, only those officers with business to bring to the Shire reported. Only those offices reporting are listed.

A. Dance Diana reporting

The Harvest Dance at the end of September went well, with lots of people attending

B. Domesday Julia reporting

Getting ready to begin preparation for the next edition. Noted that her email address needs to be changed for the submissions. This will be taken care of.

C. Exchequer Michel reporting

Pursuant to decision last month, Money Market account was opened. In ½ month, the Money Market earned \$8. Total assets in the bank are \$5,535. There is an additional \$650 to deposit (thank you from the Boy Scouts and money from sale of board games at events). There is \$1600 in other assets, primarily tee shirts and deposit. Quarterly report is due at the end of the month and will include the policies which are being updated.

D. Secretarie Elizabet reporting

One change to the September minutes was noted and the minutes approved with that revision.

E. Seneschal Finn reporting

Preparing quarterly report which will be sent out and copied as appropriate.

F. Thrown Weapons Gavan reporting

Next Tuesday (10/10) will be the last Tuesday evening practice until spring. There will be occasional Sunday practices – watch the email list.

II. Demos and Events

A. Demos

1. Green Lane

There were about 85 people. Final budget was approximately \$500. There was one injury. Overall it went well. Thoughts for future – make it clearer which are public and which are non-public areas. Move the kitchen and dinner. Changes to the list ropes.

2. Montgomery County Community College Community Day

11 to 3 on 10/14. There will be 4-5 fighters, some A&S. There is plenty of space if others wish to come. Set up should be done by 10:00 a.m. Alison will have a contact sheet available for visitors to sign.

B. Events (listed individually)

1. Alles Faire

There is not a contract yet, George is to get that. There may be a meeting in November which will be added to the calendar and on the list.

2. New Event Proposal “St. Sebastian’s Fair”

Elizabet presented a proposal for an archery event for April 7, 2006. Proposal is attached as Appendix “A”. Following discussion, Elizabet will add prizes to the budget and look into the cost of porta-potties (the site has limited facilities). The event was approved, to be finalized (including draft announcement) next meeting.

3. New Event Proposal “Nova Schola”

Alison presented a proposal for a schola event for March 10 or 17. Proposal is attached as Appendix “B”. The theme of classes is to be “So you’re interested in.” Several people volunteered to teach. Following discussion the event was approved, to be finalized (including draft announcement) next meeting.

Finn will check dates of both events on the Seneschals’ list.

III. Meeting-specific

A. Nominations

In accordance with the Charter, nominations were opened for the positions of Exchequer, Herald, Chronicler, Webminister, Archery Marshal, Thrown Weapons, Minister of Lists, Chamberlain, Dance and Secretarie. The candidates are as follows:

- Exchequer: Michel Wolffauer
- Herald: Lilia

- Chronicler: Elizabet
- Webminister: Osgrim
- Archery Marshal: Michel Woffauer
- Thrown Weapons: Gavan MacBane
- Chamberlain: Arelinda
- Dance Mistress: Diana Alene
- Secretarie: Elizabet
- Minister of the Lists: Tomas

IV. Old Business

A. Charter

1. {Most of the following discussion took place prior to the presence of the Secretarie.} Finn presented the areas of discussion brought up by the Southern Region Deputy Seneschal regarding the submission of the Shire's Charter. The changes recommended were agreed upon as not changing the intent of the charter. The revised charter is appended to these minutes. Revisions were: (a) To add a numbering scheme; (b) to the Decision Making Process section and (c) to the Shire Property section. These are noted on the attached revised charter by cross out and new text. The revised charter will be submitted.

B. 20th Anniversary Celebration

Remains in the planning stages

V. New Business/"For the good of the group"

None

VI. Calendar

One Friday in November there will not be dance. Diana will announce, watch the email list.

A&S will not be held at Sabatina's. Watch the list/calendar for developments.

November shire meeting will be at Diana's. Reminder that we no longer have access to the space at Ursinus and if anyone has ideas for a place let Finn know.

