

Dragonship Haven Meeting

Date: 12/18/2022

Attendance: Physical- 0 Digital-8

Zoom Meeting

<https://us02web.zoom.us/j/87459707171?pwd=d0ZOQ2VUSDR6SjczTkdgZHFkQm0zZz09>

Upcoming Business Meeting

- Sunday 1/15/2023 at 3pm
- Sunday 2/19/2023 at 3pm

Last Month's Minutes

Chiaretta made a motion to accept last month's meeting notes as posted.
The motion was seconded by Rhode
The motion was passed

Officers Reports

- Archery – vacant
 - Practice is over until the spring.
- Exchequer - *Maria/Llewellyn*
 - Working on End of year report.
 - Awaiting the event report for St Elegius.
 - \$47.00 Overage will be covered by the Barony.
 - Storage Cost: 2,920.00 Motion Rhode, Seconded Kit, motion passed
- Fencing - *Jean-Michel/Catalina*
 - No Report
 - Catalina: Practice is Ongoing, Usual Crew with extra,
 -
- Heavy – *Balfar*
 - No Report
- MOL – *Luna*
 - Still has to work on official email account.
 - WebMinister to investigate, Christoffel to reach out.
- Thrown Weapons – *Hans*
 - No Report
- Chamberlain – *Agapios*
 - No Report
 - Term is coming up soon anyone interested reach out to agapios
- Chatelaine – Clarice
 - We had a walk in at St. E. Her name was Caroline I believe. She was recommended by a friend in Ohio to check us out. Saw we had a local event and walked in.

- She didn't seem like it was her thing unfortunately. She thought it would be a ren-fair, where wearing mundanes was ok.
- I had made the choice not to bring Good Key, but she said it was ok as she wasn't staying.
- I gave her our information before she left.

- **Herald – Kit**
 - Nothing to report

- **MOAS – Toby**
 - Nothing to report

- **Webminister/Chronicler – Anthony Campbell**
 - No Report
 - Christoffel to reach out to investigate MOL Email

- **Social Media Officer- Kit**
 - Nothing to report

- **Seneschal – Casimir /Christoffel/Isabella/Joe**
 - It is with a heavy heart that I announce that I am looking to step back. The barony needs a full time Seneschal and until I am healthy I do not see me being that person. I need you all to look deep inside and see if you are ready to step full time into this role. Joe took over the spot as deputy Seneschal as a favor to me to do the polling, I will not impose on him to step up to this position.

- **Baronial Coronet - Wurm & Rhode**
 - Rhode & Wurm
 - Rhode – Thanks for St Elegius,
 - Wishes for a good holiday and into the next year.

Past Events

- **St. Elegius-**
 - Event Steward: Christoffel
 - Co-Steward: Clarice
 - DayBoard: Isabella
 - Seneschal of the Day: Agapios and Raven as his deputy/shadow
 - A&S competition Coordinator: Kit
 - Site: New Haven Masonic Temple at 285 Whitney
 - Event Date: November 12th
 - Event setup: 11/11/2022 at 6pm
 - Event is now just St Eligius

 - Maria has sent a check for the event.
 - Isabella had contacted Maria regarding cooking and serving vessels that will be needed.
 - Christoffel has gotten some requests for classroom space. He will need the approximate size room needed for each class.
 - Discussion of mask variance for the event as it is indoors and in close quarters.

- Our request was denied by the East Kingdom Seneschal
- Chiaretta has posted the competition rules along with the display requirements.
 - still needs a judge for the experienced metal/glass/wood category
 - needs people to do tallying of scores and to review the commentary
 - Still looking for two prizes. Populous choice and High Score Llewelyn and Catalina offered making fire strikers or bottle openers.
- Maria will obtain petty cash for St. Eligius Gate for Temair.
- If we get a mask variance or not the event announcement will be modified
- Looking to do event setup on 11/11/2022 at 6pm
- Space was requested to have a Forester Guild Meeting. Christoffel said there is plenty of space onsite and they will need to determine where and when would be best.
- Christoffel will have the paperwork needed for gate. He will also set up a list onsite for where and when meetings will be happening.
- Wurm asked for masks to be available for the event. Christoffel will have them at Gate.
- Isabella met with her co-kitchener, Grimolfr, and her staff.
 - They will have people with the food at all times to make sure nothing goes wrong.
 - They are Serv-Safe certified.
 - There will be runners to keep service line and Royal room running smoothly.
 - She asked if there will be a Baronial room. Wurm indicated one was not needed.
- Christoffel has spoken with the Lodge custodian, Ron, to make sure the trash barrels are set up and they can gain access on Friday.
- There is no specific clean-up crew but will be counting on the kindness of strangers.
- Maria will make sure she gets the Gate money on Thursday to accommodate the Friday Holiday
- **Post Mortem: ----**
 - **Competition Feed back**
 - Request if anyone wants to run it (Kit will do it next yer if not)
 - Space Utilization was good.
 - Possible pamphlet of where all is and how the day runs?Larger printout on easels?
 - Competition Went well, Easy to navigate once known.
 - Enough Space for presenters
 - Tallying went quick
 - **What went Well**
 - Site was an improvement
 - Gate went well
 - No major problems
 - Food went well
 - Room to grow.
 - **What went not ok**
 - Lead time on variance – possibly caused lack of attendance (possibly 50 more at the event)
 - Masks as event tokens
 - Masks are appreciated (as opposed to suggested)
 - Parking was an issue (gate not open to main parking area)
 - **Note cover budgeting**

