

## *Barony of Stormhold*

### *Baronial Officers Meeting Minutes*

COULSEN RESERVE, STORMHOLD. HELD ON MONDAY, 25<sup>RD</sup> OF NOVEMBER 2019 AT 7:30PM

Chair: Magnus Thorbjornson

Minute taker: Magnus Thorbjornson

Attendees: Amelia de la mere, Seumas Mac Thorsteyn, Thorfinn Hrolfsson, Michael de la ferret, Brian dorcha ua Connall, Miriam bat Shimeon, Ute von Tangermunde, Benidict of York, Hanbal Al Barbari, Tomas van den Hove

Apologies: Gillucan ua Tomaltaig, Cecilia ine Queerke

AGENDA ITEM #	TOPIC	RESPONSIBILITY/ ACTION																																																																																					
1	Welcome to the meeting. <i>Meeting Commenced:</i>	Time: 19:46																																																																																					
2	Previous minutes to be accepted:  Monday, 28 Oct 2019	M: Amilia S: Miriam Passed Y																																																																																					
3	Correspondence: 3.1 Inwards – 3.10 - City of Yarra, Coulson reserve indicative cost 3.11 – City of Yarra, newsletter 3.12 – Auburn High letter – Jan use of grounds approved 3.2 Outwards –																																																																																						
4	Business arising from previous minutes: 4.1 Nil																																																																																						
5	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Role</th> <th>Name</th> <th>Report</th> <th>Warrant</th> </tr> </thead> <tbody> <tr> <td>5.1</td> <td>Baron/Baroness</td> <td>Brian/Miriam</td> <td></td> <td>-</td> </tr> <tr> <td>5.2</td> <td>Seneschal</td> <td>Magnus</td> <td>Attached</td> <td>Dec 2019</td> </tr> <tr> <td>5.3</td> <td>D. Seneschal</td> <td>Vacant</td> <td>NTR</td> <td></td> </tr> <tr> <td>5.4</td> <td>Reeve</td> <td>Cecilia</td> <td>See below</td> <td>Sep 2020</td> </tr> <tr> <td>5.5</td> <td>Knight Marshal</td> <td>Mikhaila</td> <td>Attached</td> <td>Mar 2020</td> </tr> <tr> <td>5.6</td> <td>Capt. Of Archers</td> <td>Michael</td> <td>NTR</td> <td>Review</td> </tr> <tr> <td>5.7</td> <td>Hospitaller</td> <td>Vacant</td> <td></td> <td>Advertised</td> </tr> <tr> <td>5.8</td> <td>Rapier</td> <td>Seamus</td> <td>NTR</td> <td>Nov 2019</td> </tr> <tr> <td>5.9</td> <td>Constable</td> <td>Daffydd</td> <td>NTR</td> <td>Sep 2021</td> </tr> <tr> <td>5.10</td> <td>Herald</td> <td>Ute</td> <td>NTR</td> <td>Oct 2021</td> </tr> <tr> <td>5.11</td> <td>Webminister</td> <td>Gillucan</td> <td>NTR</td> <td>Mar 2020</td> </tr> <tr> <td>5.12</td> <td>Arts and Sciences</td> <td>Benedict</td> <td>NTR</td> <td>Nov 2019</td> </tr> <tr> <td>5.13</td> <td>Lists</td> <td>Amelia</td> <td>Attached</td> <td>Nov 2019</td> </tr> <tr> <td>5.14</td> <td>Youth Officer</td> <td>Vacant</td> <td></td> <td>Advertised</td> </tr> <tr> <td>5.15</td> <td>Chirurgion</td> <td>Vacant</td> <td></td> <td>Advertised</td> </tr> <tr> <td>5.16</td> <td>Chronicler</td> <td>Vacant</td> <td></td> <td>Advertised</td> </tr> </tbody> </table> <p>Positions Vacant: D.Seneschal, Hospitaller, Youth Officer, Chirurgion, Chronicler. Seneschal, Rapier, List and A&amp;S also at end of warrants. Volunteers for seneschal and list to be put to commentary.</p>	#	Role	Name	Report	Warrant	5.1	Baron/Baroness	Brian/Miriam		-	5.2	Seneschal	Magnus	Attached	Dec 2019	5.3	D. Seneschal	Vacant	NTR		5.4	Reeve	Cecilia	See below	Sep 2020	5.5	Knight Marshal	Mikhaila	Attached	Mar 2020	5.6	Capt. Of Archers	Michael	NTR	Review	5.7	Hospitaller	Vacant		Advertised	5.8	Rapier	Seamus	NTR	Nov 2019	5.9	Constable	Daffydd	NTR	Sep 2021	5.10	Herald	Ute	NTR	Oct 2021	5.11	Webminister	Gillucan	NTR	Mar 2020	5.12	Arts and Sciences	Benedict	NTR	Nov 2019	5.13	Lists	Amelia	Attached	Nov 2019	5.14	Youth Officer	Vacant		Advertised	5.15	Chirurgion	Vacant		Advertised	5.16	Chronicler	Vacant		Advertised	
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6	<b>Events</b> <b>Past Events-Wrap-up</b> Missing William marshal report.	Hanbal																																																																																					

