

June 16th, 2011

Lionsdale Council Meeting

Location: Legal Grounds, Abbotsford

Meeting Opened at 7PM

Attendance: Thora, Kayleigh, Rose, Tomas, Sebastian, Sofia, Katarina, Savaric, Safiye, Aine, Asa

Past Minutes: Acceptance of February and May's Minutes 2011 - both moved and carried (Katarina, Rose)

Officer Reports

Arts & Science – Lady Kayleigh de Leis

At Lionsdale Champions there was an A&S competition, the theme was "rhymes with Lionsdale in any medium"

There were five entries and 3 prizes were awarded. Mary Osler won for her "Script Detail" and was given custom turn-shoes from our current Champion Sir Kerrigan. Sir Kerrigan was given a 2nd place prize of a wool bogcoat for his "Shoes made with Hobnail" and a special prize was awarded to Tristan for his first-time entry of a poem comprised of many words which rhyme with Lionsdale.

For the upcoming Trethewey House demo I will be sending targeted emails to the artisans of Lionsdale to solicit items/project for display. If anyone has items/projects they would be willing to bring please contact me. If you have items/projects you would be willing to loan but are unable to bring them to the demo yourself please let me know and I will endeavour to make arrangements.

The poll regarding interest in A&S classes/demonstrations is ongoing although it has had very low response rate. It seems that metalworking and cooking are the most desired topics, and I will be looking into these topics further to arrange for some classes in the Fall and Winter of this year.

Dance Report - Azzah Lazanice

Greetings unto the Seneschal of Lionsdale and its populace, the following is the full report for June AS46 being the year 2011.

Lionsdale dance has occurred on Tuesday June 14th from 7:30 - 9:30 PM with an attendance of 8 individuals.

The testing for La Misura di Ballare is still available. No new testing took place these past months

There was very minimal attendance of dancers at Lionsdale Champions this past month. Mostly due to the high cost of day-tripping the event, as well as a few injuries that were incurred previously this month.

Bardic – Wulfstan Hrafnsson

I am told that Lionsdale's bards are "a sneaky lot". I'm not sure what to make of that.

Otherwise...

Here at home, I am told there was some informal bardic activity at Champions, which is always good to hear.

Further afield, I competed on Lions Gate's behalf for the bardic war point at SeaLion War. I believe there were 11 bards competing for the two baronies, one from as far away as Ealdormere. My recitation of *Beowulf* lines 1-25 (in modern English with Anglo-Saxon highlights) was well-received and swept the "audience appeal" category, but the point was taken by a narrow margin by Master Iago from Seagirt, with an impressive and well-documented original work: a new English country dance. I will see if I can make arrangements to secure a copy of it for use by our dance community, and will be in touch with Lady Azzah about this. When the competition had ended and gentles were performing just as the Muse led them, I also performed "Savage Father" and "*Moðir min i kvi kvi*", assisted on the latter piece by my daughters Aoife and Sasgerðr, the elder of whom sang in Icelandic in front of a sizeable audience.

I also made connections with Seagirt's very active bardic community and will work to strengthen those ties in the coming weeks. If any Lionsdalers are travelling to Seagirt and would be interested in taking part in their regular bardic evenings, I can put them in touch with the Seagirt group.

Chatelaine - Safiye al-Konstantiniyye

May was again very quiet, with no events in Lionsdale to attend. I did have more messages in my inbox, though, and I have been chatting with a young man from Pitt Meadows who seems very interested in what we do, especially the combat aspect. Sadly, like many others, he does not have his own means of transport so will be looking for rides to local events if possible. If I hear more from him I may help him look for a ride or two, so beware :)

Gold key – open

Chronicler –Thora Golvik

Farspeaker Update:

I am still playing catch up on the unexpected time away in April and May, so I am behind on the intended completion dates for the Farspeaker. I was hoping to have a quote for printing, but that will not be so this time - sorry.

Minutes:

Minutes from May are posted and waiting to be adopted at June's Council. February's minutes have not been adopted either and I would like to have this accomplished at this council.

Paw Print Newsletter:

I am working on a policy draft for the publishing of a new letter. At May Crown it was announced that it is now law for Baronies to have a new letter that is published at least quarterly. As we are working towards this goal I thought that it would be good to have an outline of what we will be doing to meet that requirement.

Webminister - Tomas de Courcy

Nothing to report this month.

Exchequer - Aine

TD Account is up and running

Waiting for check from Tir Righ for Eisenmarch's funds – was sent via Ieuan Gower

Account Balance \$3519.10 + \$4119.00

Other items of note – TR A&S > adjustment made to feast tickets (\$2 less), There are pending cheques with Envision still

Chamberlain – Elspeth Selwode

Not present – no report

Herald - Wulfstan Hrafnsson

Herald:

1. Submissions:

Submission of heraldic badges has been delayed by job action at the post office. I will make arrangements to get the submissions to the Principality submissions deputy by SCA mail in time for the next submission cycle. Securing permission to conflict on one of the designs (the black tower with a white or voided cross) has been likewise hampered, and I will be checking alternate colour schemes in the interim. The other four look clear.

