



UNCONFIRMED MINUTES

OF THE CANTON OF DRAGON'S BAY COUNCIL HELD IN THE WANDI COMMUNITY CENTRE CLUB ROOM, WANDI COMMUNITY CENTRE, 302 DE HAER ROAD, WANDI ON SUNDAY, 20 OCTOBER 2019 COMMENCING AT 11:41 AM

PRESENT:

<i>Name - Officer Position</i>	<i>Attend</i>	<i>Apology</i>	<i>DNA</i>
Devine Winter - Seneschal (Chair)	✓		
Avalon of the Isle - Deputy Seneschal; Chatelaine	✓		
Sarah of Dragons Bay - Reeve		✓	
Sigmund Gabrielis - Deputy Reeve	✓		
Blackglove - Herald	✓		
Galen Wulfric - Knight Marshal		✓	
Skjaldadís Bragadottir - Arts & Sciences Minister		✓	
Gumuuinus de Eggafridicapella - Communications Officer	✓		
Andy of Dragons Bay - Captain of Archers		✓	
Sláine inghean Uí Ruadháin - List Keeper	✓		
Liduina de Kasteelen van Valkenburg - Group Constable	✓		
Sorcha ingean Uí Bhradagáin - Chirurgeon	✓		
Kat Pagan - Youth Officer	✓		
Rúna Agnes Solveig - Deputy Youth Officer	✓		

For details of membership on this Council, please refer to the Society for Creative Anachronism 'Organizational Handbook' – <https://www.sca.org/docs/pdf/govdocs.pdf>

Minutes by Gumuuinus de Eggafridicapella - "Under the rule of women entirely great, the pen is mightier than the sword."

IN ATTENDANCE:

Wolfgang Germanicus
Jacqui - Rockingham Regional Environmental Centre
Euphemia
Robert Leffan of York

APOLOGIES:

Skjaldadís Bragadottir
Rhianwen ni Dhiarmada
Sarah of Dragons Bay
Galen Wulfric
Kane Greymane
Andy of Dragons Bay

1. APOLOGIES AND LEAVE OF ABSENCE

Apologies noted as above.

Skjaldadís Bragadottir has leave of absence from 25 September.

Gumuuinus de Eggafriidicapella has leave of absence from 16-24 November.

2. CONFIRMATION OF MINUTES

CORRECTIONS:

Page 13: Item 9.5: Additional Key: Liduina notes the Minutes read:

“Currently there is one key for the Dragons Bay storeroom, held by de Kasteelen van Valkenburg in their capacity as Group Constable.”

Liduina asks this reads as follows:

“Currently there is one key for the Dragons Bay storeroom, held by Liduina in her capacity as Group Constable.”

Recommend:

Minutes of the Canton of Dragon's Bay Council Meeting held on 15 September 2019 be confirmed, subject to the above corrections.

Moved: Blackglove
Seconded: Avalon

2.1 *Use of Pronouns and Titles*

Devine Winter advised that the appropriate use of pronouns are important to demonstrate respect for that person, following Liduina's notation of her preferred pronoun of she/her.

Blackglove advised that in addition to 'Lady' and 'Lord', the title of 'Nobilis' can be used for gender-neutral terminology (eg. Nobilis Gummi). It was also noted that Gwyneth ferch Aeddán, Herald of Aneala, has further information regarding inclusive Titles for SCA use.

Devine Winter invited people to correct her should she use pronouns and Titles incorrectly. Liduina advised of various Titles used by those whom are Crown, or Counts/Countesses and Dukes and Duchesses, as some examples.

3. **BARONIAL STATEMENTS**

3.1 *Baron & Baroness of Aneala*

Devine Winter advised Council that the Baron and Baroness noted positive interaction and interest generated from Groat Street, which was focused mostly north of the river, but it was good to get information out to the public generally in regards to the SCA.

The Baron intends to attend the Baldivis demo on 2 November for a Baron's Court. He attended Highland Gathering to assist with pack down and attended post-revel.

3.2 *Seneschal of Aneala*

Devine Winter advised that the Seneschal of Aneala noted at Council meeting on 18 October 2019 that should Aneala inherit the Abertridwr assets then they shall gift them to Dragons Bay. As of that Council meeting, permission was given to Dragons Bay to access Abertridwr's assets.

4. **ANEALAN COUNCIL KEY NOTES**

4.1 *Seneschal of Dragons Bay*

Devine advised she was unable to attend the September Anealan Council. At Council meeting on 18 October, Anealan Council discussed its upcoming events in detail. Toys for Tots was added to the event list with Mistress Branwen as steward.

Pride Fair and Pride March events were handed over from Skjaldadís Bragadottir to Isolde van Wilravenssijde taking on stewardship. Devine advised Dragons Bay populace to contact Bethra if they are interested in attending the Pride events.