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	<p><b>Current Events:</b>  02 Dec Mon – Fight night Monday  09 Dec Mon – A&amp;S - Daffyd's sing along.  16 Dec Mon – Fight night Monday – No Magnus  19 Dec Thursday – end of year gathering.  23 Dec Mon – Yet to be decided.</p> <p><b>Event Planning:</b>  05 Jan 20 Sun – Jan Bash – John Gardner – Booked 13:00-17:00  19 Jan 20 Sun – Archery – John Gardner – Booked 13:00-15:00  04 Apr 20 Sun – Apr Bash – John Gardner – Booked 13:00-17:00  19 Apr 20 Sun – Archery – John Gardner – Booked 13:00-15:00</p> <p>09-12 Jul 2020 Thurs – Sun - Dates for KWHS, with proposal to coincide with Lochac 18 years and Mindwinter coronation.</p> <p>Event update:  KWHS – Miriam discussed use of red bubble for event merchandise and changes to site higher fees</p>																	
7	<p><b>General Business</b></p> <table border="1" data-bbox="248 898 1193 1272"> <thead> <tr> <th>#</th> <th>Item:</th> <th>Actioned by:</th> </tr> </thead> <tbody> <tr> <td>7.1</td> <td>Setup charges for CAE, increasing total hire fees to \$2079, inc GST. It is proposed to increase the approved expenditure for the hire of the CAE facility \$2080 to cover cost of additional set up fees. Moved – Miriam, Second – Ute, Passed</td> <td></td> </tr> <tr> <td>7.2</td> <td>Proposed to add additional price point within fee structure for coronation activity – 0-5, \$0, 6-10 remain as submitted. Move – Tam, Second – Miriam, Passed</td> <td></td> </tr> </tbody> </table>	#	Item:	Actioned by:	7.1	Setup charges for CAE, increasing total hire fees to \$2079, inc GST. It is proposed to increase the approved expenditure for the hire of the CAE facility \$2080 to cover cost of additional set up fees. Moved – Miriam, Second – Ute, Passed		7.2	Proposed to add additional price point within fee structure for coronation activity – 0-5, \$0, 6-10 remain as submitted. Move – Tam, Second – Miriam, Passed		<p>Miriam</p> <p>Tomas</p>							
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8	<p><b>Other Business:</b>  8.1 Nil</p>																	
9	<p><b>Next Meeting</b>  Monday 23<sup>rd</sup> Dec 2019</p>																	
10	<p><b>Action Items:</b></p> <table border="1" data-bbox="248 1496 1193 1626"> <thead> <tr> <th>#</th> <th>Item:</th> <th>Actioned by:</th> </tr> </thead> <tbody> <tr> <td>10.1</td> <td>Advertise vacant offices –Senechal</td> <td>Magnus</td> </tr> <tr> <td>10.2</td> <td>Commentary for two positions</td> <td>Magnus</td> </tr> <tr> <td>10.3</td> <td>Daffyd's document for review</td> <td>Magnus</td> </tr> </tbody> </table>	#	Item:	Actioned by:	10.1	Advertise vacant offices –Senechal	Magnus	10.2	Commentary for two positions	Magnus	10.3	Daffyd's document for review	Magnus	<p>Comp:  N  N  N</p>				
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11	<p><b>Commitment Register:</b></p> <table border="1" data-bbox="248 1720 1209 1850"> <thead> <tr> <th>Item</th> <th>Cost:</th> <th>Approved:</th> <th>Paid:</th> </tr> </thead> <tbody> <tr> <td>Midwinter</td> <td>\$780</td> <td>25 Feb 19</td> <td></td> </tr> <tr> <td>Heavy gauges</td> <td>\$78</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item	Cost:	Approved:	Paid:	Midwinter	\$780	25 Feb 19		Heavy gauges	\$78							<p>Hanbal to provide details</p>
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Midwinter	\$780	25 Feb 19																
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12	<p><b>Meeting Closed</b></p>	<p>Time:20:30.</p>																

