

Aneala July Council Minutes

Attendance: Nathan, Konrad, Gwyneth, Laura, Pantera, Galen, Wolfgang, Devine, Gummy, Avalon, Julian, Leonie, Elizabeth S, Agostino, Elizabeth R

Apologies: Richard, Suzie, Ula, Dameon

Last Minutes

May Minutes: [_http://aneala.lochac.sca.org/assets/council/council-2019-6.pdf](http://aneala.lochac.sca.org/assets/council/council-2019-6.pdf)

Approved: Julian

Seconded: Gwyneth

Officeres

Baron & Baroness

Suggested last month that we write up something about consent/the law/guardianship of children/etc. Have prepared notes as a brief reminder on expected behaviour at events.

Please provide feedback to the Baron and Baroness.
This will be published widely in the near future.

In order to maintain the positive and safe culture of our Barony, we ask that you read the following words – a brief reminder to help preserve the wellbeing and prosperity of Aneala.

1. Mundane laws apply at SCA events.

Sometimes at an SCA event it can really feel like we have stepped back in time or into another land. However, the Laws of the Country of Australia and the State of Western Australia supersede any laws in the SCA. Please stay mindful that everything that is illegal by Australian law is unacceptable at any SCA event. Examples include but are not limited to embezzlement, theft, illicit drug use, murder.

2. Consent is vital to all interactions with others.

Aneala will not thrive if people are made to feel unsafe in these lands. Let us be clear: you must seek consent before touching other people. If they do not respond enthusiastically in the affirmative, don't touch them. For those wanting further guidance, we direct you with a Language Warning to the "cup of tea" analogy explained in this video: <https://youtu.be/oQbei5JGiT8> Please use the same respect in physical interactions that you would when offering someone a cup of tea. You will

note that this point has some crossover with our previous point about Australian law superseding any SCA cultural elements.

3. Children require guardianship.

Duty of Care protects each and every one of us in a wide variety of situations. When it comes to guardianship of children, Duty of Care protects both children and adults. The SCA has policies around child guardianship that must be adhered to when you bring someone else's child to an event or when you leave the site without your children.

<http://sca.org.au/wp-content/uploads/2015/11/SCA-Ltd-Nominated-Caregivers-Form-2017.pdf>

The Nominated Caregivers Form (see link) is the SCA document that allows you to look after someone else's child. So if your child wants to bring a friend to an event, organise with the friend's parents to complete a Nominated Caregivers Form so that the SCA has documentation that you were looking after that child for the day. If you need to head off site, organise to complete the Nominated Caregivers Form with a trusted friend who can keep an eye on your child until you get back. Remember to notify the Constable and provide a copy of the paperwork. These measures ensure that your children stay safe and that we are all doing the right things to keep them safe.

4. Enjoy alcohol responsibly.

We don't want any ambulances called to our events. We don't want inappropriate behaviours in taverns. We don't want more paperwork for Chirurgeons, Constables, Stewards and Seneschals. Have fun, but please keep safe. We are not telling you to stop partying hard, but please be aware of how much you are imbibing and the effect it could have on yourself and others.

Yours in Service,

*Baron Agostino and Baroness Elizabeth
Aneala*

Intending to have a youth component for this year's Championship. While we have a plan we would like feedback from parents in the group. There will be information published with a 2 week commentary period.

Timetable is super quiet for Aneala, Dragon's Bay is doing well to make up for us. Please contact the Baron & Baroness if you need event ideas.

Groat St Festival is upcoming in October in North Beach, suggested that we might want to run a demo at.

<http://groatstreetfestival.weebly.com/>

What to expect

There will be live entertainment, ongoing children's and adult workshops, market stalls, presentations, activities, hands on learning experiences and yummy food. Agostino is to head up a committee and find members and to plan our presence.

Seneschal

There has been an email to members from the Secretary on membership fees. Please submit your individual opinion as requested by the email.