- Higher Price. 22 to 25.
- Pre-reg Discuss adding pre-reg as an option (not only pre-reg)

Upcoming Events

- Balfar's Challenge-
 - Event Steward: Catalina
 - Event Dates: April 29th ,2023
 - Investiture at Balfar's?? Aggapios to help out with this.
 - Improvements for Balfar's Challenge
 - Catalina suggested talking with Jean Michel for large silk banners with each activity and would be happy to paint those if Barony would be interested. She can get an estimate of costs to discuss with Maria.
 - Temair suggested site maps. Casimir countered with having 3-4 "You Are Here" maps to limit costs. Agapios said if someone makes up a map, he can enlarge it at work. Rhode also can do maps. Catalina will organize it.
 - She will also work with Maria to get sign-up sheets for volunteers. Discussion on how to improve event including: better signage, better locations for port-a-potties, better access for handicap parking, unloading area marked for people to drop off stuff and then go park, moving fencers to a more visible location.
 - Temair noted the issue last year with the location of bathrooms.
 - approved \$1K for site.
 - Catalina has the contract in hand but the site needs to have named insurance. She would like to have the contract signed and send it in with the named insurance at the same time.
 - Named Insurance
 - The estimated cost of names insurance is \$50-\$60.
 - Maria noted that someone can pay for that via Paypal and she can reimburse them if presented with the receipt.
 - Casimir will look into getting the named insurance.
 - December 2022
 - Planning for Balfar's is moving along. Maria has sent the Guilford Fairgrounds a check for the total site fee of \$1000. Thanks to your efforts, Cas, we are in the process of acquiring the SCA-named insurance policy to provide to the Guildford Fairgrounds.
 - Next, we need volunteers to sign up to help with the event. Maria posted a list of the Team Lead positions we need and a Google Form for folks to sign up for positions they are interested in. We would like to have a list of volunteers by the 2nd week of January. Once I have the necessary contact information for these Team Leads, I can finalize the official Event Posting.
 - I have started to put a rough budget together for the event based on last year's expenses & fees. I can share the spreadsheet during the meeting tomorrow and send you a copy of the spreadsheet after I tidy it up a bit more.
 - One thing I noted, last year we did not send any portion of our profits to the Crown. In the past, we have generously shared some of our profits with the Kingdom in support of the expenses of the Crown. I believe we should continue

this generous tradition. Should this event become a Baronial Investiture, would we be obligated to share 50% with the Kingdom? If not, how would the Barony feel about sharing 25% of our profits with the Kingdom?

- In total, if we keep site fees the same and slightly increase the dayboard budget to account for inflation costs, we could still stand to make a profit over \$3,000 (even after donating a portion of profits to Kingdom).
- **Contract signed and delivered by Maria.**
 - **(Paraphrased from the Seneschal's handbook: This is either done by the seneschal or the event steward after the seneschal's review of the contract. The seneschal must give written permission to the event steward to sign.) The seneschal is the legal representative of the group which is why this is the process.**
- **U-Haul/Truck Rental cost investigation**
- **Google Form posted for lead volunteers to understand roles and sign up, has responsibilities listed.**
- **Jaji is getting permit rolling for food.**
- **Event Budget was discussed**
- **Event Fee Increase 25 to 27-30 discussed to be decided at the January meeting.**

Old Business

- Get a deputy, everyone needs a deputy
- Out Door Banners (Catalina, Was under New Business):
 - I offered to make silk banners for the Barony to use for identifying locations of various stations for events, specifically for all martial activities so that the event attendees can more easily navigate an event site. To make 5 banners in a viking style 1/4 circle pattern the cost of materials, shipping, and tax, will be about \$160.
 - Do we also want to purchase telescoping banner poles? Amazon sells the telescoping poles many use. There are two sizes:
 - 10' - \$30 each, for 5 poles would be \$150+shipping+tax
 - 16' - \$48 each, for 5 poles would be \$240+shipping+tax (We have 2 of these – Casimir)
 - In total, to do 5 silk banners and have poles for each could cost from \$320-\$425. Is Barony ok with using funds to make banners for future events?
 - Costs are 160+240+50 Banners, poles and portable holes
 - Motion Made By Rhode
 - Seconded by casimir
 - Motion Carried.
- SCA signs.
 - Status of 6 new Coroplast printed signs with moveable arrow to indicate direction, and a wooden A-frame. Budget up to \$600.
 - Rhode will post the new design to Facebook when available.
 - The plan is to have these ready for Balfar's
 - Work will happen post holiday's
- The Autocrat & Officers handbook.