Attachments:

3.1: Hi Shayne,

Thanks for the discussion today regarding your use of Coulson reserve and pavilion in 2020.

Just confirming that there will be no change to your fees for access to the facilities:

Fees & Charges	
Item	2020
Cleaning fee	NA
Utilities – electricity, water	NA
General reactive maintenance	NA
Pavilion access	\$446.50 per season x 2 seasons
<b>TOTAL (INC. GST)</b>	<b>\$893.00</b>

I will provide more detail in the allocation letter and hirer agreement which will be sent through to you next week.

Have a great weekend.

Regards,

**Trent Carpenter**

Recreation Project Officer

Recreation and Leisure Services Branch

Level 2, 31 Gleadell St, Richmond 3121

T (03) 9205 5735

E [trent.carpenter@yarracity.vic.gov.au](mailto:trent.carpenter@yarracity.vic.gov.au)

W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

3.11 Good Afternoon Yarra Clubs,

This email contains important information and proposed agenda items for your upcoming meetings.

For any questions email [recreation@yarracity.vic.gov.au](mailto:recreation@yarracity.vic.gov.au) or call us on 03 9205 5555.

**If you have received this email and are no longer Yarra's club contact, please let us know.**

**Team Update**

Steven Johnston (Sport Administrator Officer) is now on annual leave until 18 December and will not have access to emails. Emma German has joined the team and will step into Steve's position whilst he is away. Please direct all queries to [recreation@yarracity.vic.gov.au](mailto:recreation@yarracity.vic.gov.au) and a Recreation Officer will respond accordingly.

**Liquor Licences**

Liquor licence renewal fees are due by 31 December each year. To make the renewal process easier, sign up to the [Liquor Portal](#) and receive your renewal and licence via email next year. The VCGLR will be moving the renewal process online from 2020 so make sure you have signed up. It is very important to read, and fully understand, your club's licence. If you have any questions or are unsure about anything then contact VCGLR on 1300 182 457 or email [contact@vcglr.vic.gov.au](mailto:contact@vcglr.vic.gov.au).

**January Activities**

Do you have any activities or events planned for young people in Yarra over January school holidays? If you would like anything promoted via Yarra's Youth Services team send through details by the end of November.

**Industry Awards**

There are two upcoming industry awards that would be fantastic to have Yarra clubs involved in. These recognise and celebrate individuals, organisations and programs that contribute to our sporting community, as well raise the profile of clubs and Yarra.

**Victorian Sport Awards**

- Nominations are open until 30 November 2019

- There are an extensive range of categories
- Awards night is taking place 26 February 2020 at Marvel Stadium
- <https://vicsport.com.au/2019-victorian-sport-award-nominations>

#### **Cubbies Awards**

- Nominations are open until 14 February 2020
- There are an extensive range of categories
- Winners will be notified in March before a presentation luncheon in April
- <https://www.insidesport.com.au/clubbies>
- Prizes are awarded, tailored to suit the particular sport of the winner

#### **Deborah Niccol**

Sport Development Officer  
Recreation Team

PO BOX 168 Richmond VIC

T (03) 9205 5011 M 0400 416 617

E [deborah.niccol@yarracity.vic.gov.au](mailto:deborah.niccol@yarracity.vic.gov.au)