Slaine was published in the latest Cockatrice, with honourable mention given to Gummi for the photographs accepted by Webwright for Lochac's website gallery.

It is noted that Andy is the stand-in Quartermaster until an officer is assigned to the role. Dragons Bay shall add Abertridwr's assets to its asset register once an official announcement is made.

5. JUNE 2020 COMMITTEE UPDATES

5.1 June 2020 Long Weekend Updates

The Committee for the June 2020 Event is composed of:

- Seneschal of Aneala
- Seneschal of Dragons Bay
- Baron and Baroness of Aneala
- Most recent past Seneschal of Abertridwr

The first face-to-face meeting was held on 14 September.

Town Hall Meeting is tracking to be held in 2 weeks to one month time and a survey of the members will be conducted. This will be held at The Last Drop, Beelias. Dates will be released to poll the most suitable date for discussions.

Devine Winter advised the committee is hoping to keep as many elements from past successful events from this weekend in tact.

Lady Devine advised of the technology available to allow live interaction and feedback to questions posed, via mobile phones and the like, and responses given anonymously. Sorcha advised some people do not have access to or use technology.

Sorcha would like for the voting to occur prior to results being shown to participants. Slaine supports this, so people do not have fear that their vote does not count, as this could influence people to not cast a vote.

Avalon advised that hard copies could be sent out prior to discussions so that they can be tallied, allowing for those whom do not have access to such technologies to participate.

Lady Devine advised this could occur, with the results shown on the screen live as indicative only, pending incoming results from hardcopies.

6. BUSINESS ARISING FROM MINUTES

6.1 *Officer Positions*

Position	Commentary closed	Confirmed
Youth Officer	13 October 2019	14 October 2019

Devine Winter encourages deputies for all Officer positions. It is noted that Rúna Agnes Solveig is the Deputy to Youth Officer.

Recommend:

Dragons Bay Council notes:

- 1) Kat Pagan is appointed as Dragons Bay Youth Officer as of 14 October 2019**
- 2) Rúna Agnes Solveig is appointed as Deputy Youth Officer**

Moved: Devine
Seconded: Gummi

6.2 *Rapier Training*

At its meeting on 21 July 2019, Council resolved in Item 8.21:

- 1) Populace whom are interested in rapier training to discuss if they would like rapier training to occur, and where, to be held after mid-October 2019.*
- 2) A poll to be created on to the Dragons Bay Facebook page to gauge interest in holding rapier training*

A poll was posted on Dragons Bay Facebook page. It was determined that there was support for Wednesday evening training.

Pantero proposes for populace to consider Sunday afternoons now made accessible due to the new fee structure. Pantero will liaise further regarding Wednesday rapier training and authorisations.

Recommend:

Dragons Bay Council supports Pantero Pantera di Valembrosa conducting rapier training on Wednesday evenings.

Moved: Slaine
Seconded: Sorcha

6.3 *Committee for Regalia*

Dragons Bay Council resolved to support the formation of a sub-group of this Council to be known as the 'Regalia Committee' at its meeting on 15 September 2019 (Item 9.1).

This Committee is to present a draft policy for Council's consideration. Devine Winter invites comments to this draft.

Refer to Attachment A - 'Regalia Policy (DBP3)'

Recommend:

Dragons Bay Council considers this draft policy as presented and tables it for further discussion pending the return of the Arts and Sciences Officer to Australia.

Moved: Slaine
Seconded: Sorcha

6.4 *Champions of Dragons Bay Regalia*

Dragons Bay Council resolved to support the expansion of its Champions across disciplines at its meeting on 15 September 2019 (Item 9.4).

Skjaldadís is to propose perpetual regalia for each Champion's discipline to this Council. Devine Winter invites comments on this draft policy.

Refer to Attachment B - 'Dragons Bay Championship Regalia Proposal'

Recommend:

Dragons Bay Council considers the proposed perpetual regalia as attached and tables it for further discussion pending the return of the Arts and Sciences Officer to Australia.

Moved: Sorcha
Seconded: Gummi

Jacqui - Chairperson of RREC - speaks on Item 9.10

Galen Wulfric arrived to meeting 12:40pm - 12:47pm.