Respectfully Submitted
 Elizabet Marshall
 (Kandy Fling)

Shire of Hartshorn-dale Charter

1. **Statement of Purpose**
 2. **Membership**
 3. **Shire Meetings**
 4. **Decision Making Process**
 5. **Officers**
 6. **Officer Requirements**
 7. **Selection of Officers**
 8. **Communications**
 9. **Shire Events**
 10. **Demos**
 11. **Shire Property**
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1. Statement of Purpose

- 1.1. This is the Charter of the Shire of Hartshorn-dale. These guidelines are an unofficial publication of the Shire of Hartshorn-dale of the Society for Creative Anachronism, Inc. It is not a corporate publication of the SCA, Inc., and does not delineate SCA policies. Moreover, in any case where this Charter conflicts with East Kingdom Law and Policies or with Corpora, those higher laws take precedence.
- 1.2. This Charter will be reviewed by the Shire every two years to ensure that it still reflects the practice and intent of the Shire. The review will consist of distributing a copy of the Charter at the Shire business meeting and inviting commentary from the populace for discussion at the following meeting. Any changes must be approved by the Shire.
- 1.3. Note: At the time of the writing of this Charter, Shire business meetings are conducted at the beginning of each month. Timeframes for officer selection and any Shire decisions are based on this once per month meeting timeframe.
- 1.4. We recognize that emergencies can come up and Shire officers may act accordingly.

2. Membership

- 2.1. Membership requirements for the SCA are clearly delineated in Corpora; privileges pertaining to that membership are not the business of the Shire.
- 2.2. For Shire business only, any SCA member who resides within the boundaries of Hartshorn-dale, or anyone who actively participates within the Shire, is considered a member of the Shire. Any member 14 years old or older may vote in elections and on proposals.

3. Shire Meetings

- 3.1. In order for an official Shire business meeting to take place, the Seneschal or a representative needs to be in attendance and at least four other Shire members, two of whom must be Shire officers or their representatives. If circumstances occur that would prevent a large number of Shire members from attending, the meeting should be rescheduled by the Seneschal.
- 3.2. The date, time and location of all Shire meetings must be announced with as much advance notice as possible in order to ensure that any Shire member who wants to attend is aware of the meeting.

4. Decision Making Process

- 4.1. Any proposal or agenda item that requires approval from the Shire membership can only take place at a Shire business meeting.
- 4.2. All Shire members present at the meeting may participate in the decision process. In most cases, a majority consensus shall be taken by a simple hand vote. If a hand vote is not appropriate, such as officer selections for a contested office, a “blind vote” (names in hat or similar method) will be used.
- 4.3. Votes will be counted by the Seneschal and Exchequer. If either Seneschal or Exchequer are being voted on, then another Shire officer will fill in for the officer being voted on. Results will be announced immediately. In the case of a blind vote, the result will be announced as a simple yes/no; the count will not be announced.
- ~~4.4. Simple items (small expenditures, local demos, local events not published in Kingdom newsletter, small Shire projects, etc.) should be approved by a simple consensus right at the Shire meeting in which they are raised.~~
- 4.4. *Small expenditures, local demos, local events not published in Kingdom newsletter, and small Shire projects should be approved by a simple consensus at the Shire meeting in which they are raised.*
- ~~4.5. Larger items (officer selection, event selection, large capital expenditures, etc.) will be discussed at the Shire meeting in which they are raised. Final approval to be granted at the next Shire meeting.~~
- 4.5. *Officer selection, event approval (including budget), and large expenditures, will be discussed at the Shire meeting in which they are raised. Final approval to be granted at the next Shire meeting.*
- 4.6. *Any decisions that are financial in nature shall be done by the financial committee as outlined in the Exchequer Policies of the Shire.*

5. Officers

- 5.1. Officers should attend a majority of Shire business meetings. If an officer or a representative cannot attend a meeting, the officer must contact the Seneschal with an officer’s report.
- 5.2. Any problem with an officer's performance that cannot be dealt with on a local level will be handled in accordance with Kingdom law.

6. Officer Requirements

- 6.1. The purpose of these requirements is to ensure that as a representative of the Shire and the SCA, an officer is familiar with the ideals and customs of the Shire and the SCA. In addition to any Kingdom or Society requirements, to hold an office in the Shire a person must meet the following requirements:
 - 6.1.1 Have been participating in the SCA for at least one year.
 - 6.1.2 If the office is one of those required by Kingdom Law, the candidate must have been a deputy or served in another office for the period of one year. Service in other SCA groups will also count for this requirement.
- 6.2. However, on a case by case basis, the Shire may consider a person for an office even if the additional requirements are not met.