W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

Follow us on [Facebook](#), [Instagram](#) and [Twitter](#)



3.12 Hi Shayne and Cecilia,

These bookings are on our lower oval – and still in place.  
I hope this helps 😊

Kind Regards,

**From:** shayne salau <[magnustbs@gmail.com](mailto:magnustbs@gmail.com)>

**Sent:** Tuesday, 12 November 2019 5:46 PM

**To:** Jankus, Renee E <[Jankus.Renee.E@edumail.vic.gov.au](mailto:Jankus.Renee.E@edumail.vic.gov.au)>; Cecilia Von Tapirsburg <[cecilia.quirk@gmail.com](mailto:cecilia.quirk@gmail.com)>

**Subject:** Re: Hiring - Term 4 - Auburn High School

Good afternoon

The best point of contact would be the treasure, Cecilia, using [reeve@stormhold.lochac.sca.org](mailto:reeve@stormhold.lochac.sca.org)

We recently received an email from Ali Choghri detailing that next year the site is fully booked and that we will not be able to book the site.

We have a confirmed booking for the following dates

Sun 05/01/20 – 13:00-17:00

Sun 19/01/20 – 13:00-15:00

Sun 05/04/20 – 13:00-17:00

Sun 19/04/20 – 13:00-15:00

Can you confirm if these bookings are still in place, or if they have also been cancelled.

Your clarification on this issue would be greatly appreciated.

Shayne Salau  
President/Seneschal

Stormhold SCA  
0419006793

**From:** Jankus, Renee E <[jankus.renee.e@edumail.vic.gov.au](mailto:jankus.renee.e@edumail.vic.gov.au)>  
**Sent:** Tuesday, November 12, 2019 11:19  
**To:** Cecilia Von Tapirsburg; shayne salau  
**Subject:** RE: Hiring - Term 4 - Auburn High School

Hi Cecilia and Shayne,

Could you please advise who the accounts person is for your club? I have been contacting re: invoices etc however we record we have is for Tam.

Kind Regards,



**Renee Jankus**  
Administration  
Auburn High School / College Franco-Australien de Melbourne  
26 Burgess St, East Hawthorn VIC 3123  
**Phone** 9822 3247  
[www.auburnhs.vic.edu.au](http://www.auburnhs.vic.edu.au)

**From:** Tam Hovenga <[tamhovenga@gmail.com](mailto:tamhovenga@gmail.com)>  
**Sent:** Monday, 11 November 2019 4:29 PM  
**To:** Jankus, Renee E <[Jankus.Renee.E@edumail.vic.gov.au](mailto:Jankus.Renee.E@edumail.vic.gov.au)>; Cecilia Von Tapirsburg <[cecilia.quirk@gmail.com](mailto:cecilia.quirk@gmail.com)>; shayne salau <[magnustbs@gmail.com](mailto:magnustbs@gmail.com)>  
**Subject:** Re: Hiring - Term 4 - Auburn High School

Hi Jankus,

I've not been the contact for the SCA in over a year, I've included the treasurer (Cecilia) and the president (Shayne) of our group in this message.

I'm sure one of them will be able to answer your question.

Kind regards,  
Tam Hovenga

On Mon, Nov 11, 2019, 3:54 PM Jankus, Renee E <[Jankus.Renee.E@edumail.vic.gov.au](mailto:Jankus.Renee.E@edumail.vic.gov.au)> wrote:  
Hello Tam,

Please find attached the bookings I have for Term 4 2019 – could you please confirm these are correct to your knowledge, or if anything is incorrect please let me know ASAP so that we have accurate details in our system.

Kind Regards,

**Renee Jankus**

**Administration**

Auburn High School / College Franco-Australien de Melbourne

26 Burgess St, East Hawthorn VIC 3123

Phone 9822 3247

[www.auburnhs.vic.edu.au](http://www.auburnhs.vic.edu.au)

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**3.2:**

**4. Outstanding Business**

4.1

**Reports:**

**5.1 Baronage – Brian/Miriam**

Have made contact with chamberlain in ref to intent to be in attendance at KWHS, also references for household.

