

Dragonship Haven Meeting

Date: 02/19/2023

Attendance: Physical- 0 Digital-12

Officers: Acting Seneschal, Exchequer, Baroness, Herald, Fence, Social Media

Zoom Meeting

<https://us02web.zoom.us/j/87459707171?pwd=d0ZOQ2VUSDR6SjczTkdkGZHFkQm0zZz09>

Upcoming Business Meeting

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

Last Month's Minutes

Officers Reports

- **Archery** – vacant
 - Practice is over until the spring.
- **Exchequer** - *Maria/Llewellyn*
 - Current budget balance: \$9,552.60
 - Current bank account balance: \$11,857.54
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 - Does anyone know what the deal is with the heavy practices? I haven't had any further requests for funding since September.
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 - We only paid 3 months of rent for the storage. Is anyone actively interested in changing locations? I know there was some concern about the raise in rates.
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 - The end of year report was submitted and the adjustments requested were made and it balanced with an ending amount of \$13174.85
- **Fencing** - *Jean-Michel/Catalina*
 - Practice is on-going
 - Practice is paid for
- **Heavy** – *Balfar*
 - Practice is Happening at Naugatuck
 - Named Insurance requested
 - Casimir has requested insurance.
- **MOL** – *Luna*
 - Still has to work on official email account.
 - **WebMinister to investigating.**
- **Thrown Weapons** – *Hans*

- TW is closed still
- Chamberlain – *Agapios*
 - No Report
 - Term is coming up soon anyone interested reach out to Agapios
 - Possibly LLewellyn
- Chatelaine – Clarice
 - No Report
 - Gold Key for Balfar's
- Herald – *Kit*
 - Nothing to report
- MOAS – *Toby*
 - While far away it is of note that the Crown's A&S Championship of the East Kingdom is taking place March 4th in Quebec by the barony of I'Île du Dragon Dormant (isle of the sleeping dragon) it will be in a hybrid format so many displays will be available to view online, please be sure to support our fellow EK artisans by checking it out!
 - A new Garb based event hosted in Guilford NH is happening March 18, Garb Schola hosted by Stonemarche, it will have classes on how make several pieces and a fashion show! While a bit far it may be good to look into if they do it again in years to come.
 - Finally, Ostgardr is hosting East Kingdom's Brewer's Collegium, teaching and panels about historical brewing, winemaking, mead making and more. April 14th - 16th
 - Finalist: Celladon one of four finalists
- Webminister/Chronicler – Anthony Campbell
 - Needs content to Post
- Social Media Officer- *Kit*
 - Nothing to report
- Seneschal – *Casimir /Christoffel/Isabella/Joe*
 - Letters for officers – In by end of February
 - Elections in March on the 19th
 - Letters of intent End Of Month instead of meeting
- Baronial Coronet - *Wurm & Rhode*
 - Rhode & Wurm
 - Rhode Out
 - Wurm attending

Past Events

Upcoming Events

- Balfar's Challenge-
 - Event Steward: Catalina
 - Event Dates: April 29th, 2023
 - Investiture at Balfar's?? Agapios 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.
 - Current staff for Balfar's
 - Dayboard-Jaji & team
 - Fencing-Christoffel
 - Heavy-Balfar
 - Archery-Kayleigh (BBM) assisted by Gwilym (BBM)
 - Thrown-Hans
 - MoL-Luna
 - Gate-Maria
 - A&S Challenge-Agapios
 - Merchant-Llewellyn
 - Gold key-Clarice w/ Raven as back up
 - But we still need volunteers for:
 - Youth combat - plan to ask Balfar for recommendations on a point person, or may reach out to Sir Cedric (Bergantal), or Kara (BBM)
 - Prize coordinator
 - Parking coordinator
 - Dogs
 - Must be leashed.
 - Must be picked up after.
 - Alcohol
 - Site is Discretely Damp.
- CT Sheep and Wool Demo
 - Karah, our Seneschal is currently on the road traveling this weekend, and January business meeting is tomorrow afternoon, I have been asked to forward to you our request for permission for use of the North Haven Fairgrounds for BBM's annual Sheep and Wool Demo at the Connecticut Sheep and Wool Demo. The date for this demo is in direct conflict with Balfar's Challenge this year, on April 29, 2023.

Permission granted to BBM by vote

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.
 - **In Process of getting it started**
- 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
 - **Invoice Sent to Exchequer**
- 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 to 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.
 - I've attached the first draft of the Event Stewards handbook. Thanks to Rose for helping out with the details of this one. I asked Jaji if he had any tips to include, so I need to circle back with him on this.
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 - Unfortunately, the gate form that Christoffel has (that I think is the easiest to fill out) didn't translate well into Word, it would be best if it was maintained in excel format. With that said, I think it would be very helpful to future staff if we had an electronic repository for forms like this. Is there a way to create a DSH google drive or add these to the DSH page so that staff can easily download for use?
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- **Officer's Handbook, Awaiting Input**
 - I haven't received information from previous officers. Rose and I will be meeting next week to go over the draft then I will share what we've got with the Barony.
- 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 is ok with the movement of the shed**
- 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, Secoded Rhode, Costs Approved
 - Receipts sent electronically to the exchequer.
 - Requested status to see if we are a legal poll email went out today.
 - Awaiting results from polling deputy and crown.
- 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
 - Working on getting organized

New Business

- Storage (Move to OB)
 - Cost: 234.00 / Month
 - 10*10*10
 - Hamden (central Located)
 - Climate Control Not Necessary
 - Loading Dock

Jaji – Research and see what’s available.

 - Red Banner Stands – Remove Never used since first use
 - Awaiting Inventory: Agapios
- Newbie Compensation for event (Move to OB)
 - New to an event contact Chatelain
 - Concern How do we Verify
 - Possibly done after the welcome to tell for refund.
 - Possible In Event Announcement Contact Chatelaine
 - Kit to reach out to Meridies to see how they do it.
 - Done by a group / household
 - Done outside as a private entity
- Discuss Comping for event
 - Discretion of Event Steward
 - At Least the Royals (Majesties)
 - Review against Exchequer policy

- **Paypal/Pre-Reg Policy**
- **Late Receipts Policy (Move to OB)**
 - **Need to review Kingdom Exchequer policy.**
 - **Maria to reach out to Kingdom Exchequer.**
 - **Switch to all approved to put pressure on receipts tendering**
 - **RECOMMENDING SENDING RECEIPTS VIA EMAIL**

BBM Sheep and Fiber demo opposite Balfars

- **BBM would like approval - Approved**

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.
- **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 until Katherine Joins Meetings**