I'm still looking at prospective award names; I find conflict-checking names is more difficult and I haven't had a lot of time to work on it. I'm going to split up the load with my deputies and should have it done soon as my modern workload drops off significantly after this week.

2. Events:

I was unable to attend Champions but asked several heralds whom I thought might be there to pitch in and help out. I have not heard anything about the event in that regard so I take it things sorted themselves out, as they usually seem to do.

3. Awards

Congratulations go out to Don Godfrey von Ravensburg, who was awarded the Hafoc for his martial prowess and service to the

martial arts at Coronet, and to our new champions, Viscount Sir Savaric (Armoured), Mistress Caitrin (Combat Archery) and HL Symon (Target Archery).

For those who may not yet have heard, we also have new heirs to the Coronet; Viscount Sir Alden, inspired by Mistress Lenora di Calizzan, defeated HL Olen Medvedevich (fighting for Viscountess Chiara) in a close-fought "best 3 of 5" final at Coronet Tourney last weekend. Viscount Alden and Mistress Lenora are the new Tanist and ban-Tanist of Tir Righ and will be invested as Prince and Princess in August.

Scribe – Danielle

In regards to scribal this month in Lionsdale I have to report that scrolls were presented on the shire's behalf to the Champions stepping down at Lionsdale Champions on the 5th of June. These original scrolls were designed and painted by myself and Thora, calligraphy by Thora. Upcoming scrolls that need to be complete would be for Winter's Tourney and principality/kingdom charters will be discussed with Elspeth in the next week. We are also hoping to have an A&S night hosted in Mission at Geoffrey and Danielle's late in July (Date TBA).

Master of Stables – Savaric de Porte des Lions

Practice is not sustaining it's self. The last event was Champions; it was poorly attended due to conflicting events. There are no incidents to report.

Archery - Symon Archibald Cottel

Not present – no report

Rapier – open

Lists – open

Seneschal - Tomas de Courcy

Activities:

Finished first draft of Lionsdale Customary

Submitted 2012 Lionsdale Champions DRF

Talked with Uilliam about various ways of adjusting event dates

Updated OP with new Lionsdale Champions and Scapula

Events:

Lionsdale Champions

Special Projects

Eisenmarche Merger

The exchequer is currently working on the last few parts of this

Future Plans:

Autocrat Handbook

Event Steward's Handbook

Meet with Lions Gate seneschal and Principality Seneschal regarding dates and event locations

Look into sizes of other An Tir Baronies

Notes:

Kingdom law change:

ARTICLE V. EVENTS

Article V.A Events in An Tir

Add para 2:

2) Any branch holding an event on lands not within their own designated borders must receive written permission from the An Tir representative of those lands or sites before holding an event there.

a. Written permission MUST be obtained to pursue those lands or sites for an event.

b. A minimum of 10% (more if the hosting branch wishes) of all profits after expenses must be paid unto the resident branch where the event is held. If the resident branch assists in the event execution then larger event compensations should most certainly be negotiated between the branches.

c. Violation of article V.A. para 2 shall put the violating party into abeyance in which all profits from the event will be forfeited to the Crown minus the 10% paid to the resident branch.
 This will only affect one site for us – Don’s Farm. This will affect Lions Gate drastically though as they do not have very many camping sites large enough for them in their lands. I hope to meet with Lions Gate’s seneschal and the principality seneschal after July Coronation to discuss this. – Thora made comment that this will allow for us to have Lions Gate Submit their event report to us and we can always donate back the 10%.
 Baronies are now required to have chroniclers and must publish a newsletter at least quarterly
 Shires are now allowed a maximum of two level one events in a calendar year, baronies are allowed a maximum of three Minors 12 and under must be within sight or sound of a parent or designated adult at all times at events

Pied Piper – Orraca Xalbadora Da Coruña (formerly Agdta)
 I had hoped to attend the meeting this eve, but real life circumstances have made that impossible.
 I am resigning the post of Pied Piper of Lionsdale effective immediately, June 16th, 2011. My reasons for giving up this post are that I feel I have not been able to fulfill the duties of my office and attend events due to real-life circumstances and forthcoming circumstances which will make my ability to attend events and fulfill the duties of my office more difficult.
 I will arrange with the Seneschal to return the office binder and the box of supplies as soon as possible.

Events:

2011:

Winters Tourney – Geoffrey and Danielle (February 5, 2011)
 - Final report was not recieved

LD Champions – Aine (June 3-5 2011)
 - Event report will be ready for the next council in August

Odin's Playground – (September 9-11 2011)
 I have started to work up the details for the schedule to pull out stuff for web/crier submission of event copy. I am hoping to have posters for AT war. EIF is due for the end of this month. I will be getting together with Tomas to submit that.

