

Notes Hartshorn-dale Business meeting March 2021

TL;DR

Important dates coming up:

March 13: 11:30, book club discussing Tristan & Isolde; 4 PM Zoom meeting for Scola on Mar 27th

March 14: Ethereal EK Court, East Kingdom YouTube channel

March 27: Ad Servitium Somnium-a service schola

March 28: Counsel with the Consules 2PM

We finished Charter section 9, Events.

Attendance-Officers: seneschal - Alison; Secretarie - Kathryn, Webminister/Chamberlain - Sarah, MOL - Millissent, Exchequer - Diana, Fencing - James. MOAS - Elizabet, Attendance-Populace:Aislinn, Brandr, Arpad, Bertana, Talan, David

- I. Online meeting: We continue to meet online, for the foreseeable future.
- II. Officer reports (please submit written report, which will be included in the minutes)
 - A. **Seneschal: Discussed** the Counsel with the Consuls regarding heirs.
 1. **Social Media Deputy:** Brandr:
 2. **Event Autocrat:** Millissent:
 - B. **Chatelaine:** Una:
 - C. **Chronicler:** Sarah:
 1. **Secretarie:** Kathryn:
 - D. **Exchequer:** Diana: Current balance \$4875.12
All bills paid
 - E. **Knight Marshal:** Berkhommer:
 1. Fencing: James:
 - F. **Herald:** William:
 - G. **MoAS: Elizabet:**
 1. Dance: Diana: met 3 times in February and is currently scheduled to meet throughout March
 - H. **MoL:** VACANT Vote to be taken. Milissent is running for MoL
 - I. **Webminister:** Sarah:
- III. Covid-19 changes to SCA schedule and events
 - A. BoD's resolution
 1. <https://www.sca.org/wp-content/uploads/2020/12/2020-12-04-Resolution-Continuation-Letter.pdf>
 - B. Martial activities in PA are on hold
 - C. Please see the EK Events page for all the online events being planned
 1. Ethereal Courts, and EK online events will be posted to the Hartshorn-dale calendar.
 2. Next **Ethereal court** Sun Mar 14th at 4pm via the YouTube channel

3. **Counsel with the Consules** is Mar 28th at 2PM
4. There is an East Kingdom ethereal event calendar (<https://moas.eastkingdom.org/ethereal-event-calendar/>)
5. East Kingdom Arts & Sciences online class listing (<https://moas.eastkingdom.org/list-of-online-webinars/>)

IV. Hartshorn-dale events/demos

1. Pennsic: Planning is still happening by the Pennsic Mayor and staff. Decision making is ongoing as to whether Pennsic can happen, and under what circumstances.
2. Shire Wars.
 - a) The in person event is being postponed, likely to October 2021.
3. **Ad Servitium Somnium-a service schola:** Mar 27
 - a) Autocrat Millisesent
 - b) Tech support-Brandr-Needs drop dead deputy in case he is unexpectedly unable to attend
 - c) Needs:
 - (1) Room monitors
 - (2) Zoom training/event organizing meeting March 13th at 4 PM

V. Online activities while in-person activities are on hold.

- A. Dance: Friday evenings 7:30-9:00
- B. Brunch with Hartshorn-dale: Sundays usually at 11am
- C. Crafty session online about every two weeks, announced via email, and on the calendar
- D. Una plans to host a Newcomer's meeting online
- E. Book club: hosted by Millissent
 1. Next book is Tristan and Isolde. Date to gather is Mar 13th 11:30
 2. Next book: let Milissent know what your preference is.

VI. Charter sections 9 on events

- A. **Discussion:** Completed charter section 9, deferred section 10 on Demos to next meeting. Final wording:

IX. Events

- A. An event is one that is sponsored and/or funded by Hartshorn-dale.
- B. An event shall be proposed and decided on by a bidding process:
 1. A bid proposal must be presented at a business meeting by the potential autocrat of the event, or a representative.
 2. The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget.
 3. The budget should have: planned expenses, charges for all attendees, and expected attendance, and a calculated 'break even' point (how many attendees are needed for the event to 'break even'.)

4. Any additional information the bidding Autocrat can make available will aid in the decision process.
 5. A proposal for a potential event maybe presented with incomplete information, in order to request assistance from the group in securing staff, creating a budget, finding a site, etc. The bid must be completed with sufficient time to place in the Kingdom Newsletter.
- C. If an 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:
1. No less than 6 months in advance of the event, bids need to be presented for discussion and suggestions at a business meeting.
 2. 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 funds.
 3. Upon final approval of the event, the site may be secured and the event announcement submitted to the kingdom newsletter.
 4. Submission to the kingdom newsletter needs to be completed before the end of the month in which it was approved.
- D. If the event does not need to be announced in the Kingdom newsletter, the Autocrat should present the bid far enough in advance for Hartshorn-dale's support.
- E. 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.
- F. Expenditures in excess of the approved budget may be reimbursed at Hartshorn-dale's discretion.
- G. The Autocrat or a representative should report at each business meeting on the current status of the event.
- H. Exceptions to any of the above are permissible with group approval per section IV above.