7. Selection of Officers

- 7.1. Officer selection will be held each year for these offices:
 - 7.1.1 In odd-numbered years: Seneschal; Knight-Marshal; Minister of A&S; Chatelaine; Chirurgeon; Fencing Marshal; Demo Coordinator; Domesday Editor; Accessibility Porter.
 - 7.1.2 In even-numbered years: Exchequer; Herald; Chronicler; Webminister; Archery Marshal; Thrown Weapons Marshal; Minister of Lists; Chamberlain; Dance Master/Mistress; Secretarie
- 7.2. New offices can be created by the Shire and added to the above list as suits the Shire's needs.
 - 7.2.1 In September (Reminder): A reminder of officer positions that are up for selection should be announced to the Shire. (See list above for offices based on current year.)
 - 7.2.2 In October (Nomination): Potential candidates must state their interest in holding a Shire office to the Seneschal or current office holder at or before the business meeting.
 - 7.2.3 In November (Selection): At the business meeting, candidates should make a presentation, followed by questions. Afterwards, the candidate(s) should leave the meeting so Shire members may discuss freely. After the discussion is over, selection will follow the normal Shire decision making process.
- 7.3. The officer-elect will work with the current officer and will assume the office in January, after the end of year report is submitted (if applicable). The Shire also has the option to leave a non-required office vacant.
- 7.4. In the event that an officer is unable to finish the term of office, a replacement should be nominated at the next regular business meeting, with selection to take place the following month. If the officer is unable to fulfill the duties of the office until a replacement can be selected, a stand-in should be appointed until the selection process is finished.
- 7.5. People who wish to hold a currently vacant office, should state their interest at a business meeting with selection to take place at the following business meeting.
- 7.6. In all cases where an officer is selected mid-term, that officer will serve out the remainder of that term.

8. Communications

- 8.1. Official Shire communications, announcements, and decisions take place at Shire meetings.
- 8.2. Formal e-mail correspondence with a Shire officer is acceptable and official only when the officer has offered to communicate electronically by placing his or her e-mail address in SCA publications, by releasing it for individual use, or by initiating e-mail correspondence for official business.
- 8.3. Formal e-mail correspondence from an officer is appropriate only as a reply to incoming e-mail where electronic communication is clearly invited and welcomed by the recipient.
- 8.4. No messages posted to bulletin boards or general email lists can be considered official communications. E-mail lists or bulletin boards may be used to post clarifications of policy if it would help clear up a topic under discussion on the list.
- 8.5. The use of non-official communication methods (such as e-mail, bulletin boards, practices, etc.) is encouraged to help disseminate information.

9. Shire Events

- 9.1. A Shire event is one that is sponsored and/or funded by the Shire.
- 9.2. A Shire event shall be proposed and decided on by a bidding process. A bid proposal must be presented to the shire by the potential autocrat of the event, or a representative. The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget. The budget should have: planned expenses, charges for all attendees, and expected attendance. Any additional information the bidding Autocrat can make available will aid in the decision process.
- 9.3. If a Shire event is to be announced in the Kingdom newsletter, there should be at least two months of publication. To ensure this the timeline for bids will be as follows:
- 9.4. No less than 6 months in advance of the event, bids need to be presented for discussion and suggestions at a business meeting.
- 9.5. No less than 5 months in advance of the event, the Autocrat shall present at a business meeting the finalized bid, including a draft event announcement, for review and approval. If approved, the Autocrat will be allocated Shire funds.
- 9.6. Within one month of the approval, the site must be secured and then the event announcement submitted to the Kingdom newsletter.
- 9.7. If the Shire event does not need to be announced in the Kingdom newsletter, the Autocrat should present the bid far enough in advance for Shire support.
- 9.8. The Autocrat shall determine and allocate the event budget. The Autocrat shall require staff to request approval for any increase in the monies allotted to them. The Autocrat should try to stay within the proposed budget and should keep a running tab of expenditures to aid in doing so. The Autocrat or a representative should report at each business meeting on the current status of the event including expenditures. Expenditures in excess of the approved budget may be reimbursed at the Shire's discretion.

