

Elfsea Officers (Meeting Minutes)

BARONY OF ELFSEA OFFICERS MEETING			
Date: 6/15/2015		Time: 7:00pm	Location: Eastchase IHOP
Meeting called by	Seneschal, Aoife Ruadh inghean Ragnaill		
Type of meeting	Baronial Officers Meeting		
Facilitator	Seneschal		
Note taker	"		
Timekeeper	N/A		
Attendees (Circle All that Apply)	Sen / Exchq / KM / RM / AM / A&S / Hosp. / NP / Chamb. / Chron./ DFT Sen / Hist. / MOC /Act-WM K&Q / P&P / B&B Deputies: <u>Chamberlain</u> OTHER: <u>6 Members of Populace</u>		
TOPIC #1 (DISCUSSION)			
	FOLLOW-UP FINANCE POLICY STATUS: Exchequer: Eleanor Forth Castle		
Discussion	Financial Policy draft is currently on web page and populace will be asked to approve the updates at the June 22 nd Moot. Limited copies of the policy will be available for review by those who could not view it on the web.		
Action Items		Person Responsible	Deadline
Policy to be voted at the 6/22/15 populace meeting		Seneschal	6/22/15
TOPIC #2 (DISCUSSION)			
	BARONIAL COLLEGE PLANNING UPDATE: Co-Stewards: Diana the Just / Eleanor Forth Castle		
Discussion	<p>Planning going decently.</p> <ul style="list-style-type: none"> *Kazumi & Meadhbh responsible for light breakfast (autocrats will be asking for donations of muffins, breads, etc.). *Amlene coordinating decorations and investiture prep. *Druinne has completed the invitation and they have been sent *Class schedule has not been posted; Sebastian is finalizing and working with autocrats. <p>NOTES: Comments about King's College issues (class changes, announcements, etc.) were mentioned in order to provide heads-up on what we could expect and should plan for. MOAS encourages folks to teach, even if it is a small skill, there will be someone interested.</p>		
Conclusions	Planning will occur up until event day, due to expanded nature of the event. HELP the autocrats, Officers should be willing to step in and solve problems as they occur.		
Action Items		Person Responsible	Deadline
Continue finalizing event sequencing and dropping details into place		Dianna/Eleanor	6/26/15
TOPIC #3 (UPDATE)			
	PLANNED DEMO- AZLE PUBLIC LIBRARY 6/20/15 Coordinator: Silvana Corwin		
Discussion	<p>Planning complete/volunteers in place; room for more (let Coordinator know if you are interested).</p> <ul style="list-style-type: none"> *AREAS REPRESENTED: Chiv, Rapier, Fiber Arts, Bardic, A&S, Children's activities, weapons display *Huge display room available, along with amphitheater. <p>Known participants at this time: Herries, Alaric, Eleanor, Druinne, Sebastian, Silvana, Franklin, Dianna, Aaliz, al Aeryn, et al. There is still time! If you want to participate, contact Silvana Corwin at MOC@elfsea.ansteorra.org</p>		
TOPIC #4 (TRAINING)			
	SCHEDULING DEMOS & BARONIAL RESOURCES Facilitator: Seneschal		
Discussion	<p>Business common sense. Only one officer can contract/go into agreement with another entity (Seneschal). . While you can always participate as a private citizen, do not accept on behalf of barony without performing due diligence.</p> <ul style="list-style-type: none"> ❖ Always check the calendar! Resources can get scarce; note event dates and guild/class activities ❖ Provide reasonable notification to baronial management (B&B/Seneschal) PRIOR to making a move. There may be things on the horizon of which few are aware at the time. ❖ Sensible to obtain populace approval (the populace <u>is</u> the resource and approval does not equal participation). People do need weekends away from SCA 		
Conclusions	Hospitaler & Seneschal will draft brief process for Standard Operating Procedure / Pass down Book When new B&B are in place, we will codify a procedure		
Action Items		Person Responsible	Deadline
Future Date TBD: Codify process for pass down to future officers/populace		Seneschal	TBD