7. ACTIONABLE ITEMS FROM PREVIOUS MEETINGS

ACTION	BY	STATUS	ITEM	MEETING
Storage facilities payment	Sarah	Ongoing	6.1	21/07/19
Purchase of scribal items for Seneschal Citations (Kingdom Fund)	Devine has delegated to Gummi	Ongoing	8.18	21/07/19
Rapier training - collation of poll outcomes	Gummi	Complete	8.21	21/07/19
Organisation of signatories	Sarah	Ongoing	6.2	18/08/19
Business cards and flyers	Gummi & Galen	Ongoing	6.7	18/08/19
Newcomer packs for Website	Gummi	Ongoing	8.4	18/08/19
Approach Bunnings for store credit	Devine Winter	Ongoing	8.5	18/08/19
Updating Order of Precedence	Blackglove & Gummi	Ongoing	8.6	18/08/19
Assets to be marked SCA Ltd - ongoing pending Abertridwr assets	Council	Ongoing	5.1	21/7/19
Asset Register to be digitised - ongoing pending Abertridwr assets	Gummi	Ongoing	5.1	21/7/19
Standardised report template sent to Officers	Gummi	Complete	8.1	15/9/19
Dates for A&S added to Calendar	Skjaldadís to Gummi	Ongoing	8.1	15/9/19
Chair covers to be finalised	Skjaldadís	Ongoing	9.1	15/9/19
Draft policy of Regalia Committee for Council consideration	Skjaldadís	Ongoing	9.1(2)	15/9/19
Regalia for Dragons Bay Champions	Skjaldadís	Ongoing	9.4	15/9/19
Period Toybox	Skjaldadís	Ongoing	9.7	15/9/19
Bunnings Sausage Sizzle - DB has put their name down and now awaiting when we can put that down.	Council	Ongoing	9.9	15/9/19

Organisation of signatories - Avalon advised this has been sent onward to Reeve; Sigmund advised this has been sent to upline.

Business cards and flyers - Galen is happy to print out flyers.

Newcomer packs for Website - Hardcopy from Avalon has been received by Gummi.

Dates for A&S added to Calendar - not yet received. Slaine advises that on the third Wednesday of every month, A&S is **not** held at Slaine and Galen's abode.

Chair covers to be finalised - ongoing; Slaine will take some of the chair covers for A&S projects at her abode on Wednesday nights.

Draft policy of Regalia Committee for Council consideration - Blackglove advised that part of this policy is to define regalia as separate from property. Regalia is to cycle around Court and Court-activities. Property is everything else that the group uses.

Bunnings Sausage Sizzle - Lady Devine advises Dragons Bay has put their interest forward and is now awaiting notification of when their sizzle is held. Slaine advised that Dragons Bay could also put their group forward for 'Local Matters' at Grill'd. Avalon volunteered to go to a local Grill'd to speak with them about this process.

Recommend 'en bloc':

Dragons Bay Council notes the progress on the actionable items listed.

Moved: Gummi
Seconded: Sorcha

8. OFFICER REPORTS

ATTACHMENT	REPORT	NOTES
1.1	Reeve	
1.2	Art & Sciences Minister	
1.3	Knight Marshal	Technical issues meant report was not received prior to publication of Agenda.
1.4	Herald	
1.5	Group Constable	
1.6	Chronicler	

1.7	Captain of Archers	
1.8	Chatelaine	
1.9	List Keeper	
1.10	Chirurgion	Not received prior to publication of Agenda.
1.11	Web Minister	
1.12	Seneschal	

8.1 *Chirurgion*

Sorcha reminded the stewards of events that any injuries need to be reported even if Chirurgion is not at the event, and even if they attend St John's First Aid.

Sorcha advised Council that a lot of the First Aid equipment is out of her own personal kit, with donations from people. Abertridwr has some items but may be out of date. Donations are appreciated. Discussion was held around Council supporting funds of \$50/quarter to the Chirurgion, with carry over amounts rolled over to the next quarter.

Sorcha requires copies of Senior First Aid Certificates, nursing or other such qualifications to keep on record for SCA Ltd, to advise whom can provide first aid. People are encouraged to be Chirurgion Assistants; this is greatly appreciated for large events especially. Sorcha reminded stewards that event proposals should also be run by the Chirurgion.

Recommend:

Dragons Bay Council supports

- 1) \$50/quarter given to the Chirurgion for the purposes of carrying out their duties.**
- 2) Receipts provided to Seneschal.**
- 3) Carry over the amounts to next quarter**

First: Avalon
Second: Gummi

Pantera arrived @ 12:52pm
Euphemia left @ 1pm

Herald: Blackglove spoke on his upline Heraldry report about consulting and submissions. He would also like to extend the ceremony that is inherent to rattan combat and rapier, to archery and A&S. Blackglove encourages consorts and favours, the displaying of list shields

and devices, or household pennants. This could also be applied to Youth whom may fight on behalf of their inspiration. One method this could be performed is to have the archers approach the line with their consorts, then consorts are asked to move off the line once introduced/saluted.

A&S Officer: Officer called in from Singapore to thank the populace for coming together regarding the chair covers. Discussion was held regarding the number of green 'Norek' chair covers completed. Council was happy to combine the finished green chair covers with Abertridwr's red dragon chair covers to ensure enough chair covers are available for Yule.