**5.2 Seneschal – Magnus**

Positions that will be vacant by end of year are Seneschal, A&S, List, Rapier, Hospit, and so on.

We have had Amelia volunteer for Seneschal, and Thorfin for list. There will be a two week commentary, to be confirmed next business meeting, with change over at Jan monthly bash.

Upcoming events:

02 Dec Mon – Fight night Monday

09 Dec Mon – Daffyds sing along, no cats.

16 Dec Mon – Fight night Monday – No Magnus

19 Dec Thursday – end of year gathering.

23 Dec Mon – Yet to be decided.

**5.3 D. Seneschal –Vacant–**

**5.4 Reeve –Cecilia**

**Bank accounts as of 20 November 2019**

Community Solutions one \$3809.90

Cash Reserve Bonus \$4684.06

**Income**

Regular Activities

Craft Hall - \$117.9

Dance - \$107

Archery/Bash - \$34.4

\$500 bond returned from Hume City Council (much more painlessly than paying them, thank goodness)

## Events

**Expenses** - none this month

**5.5 Knight Marshal** – Mikhaila – To All,  
September

There is nothing to report for the month of September.

October - Attached is the image sent of the lists for the tourney, and the note of Magnus's lapsed authorisation and marshal ticket.

Good evening

Find below the list report from bash.

Details:

Field marshal - mistress Margie

Inspecting marshal - Magnus, under supervision of sir Jon and orlock hanbal

List taker - sorch

Format.

Weapons - you best format

Conduct - round robin, best of two.

5 points for clean sweep

2 points for a win

1 point for double kill

0 points for a loss

Final shall be fought between highest point scorers, best of three.

Combatants - 11

Final between sir Jon and sir Brennan, brennan winning 3:0.

Incidents:

Airden - armour failure, helm face plate strap broke on killing blow, no injury, repaired on site.

Daffyd - fought minus half gauntlet. I missed it during first inspection as lanyard attached to forearm protection for his demi. Identified before any incident.

Injuries:

Airden - aggregated injured knee, withdrew before causing further damage.

Marcus of st Monica- received blows to the shoulder three consecutive rounds, withdrew sore, instructed to seek medical attention if no improvement and to report back if required.

Also may note that I am currently unauthorised as have not reauthorised since it lapsed after I injured my hand.

I have done this deliberately to add another link to keep me out of armour while doctor directs I should not be in toys.

Magnus

Nothing to report for the month of November.

Mikaila von Dhaun

Stormhold Knight Marshal

**5.6 Capt. of Archers** – Michael – Captain of archers Stormhold

Quarterly report 15 November

There have only been 2 events this quarter with archery

October bash and archery practice

It was hoped to run a competition but ran out of time on the day

Practice was well attended with 6 attending

Including 2 newbies

Contact has been made with archery club for alternate area to play – Hoppers crossing.

**5.7 Hospitaller** – Vacant

**5.8 Rapier** – Seumas –

I lord Seumas do report that Stormhold rapier has gone through three stages we grew from one combatant to three, then were stagenate and finally we are now only two Sir wolfram and myself.

Currently we have eight young ones between the ages of 13-16 whom are showing interest in taking the field.

We have already begun making neck protection and all have begun reading the SCA rules. We currently have had an average of three combatants roughly three times a month. I have also made an effort to combine stormhold and krae glas which has turned out to be very fruitful. Currently there has one weapon failure and one armour which happened two Thursday evenings ago which left myself with a nasty scratch my opponents

blade came in at a forty five degree angle at my sternum and managed to enter my overlap on my gamberson which then snapped my inner tie. Recommendation is to not wearing it until fitted it with an external tie to stop overlap from lifting up and replace the inner tie. The blade breakage was Sir Wolframs which took place at William Marshall in September breakage happened during tournament was not noticed due to wear it did (under handle). Stormhold currently has five active combatants Lord Seumas mac thorsteyn, Sir Wolfram, Lord Jarek Blackthorn, Kathy Huang, Jason Metcalf There are a number of other who we are trying to reconnect with.