Dragon's Bay Seneschal

Possible Town Hall meeting to discuss the June long weekend 2020. Galen researching to find an ideal central location to have a discussion. Devine to come back next council with questions, and then the Town Hall is to follow that. Please contact Devine through any means to suggest questions to be discussed at the Town Hall meeting or thoughts about it. Committee to be formed of B&B, Seneschals of Aneala, Dragon's Bay and the last Seneschal of Abertridwr to design the questions. Invite those who cannot attend to email in their responses and a curated list of responses will be read at the meeting.

Reeve

Getting back on track.

June 1st: \$18,136.98

June 30th: \$20,033.64

Received a letter from the SCA Board regarding our shipping container (attached to online minutes). Good news, we can keep it. They sent a letter which was read in its entirety.

Dropbox not up to date. Reeve liaising with Constable to fix this.

Pencampwr-Winterfest

Coding discrepancies have been found in the bookings list. Reeve liaising with steward. Refunds to people will be necessary after the Constable report is complete, as some people were booked as non-members but were in fact members.

Some people have received emails stating incorrect values to be paid. Exact details to be confirmed. Will be brought to Council for action at that time.

Report extension granted.

Dragon's Bay has a new Reeve - Sarah of Dragon's Bay. Sigmund providing training. Thank you to Sigmund for his hard work and patience during the officer changeover process.

Herald

Made some submissions. There is a slight delay on submissions at a higher level.

Heralded at Bonnie Bonnet.

Has updated all of the awards on the Aneala website. And some names.

Will send out a message about checking the awards and names on the Aneala website.

Has now worked through a backlog of suggestions, except for Zaven's because his is very difficult.

Request for Webminister from Herald: could there be a link on the Populace page to email the Herald if any changes need to be made?

Constable

Events

Newcomers Tournament (17 March 2019)

Golden Thimble (31 March 2019)

Autumn Collegium (4 May 2019)

Winterfest (Early June 2019)

Bonnie Bonnet (22 June 2019)

Baronial Council (recurring monthly)

Training (recurring weekly, unless there is another event on)

All paperwork collected for these events is stored electronically on the Dropbox and the majority is also in hard copy with the Anealan constable.

Lost Property

The remainder of the old lost property remains with the previous constable in Mount Lawley, WA until it can be either auctioned or donated. All other lost property acquired this quarter has been returned. Otherwise, no major changes.

Record Storage

Records from the previous constable Baroness Elizabeth are being stored in Hamilton Hill, WA (see above). The paperwork from previous constables is being stored at Mistress Lucia's residence in Newlands, WA. Otherwise, no changes to record storage.

Note from Council: Council recommends that the historical Council records are collected into one location and should potentially be digitised.

Sub-Group Reports

Canton of Dragon's Bay report received

Other Issues

- All sign in sheets (training and council) are accounted for and uploaded except for the following:
 - March 3,
 - April 21,
 - May 12,
 - May 19,
 - June 9
- I have been falling behind in keeping the drop box folders current with sign in sheets and event reports. However, I have found a scanner app that has made this process immensely easier and thus I have hope that this will not be a continued problem.

Note from Council: Suggestion that anyone who is the Constable in Charge at training should take a picture of the paperwork (perhaps using a scanner app) and email immediately to the Constable.

Chronicler

Continuing to work on Vines. Fairly base-level Vines because of time restrictions. Has released a call for EOI for people to act as a deputy.

Received an email from the Kingdom Chronicler. The Vine is being nominated for a William Blackfox Award for the 2017-2018 editions.

Knight Marshal

Looking for a replacement; tenure due to end this month. Has the okay from the Kingdom Earl Marshal that he can stay in the office for up to 12 months to find a replacement.

New Combat Handbook! Everyone should read it. Or as a minimum, read the changelog.

College seneschal reported on behalf of the College marshal. The College finally has an authorised fighter. Congratulations Samuel!

The new Dragon's Bay Knight Marshal has become official. Thank you Galen.

Arts and Sciences

Absent - has been somewhat busy.

Listkeeper

Absent. Deputy reports nothing to report.

Chatelaine

Absent

Webminister

Request for Webminister from Herald (made during Herald's report): could there be a link on the Populace page to email the Herald if any changes need to be made?

Minor changes done to website.

Received a report from a downline officer.