10. Demos

- 10.1. The Shire will have the Demo Coordinator handle the contacts for demonstrations. If the Demo Coordinator is unavailable or the position is vacant, responsibility will default to the Chatelaine.
- 10.2. All requests for demos must be referred to the Demo Coordinator. Neither the Demo Coordinator, nor anyone else, may accept or refuse any reasonable requests without first consulting the Shire. One month's notice is preferred to ensure a quality demo.

11. Shire Property

- ~~11.1. The office of Chamberlain is responsible for keeping track of all Shire property. If the office of the Chamberlain is vacant, the responsibility will fall to the Exchequer. Shire property includes, but is not limited to, supplies such as toilet paper and garbage bags; cooking equipment; pavilions and group camping equipment; craft supplies; books; equipment; regalia and gold key. The property does not include food items left over from Shire events.~~

11.1. The office of Chamberlain is responsible for keeping track of Shire property and supplies in accordance with the Society Exchequer policies. If the office of the Chamberlain is vacant, the responsibility will fall to the Exchequer.

- 11.2. The Chamberlain will maintain an inventory of all items and their locations. An inventory review should take place semi-annually to coincide with Exchequer reporting as required by Kingdom law. Additional inventory reviews are encouraged after events or other significant use of Shire property.
- 11.3. Anyone storing Shire property is holding it in the Shire's name and is responsible for storing the property safely and accessibly. Property must be relinquished when the person is no longer an active member of the Shire.
- 11.4. Any property that is damaged, lost, etc., should be reported to the Chamberlain. Anyone in possession of property is responsible for damage or loss due to negligence or misuse and will be expected to reimburse the Shire appropriately.
- 11.5. Items that are "lost and found" after Shire activities and events shall be itemized by the autocrat or officer in charge of that activity and turned over to the Chamberlain. The itemized list shall be appropriately published. Any items unclaimed after 12 months become the property of the Shire. Anyone who approaches the shire after this point with a rightful claim to an item will have the item(s) returned if it remains in Shire inventory.
- 11.6. Shire property which is deemed no longer needed may be disposed of by any method agreeable to the Shire.

Saint Sebastian's Faire

(working title)

- Date: April 7, 2007
- Site Location: Limerick Bowmen Archery Club
Limerick, PA
- Event Hours: 10 AM – 5 PM
- Staff:
 - Autocrat: Kandy Fling
 - Archery Marshal in Charge: Michael Knauer
 - Gate: Althea
 - Day Board: Joe Fling (Plan – call in the “Companie de Cuisiners”)
 - Clean-up: TBD (and whoever’s left on site after 5)
- Schedule: Under development. Will include a roving range based on Robin Hood tales/poaching (3D targets), Royal Rounds, and Several Specialty shoots. Partly dependent on the number of marshals we can pull in.
- Other activities: We are hoping to have Thrown Weapons (assuming we can get a marshal, there is a space on site), there may be space for fencing (BYO Marshal). If we can find anyone who wishes to teach archery related classes, we can provide space. There is a clubhouse to serve as a “hall” where socializing and gaming (not structured) can take place. This is also where the dayboard will be. If sufficient volunteers are obtained, there will also be “roving dayboard” available. Also assuming sufficient volunteers, there will be strolling “merchants” of favors to be given to the archer of one’s choice. Aim is for a fair or festival atmosphere.
- Merchants – we will be able to accommodate several merchants, especially if they have their own shelters.
- Expected Attendance: 50 - 75
- Site will be ___Dry ___X___Wet ___Discretely Wet.
- Advertising:
 - Pikestaff
 - SCA Archery Email lists
 - Assorted other East Kingdom Email lists.
 - Consider Atlantia Email lists
 - Shire Website
- Site Fees:
 - Adults: \$12.00
 - Children under 18: \$8 (This we need to work on – partly depends on the site allowing a discount for under 18)
 - Under 6: Free
 - Other. Members of Limerick Bowmen, WITH Key Card ID, \$2 discount. (This is dependent on the site changing the site fee to be in accordance with their usual of \$3 for members and \$5 for non members)
- Budget:
 - Payable to Site \$5.00 per person, payable after the event. We may be able to negotiate a discount for youth and for Limerick Bowmen members.
 - Note: We should plan on paying a minimum of \$50.00 to the club, since that is what they charge to rent just the clubhouse for a day.
 - Day-board \$ 2.25 per person – base budget of \$100
 - Materials for special targets: \$100 (The 3-D targets are provided by the club as part of the site fee.)