Bard and a Banquet – (November 26 2011)
 - Auditions for this year’s Bard and a Banquet play: Rosencrantz and Guildenstern Are Dead starts soon.
 - Aine to submit bid to Financial Committee

Tir Righ A&S – (October 22, 2011) The bid, as approved by financial committee, was submitted to Principality shortly before SeaLion War. I spoke with Their Highnesses at the event and They elected to postpone any decision until after Their heirs had been chosen. I was unable to attend Coronet but I would imagine the bid was discussed at Curia and I hope to hear from Their Highnesses and Their relevant ministers in the near future. My understanding is that no other branches submitted bids and several members of my team, myself included, have been involved with this event since its inception, so I am confident that our bid will be approved.

2012:

Winters Tourney – now accepting bids

LD Champions – now accepting bids

Odin’s Playground - now accepting bids

Bard and a Banquet - now accepting bids

2013:

12th Night 2013 – Thora Golvik

nothing new to report

Demos:

Trethewey House demo: July 9th

Tomas will head up

Canada Day Demo: Canada Parade - apologies as that I haven't had much time to invest it all this. We are looking for people to get involved. Rapier fighter, Dancers, Heavy fighters, marshals, color people and a driver. So far we have 7 people that are indicating that they will be there. I am thinking of decorating a truck as a castle with foam core on our pick up. Tomas can you please be in touch with the parade organizers and let them know that we would like to have room for a pick up truck. Also we need to have a fire extinguisher on the truck. Mine is expired, so if someone has one that we can borrow that would be great.

The afternoon part starts at 1PM and will be under Safiye's brown pavilion. Aine will be helping to organize this part with Luther.

Day In The Park, Chilliwack (every Friday night in July and August):last - To be considered. – still gathering Info. Dates? Anything new? Not doing. Drop this item.

Committees:

Financial Committee:

There was an online meeting for approval of the bid for Tir Righ A&S and Bardic.

Baronial Committee:

Regalia (Aine, Johanna, Sofia)
No new

Petition (Tomas, Thora, Desiree)
See new business for customary

Ceremonial (Wulfstan, Safiye, Caitrin)

My work schedule has prevented the ceremonial committee from meeting this month, but we have some working guidelines established and are ready to begin drafting ceremonial. I anticipate having a working draft of the major ceremonies for next Council.

Old Business:

Newcomers class: (Safiya)

Storage Locker: Decision made that we do need a bigger locker. Aine and Elspeth to look into costs including other facilities. Also we need to cull the locker and build shelves. This will help alot too.

Wulfstan brought up that at Winter's Tourney one of the merchants (new to SCA) made mugs with the Prince of Tir Righ's Arms on it. Sofia and Katarina bought the cups and the thought is that we the Shire buy them from them and gift them to the Prince of Tir Righ (they will worry about if it is for regalia or not) The cost is \$ 48.00. Discussion was positive. Thora moved it to a vote. 8 for – 0 against – 3 obtained

Shire Pavillion need to be fixed/refurbished or replaced. Sofia asked for it to come back to their house.

Charter and Customary

Current Revision: May 24, 2011

I. Purpose

- a. This is the Charter and Customary of the Shire of Lionsdale, an official branch of the Society for Creative Anachronism Inc., as allowed for in Corpora I.A. and is intended to serve as an aid to the smooth running of the branch. It is not a corporate policy of the Society for Creative Anachronism Inc. (SCA) and does not

delineate SCA policies.

- b. The Customary is superseded by the following documents:
 - i. Federal, Provincial, and Municipal laws, by-laws, and ordinances
 - ii. The Governing Documents of the Society for Creative Anachronism Inc.
 - iii. The Laws of the Kingdom of An Tir
 - iv. The Laws of the Principality of Tir Righ
- c. The Customary is not to be construed as law of any nature, but rather a document of the customs, policies, and procedures for the branch's operations
- d. The Customary may be changed by the consensus of council at a regularly scheduled council meeting provided the following:
 - i. Notice of the changes have been published either on the branch's official website, or in the official newsletter at least thirty (30) days before the council meeting at which they are changed
 - ii. Adequate time has been given in council to discuss and amend the customary
 - iii. The meeting at which the changes are enacted must have a quorum of at least five (5) members, which must include the Seneschal, and at least one other Greater Officer.

II. Definitions

- a. An Tir, Kingdom of: A Branch of the SCA Inc.
- b. Autocrat: someone who is running an event, also called Event Stewards
- c. Branch, the: the Shire of Lionsdale unless otherwise specified, and is defined as being the Fraser Valley Regional District (Abbotsford, Mission, Chilliwack, Hope, Harrison), Maple Ridge, and Pitt Meadows. It is used interchangeably with Lionsdale.
- d. Champion: A person who has been victorious in a competition to select a Lionsdale Champion
- e. Consulting Autocrat: someone appointed by Council to advise a new autocrat
- f. Consensus: the general accord of the populace at council
- g. Committee: a smaller grouping of people directed to carry out a task and report back to council on a particular matter.
- h. Council: a public business meeting for the Branch
- i. Crown: The king and queen acting in concert
- j. Deputy: a person appointed by an officer to assist in the officer's duties
- k. Deputy, Contingency: a person approved by council who is capable of performing the duties of an officer when that officer is unable to perform those duties