Dragon's Bay having issues with size restrictions uploading to Lochac site being 2Mb. Some discussion of websites and back-ends of websites. There is an 8Mb limit for the size of PDFs uploaded to Aneala site (e.g. The Vine).

Youth Officer to discuss with Webminister (discussed during Youth Officer report) about implementing a Youth/Family page on the website.

Maybe also an award recommendation form with questions e.g. Name, Do You Recommend for a Specific Award, Which One?, If Not See Here, Provide an Example of What They've Done. Etc.

Webminister to look into creating an event page to provide details for Championship (discussed during Event Proposals - Championship).

Youth Officer

Kingdom level Youth Officer has been putting work into a new youth recognition system. This is a Kingdom level thing and the template is available to be used by Baronies. Aneala's B&B has chosen to stick with the current model in place (Order of the Cygnets). Youth Officer has advertised the Barony of Aneala Family Page (on Facebook) and shared information about what is currently available for children/families in the Barony. Please let B&B, Baronial Youth Officer and/or Kingdom Youth Officer know the awesome things that children are doing in our Barony. Lots of youths attending training lately. This is fantastic. Attending in rapier & archery. No news of youth participation in A&S. Youth Officer will work on in future. Spoke with the B&B about a youth Baronial Championship. No youth have died.

Youth Officer to discuss with Webminister about implementing a Youth/Family page on the website.

Calendar

Past Event Discussion:

Pencampwr Winterfest Debrief

Nothing to add this month. Liaising with Reeve to finalise payments.

The Bonnie Bonnet - 22/6/19

Postponed to next Council.

Future Event Discussion:

There are none.

Proposed Events

27-30 / 9/2019 - Championship

Mentor Leonie reporting in.

New budget this month. Advertising the new base cost of Championship as the cost for tenting. If you want to be in the dormitories, it will be an extra \$35, regardless of the age of the person (because that's what it costs us). Last year we made breakfast & lunch an optional buy-in.

Anealan Championship AS54

Stewarding

Richard Taylor

Team Food - to be confirmed

 Rob Braun (Rapier)

 Frank Meredith (Archery)

 Annette Wilson (Mentor)

Date 27th - 30th September 2019

This is the event to choose the Champions for their Excellencies and the Barony of Aneala.

Lists will be contested for Armoured Combat, Archery and Rapier, and the Arts & Sciences Champion will be decided.

The site for this event is Ern Halliday Spinnaker Camp Site. This site has many advantages. It is close to the group, has plentiful camping and dorm areas and good showers. Unfortunately the site is also quite expensive.

Preliminary Event Timetable

| Friday | Saturday | Sunday | Monday |
|--------------|-----------------------|-----------------------|--------------------------|
| | Breakfast | Breakfast | Breakfast |
| | A&S Class Opportunity | Armoured Championship | A&S & Period Discussions |
| | Lunch Break | Lunch Break | Pack down & Depart |
| Set Up | Rapier Championship | Archery Championship | |
| Soup Kitchen | Dinner | Victory Feast | |
| | | | |

Budget:

In order to minimise costs, we have based the event price on the cost of tent accommodation with evening meals. Dormitory accommodation is offered as an additional extra, at a cost of

\$35, regardless of the age of the attendee. Breakfasts and lunches are also offered as additional extras - \$10 for breakfast (3 days) and lunch at \$5 on each of Saturday and Sunday – again regardless of age.

This keeps the basic cost of the event to \$95 for adult members and \$47.50 for child members 10-17 years old. Children under 10 years old are free.

We have planned pricing based on a minimum of 5 adults in dorms, 15 adults in tents, and 10 adult day trippers per day for Saturday & Sunday, as this seems on the pessimistic side of realistic. Pricing is pretty spot on for adults attending the entire event. On these numbers, a \$385 expected profit from the adult attendees will allow us to cover the cost of subsidising children.

Ern Halliday allows for under 5 yrs old children at no charge, so we would still be fully subsidising children 5-10.