A&S Officer advised it was nice to see progression within the ranks of Cooks Guild, and encouraged the populace to continue exploring this. A&S Officer advised upon their return to the country, she would place an online order for medieval spices and invited others to submit their selections for a joint group order.

Chatelaine: Avalon advised she had a new deputy: Rúna Agnes Solveig. Euphemia was interested in attending the demo on 26 October, and Avalon advised Gummi has the garb box, so has arranged for Gummi to assist Euphemia in finding garb.

List Keeper: No events so far have required the keeping of Lists, but there may be tourneys at RREC demo and Baldivis demo. Slaine advised she may need someone to volunteer for Baldivis as she is unable to attend.

Web Minister: Event Steward Form has been added to the website. Blackglove noted the Award Recommendation form required a double-tap to submit. Gummi advised they were aware of the issue and porting the information to Cognito forms.

Seneschal: Lady Devine advised Council that the group is now no longer required to pay \$15/hour and have been permitted to use the arrangement which Abertridwr were charged, at the rate of \$2/person/day. Council supported continuing to charge attendance at \$3/person/day to offset the annual payment of the storeroom.

8.2 *Fee Structure*

Recommend:

Dragons Bay Council supports the new fee structure of \$2/person/day and annual payment of storeroom.

Moved: Liduina

Seconded: Slaine

8.3 *Officer Reports*

Recommend:

Dragons Bay Council confirms receipt of Officer reports as attached.

Moved: Sorcha

Seconded: Liduina

Wolfgang left the meeting at 1:30pm.

Rúna Agnes Solveig left the meeting at 1:35pm.

9. GENERAL BUSINESS

9.1 *Officers*

Dragons Bay requires further Officers to facilitate the challenges that arise from such rapid growth and integration of a variety of personalities.

Deputy Officers are required for each warranted position to assist with the work loads, act in the role if required, and enable a smooth transition for handover of positions.

The Group Constable has appointed Robert Leffan of Yorke as a Deputy.

The Chatelaine has appointed Rúna Agnes Solveig as a Deputy.

The Seneschal of Dragons Bay seeks a suitably qualified Executive Deputy to assist with their duties and look toward taking on the role of Seneschal. In addition, the Seneschal of Dragons Bay has identified the need to appoint a Deputy Seneschal of Inclusivity and Diversity. This position is encouraged to connect with the Chirurgeon and the Seneschal for support services, sourcing equipment and accessing grants to ensure accessibility.

Sorcha advised Dragons Bay could also submit for RSL grants. Sorcha advised she sets up a quiet space to allow for people to find solace. Sorcha will also have a Blue Feather sign at her tent.

Pantero offers his support to the Deputy Seneschal of Inclusivity and Diversity, as he has been performing such a role unofficially for Aneala.

Recommend:

Dragons Bay Council notes:

- 1) **Each Officer should endeavour to find suitable deputies**
-

- 2) **The Youth Officer has a Deputy appointed as per Item 6.1**
- 3) **The Chatelaine has a Deputy**
- 4) **The Group Constable has Deputy**
- 5) **The appointment of Rhianwen ni Dhiarmada as Deputy Arts and Sciences Officer**
- 6) **The appointment of Sláine inghean Ui Ruádhain as Deputy Arts and Sciences Officer**
- 7) **The appointment of Bethra de la Sentiero as a Deputy Seneschal of Inclusivity and Diversity**

Moved: Sorcha

Seconded: Blackglove

Avalon left the meeting at 1:44pm

9.2 *Arts and Sciences Calendar*

The calendar for Arts and Sciences projects needs to be considered, particularly as the Arts and Sciences Officer is currently on leave. Dragons Bay and its populace requires banners, tabards, chair covers and other such accoutrements to add pageantry and atmosphere to its events.

Upcoming events include:

- Demonstrations
- Champion of the Bow
- IKAC and Zombie Novelty Shoot
- Einherjar
- Rekkathing
- Yule Feast

These events require planning of A&S workshops to ensure the populace have the necessary items to compete successfully (for example combat blunts for the Zombie Shoot) and the group has appropriate banners for its demos and events.

It is noted that Rekkathing will make use of Abertridwr's Vikings banners and shields.

Recommend:

Dragons Bay Council supports Arts and Sciences workshops organised to facilitate the manufacturing of items for upcoming events.

Moved: Sorcha

Seconded: Slaine

9.3 *Banners*

Contacts have been sourced in Bali, where two members of Dragons Bay shall visit in November. This provides an opportunity for Dragons Bay to source some banners for the populace and group to ease the burden on those attending A&S workshops.

Blackglove advised the banners are of good quality and can emulate what the group currently has.