- Temair has volunteered to help by doing the Autocrat handbook.
- Efforts will be made to locate and build upon the work that was done.
- Rhode will also help.
- sent draft to Casimir. Casimir hasn't had the opportunity to review it yet. Catalina shared the draft with Rhode and Temair.
- She has posted an outline to make it easier for officers to write their section. She has MoAS from A'isha (pre-COVID) and Archery from Omelan. Needs input from other officers.
- December 2022
 - Since the last meeting, I have not received additional notes from any DSH officers past and present for the book. If folks think it would be more productive to have a small committee come together to add to the handbook over zoom one day, I am willing to organize that meeting. Without information from other officers, this book will not be finished.
 - I have started a separate Event Stewards book based on popular demand. I will post a draft to FB when it's ready for folks to review and provide feedback.
- Autocrat's Handbook out to Rhode for Review.
- Officer's Handbook, Awaiting Input
- Relocation of Keefe Storage Shed
 - Llewellyn has volunteered to take point and run with this.
 - Balfar and Casimir went to Keefe Center to examine the layout and the shed.
 - It is currently being blocked by two dumpsters.
 - They spoke with the janitors on site. They believe that on an upcoming garbage day, the dumpsters can be moved to the parking lot making the shed more accessible.
 - The dimensions are approximately 8' x 7' x 5' making it too large to move by a conventional pick-up truck. The suggestion was made to rent a truck from Home Depot for \$19 for the truck + \$2/mile and move it to a new location. We still need to contact the town to set up the move and then get volunteers to do the work.
 - Balfar is volunteering to put it in his side yard.
 - We may need to rent a truck (rental was approved by vote)
 - Kit may have access to a suitable truck
 - Balfar needs to be reached out to, to find out if it is ok to move the shed to his house, and what prep needs to be done for placement.
- Polling for New Excellencies
 - Clarice and Morgan submitted Letters of Intent.
 - Casimir and A'isha submitted a Letter of Intent.
 - Casimir and A'isha have rescinded their candidacy for the Baronial Seat
 - In the interest of fair and transparent elections, Baron Joe has stepped forward to take on the polling duties that are usually done by the Seneschal.
 - The deadline for Letters of Intent is 7/25.
 - We will be issuing a list of questions to the candidates. Please send any questions you want asked to Joe Gori who will be acting as a clearinghouse by 9/1/2022.
 - Here is the process as per the polling Deputy

1. Information Period/Notify the Populace - the Populace should be notified of the plans for Polling via the various communications vehicles for the group, including but not limited to the official newsletter, monthly business meeting, email lists, etc. **(I believe you are already doing this with the "question and answer period")**

2. Polling form approval - concurrent with the Notification window (Step 1), the group can prepare their polling form and submit to me for approval, to make sure the document meets EK Law requirements, plus the needs of the group. Templates are here: <https://seneschal.eastkingdom.org/documents/> **(You said you have already downloaded and set up your template, sans date, so that's perfect - you'll just need to send it to me so I can review it)**

3. Request Zip code List - Also concurrent with the Notification window (Step 1), the group can request their zip code list from EK Seneschal, (seneschal@eastkingdom.org). **(You don't need to wait on this one - you can request the zip code list from the Seneschal in preparation)**

4. Requesting Labels and Preparing Mailing - once the group has had their polling form approved, received their zip code list, and are within roughly 7-10 days of the Polling start date, labels can be requested by forwarding the zip code list to the EK Seneschal. She will forward to Milpitas, and return back the Excel file of labels in about one week's time. Labels will consist only of paid members residing within the group's borders as defined by zip code at the time of the request. On receiving the file, the group will prepare the envelopes and mail the polling forms. Forms ***must be mailed no later than the 10th day after receiving the labels***, after which the Excel file is no longer deemed reliable, must be destroyed, and a new file must be requested.

Something to note here - while it is in no way mandatory, we have found significantly improved success in pollings that are sent out with a stamped, addressed return envelope (addressed to me) in them. It's not required by any stretch but I know many people don't tend to keep stamps around so that definitely helps.