Pricing as follows:

Tent attendance fees (including evening meals only)

| | |
|----------------|---------|
| Adults | \$95 |
| Child 10 to 17 | \$47.50 |
| Child under 10 | Free |

Day trip prices (including evening meal only)

| | |
|-------------------------|------|
| Friday Adult | \$15 |
| Saturday Adult | \$40 |
| Saturday Child 10 to 17 | \$20 |
| Saturday Child under 10 | Free |
| Sunday Adult | \$50 |
| Sunday Child 10 to 17 | \$25 |
| Sunday Child under 10 | Free |

All non-members add \$5 event insurance

A full cost breakdown is provided on the spreadsheet following.

The new pricing scheme makes it more difficult for the booking officer but potentially cheaper for families etc.

Webminister to look into creating an online booking form to streamline the process.

Proposed: Julian

Seconded: Konrad

Event approved unanimously.

Winterfest Allthing - 29th May - 1st June

On hold until after Town Hall discussion.

10 Aug - College Challenge - Save the date.

Council has approved lending Baronial equipment to help them run their event.

17 Aug - Elizabeth R Proposing for Dragons Bay

Viking Garb making workshop part 1

7 September - Elizabeth R Proposing for Dragons Bay

Viking Garb making workshop part 2

12 October - Elizabeth R would like a voluntold to run Bal.

Would be super great if it's Catherine coz she runs a great Bal.

19 October - Agostino maybe running demo at Groat Street Festival (see above in B&B section for discussion/info).

2021 - May Crown over ANZAC day long weekend.

22 April event date.

Konrad to start building a proposal and team.

General Business

Ongoing

Kilic - Viewing Pav, possibly time to redo the roof.2.5x9M. Branwen will look into costings for replacement. Ongoing, Canvas being chased up. - Branwen has found another person in QLD to find out canvas information. Nathan also suggested to send Rodrigo in Stormhold an email RE canvas suppliers.

Branwen has been chasing up canvas. \$40/m unless purchased as a roll where it goes to \$35/m. Branwen to supply further details. Branwen has given up on trying to buy canvas. Is willing to sew if someone organises the canvas.

Loomstate is available but is untreated and unwashed.

Shrinks significant amount during processing.

Treated and coloured is \$35/m on roll.

Chairs could use some work. Handballed to Agostino, still ongoing.

Experience using them, they are stable but could use some cosmetic work. Agostino will look into what is required. Pantera has offered to assist.

Iron Beak - Richard, Lokki, Nathan - Ongoing.

Sam has commenced work, more expected for next council.

Waiting on a revised prototype to approve.

Baronial Equipment Storage - Sea Container is on site in Bassendean - still need to fit the side access door.

New General Business

Gwyneth: Proposal for concession rates to be considered when developing event budgets. In the interests of SCA diversity & inclusion, it would be good to investigate and discuss the possibility of concession rates (or encouraging stewards to offer concession rates). Not proposing to make it mandatory. Some events make it impractical (e.g. sites like Ern Halliday). But for some events & event types, we do frequently make a profit and it would not eat into that too much to offer 75% of the adult rate for students, pensioners, health care card, other people who make a good case.

Some anticipated difficulties: difficulties doing event budgets.

Possible rate: 75% of adult. Or could be a case of looking at worst-case minimum attendance at events - for concession rates, look at the average attendance for the event type and work out concession rate based on a break-even at that point.

People who are non-concession take that financial risk off the Barony.

Gwyneth has done the research and found that events generally make a profit, often of around \$300.

Some discussion around how this would impact group finances, what would the impact be on people who currently can afford but only just afford events, and other potential concerns. Most people preceding their comments with "I think it's a great idea..." No one expressing disagreement.

Leonie: maybe what we ought to be doing on a regular basis e.g. annually, is review all of the events that we have run in that period and look at whether those events are making a profit. That is, ask the question of are we, generally, accurately estimating our break-evens?

Some discussion around financial committees and/or deputies to the Reeve who could do that.

Some discussion of the mechanisms of how to do this e.g. increasing break-evens to show that if 30 would cover the cost (an actual break-even), a break-even of 40 would allow 10 subsidised people. As a guesstimate.

Possibly it could be up to individual stewards to decide exactly how it would be done.

