

## Dragonship Haven Meeting

Date: 01/15/2023

Attendance: Physical- 0 Digital-12

Zoom Meeting <https://yale.zoom.us/j/6287412593>

### Upcoming Business Meeting

- Sunday 2/19/2023 at 3pm

### Last Month's Minutes

Posted to Facebook

### Officers Reports

- **Archery** – vacant
  - Joe is now a Warranted Archery Marshal.
- **Exchequer** - *Maria/Llewellyn*
  - Working on End of year report.
  - Paid for the Rapier practice site
  - Paid for 3 months of storage unit pending decision to stay there.
  - We received the BBM half of the Champions cost
  - We have \$12,941.80 in the account
- **Fencing** - *Jean-Michel/Catalina*
  - Weekly practice continues at the Bethesda Lutheran church in New Haven. Attendance is good with a few new crossovers coming from the local HEMA group.
  - We are coming up on the end of our payed period and need to renew our agreement. I have gotten an invoice from the church for the next 6 months and it has been passed on the the exchequer. If we can get that settled We can continue practice uninterrupted.
- **Heavy** – *Balfar*
  - All quiet on the eastern front
- **MOL** – *Luna*
  - Still has to work on official email account.
    - WebMinister to investigate, Christoffel to reach out.
    - See Webmin report
  - All quiet on the eastern front
- **Thrown Weapons** – *Hans*
  - No Report
- **Chamberlain** – *Agapios*
  - No Report
  - Term is coming up soon anyone interested reach out to agapios
- **Chatelaine** – Clarice
  - Nothing new.
- **Herald** – *Kit*

- Nothing to report
- **MOAS – Toby**
  - Nothing to report
- **Webminister/Chronicler – Anthony Campbell**
  - Luna has a pending email help desk ticket with the Kingdom Webmin to setup her account
- **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
    - Glad to see everyone
    - Emphasize the importance of the Seneschal office. Please consider taking it on. We would like to see a new face for the job
    - Please let us know if you have any award recommendations. We would like to amplify the submission.

## Past Events

- None

## Upcoming Events

- **Balfar's Challenge-**
  - Event Steward: Catalina
  - Event Dates: April 29<sup>th</sup> ,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 contact 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
- Need a rapier marshal since Jean Michel & Llewellyn are merchenting.
- Porta company needs a credit card to rent
- Do we have mallets for tent set up? (Yes 1 could use another)
- For tomorrow's meeting I have two outstanding items for Balfars:
  - 1. I need ppl to sign up to volunteer to help. I'd like to have volunteers by the end of the month otherwise I'll pick a team.

- 2. Discuss kayeigh's offer to assist with archery. I can only answer one of her questions. I think it would be beneficial if someone from DSH could step up to to plate to help meet her at least 50/50 in terms of the efforts needed to run an archery tournament.
- CT Sheep & Wool Demo
  - As Karrah, our Seneschal is currently on the road traveling this weekend, and your 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.
  - <https://ctsheep.org/ct-sheep-wool-fiber-festival.html>
  - Karrah and I can attend the DSH Business meeting tomorrow via Zoom/Meet if you can provide us with the meeting time and link to discuss this. I have copied in our Demo Coordinator Deputy, Meisterin Anarra, so she's aware that this request has been made, and I am hopeful that we can continue with our traditional Spring Sheep & Wool demo in your fair Barony
- C&S Archery Event (BBM)
  - 1 site out of the 8 I looked at has responded favorably to renting to us, but it was for the original requested dates of June 9-11, 2023. 2 days ago I learned from Their Highnesses that that weekend is no longer viable, and is now filled by Iron Bog Investiture / C&S Equestrian Championships.
  - I have gone back to Their Highnesses to ask if May 19-21 might work instead, as the RP and event calendar are currently filled for June with the "traditional" events. I am still waiting to hear back from our first choice of a site in Colchester, and if the dates of May 19-21 work out for TRH but not for the Colchester site, we have 2 options on the table (for a backup plan only):
  - 1. Look into a site proposed by Matteo in northern CT for the weekend of June 23-25, 2023, and check with TRH to ensure that that weekend is not booked by another event (Vinland Raids).
  - 2. Request permission for use of the Guilford Fairgrounds in Dragonship Haven, if your Barony is willing and if the Fairgrounds are available (and pending on pricing of the fairgrounds lastly).
  - I understand there are a lot of balls in the air here, but I would appreciate hearing Dragonship Haven's thoughts on this. I am also looking for event staff (gate, reservations, etc), and would be happy to receive emails about offers of support - and yet I am also acutely aware that the weekend of May 19-21 is only a few short weeks after Balfar's Challenge when I would expect most volunteers are still recovering.
  - The bid deadline for C&S Archery Championships is **February 1, 2023**, and we're going to have to submit this bid late if we go with Zagray Farmstead Museum in Colchester (because the site owners' business meeting is on January 31st). To my knowledge, BBM is the only group working on a bid so far to hold this event as it's own day of highlighting the archers of the Kingdom.
  - Some Discussion: Tentatively gave approval for the concept.
    - Possible site exhaustion since it is just a couple weeks after Balfar's
    - Perhaps look into North Haven Fairground and Meriden YMCA Mountain Mist sites
- Champion's Day (Llewellyn)
  - Llewellyn volunteered to Autocrat

- I understand that the site for Champions' Day is changing hands if it has not already done so, and the price of rental this past year went up slightly compared to 2021. During my site search for C&S Archery I reached out to the Portland Fairgrounds in BBM, and learned that while the Portland Exchange Club would be interested in renting to us, there is a major obstacle with the site with regards to spring and summer river flooding. Fall, however, is an entirely different scenario, and less risky. The fairgrounds have electric, but no running water, and no bathrooms, and while there is not enough space for archery championships, smaller parcels of space could be worked out for all martial activities.
- If the price for rental of Vasa Park goes up significantly, or if Dragonship Haven is willing to alternate hosting of the event with BBM, I think we might be able to take a look into either the Portland Fairgrounds or Zagray Farmstead Museum and work together on this - again depending on Dragonship's thoughts on this, and on the pricing and availability of either of these two sites in BBM.
- I understand we have a bit more time to talk about Champions Day 2023, so if this one can't fit into the agenda, I am totally okay with waiting until another meeting to hear the Barony's thoughts on this.
- St Elegius ←— Looking for Autocrat

## 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.
- Portable holes are done The quoted \$40 price is a steal, Thanks Llewellyn!
- 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](mailto: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 2<sup>nd</sup>
  - Request sent out Dec 16 by EK Seneschal for the address list should have them 19<sup>th</sup> or 20<sup>th</sup>
  - 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
  - **Ballots sent out. They need to be received by the Polling Secretary BY FEB 4<sup>th</sup> . GET THEM IN THE MAIL!!!**
- 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.