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TOPIC #5 (TRAINING)		
	SOCIAL MEDIA PRESENCE	Facilitator: Seneschal
Discussion	<p>SPECIFICALLY: CREATING FACEBOOK ACCOUNTS FOR OFFICER POSTINGS This is a NO. Ansteorra has policy and a Kingdom Social Media Liaison who should be consulted prior to making any type of new or additional accounts related to the SCA, Ansteorra, or Elfsea.</p> <ul style="list-style-type: none"> ❖ Do not create false accounts related to your officer positions, as you may not place the SCA in jeopardy or violation of FB policy. ❖ Any ideas for social media outreach above the approved FB Barony presence need to be properly researched and should be presented to the Seneschal, who will in turn alert the B&B and find out feasibility from the Kingdom Social Media Liaison. Moving forward correctly will save much trouble. 	
Conclusions	<i>Training on topics like this was determined unanimously by the Officers to be necessary and practical due to the newness of the corps at-large. These topics will be written into a standardized pass-down log so that future officers are aware of issues and can update as necessary.</i>	
Action Items	Person Responsible	Deadline
Training Series will be added to Officer Meetings		Seneschal
		Beginning 7/20/15
TOPIC #6 (UPDATE)		
	FOLLOW-UP / DFT Guardian	Facilitator: Franklin (DFT Seneschal)
Discussion	Successful; 85 Total Guests (75 Pd Adult); \$33 Profit / Money Deposited Y Event Report Filed Y DFT Golden Ticket Winner: Duke Hrafn; Seneschal will push for more local venue next year to attract surrounding entities such as Loch Ruadh	
OFFICER REPORTS		
Barony Seneschal	Training Topics / Meeting facilitation as discussed.	
DFT Seneschal	Guardian follow-up as discussed.	
Exchequer	Financial Policy as discussed; New requirements from Kingdom for post-event reporting (due within 10 days)	
Nautilus Pursuivant	Badges submitted (lots going on); creating Roman personas and devices for family of 8! Will take all of Andreas' heralding classes at Baronial College: Design, Conflict, and How to Be a Herald	
Hospitaller	Cloth donation due to be delivered soon (if still small pieces, we accept no more); the intent is to share with Canton, guild, but mainly build loaner garb! Brought up possibility of participating in UNITYFEST in Arlington September 5 th but recognizes there are conflicts (Bonwicke, melee on schedule, etc.). Will find out more to bring to group/populace.	
Knight Marshal	Practices now at Bob Eden Park until further notice. Sunday practices will begin again in July with Sir Daire de Haya—details forthcoming.	
Rapier Marshal	OPEN FOR BIDS; Practices now at Bob Eden Park until further notice (Chiv & Rapier) and announcements will be made on FB and List Serve emails. Meet by playground to begin and move as necessary for light, etc.; Rapier Marshal needs new source for tips; Participation from HEMA fighters; loaner garb/gear is working well. June 24th practice will need Marshal (Andreas out)	
Archery Marshal	Archery occurred as scheduled (14 th); two new Arc d'Or equivalents have transplanted from Middle Kingdom (Greenwood Company and Shadowlands); Archery needs equipment. Marshal will crunch numbers and return to finance committee at later date.	
Chamberlain	Storage unit in dire need of de-clutter. Some items need to go. Fall anticipated due to weather. Needs to get travel pavilion from Sebastian post-repair.	
Chronicler	DEADLINE FOR TIDINGS: MIDNIGHT Sun 28th!! ; Created easy-to-use Officer submission form	
Minister of A&S	Tournament schedule = no June weekend workshop, but will work 1-to-1, by request. CROWN TOURNEY will have A&S, but it is not related to gulf war (rather, Kingdom A&S Champion); Need to begin planning for TOC: Outfitting/Regalia for Sir Louis; (Begin your Elfsea Garb!! We are styling)	
Historian	Need info, pics from ALL Populace; Check OP and get with her for any errors or omissions.	
Minister of Children	Large number of Rapier youth females; will research available Chiv Youth for Wed. / Daire will donate boffer equipment to Knight Marshal for keeping.	
Web Minister	Due to be open for bids soon; Acting Web Minister will be HE Sir Alejandro. Reminds that he cannot answer emails/texts during regular business hours, but will respond after hours.	
**Elfsea Academie	BEGINS in July: 1st Class: Intro to SCA by Master Robin	
**Cooks Guild	PRIOR MTG: Lady Diana taught Navajo Tacos / NEXT MTG: HL William will teach "Mystery TBD"	
**Costumers Guild	Underway, last Thursdays of month. Contact HL Jeanne-Marie for details.	
Other/Additional Notes	*Franklin of DFT word famed the Elfsea Officers and Populace on making newcomers feel welcomed on FB as soon as they are identified.	