

Notes for Hartshorn-dale Business Meeting June 2, 2022

Highlights:

Meeting included officer reports, discussion of upcoming events and demos, and finalized an update to the Events section of the charter. New text is at the end of the notes.

Regular events such as fencing, dancing, A&S, Dining with, Sunday brunch, and fighter practice are happening - see schedule below.

Upcoming events, demos, commons:

June 26th: commons/extended business discussion scheduled for Sunday, 26 Jun from 13:00 - 18:00, Victory Park, 2nd Avenue &, Arch St, Royersford, PA 19468

July 4: Go Fourth Demo Pottstown

August 13th: Demo at 4H center in Creamery

October 8th: Harts & Horns

Attendance-Officers:

- Seneschal - James
- Webminister - Sarah
- Chamberlain - Sarah
- Secretarie - Kathryn
- Chatelaine - Jakob
- Exchequer - Dlana, Lissa
- Fencing - Jacqueline
- MoAS - Kandy
- Social Media - Brandr
- Knight Marshal -
- MoL - Milissent
- Herald - William.
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Attendance-Populace: Alison, Aislinn, MaryAnne, David

1. **Officer reports** (please submit written report, which will be included in the minutes)
 - a. **Seneschal:** We're here and still functioning!
 - i. **Social Media Deputy:**
 - b. **Chatelaine**
 - i. May gave us 2 more newcomers! (Devon, and her son Silas! He is interested in fencing and potentially Heavy combat as well!) They found us thanks to the Go Fourth Demo last year).
 - ii. We had an amazing time at the Colonial Demo on the 15th which went on without any major hitches! A huge thank you to everyone who came out to help with this demo, it was a lot of fun and we had a great turnout. Thanks to that demo some of the "missing" Shire banners have returned to gold key! (Turns out they were not missing in fact).
 - iii. We have two more on the calendar as far as demos go. Milissent has taken charge of the Go Fourth Demo, which we will be having a meeting about sometime soon. And the 4H Demo happening in August has been

shortened to just one day (August 13th). We are a finalized go for that demo so if you are able to give a hand and help out, please let me know.

- iv. Last but not least, I'm slowly starting the search for a Deputy Demo Coordinator. This way I can take my focus off of demos and onto the Newcomer classes that I very much so would like to get the ball rolling on.
- c. **Chronicler**
 - i. No updates. If anybody has done anything cool, send me a sentence for the next newsletter! The next issue will cover May, June, and July.
- d. **Webminister**
 - i. Added May minutes to the website. To-do list: updating Activities page & Newcomers page.
- e. **Secretarie**
- f. **Exchequer**
 - i. Current Balance: \$6901.03
 - ii. Got new checks so we will now be able to catch up on our bills & Paperwork
 - iii. Finishing paperwork with bank to get Elizabeth & James registered
 - iv. Hope to complete training with Lissa on basic record keeping in June
 - v. I think that we need to be more explicit in our recording of the voting process. We need to post complete information about our elections that include SCA and mundane names of people elected and their position. This needs to be in the minutes.
 - vi. I also think it would be good to have a directory with (at least) officer's names, both mundane and SCA, their job or role, and possibly their phone number. If we post this on the Kingdom website, where it is accessible only to members, it will not be fully public. I have already moved Lorenzo's recipes, etc. to the kingdom website so everyone can view or edit it.
- g. **Chamberlain**
 - i. No updates. On the to-do list: Finalize the "Shire property stored in a private residence" agreement.
- h. **Knight Marshal**
- i. **Fencing**
 - i. Fencing happened
 - ii. 3 practices
 - iii. average attendance was about 8 people
 - iv. one practice had 2 youth fencers (Thank you Wentlyanna for being a youth marshall)
 - v. Marshalls who attended: Jacqueline Cross (MIC), Lissa Underhill James O'Galleghure of Tyr Connal, Griffith Davion, Ian Douglass, Declan Gobha, Wentlyanna Bengrek
 - vi. site donations about \$150
 - vii. First week of May we had our May the Fourth "lightsaber fight" at the end of practice. No one lost any limbs, though I apologize again to James for hitting him with Force Lightning. No injuries were sustained, however.
- j. **Herald**
 - i. No activity from Herald. We should probably begin to think, however, about moving ahead (as you know I have done some preliminary work on ceremonies) with development of awards, ceremonies, etc. in anticipation of a favorable result in our quest for Baronial status
- k. **MoAS**

- i. Half yearly report to Kingdom has been submitted.
- ii. A&S Zoom will be June 8 and June 22. I welcome ideas/offers for topics. In May we had a discussion of hand sewing stitches and methods.
- iii. I am working on the proposal for the format for A&S display/populace choice at Harts & Horns. I am thinking not a judged competition this year.
- iv. Some A&S continues to occur at the monthly Dining with Lorenzo meetings. I would like to explore having a regular presence at Fencing practice. I can't do every week, but maybe some of us can take it in turns to be there. I see this as an extra opportunity for people to get help with projects, or just bring projects and have some time to work on them in good company.
- v. *I reiterate that I will not be running for another term this year* (though I'm not going anywhere and am happy to be A&S Office support). I will be taking over as Athena's Thimble Guildmistress at Barleycorn (well, about 90% sure), which is a little earlier than I originally thought, and I know myself well enough to know that I cannot do both.
- vi. Elizabet will serve out her term as MoAS, which ends in December.
- vii. **Dance**
 - 1. Met throughout May and participated in both filming and performance for the Hunchback demo. Will meet through June at our indoor site. No dance July 1st.
- viii. **Dining with Lorenzo Guild**
 - 1. Met first week in May and made pears confyt, tart de brye, and discussed cryspals.
 - 2. Will meet June 5th to make venison with sauces, and cryspals with custard & honey
 - 3. July meeting will be Sunday, the 10th
- I. **MoL:** Warrant renewed. Assisting at Hunter's thing on the 12th.