- l. Governing Documents: the Articles of Incorporation, By-Laws, and Corpora of the SCA and the Governing and Policy Decisions of its Board as found in the Organizational Handbook
- m. Kingdom: the Kingdom of An Tir, unless otherwise specified
- n. Lionsdale: The Shire of Lionsdale, a branch of the SCA, this will be used interchangeably with “the Branch”
- o. Member: a paid member of the SCA
- p. Populace: all those who consider themselves part of the Branch regardless of their membership status
- q. Principality: the Principality of Tir Righ, unless otherwise specified
- r. Officer: A member of the shire who carries out the workings of the shire as spelled out in the Governing Documents, Kingdom, or Principality law, or the Customary. These offices are broken into Greater and Lesser Offices.
- s. SCA: the Society for Creative Anachronism Inc.
- t. Tir Righ, Principality of: A Branch of the SCA Inc.

III. Officers

- a. The following offices must be filled:
 - i. Seneschal
 - ii. Exchequer
 - iii. Herald
 - iv. Master of Stables
 - v. Minister of Arts and Sciences
 - vi. Chatelaine
- b. No one is permitted to be Contingency Deputy to an office they cannot hold
- c. If a lesser office is empty the duties of that office fall to the overseeing greater officer
- d. If a greater office is empty the duties of that office fall to the Seneschal or designated deputy
- e. Term Limits
 - i. Seneschal and Exchequer have a maximum term of two (2) years, but it may be extended by one (1) additional year by consensus of council.
 - ii. Though there are no term limits for other officers it is encouraged that no greater officer be in a position for more than two to three years.
- f. General duties of all officers include but are not limited to:

- i. Being a member of the SCA, and being able to show proof of that to the Seneschal
- ii. Training a successor
- iii. Greater officers are required to have a contingency deputy
- iv. Functioning as an unofficial representative of activity within the Branch
- v. Acting as a general representative regarding local resources, instructors, and suppliers for matters relating to their Office.
- vi. Maintaining the inventory of the office, to be reported to the Chamberlain as required.
- vii. Working with autocrats to ensure that the duties of the office, relating to the event, are fulfilled
- viii. Training, encouraging, and guiding others in volunteering for activities and offices in the SCA
- ix. Submitting a report of activities monthly to the Seneschal and Chronicler
- x. Ensuring that accurate and complete contact information is provided to the Chronicler
- xi. Attending Council as often as possible

g. Greater and Lesser Offices

- i. Seneschal – Responsible for the coordination of the Society activities in the branch and is the legal representative for the branch, is the Chair for Council; required to sit on the Financial Committee of the branch
 - 1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 - 2. Autocrat/Event Steward – Responsible for planning, proposing, budgeting, staffing, organizing, reporting, executing, and final report of a branch event.
 - 3. Pied Piper – Supervises activities for youth and children in the branch, must pass a background check, or be employed in a profession where one is already required.
- ii. Exchequer – Responsible for the handling of all funds within the branch; required to sit on and Chair the Financial Committee of the branch
 - 1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 - 2. Chamberlain – Maintains, stores, and inventories branch property and regalia
- iii. Herald – Ensures that the Branch has the services of Court, Field, and Book heralds as required, encourages and assists the populace with submitting names and armoury
 - 1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
- iv. Master of Stables – Must be An Tir warranted Heavy Marshal; maintains and develops combat standards in the branch, and furthers education and enforcement of safe combat; organizes the

Branch's combat practice

1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 2. Minister of Rapier – Must be An Tir warranted Rapier Marshal; maintains and develops rapier combat standards in the branch, and furthers education and enforcement of safe rapier combat; organizes the Branch's rapier combat practice
 3. Minister of Archery – Must be an An Tir warranted Archery Marshal; oversees both combat and unarmored archery standards in the branch, education and enforcement of safe archery; organizes the Branch's archery practice
 4. Minister of Lists – Coordinates all tournaments held within the Shire. In conjunction with the Master of Stables and the Herald they work to ensure that tournaments run smoothly.
- v. Minister of Arts and Sciences – Helps the populace in their endeavors by being a resource, arranging for classes, and holding competitions to inspire interest in the arts and sciences of the Middle Ages.
1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 2. Dance Minister – Conducts dance practice and promotes the art of Dancing
 3. Bardic Minister – Conducts bardic practice and promotes the bardic arts
- vi. Chronicler – is responsible for keeping minutes of the branch business meetings and for publishing the branch newsletter, "The Paw Print,"
1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 2. Webminister – Responsible for the maintenance and upkeep of the Shire's online presence, (web page, forums etc)
- vii. Chatelaine – provides an introduction to the Current Middle Ages to those interested in the SCA, advising newcomers of the conventions of the Society, An Tir, Tir Righ, and Lionsdale, encouraging participation; provide educational information, information and resources.
1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office
 2. Gold Key – Maintains an inventory of medieval clothing to be loaned to newcomers at events
- viii. Scribe – helps foster the scribal arts in the Shire; communicates with the current reigns to obtain charters for local scribes to paint as well as regular scroll assignments; helps facilitate our local champions scrolls to completion.
1. Contingency Deputy – Approved by the officer as warrantable, and sufficiently experienced to take over the duties of the office