Recommend:

Dragons Bay Council supports Blackglove making contact with his network in Bali to price and organise banners for Dragons Bay and its populace.

Moved: Sorcha
Seconded: Liduina

9.4 *Knowne World Handbooks*

The Knowne World Handbook is touted as a must-have resource for any newcomer to the SCA. It is targeted to people with less than 2 years experience within the SCA, and it is universal, covering concepts that span all Kingdoms.

Recommend:

Dragons Bay Council supports the purchase of 4 copies of the 4th edition of "The Knowne World" for addition to the Dragons Bay library.

Moved: Gummi
Seconded: Blackglove

9.5 *Wayfarer Badge*

Dragons Bay played host to two wayward travelers last month whom hail from the Canton of Torlyon and were guests at a Cooks Guild meeting.

Recommend:

Dragons Bay Council supports the Arts and Sciences Officer organising Wayfarer tokens with the intent of gifting to those whom visit our lands.

Moved: Sorcha
Seconded: Blackglove

9.6 *Demo Kit*

The populace are increasingly proposing demo's in the local area. A "Demo Kit" should be created to contain the vital materials for demos. These should include:

- Banners
 - Advertising material
 - Pageantry
 - Esky
 - Insulated beverage cooler
-

Care of our populace is essential and a First Aid Kit should form part of the demo kit that is created. Fighters should be reminded to bring water for hydration, and all should bring chairs to sit on.

Sorcha advised she would like to organise a bum-bag style first aid kit. Banners from Abertridwr include the SCA Ltd and SCA long banners. Sorcha is happy to assist the Quartermaster in organising the assets.

Liduina is happy to assist with the printing of advertising. Discussion was held by Council regarding print quality and quantities, which should allow for timely updates.

Recommend:

Dragons Bay Council supports the creation of a “demo box” which is handed to each steward prior to the event. This demo box should contain advertising materials, banners, esky, insulated beverage cooler, first aid kit and other essentials.

Moved: Sorcha

Seconded: Slaine

9.7 *SCA Sanctioned Activities*

Demo's are considered an activity sanctioned by the SCA and therefore covered by the SCA Ltd insurance policy.

Clause 2.4.2 of the Lochac Constable's Handbook advises that whilst the public are not required to sign indemnity forms to observe and hold objects, “swinging a sword at a pell or using the object for its intended purpose would be considered participation”.

Attendees are reminded that they cannot encourage the public to hit them with swords as SCA Ltd insurance policy does not include this. If the public wish to engage in such activities then they are invited to sign up as a paid member for \$45 or pay a nominal \$10 participation fee to cover the indemnity.

Recommend:

Dragons Bay Council notes Clause 2.4.2 of the Constable's Handbook regarding SCA sanctioned activities.

Moved: Liduina

Seconded: Gummi

9.8 *Pell and Maypole Pits*

It is proposed to approach the Wandí Progress Association Committee for its consideration of the installation of Pell and Maypole pits. Such installation shall facilitate training on the pells, and dancing at festivals.

Liduina asked if this would result in the poles being removable.

Slaine advised Abertridwr has several pells in the storeroom.

Recommend:

This item is tabled until the Abertridwr assets have been rationalised.

9.9 *Wandi Agreement*

Currently Dragons Bay hires the grounds at a rate of \$15/hour; whilst Abertridwr paid \$500/year for storage, then \$3/person/hour for the hire of the grounds.

Council are invited to discuss whether it is viable to approach the Wandí Progress Association Committee for consideration of the same (grandfathered) arrangement which Abertridwr had in place, or continue on its current agreement.

Recommend:

As discussed in Item 8.2.

9.10 *Rockingham Regional Environmental Centre Demo*

Devine Winter has received a call to demonstrate that which our Canton is becoming renowned for - demo's which add atmosphere to an event.

The Environmental Centre in Rockingham, whom hosted our DBOO, has asked if we could attend their open day on 26 October 2019 as their entertainment from 10am - 3pm.

Attendees will be fed, and Dragons Bay shall set up and break down pavilions etc. This event is an opportunity to show off our skills, support the community, and potentially recruit. This event shall not only provide an opportunity for recruitment and community engagement, but has the potential for future revenue.

Lady Devine asks all whom are able to attend to please lend yourselves for a few hours to support the Centre. Dragons Bay are invited to put on displays as we see fit, including fighting demo's and puppet theatres. Baronial presence is yet to be confirmed. Perchance this presents an opportunity for fighter tourney practice before Baldivis Country Fair and war.



Jacqui as Chairperson from Rockingham Regional Environmental Centre (RREC) was invited to speak with Dragons Bay Council regarding this item.