- General supplies (site tokens, printing, etc.) \$100
- Break-even point: 43 people paying \$12. At this number, the up front costs of food, target and special items will be covered.
- Downsides to Event:
 - If it rains we can expect little attendance.
 - Only real possibility of loss is of the dayboard food if the weather does not cooperate – this will mean planning to have food that can be refrozen and used at a later time, if necessary. Money spent on targets and even some of the supplies will not be “wasted” as the items will be available for future use for the Shire.
 - Relatively primitive site. There are flush toilets (one each, men and women), two shower rooms that can be used as changing rooms (one at a time, and not for storage of bags, etc.) and one (?) latrine. Handicap accessibility is limited. Announcement will make this clear – encouraging people to arrive in garb, etc.
 - Decent sized parking lot, but will encourage carpooling.
- Upside to Event
 - Low upfront risk to Shire, site fee dependent on attendance and payable afterwards
 - If this is successful, can become an annual event.
 - There is a shortage of Archery Events and this one, early in the season, should be appealing to archers ready to shoot after a long winter.
 - The club is very excited to have us do this and will be working with us wherever they can.
- Needs
 - Tokens and favors
 - Targets
 - Archery Marshals
 - Clean up crew
 - Security/parking
- Additional Comments
 - Planning meetings will be scheduled upon approval.
 - All attendees will be required to sign a roster waiver for the club (site requirement) in addition to the SCA waiver (for those not holding “blue” cards).

Spring Schola Proposal

Title: **Nova Schola**

Date: March 10th or March 17th

Time: 10am-5pm

Location: St John's Lutheran Church in Blue Bell

Food: dayboard included in site fee

Expected attendance between 75 to 100

Site fee \$5/person

Although originally conceived as a Newcomer Schola, this Schola is not just for Newcomer's, therefore the different title. The concept for this schola is the phrase "so you thought you might be interested in [blank]" The courses offered would be geared to introducing a subject. Fill in any word where blank is, and that will be the class, ie brewing, illumination, basic costuming, cooking for an event, submitting you device, making a cotehardie, etc.

Classes would run continuously through the day, depending on the number of classes/ teachers, we may choose to break for a half hour to an hour for dayboard.

Lucrezia dell'Acqua has agreed to provide dayboard. She will gather a staff to help her provide this dayboard. Cost is expected to be \$2.50 to \$3.50 per person. She believes it will consist of salad, soup, cold meat, eggs, cheese, bread, and cut vegetables.

Troll will be Muirgen O'Keefe, who will do the pre-registrations, and provide staff for Troll for the day.

The event announcement will read:

Come one, Come all to the Nova Schola hosted by the fair Shire of Hartshorn-dale!! We will have a day of classes that are introductions to a variety of subjects, such as basic costuming, illumination, possibly brewing, or cooking for an event. (the class schedule will be posted on the Hartshorn-dale website as we approach the date). If you are new to the SCA, or would just like to learn about something new, come to our fair Shire for this day.

The dayboard will be provided by Lucrezia dell'Acqua and will be served at 11:00, and will be plentiful.

If you are interested in teaching, please get in touch with the autocrat.

There is no facilities fee from this church as Muirgen O'Keefe is a member there, and may use the facility without fee. The site fee is arrived at by the cost of dayboard, site tokens, and photocopying expense of the day's schedule, which are all individual fees. The break even point depends on how many extra we plan for beyond those who preregister.

There a main hall that seats 80, with five classrooms downstairs (that have chairs) and four classrooms upstairs (that need chairs). There is a an adequate kitchen (for a dayboard) on the main hall, that we would have use of. Merchants would be welcome. The site is damp. If dancing was desired, it may be possible in the main hall, though carpeted, or perhaps as a lesson upstairs.