h. Officer selection & removal

- i. When an office is open or will be coming open soon it is announced at council and may be announced through other channels
 - ii. Interested applicants will submit a resume to the current or supervising officer and the Seneschal
 - iii. All applications will be discussed at council and the new officer chosen by consensus
 - iv. Officers determined to be deficient in the performance of duties shall be subject to sanctions by the Council, these may be but are not limited to:
 1. Warnings
 2. Temporary suspension
 3. Removal from office by the consensus of council
- a. Note: the officer in question must have been directly invited to council and informed that their removal is to be discussed

IV. Champions

- a. The term for a champion is one year
- b. Lionsdale has the following Champions:
 - i. Target Archery
 - ii. Armoured Combat
 - iii. Arts & Sciences
 - iv. Bardic
 - v. Missile Combat
 - vi. Rapier Combat
- c. Requirements
 - i. Champion do not have to be members of the SCA
 - ii. Champions are not limited by proximity to the Branch
 - iii. Champions must provide current contact information to the autocrat of the event at which they are made champion so that contact with the branch may be maintained.
- d. Rights
 - i. Champions will be comped at all Branch Championship events
 - ii. Champions will be listed in the Kingdom Order of Precedence
 - iii. Champions will have a place at court at Branch Events
 - iv. Champions will be listed on the Branch website
- e. Responsibilities
 - i. The winner of a championship competition or a representative must attend closing court/awards ceremony to become a champion
 - ii. The champion or a representative must attend the tournament the following year to award the new champion with the champion regalia
 - iii. It is requested that the champion do something to foster their discipline in the Branch
 - iv. During the following year's championship awards ceremony, it is requested that the outgoing champion pass along a token to inspire the incoming champion to excel during their term
- f. The minimum number of competitors for a championship is three. If there are fewer than three competitors for any championship, the position will stand vacant until the following year.
- g. Champions may be repeat themselves. Where a champion wishes to compete in the current year's tournament, the officer in charge of the discipline will determine the format and rules of the tournament, not the champion. This is to avoid the appearance of bias and conflict of interest.

V. Tokens (Awards, Orders, and Recognitions)

- a. Scapula Leonis
 - i. Awarded on the recommendation of the other holders of this token for great service to the Branch above and beyond what is expected
 - ii. The names of those who have received this token will be listed on the website and the Kingdom Order of Precedence
- b. Champions token (tbd)
 - i. Awarded to a champion upon their step down as champion as a thanks for serving the branch
 - ii. The names of those who have received this token will be listed on the Kingdom Order of Precedence

VI. Meetings

- a. The branch will have a regular council meeting at least ten (10) times a year
 - i. Unless otherwise changed by council meetings are on the third Thursday of the month
- b. The date and location of council meetings will be published in an official publication of the group
- c. All of the populace, regardless of SCA Membership, may attend and vote at council meetings.
- d. Council meetings meeting will have a quorum of at least three officers of the group.
- e. The meeting will be chaired by the seneschal or a member appointed by the seneschal.
- f. Minutes must be taken and made available to the populace before or at the next meeting in their unofficial form.
 - i. Minutes will become official after being ratified at the next council meeting
- g. All non financial matters before council are decided by consensus

VII. Committees

- a. Standing Financial Committee
 - i. The Financial Committee, in accordance with section VI.A. of the SCA Financial Policy, shall consist of the Chancellor of the Exchequer, the Seneschal, and other paid members of the branch as they shall invite from time to time.
 - ii. The Exchequer, or a person the Exchequer designates for that purpose, shall chair the meetings of the Financial Committee.
 - iii. The Financial Committee will meet at least quarterly to review the Financial Reports, and as necessary to ensure the continued smooth operation of Lionsdale.
 - iv. A quorum of the Financial Committee shall be deemed to be three-quarters of the current membership of the Committee, or at least two members, whichever is more.
- b. Other Committees
 - i. Other committees may be formed at the discretion of council

VIII. Events

- a. Proposals
 - i. All event proposals must be submitted to council with a bid form
 - 1. For proposed Lionsdale events a Lionsdale Bid form is required
 - 2. For proposed Principality or Kingdom events the respective bid form is required
 - ii. After a bid has been approved in principle by council it is sent to the financial committee to make a decision on the budget for the event.
 - iii. After any modifications required by council or the financial committee are implemented the bid is accepted
 - iv. For regular branch events proposals may be accepted by council up to a year in advance
 - 1. Proposals may be submitted earlier, but they will not be approved by council until it is one year before the event date
 - v. Other events (including principality and kingdom) may be proposed at any time