2. Old Business

- a. **Policy regarding covid vaccine and testing:**
 - i. New in the East: No masks for outdoor events BUT all other policies still apply for now. Ie: proof of vaccination, etc
 - ii. BoD policy
<https://www.sca.org/news/covidsafe-proof-of-fully-vaccinated-status-or-negative-covid-test-policy-resolution/>
 - iii. **Gate in a Box:** Must reference this if you are responsible for holding a practice or meeting.
<https://seneschal.eastkingdom.org/gate-in-a-box-covid-edition/>
 - iv. BoD FAQ
<https://www.sca.org/wp-content/uploads/2021/09/20210829-Proof-of-Vaccination-or-Negative-Test-Policy-FAQs.pdf>
- b. Charter update to Events section - Did some charter revisions last month.
 - i. Discussion of proposed changes to charter as stated in this document:
<https://docs.google.com/document/d/1tTAyZZtW-iGmITNcbTNSxjEf9gseFGLnTfojEUWEhvU/edit?usp=sharing>
 - ii. Edits were made and approved by vote at the meeting. See below for updated section.

3. New Business

- a. From Sarah:

- i. If there's space on the agenda, Sarah (with Alison and Jakob's help) has drafted some guidelines for demo requests. It's basically trying to get down the information we need from demo sites in order to avoid repeating the mistakes of the past.
 - ii. If the Shire can review this/discuss it at the Shire meeting, and approve it, then I'll find a place to keep it on the website. Probably as a Google Doc (so access restricted to anyone with an EK email) with a link from the website. Also I should move it so it's not in my private drive. Maybe put some of the info directly on the website, I'll check back as I figure out the details.
 - iii. [Here's the document.](#)
 - iv. Sarah will post info for a site owner to think about before requesting a demo, and also put a link to the document above in a separate area.
- b. [Updated COVID Policy](#)

4. Events and Demos

- a. Not our event, but Pennsic is soon. Start panicking.
- b. Harts & Horns
 - i. Bid for November 12 2022 event
 - ii. EVENT APPROVED BY VOTE.
 - iii. Event moved to Oct 8th due to site conflict. See [Event Announcement.](#)
 - iv. Things are moving smoothly
- c. Go-Fourth
 - i. Millisent taking lead
 - ii. [Meeting 7 June @ 19:00](#)
 - iii. No fencing/fighting due to black-top
 - iv. See Shire email for sign-up sheet.
 - v. Is the Monday following NRWC in Greenwich, NY.
- d. 4H Demo
 - i. Coordinator: Jakob Agnarsson
 - ii. Aug 13
 - 1. Hours?
 - iii. Still need people. (We have some time.) 17 people signed up.

5. Regular activities

- a. **Dance:** Friday evenings 7:30-9:00, indoor location in Norristown. Announcements by email and Facebook.
- b. **Dining with Lorenzo** is usually monthly.
- c. **Brunch with Hartshorn-dale:** Sundays usually at 11am on Google Meet Link is always available on the calendar on the website.
- d. **A&S Night:** 2nd & 4th Wednesday via Zoom at 7:30PM with Dame Elizabet
- e. **Fencing** will be happening most Mondays in Spring City. Announcements are via email and Facebook.

Edited charter section:

I. Events

- A. Definition: An event is one that is sponsored and/or funded by Hartshorn-dale.
- B. Regardless of any informal discussions, the formal bidding process will consist of presenting a written bid over at least two business meetings by the potential autocrat of the event, or a representative:

1. The first meeting is to present the formal written bid to the group and to answer questions and make adjustments to the bid based on feedback from the group.
 2. The second meeting will present a finalized formal bid which includes all changes agreed on at the prior meeting, and to have the group vote on whether to support the event.
 3. The formal bid must consist of the following:
 - a) The bid should specify the: Autocrat, Head Cook, Reservation contact, site, date (and possible alternate date), theme, activities planned, and proposed budget.
 - b) 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'.)
 - c) Any additional information the bidding Autocrat can make available will aid in the decision process.
 4. If the autocrat is not ready to present a formal bid as outlined above, a proposal for a potential event may be presented with incomplete information, in order to request assistance from the group in securing staff, creating a budget, finding a site, etc.
 - a) The bid must be completed with sufficient time to place in the Kingdom Newsletter as per the process above in section B.3.
 - b) The two-meeting formal bid process per section B.3. is still needed for group approval of the event.
 5. New potential autocrats are encouraged to read the FAQ found here [link to website address of the FAQ], and to ask assistance from members of the group with experience in running events in Hartshorn-dale.
- 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 (See section B.3. above).
 2. No less than 5 months in advance of the event, the Autocrat shall present at a business meeting the finalized formal 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.
 5. If possible, it is preferable to start the bid process a year in advance to ensure room on the kingdom calendar.

6. 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 (this would include a Commons, a Demo, or a Social, or similar).
- D. Commons and other local gatherings where the budget is below \$200, may be presented at just one meeting, with at least one month's notice to the group for approval of the event.
 - E. The Autocrat shall determine and allocate the event budget.
 1. The Autocrat should try to stay within the proposed budget and should keep a running tab of expenditures to aid in doing so.
 2. If circumstances change related to expenses, the autocrat may bring a request to increase the budget to the Financial Committee for approval.
 3. Event staff should keep the autocrat informed regarding expenses.
 - F. The Autocrat or a representative should report at each business meeting on the current status of the event.
 - G. Exceptions to any of the above are permissible with group approval per section IV above.