RREC would like Dragons Bay populace to attend the Festival next weekend to add to the atmosphere of the event. The intention is to invoke an immersive feeling. RREC has a large, level grassed area for Dragons Bay to make use of and are encouraged to put on any display/s they wish. A fighting demo would be welcomed.

The Festival is from 10am-3pm, with set up at 8am. Dragons Bay is welcome to set up on Friday, or drop off a trailer at RREC.

Dragons Bay will need to bring their own pavilions.

Jacqui notes the following:

- Water is not drinkable so bring your own water.
- Toilets are eco-toilets.
- Coffee van will be on site.
- RREC will feed DB populace.
- Snakes are on the property so be aware.
- Sorcha and Jacqui shall provide First Aid on the day on behalf of RREC.
- Car parking available. Left of gate will be a grassed area for parking for stallholders and entertainment.

Membership to RREC is encouraged: \$15/yr for concession holders, \$25/yr otherwise. This is a non-profit organisation, and membership forms a donation to the RREC, and provides free entry at all times to members.

Jacqui advised the scope of RREC includes providing worm 'wee', hosts an exchange cart, and provides free chicken eggs for members.

This proposal was made to Dragons Bay initially as a medieval fair that would not be a highly commercialised venture, and should be a collaborative and annual event with RREC.

Lady Devine asked for a show of hands of whom can commit to this day and support Dragons Bay and RREC. 6 people somewhat confirmed their attendance. Liduina advised she would be Constable for this event.

Dragons Bay will aim to be completely self-sufficient on the day.

Discussion was held regarding this as a combined revenue stream, with Dragons Bay requiring a mutual agreement in the future, to be adopted by Dragons Bay Council and then sent to SCA BoD for their support, due to SCA being a Ltd organisation.

Lady Devine proposed that a Committee be formed in the future to work with RREC. The Naragebup Festival Committee is composed of:

Slaine (Chair)
Sorcha
Blackglove
Liduina

Slaine recommended that for this event, Dragons Bay should invoice RREC for an attendance fee as per Highland Gathering.

Recommend:

Dragons Bay Council supports Dragons Bay populace attending the Rockingham Regional Environmental Centre's 'Naragebup Festival' on 26 October 2019 and the formation of the Naragebup Festival Committee, comprised of:

**Sláine inghean Uí Ruadháin (Chair)
Liduina de Kasteelen van Valkenburg
Sorcha ingean Uí Bhradagáin
Blackglove**

Moved: Sorcha

Seconded: Blackglove

9.11 *Mentoring Program*

New members sometimes require assistance with their transition from the mundane world into the SCA world. This can range from ensuring they have garb and feasting gear, to advising where and when training and workshops are occurring. Such one-on-one assistance can be vital to maintain engagement and continue encouraging newcomers to find their place and become part of the group.

A mentoring program is proposed to help facilitate this system, to be coordinated by the Chatelaine. This is so that newcomers are introduced to members whom may have similar interests, or knowledge in the field the newcomer wishes to explore. This system provides a point of contact whom can give advice and guidance to a person.

Devine Winter encourages populace to submit their bio to the Order of Precedence to help with matching members to newcomers.

Recommend:

Dragons Bay Council supports the creation of a Mentoring Program to be coordinated by the Chatelaine.

Moved: Sorcha

Seconded: Gummi

9.12 *Bookings Policy*

Bookings are required for some events, including feasts, catered events and where minimum numbers are required. Bookings assist with calculating numbers to be catered for, or establishing numbers venue booking.

This policy establishes when bookings must be made and under what circumstances payments are accepted.

The Communications Officer shall create a bookings@dragonsbay.lochac.sca.org forwarding emailing address which can be updated to forward to each Bookings Officer for each event.

Refer to Attachment C - 'Bookings Policy (DBP1)'

Recommend:

Dragons Bay Council adopts this policy as presented to Council.

Moved: Gummi

Seconded: Blackglove

9.13 *Delegations Policy*

Whilst agenda items are discussed at Council Meetings, at times the continuation and finalisation of such items must be discussed outside of Council Meetings to ensure they are addressed in a timely manner.

This policy applies to where items have been taken to Council and supported unanimously. This policy allows for Council to delegate to the Warranted Officers. These powers or duties cannot, however, be further sub-delegated.

Refer to Attachment D - 'Delegations Policy (DBP2)'

Recommend:

Dragons Bay Council adopts this policy as presented to Council.

Moved: Liduina

Seconded: Robert Leffan

9.14 *Policy Manual*

Dragons Bay Policies should be collated into a Policy Manual, to be accessible via the website and updated in a timely manner when required. The Policy Manual shall include a flowchart outlining policy development, and give guidance on the creation, updating and removal of policies, as practices and processes should remain relevant, effective and pragmatic.