5. Polling Period - starts the day following the mailing of the last polling form. EK Law mandates that a polling must run at least 30 days, but no more than 45 days, and that all paid members of the group are to receive a polling form, including those younger than 14 years of age. At least 1/2 of the polled Populace must send back their forms correctly filled out for the poll to be valid. Poll validity count includes members under age 14. For additional requirements, refer to EK Law, Section VII. Branches, C. Polling Procedures. (<http://www.seneschal.eastkingdom.org/docs/EKLAW.pdf>)

6. Tally Period - All forms received by poll closing date are generally counted within two weeks, and results forwarded to EK Seneschal and Crown (as needed), allowing a third week for postal mail. Completed forms are mailed to me unless there is a direct conflict (e.g., if I live in the group being polled).

- We are on Step 4 of the process Polling Form approval.
 - The Polling form was presented by Joe and approved at the meeting.
 - Joe will send the form to the kingdom polling deputy for approval
 - **Poll approved by kingdom**
 - **Requested Zip Code list on the 2nd**
 - **Request sent out Dec 16 by EK Seneschal for the address list should have them 19th or 20th**
 - **Will take the poll to staples for copies**

- Approval request depends on size of the list. (hopefully less than 200.00)
Assuming 100 members
 - Copies 1 per ballot 10.00
 - Stamps 2 per ballot 120.00
 - Labels 2 per ballot 10.00
 - Envelopes 2 per ballot 20.00
 - Motion Casimir, Seconded Rhode, Costs Approved
- Committee to review custom **(Status check)**
 - Committee Chair: Christoffel
 - Possible members
 - Isabella, Isabel, Rose, Agapios, Llewellyn, Casimir
 - Send Christoffel and email that you are interested
 - Will Post to Facebook
 - This will be a slow process.
 - Once a document is created it will be presented at a meeting.
 - **Start in the new YEAR**
- New immersion event proposal **(Status check)**
 - Proposed by: Katherine
 - Proposal:
 - A new event next fall.
 - It would be an immersion event with no structure no competition. She wants to bring back a fun type of event with pick-up fights, gaming, dancing, and probably camping.
 - A'isha asked if she was talking about a camping event without feast/dayboard with people showing what they're working on and any activities happening organically. Katherine said it would be a way to show off your best medieval "self" with a possible potluck where everyone brings their tables together to enjoy a communal meal, an area for cooking, working on foresting skills, a bardic circle, and places for people to work on their kit.
 - She will talk to potential sites.
 - Katherine will be speaking with BBM as one of the sites she's enthusiastic about is in Mystic (BBM).
 - She wanted to introduce the idea and get general feedback on the possibilities.
 - Casimir said there's no reason not to pursue it but to work it into the calendar around the existing fall events.
 - Casimir asked her to write up a more formal presentation.
 - Katherine has no problem coming up with a presentation and feels this event could have new content the barony has never seen before.
 - **Tabled for this meeting as Katherine was not there**

New Business

- Newbie Compensation for event
- Paypal/Pre-Reg Policy
- New Storage Unit. Possibly
- Late Receipts Policy
 - Need to review Kingdome Exchequer policy

Tabled Old Business (Bring Up Tabled Business)

- Luna's challenge
 - still needs to be considered.
 - Event Steward?
 - Date?
 - Site: Looking at Guilford Fairgrounds or North Haven Fairgrounds
 - Isabella has discussed with Luna and all are excited. Luna wants it to be totally different from Balfar's Challenge to hit on things that Balfar's doesn't. Luna wants things a little more family friendly: campfires, dancing, singing, A&S, and kids. Nighttime event: torchlight tourney. Hoping for a camping event.
- Arrow's Fall (Formerly Vasa Wars) Archery event
 - This event has been postponed to 2023
 - Event Steward: Clarice
 - Running Archery: Casimir
 - End of Tentatively Late June or late September
 - Need to avoid conflict with other events
 - Location: Vasa Park
 - Food
 - Casimir will communicate with Clarice what his vision of the event is.
 - We will be doing the contract and Deposit shortly.
 - The exchequer has asked that we do one check for site and full deposit fee.
 - We need volunteers to make this happen
 - Thinking of turning this into an Archery Schola
- Transport wagon
 - Hans & Morgan will make a proposal, design, and budget for a wagon that breaks down and can be used at demos, etc. The discussion will take place off-line and presented to the barony at an upcoming meeting.
- Silk Banner Class
 - Grimolfr & Khazariyya proposed running a silk banner class at their home sometime after Pennsic probably on a Saturday.

- It would be a simple design with limited colors. There was some discussion and suggestions on the design.
- Temair thought about having people bring PVC to make frames for future banners and to provide a place for them to dry. The thought is that PVC is limited to under 45" or it won't be able to hold its shape under the weight and tension of the banner.
- Grimolfr and Khazariyya will investigate the costs so we can vote to see if the Barony will cover it or if the participants will.