- vi. A copy
- b. Event Stewards
 - i. An Event Steward is a deputy of the Seneschal and is responsible for all aspects of an event including but not limited to:
 - 1. Creating copy for publication which includes directions and contact information so that anyone is able to contact the event staff should they have special needs or questions.
 - 2. Having the Seneschal approve all marketing publications related to the event prior to dissemination.
 - 3. Ensuring that the copy is submitted to Kingdom, Principality, and all relevant publications, messaging lists, and other print and electronic mediums
 - 4. Posting necessary signs for the event
 - 5. Ensuring appropriate and sufficient waivers and sign-in sheets are provided and used, and submitting them to the Seneschal
 - ii. An Event Steward will have a contingency deputy who will be fully informed of the details of the event
 - iii. Event Stewards must maintain their SCA membership until after the event is over
 - iv. Event Stewards or their contingency deputy must attend at least three council meetings prior to the event, including the meeting immediately prior to the event
 - v. Event reports must be given prior to the event, informing council of the progress of the event. This may be a verbal report
 - vi. If an Event Steward is relatively inexperienced council may appoint a Consulting Steward to help with the organization of the event
 - vii. If an Event Steward is no longer able to run an event the Seneschal will appoint a replacement
- c. Event Reports
 - i. An event report is due within two months of the event
 - 1. An Event Steward who does not report within two months may be prevented from running future events at the discretion of council
 - ii. The report should follow the Lionsdale Event Report form
 - iii. The Event Steward will work with the Exchequer to ensure that all financial aspects of the event are wrapped up
- d. Gate
 - i. Purpose:
 - 1. Facilitate the arrival of members, guests and adherents to the site
 - 2. Collect site fees, administer the rosters and waivers
 - 3. Dispense helpful information about the site and activities
 - 4. Handle lost and found
 - 5. Connect new comers to people on site appropriate to the situation
 - 6. Always try to be courteous and polite.
 - ii. As per Corpora, the requirements to participate in an SCA event are:
 - 1. Pay site fee
 - 2. Make an attempt at pre-17th century attire
 - 3. Be polite to everyone
 - 4. Respect the Crown
 - iii. the Autocrat is responsible for organizing personnel to operate Gate
 - iv. the Autocrat is responsible for requesting an appropriate float to operate Gate
 - v. The Exchequer, or a paid SCA member that they designate, is to oversee the gate sheet reconciliation and to handle cash drops whenever required. The Exchequer will work with the person in charge of gate to ensure transparency and accuracy in the process of reconciling the gate sheets, cash drops, and float.
 - vi. Gate staff report to the event Autocrat for all non-financial issues, and to the Exchequer for all financial issues. (If the Exchequer is not available, the deputy Exchequer or a member of the Financial Committee may substitute, with the understanding that they will pass the information on to the Exchequer as soon as feasible.)
 - vii. The Exchequer will tabulate gate statistics and forward them to the Autocrat for inclusion in their event report. Statistics should include numbers of adults, youth, children, compensated attendees, and merchants. It should also include a breakdown of attendance by branch or area.
 - viii. no part of gate monies or the float can be used for event expenses without the specific written authorization of the Exchequer and autocrat.

- ix. Mundane legal issues (such as theft or missing funds) need to be brought to the attention of the Seneschal and Exchequer immediately.
- x. The Exchequer, the Seneschal, and the event Autocrat may all individually revoke the permission of any personnel authorized by the Exchequer to be gate staff, for any reason. Such revocation must be reported to the Exchequer and the Financial Committee as soon as feasible, and the gate staff may only have their permission reinstated by the Exchequer.
- xi. The following classes of people will not be charged gate fees at Lionsdale events.
 - 1. At all events the Autocrat will have their site fee waived. They can opt to have this privilege shifted to one other person (ie, another member of the autocrat team) in their stead if they wish
 - 2. All reigning Royalty, their dependents, their Heirs, and their Heirs' dependents, and anyone else required by law for certain events will not be charged gate fees
 - 3. As representatives of the Crown, all territorial Barons and Baronesses, and their dependents will not be charged gate fees
 - 4. All current Lionsdale Champions will not be charged gate fees for Lionsdale Championship Events
 - 5. Waiving other gate fees may be requested by the Autocrat as part of their event bid, to be approved by the Financial Committee (ie: teachers at a UTR session, cooks at a feast, etc.)
- xii. Waiving fees on-site
 - 1. Occasionally people arrive on site and ask to come in for no charge. This has typically in the past been for reasons such as:
 - a. A family member or friend dropping something off/picking someone up
 - b. Wanting to see what it is we are doing for half an hour and then leave
 - 2. Whenever possible, gate should be notified in advance that these people will be arriving, with the reason and duration of their visit. To prevent disappointment, the autocrat and Exchequer should also be notified, so that if they are expecting for their site fee to be waived, that can be pre-arranged.
 - 3. It is expected that if a relative or friend is arriving, that the person who invited them to do so will meet them at gate. If it is a person that does not have a relationship with an attendee, the Chatelaine, their deputy, or other persons designated for the task, should be contacted to discuss the nature of the Society with the person, and escort them around the premises if that is deemed to be a wise choice.
 - 4. Regardless of whether the site fee is waived or not, if they are entering the site premises, they must be entered on the gate sheet and sign the appropriate waivers.
 - 5. As per Corpora, in order to enter the site premises, they must make an attempt at pre-17th century attire. If it is known in advance that they will be arriving on site, the person inviting them should make arrangements for this, including contacting the Gold Key officer if necessary to arrange for loner garb.
 - 6. All cases of on-the-spot waiving of site fees must consult both the Autocrat and the Exchequer. As a financial matter, in accord with the above financial policy, the Exchequer may deny any request to waive a site fee that was not included in the original event bid.
- e. Use of branch property
 - i. An Event Steward must notify the Chamberlain at least one month prior to the event if any branch property is required for an event
 - ii. The Event Steward must arrange for a convenient time to access the storage locker to procure branch property for an event