Blackglove suggested the manual have a similar layout as the Seneschal Handbook.

Liduina advised that Officers should observe a handover of their roles that should comprise of paperwork and advising what has been happening, with a transition period to support this new Officer. Pantero supported this occurring.

Sorcha advised that there should be a Chirurgeon forms to hand out so that certain events have their approval. These forms will be sent to Gummi for the website.

Refer to Attachment E - 'Policy Manual'

Refer to Attachment F - 'Policy Development'

Recommend:

Dragons Bay Council supports the collation of policies into a Policy Manual, to be uploaded onto the Dragons Bay website and updated when required.

Moved: Sorcha

Seconded: Liduina

9.15 *Dragons Bay Officer Ovation - Part 2*

With the addition of new Officers, and to cater for those whom were not available for the first DBOO, Devine Winter proposes a DBOO 2 in 2020.

Cooks Guild members are invited to submit their recipes for scrutiny at this event, with others whom wish to do so invited to bring additions to the potluck.

Refer to Attachment G - 'Event Proposal for DBOO Part 2'

In the spirit of this event, tokens shall be handed out to Warranted Officers whom have yet to receive theirs.

Council resolved at its meeting on 18 August 2019 in Item 6.5(5) to:

"Approves the purchase of the tokens for List Officer and Chirurgeon"

Thus tokens for List Officer and Chirurgeon shall be purchased from [Australis Arts](#) (via Etsy) for these hand-cast pewter badge token Officer Badges.

Recommend:

Dragons Bay Council tables the item for next Council meeting.

Moved: Liduina

Seconded: Kat

9.16 *Event Bid - Tournament of the Dragons*

Blackglove proposes a tournament to be held at Wandí in the first quarter of 2020.

Blackglove asked if Saturday or Sunday were preferred for such events. It was determined after some discussion that Sundays always seem easiest for the majority to attend, particularly given training was already dedicated to this day.

Blackglove proposes that this event shall cater to rattan, archery and youth combat. Blackglove wishes to treat them all similar in terms of pomp and ceremony. Rapier is a possibility if enough people are authorised by then.

Blackglove shall invite discussion on Dragons Bay Facebook group.

Recommend:

Dragons Bay Council supports this proposed event bid pending an event submission.

Moved: Sorcha

Seconded: Kat

9.17 *Bunnings*

Blackglove raises this agenda item and notes Bunnings have 30mm x 3m dowel for \$40.

On 18 August 2019 Council resolved at Item 8.5 to

- 1) *Approaching Bunnings for store credit or other such arrangements*

A call for volunteers are invited to approach Bunnings stores for the above, seeking donations, store credit or the like for Dragons Bay as a not-for-profit community organisation.

It is hoped that items such as:

- Insulated beverage dispensers
- Eskies
- Chairs
- Tables
- Pavilions

may be sourced to assist primarily with the running of demo's.

Recommend:

Tabled pending rationalisation of Abertridwr assets.

9.17 *Officer Support*

Volunteers and the organisations and communities that they serve have a shared responsibility to “provide volunteers with appropriate training, regular evaluation, and recognition.”

In this context, the Seneschal has compiled a survey for all warranted officers to complete by next Council Meeting. This ensures the Seneschal can respond to individual requests for support and advice, providing a forum for one-on-one consultation to ensure adequate support and training is provided, barriers are overcome, and capacity is built.

The Seneschal is committed to ensuring that the voluntary Warranted Officers of Dragons Bay feel supported in:

- Building a healthy, sustainable community that respects the dignity of all people
- Empowering people to exercise their rights as human beings and, thus, to improve their lives
- Helping solve social, cultural, economic and environmental problems
- Building a more humane and just society through worldwide cooperation.

Recommend:

This item is tabled until next Council meeting.

9.18 *Recommendations for Awards*

Devine Winter reminds the populace of the Crown's visit in November for Rekkathing. This provides an opportunity for people to be recognised for their efforts and achievements by the Crown, but word must be given to them by missive from the populace.

Please make use of the forms available either on Canon Lore website or the Dragons Bay website so that you can submit your Recommendations. You do not need to know which Award is most suitable - of import is your detailing of people's achievements, which may be as humble as helping set up and pack down. All such actions are of note.

Liduina and Slaine asked if recommendations made via the Dragons Bay website could be copied to the Baron and Baroness automatically for Baronial award considerations.

Gummi advised they would update the form to forward automatically to the Baron and Baroness as well.

Blackglove commended Gummi on their efforts on the website.

Blackglove raised that Dragons Bay needs to consider largesse to be presented to Crown when They visit in November.

Pantero advised that it is easy to become complacent and assume people have awards. Slaine advised some people are assumed to be Peers, but it is recommended for people to have a look on Canon Lore to check as this may not be the case.