If there is left anything out plz let me know and I shall fix immediately.

Yours truly Lord Seumas Mac Thorsteyn GRM Stormhold

**5.9 Constable** – Daffydd – Hail O Most Mighty and Splendiferous of Seneschals, and most Diligent and Radiant of Reeves!

I just did a test run for sending myself a message to the Constable. Did it make it straight back to me? It did! So this means... that nobody is cc-ing me with sign-in sheets. I should have received two this week (Monday CH and Thursday dance) and didn't get either.

What this tells me? That my Handbook For Duty Constables is now overdue, and I am beginning work on it right away. I have a little time to devote to it, so I'd better get on it while the window remains open.

On another note, my repeated requests to Kingdom offices to gain access to the Dropbox have fallen into a Black Hole of Silence. To be frank, I don't really care. I always had a backup plan (keep my own spreadsheets) and I have every intention of doing it. However, this rather depends on me being kept in the loop with the forms.

(On a more personal note, I do apologize, as ever, for my violent allergy to meetings. I will always be available, if present, to speak to anything Arising From Anything I May Have Submitted. This is part of my duties and I have no problem with this. I endured ten years' worth of awful peerage meetings in-game. Out of game and in mundane life, I endured the torments of the damned in business meetings. How greatly I envied those who could sleep through them with their eyes open, apparently participating with eyes bright and tails bushy; while I sat there in my Siege Perilous and it seemed that geological ages passed, civilizations arose and fell, dinosaurs came and went, comets flashed past presaging disaster, and still the meetings went on. The result is that even with those for whom I have nothing but the highest admiration, I still can't do them any more. I would rather be doing anything else and I am deeply sorry for this.)

You may expect the Handbook Draft (comments and amendments welcome) very soon.

Yours in service

Dafydd of the Glens

(Constable of the Parish, Exarch Extraordinary of Otes, Grotes and Finnoclea, and Wielder of the Giver Of Lumps)

Draft in Attachments. For discussion and commentary

**5.10 Herald** – Vacant – NTR

**5.11 Webminister** – Gillucan –

The office of Webwright has been pretty quiet, although the Kingdom Webwright is reviewing the WordPress plugins in use on the Lochac server and deactivating some of them. I will therefore need to check and ensure we are not using any that have depreciated on the Stormhold site.

**5.12 Arts and Sciences** – Benedict – NTR

**5.13 Lists** - Amelia – Greetings,

This quarter Stormhold has held two events where tournaments were held.

William Marshall was held on 14th September and three tournaments were fought. Sir Gilbert Purchase was victorious against His Majesty Sir Niall in the final of the heavy tournament, Sir Wolfram was victorious against Lord Jarek Blackthorn in the final of the rapier tournament and Sir Brendan Halfhand was victorious along with Sir Wolfram in the ransom tournament.

October bash saw competitors take the field for the coveted title of Stormhold Baronial Champion. The heavy list fielded 11 combatants in a two pass round robin with points awarded based on victories, defeats and double kills. The final was held between Sir Jon of the Lane and Sir Brennan Half hand with Sir Brennan victorious.

Yours in Sevice

Amelia de la Mere

**5.14 Youth Officer** – Vacant

**5.15 Chirurgeon** – Vacant

**5.16 Chronicler** – Vacant

5.17 - List volunteer - I offer to be Lists Officer again for Stormhold.

I have served as this officer before and done lists at Rowany Festival and Canterbury Faire

Thorfinn Hrolfsson member 25345

Seneschal Volunteer:

Greetings all,



I am writing to nominate to the Seneschal for the Barony of Stormhold. I am an active member of the Barony and believe that I can be of service by supporting growth and promoting activities within the Barony.