IX. Branch Property

- a. Branch Property may be used for any event, demo, practice, or meeting hosted by the branch
- b. Branch Property may be loaned to another group upon the approval of council
- c. Branch Property shall be inventoried when changes occur, and copies of such inventories shall be filed with the Seneschal, Exchequer, and the Chamberlain. Inventories to be reported as the Chamberlain specifies, and in any case, not less than once a year.

X. Publications

- a. The branch publication shall be called the Paw Print

- b. The Paw Print shall be published at least quarterly by the Chronicler
- c. The Paw Print will include at a minimum:
 - i. A listing of officers and their contact information
 - ii. A list of upcoming branch events
 - iii. Important updates from the seneschal

XI. Traditions

XII. Registered Armoury

- a. Lionsdale (Feb 1997)
- b. Or, on a cross formy quadrate sable within a laurel wreath vert a lion's face Or (Feb 1997)

XIII. Financial Policy

a. Bank Account Identification and Structure

- i. All funds will be maintained in a bank account in the name of "The Shire of Lionsdale". All signatories must be paid members of the Society, and must submit proof of personal/legal identification and paid membership when being added as a signer to the account.
- ii. Each account will be a double-signature chequing account, with the Exchequer, Seneschal, and at least one other paid member approved by the Financial Committee being listed as signatories. No two signatories may operate out of the same residence, or be related by birth or marriage. Two authorized signatures will be required on any cheque, money order, or other instrument of withdrawal, whether or not the bank offers, or has, minimum limits for signature inspection.
- iii. Following the end of the Exchequer's term, a new signature card will be signed by the account signers in accordance with B. above.

b. Segregation of Duties

- i. No one person may be responsible for all aspects of Lionsdale's financial management. The bank statements for Lionsdale's account will be sent to the Exchequer or PO Box of the Branch. The Seneschal, or designated representative (other than the Exchequer), shall be responsible for reviewing the bank statement. The Exchequer will reconcile the bank statement to the books of account, and provide a copy of the reconciliation to the Seneschal at the next business meeting.
- ii. Lionsdale must have a warranted Exchequer, as long as it has funds in a bank account.

c. Financial Records

- i. The Exchequer will maintain permanent books and records of all financial activity. Detailed records must be maintained and receipts, disbursements, and contributions specifically itemized. Where a system is automated, a printout or "hardcopy" of computer records will be made at least monthly as well as electronic backups. All records must be retained for at least seven (7) years. All books and records, as well as all assets, bank statements, other correspondence, and files of an official nature are the property of Lionsdale. They must be turned over to the successor officer immediately, after the former officer leaves office.

d. Financial Reporting and Disclosure

- i. The Exchequer will review the required quarterly and annual reports, including bank statements, with the Financial Committee. The Exchequer will make a copy of the report available to every member of the Financial Committee.
- ii. The Exchequer will submit the annual Comparative Balance Sheet and Income Statement for

distribution at Lionsdale's next regularly scheduled business meeting following submittal of the annual report. Financial documents will be available at any regularly-scheduled populace meeting.

- iii. The Exchequer, in conjunction with the Autocrat of an event, must submit an Event Report Form to the populace of Lionsdale as soon as reasonably possible, but in no event later than thirty-one (31) days after the conclusion of the event. This may be through publication in the newsletter, by presentation at a regularly-scheduled business meeting, or by other customary method of communicating with the populace.