Leonie: most groups allow Stewards & chief Kitchen Stewards to attend events for free or at a significant discount. Maybe we need to look at that again. It's not necessarily a conversation that's directly related to the concession thing, but it makes sense to discuss this at the same time as discussing concession rates.

Some discussion about how Stewards & chief Kitchen Stewards can be offered the concession rate as proposed above. Possible need for a cap in numbers, or they must spend the whole night in the kitchen, or something like that. Aneala has had difficulties with this sort of policy in the past so it would need to be approached with care. Lots of discussion about reimbursing people on request after the event, rather than offering a free event or reduced cost for this category of people. Offering stewards etc. reduced fees is much messier than the idea of a concession rate. Agostino: We implemented a financial policy to support children with a 12 month review on it. We would get better data if we implemented only 1 financial policy change at a time and gave it the space it needs to gather the information about whether it is working for us. Possibly not to be offered for under-\$10 events.

Pantera: Even if a concession rate does not make a huge monetary difference to most people or to the group, it will *feel* different.

Nathan: Would it be worth us putting up an anonymous Survey Monkey survey and trying to get people to go "hey I would be one of these people" just to get some idea of the numbers. Would people respond to it or not respond?

Devine: Make it more general - what stops you coming to events? What are the barriers to you coming to events?

Nathan: If we're worried about the under-\$10 events thing then we can set the policy as for events over \$X we will offer Y discount. In favour of having a flat policy. It is a decision as a group - we would like to support these things - not putting it onto stewards to make a decision.

Devine: Two key questions 1) Are you concession eligible? 2) Would you request a concession fee when attending SCA events?

Some discussion about additional burden on bookings officers and Reeves.

When are we due for a review of the children's policy? Now.

Should we conclude the children's policy trial first? No.

Devine volunteered to organise the survey. To set herself a low-pressure timeline e.g. have questions prepared for next council.

Children's Policy Review Questions

What did it cost us?

What was the impact?

How many children attended?

Other questions?

Reeve requesting information to start the process.

Next Council on 16th August.

Attachments

Reeve - Container Purchase

08 July 2019

Kevin Ryan Richard Ferrowre
Aneala Reeve Aneala Seneschal

Dear Mr Ryan

On 18 May you wrote to the Board advising of an inappropriate purchase of a Sea Container for the Barony of Aneala due to the failure to have the purchase pre-approval of the Board. Your advice stated that the Anealan Baronial Council failed to follow the Financial Policy correctly.

The Board has considered this and asks that you read this letter in full at the next Anealan Baronial Council meeting to ensure that all in the Barony are aware of the requirements for purchasing, storing and disposing of non-cash assets. The Board also asks that this letter be recorded in the minutes of the meeting. Subject to these education actions being taken and all other policy requirements being met, the Board approves the purchase of the shipping container.

As you identified, clause 22 of the financial policy states that assets individually over \$2,000 value must be pre-approved by the Board to purchase or sell. There are many other important policy elements that should be noted including (but not limited to) the following:

- Each Branch is responsible for the safe custody of Branch assets.
- Each Branch is required to maintain an asset register, including the location of each item and conduct a stock take on an annual basis as of the 31st of December and store the report in Dropbox.
- All non-cash Branch assets must be marked as belonging to SCA Ltd, along with the Branch, wherever this is feasible.
- SCA Branch assets may be hired for private use, if they pay a reasonable market value to the Branch by way of a hire charge.
- Assets must be stored securely and maintained in good order and condition
- All costs associated with the acquisitions, care and maintenance of an asset are to be carried by the Branch which has custody of it.
- Assets required by law to be insured must be insured. It is strongly recommended that assets valued more than \$5,000 be insured where feasible.
- If a Branch wishes to dispose of an asset it must be offered to another Branch prior to sale outside the SCA, and consistent with the principles of a non-profit organisation.

The Board thanks you for your integrity in advising of this matter and is sure that the Anealan Baronial Council will in future ensure compliance with all current policy requirements prior to any decisions or actions.

Yours in service,

Benjamin Smith

Corporate Treasurer, SCA Ltd