Yours in Service,  
Amelia de la Mere  
**6.0 – Events**

## 7.0 – General business

# The Constable's Handbook

## The Giver Of Lumps:



Once upon a time, duty constables had an actual mace. It was known as The Giver Of Lumps and had many spiky, pointy bits to remind everyone to Play Nice. We don't seem to have it any more, which is rather a pity. It is a reminder to the duty constable that while safety on the field is the prerogative of the marshallate, off the field it is the constable who is in charge. Your duties are:

- (a) Make sure that everyone is signed in properly. For members, their member's card must be shown to you and be a current membership; or else they may show you a receipt either on paper or on their phone.
- (b) Collect and secure all cash payments. Ensure they are marked off on the forms, and check that the cash and/or electronic banking receipts balance. If they don't, ask the reeve or seneschal for assistance. (And pls remember that The Crown does not pay. Any other free entries must be cleared with the event steward.)
- (c) If there are event tokens, they must be shown to you on request.
- (d) After the event, photograph the sign-in sheets and e-mail them to:

[reeve@stormhold.lochac.sca.org](mailto:reeve@stormhold.lochac.sca.org) AND [constable@stormhold.lochac.sca.org](mailto:constable@stormhold.lochac.sca.org)

- (e) Pay the money into the baronial bank account using your online bank. If you don't have one, speak to someone who does and arrange it.
- (f) If you see something, say something. If it is a surgeon issue, alert any surgeons present. If a marshalling issue, tell the marshal in charge. You are part of the stewarding team and you are not being officious. Just do it.
- (g) One of the commonest event problems is that of well-meaning outsiders wanting to wander around because hey: this looks like a TV show and we all like watching costume dramas. The clue here is to ask them to treat it like a film set and do not interrupt. But ask nicely. We are on our best behaviour here.
- (h) Unseemly behaviour is to be quietly suppressed. With the accent on quietly. If you are unable to solve the problem with a courteous warning, pass it up the line to the Seneschal and/or B & B. Do not escalate conflict; but do not permit it either. You have the right to exclude the insubordinate from the event; but use it sparingly and only with higher authority at your back, and in the loop.



## **The Parchments of Destiny:**

The single most frequent cause of trouble is with the sign-in sheets. Please remember that these are an essential function without which the Kingdom cannot operate. For everyday meetings where pre-booking is not required, all you have to do is make sure you have printed sheets for members, non-members, minors, forms for members who do not have up-to-date waivers, and waivers for non-members. Remember that the non-member levy is now \$10, and encourage those visiting with smart-phones that they can avail themselves of an instantaneous membership application and payment. If they do this, and show you the automatic receipt on their phone, then they may sign in as members. In the column labelled membership number, write the words: 'receipt shown'.

For most everyday events where pre-booking is not required, that is pretty much all that is necessary. Where trouble strikes is with pre-booked events. Currently we have three different forms of payment: online cash transfer, The Square, and cash. Some event stewards do not want to make life hard for themselves and may insist on prepayments only. While this is a tempting option, we do not favour it as it unnecessarily discourages those who may turn up and be ornaments to the Society whom we would be mad to turn away.

So where pre-booking is required, the event steward must provide you with sign-in sheets with all the pre-bookings listed. These will almost certainly be on Excel spreadsheets generated by the Event Steward Google form. The necessary fields are:

- (a) Booking number. This is a unique identifier to assist payment recording.
- (b) Member Number (if applicable)
- (c) Mundane name (first and last)
- (d) SCA name.
- (e) Payment stipulated.
- (f) Payment made.

All these must appear on your forms. In terms of data sorting, please ensure that the sheets you have are arranged in order of mundane name. Either surname or first name is acceptable, though we recommend the former. SCA name is a bad idea since some do not have one, or else it may be in a state of flux. And booking number is the worst possible option, since the last thing we need is a constant procession of people searching through page after page wondering where their booking is. Please stick with mundane surname.

When gentles are giving you cash (whether actual coin of the realm or payments on the Square) it is vital that you note down on the form how much they are paying. Failure to do this is laying up an accounting nightmare later on. And please remember that authority to vary the terms of entry lies with the event steward alone. Most stewards are prepared to be flexible in certain cases, but the decision is not yours to make. It is theirs.

Bureaucracy within the SCA is, as with all volunteer organizations, a necessary evil at best. Be assured that the Constable's labours as outlined above are utterly necessary. Our status as a not-for-profit organization depends on getting this paperwork right. And remember, you are serving The Dream just as surely as everyone else around you.