e. Expense Authorizations

- i. No officer of any level has the authority to authorize payments that do not support the Society's tax-exempt purpose. The Chancellor of the Exchequer, as the warranted financial officer of Lionsdale, can exercise a veto over any financial expenditure.
- ii. Prospective Autocrats for proposed events must follow the approval procedures outlined in Section XII.e.v. below, and submit the following information:
 - 1. A written description of the event, including activities and proposed site.
 - 2. An Event Budget Worksheet, detailing the estimated income and expenses expected for this event.
 - 3. A list of people that have committed to perform the necessary functions to put on the event, including the approval of the officers responsible for the activities proposed at the event.
- iii. All expense reimbursements require a completed Reimbursement Request Form and fully documented receipts. Reimbursement requests that do not exceed approved budgets need only be signed by the Seneschal before being submitted to the Exchequer. Reimbursements that exceed approved budgets, or which have not had prior approval, must follow the procedures outlined in Sections XII.e.v-vii below.
- iv. Approval of all cash advance requests require a completed Cash Advance Form, and must follow the procedures outlined in Sections XII.e.v-vii below. Cash advances will be treated as a receivable item until they are reconciled by a presentation of receipts and/or cash totalling the amount of the advance. Reconciliation of cash advances must occur within ninety (90) days of the advance.
- v. Under normal circumstances, expense authorizations shall be processed at the regularly scheduled business meetings. Initially, requests for expense authorization will be presented at one business meeting, and decided on at the next business meeting. This allows for thoughtful consideration before committing Lionsdale's funds. This requirement can be waived by the consensus of the Seneschal and the Exchequer.
- vi. The Seneschal and Exchequer acting jointly may, on an emergency basis, authorize individual expenditures up to \$400.00. The Seneschal and Exchequer shall notify the remainder of the Financial Committee of any such authorizations as soon as possible. A spokesperson for the Financial Committee will report the authorization at the next regularly-scheduled business meeting.
- vii. Each member of the Financial Committee may, strictly on an emergency basis, authorize individual expenditures up to \$100.00. Each member may do so only once until they have reported this to the Seneschal and Exchequer, which they shall do as soon as possible. Upon

reporting it to the Seneschal and Exchequer, the Seneschal and Exchequer shall either authorize the member to do so again in emergencies, or revoke their permission permanently. A spokesperson for the Financial Committee will report the authorization to the next regularly-scheduled business meeting.

f. Controlling Cash Receipts

Adequate cash controls must be in place at any event where money is collected in the name of the Society.

- i. The Exchequer, in conjunction with the Autocrat of the event, shall develop and implement a process to ensure adequate cash control at an event.
- ii. The Autocrat of the event is responsible for finding people to operate gate and collect funds.
- iii. The Exchequer must approve of any and all people that will be handling funds at an event.
- iv. The Autocrat is responsible for requesting an appropriate amount of petty cash to provide for making change at the event.
- v. A Gate Reconciliation Event must be used to account for funds collected at an event.
- vi. Event expenses are not to be paid out of the cash box at an event, without the specific written authorization of the Exchequer and the autocrat. This type of transaction is strongly discouraged, to be used only as an absolute last resort, with excellent justification and thorough documentation.
- vii. As soon as reasonably possible, and in no case later than seven (7) days after the conclusion of the event, the Autocrat will deliver the funds from the event and the Gate Reconciliation Forms to the Exchequer. After reconciling the funds to the Gate Reconciliation Forms, and the petty cash to the initial advance, the Exchequer will issue a receipt to the Autocrat.
- viii. The Exchequer will deposit the funds into Lionsdale's bank account as soon as reasonably possible, and preferably within seven (7) days after receiving the funds from the Autocrat.

New Business:

Lionsdale's Newsletter Policy (Draft #1)

June 14, 2011

Drafted by Thora Golvik

- Lionsdale will produce a newsletter 4 times a year which is the minimum set out by the Society Chronicler.
- Lionsdale will publish the newsletter through the chronicler's office.
- Lionsdale will continue to call the newsletter the Paw Print.
- The editor will be the Chronicler or a deputy to that office.
- The newsletter will contain:
 - Contact information for key officers (Seneschal, Exchequer, Chatelaine, and Chronicler)
 - Calendar of up-coming events for our branch and the close by branches
 - Event Copy for all events held within the branch
 - Accolades report for members of the shire that achieve awards and other recognition
 - Articles relevant to the branch and the SCA as available
 - List of information and where it can be found (like governing documents, new comer information, and minutes)

- Lionsdale will draw funds initially from general funds upon approval of council and financial committee. After the initial draw a separate budget line will be set up to operate the publishing of the newsletter
- Lionsdale will charge \$3.00(?) per issue and will also have a discounted yearly subscription of \$10.00(?) for all four issues. This is to pay for the cost of printing and postage
- The Chronicler will work to find ways to try and encourage people to subscribe to help fund the production costs.
- Publishing dates will be for the first day of the new quarter with pertinent information for that upcoming quarter. So for example, 1st Quarter will be dated for January 1. This means that submissions will be due on the 1st the month before (in this case December) and we would go to print by the 15th of the month and finally mailed out by the 20th of that month.
- Issues will be sent electronically to the King and Queen of An Tir, Crown Prince and Princess of An Tir, Prince and Princess of Tir Righ, Tanist and Ban-Tanist of Tir Righ, Kingdom Seneschal and Chronicler, and finally, Principality Seneschal and Chronicler. These are to be complementary copies. (will need to verify)
- Lionsdale will follow all guidelines set out for personal information, media policies, permission for photos, etc. as set out by SCA Chronicler, SCA media officer, Corpora, Kingdom and Principality Law.

Aiming to start for the fourth quarter or the first quarter of 2012

Fight Practice Gone. Not sustaining. Look at occasional practices, Park practices, donation to the Cloverdale practices. Make it a part of a social evening?

Next month's Council to be held Sofia's house (BBQ) at 7PM

Motion to adjourn meeting: Aine, Safiye