Lady Devine added that just because Peers are Peers, they are still eligible for awards for their noteworthy actions.

Recommend:

Dragons Bay Council supports its members in submitting Recommendations for Awards for Crown's consideration.

Moved: Liduina
Seconded: Slaine

9.19 *Dragons Bay Songbook*

Dragons Bay seeks submissions of songs (both original and filk) for the creation of its Songbook.

Please submit sheet music if the works are original, or denote the tune it is sung to if it is filk.

Such songs will be published on the Dragons Bay website and ultimately in printed form.

Recommend:

Dragons Bay Council supports its members in submitting songs (both original and filk) and sheet music to the Chronicler for compilation into a Songbook.

Moved: Sorcha
Seconded: Devine

9.20 *Attending Festival - Road Trip!*

Dragons Bay members are invited to consider a road trip to Festival in the future. Populace should consider annual leave requirements as well as armour, garb and the like.

Pantero advised the biggest logistical challenge is for participants to book in approximately 2 weeks of leave. Also things to consider include:

- Towing of trailers
-

- Room available on the bus
- Who has the licence to drive such a vehicle (B Class)

Pantero noted that costings at the time meant it was cheaper to fly people and their equipment over. Discussion was held and it was decided that it is possible, it can be done, but needs enough drivers with B Class licences. Slaine advised she was keen to do this for the experience. Sorcha advises she has a bus licence; Lady Devine is willing to obtain one. Slaine would like to discuss this further, as does Kat.

Recommend:

Dragons Bay Council supports its members road tripping to Festival in the future.

Moved: Sorcha
Seconded: Kat

9.21 *Grant Application Committee*

Dragons Bay continues to participate in activities where the group helps to create entertaining, family-friendly, accessible and inclusive events that engage the local community. It is timely for a Grant Application Committee to be formed to begin the process of finding suitable grants for Dragons Bay to make application for.

Council seeks volunteers to offer their time and expertise to join the Grant Application Committee. Sorcha volunteered, with others potentially able to join later in the year.

Recommend:

Dragons Bay Council supports the creation of a Grant Application Committee, to be comprised of:

Sorcha

Others to be consulted.

Moved: Blackglove
Seconded: Sorcha

9.22 *Device*

Blackglove advised on 29 September 2019 of Dragons Bay's consideration of changing the device associated with the group. Discussions have been held around this on Facebook.

Recommend:

Dragons Bay Council supports tabling this item to the next meeting.

~~1) The consideration of a device change, with the device as <blazoned> to be conflict checked and submitted to Rocket Herald if found to have no conflicts. Should conflicts arise then these are to be addressed and if there are significant changes then the device should be recommitted to Council for its consideration.~~

~~2) The existing device to be held as a Badge against Dragons Bay.~~

9.23 *Yule Feast*

Skjaldadís called in for this item. It was proposed that a potluck would be best for the lunch, providing Cooks Guild members an opportunity for their plates to be considered by other members. Dragon-inspired food could also be submitted and chosen by popular vote.

Discussion was held around the feast being a finger food side board, composed of pies, meatballs, tarts and the like. Slaine advised that pastry-heavy items may not be ideal for a summer event, and noted that salads, meats and cheese may be more appropriate.

Lady Devine asked if Dragons Bay required a fridge to accommodate both potluck and feast. Skjaldadís advised that a fridge has not been required for this type of set up before where a potluck was held prior to the prepared feast.

Bookings would be required as the feast would be catered.

Recommend:

Dragons Bay Council supports the Yule Feast pending an event proposal, including costings.

Moved: Avalon

Seconded: Liduina

10. EVENTS IN PREVIOUS MONTHS

<i>Event Title</i>	<i>Date held</i>	<i>Steward report received by Seneschal</i>
Cooks Guild	21 September	N/A
A&S Gathering	22 September	N/A
Comet Bay College Demo	25 September	✓

Anealan Championship	27-30 September	N/A
York Medieval Fayre	29 September	N/A
Cooks Guild	12 October	N/A
Highland Gathering	6 October	✓
North Beach Groat Street Demo	19 October	N/A

11. UPCOMING EVENTS

*An asterisk indicates these events require a steward and/or proposal.

<i>Event Title</i>	<i>Date</i>	<i>Host Group</i>
Naragebup Festival	26 October	Dragons Bay
IKAC & Zombie Novelty Archery Shoot	27 October	Dragons Bay
Dawn of the King	2 November	-
Baldivis Country Fair	2 November	Dragons Bay
Town Hall Meeting for June 2020 Event	November	Dragons Bay
Champion of the Bow	17 November	Dragons Bay
Pride Parade	30 November	Aneala
Toys for Tots	30 November	Aneala
*Dragons Games Yule Feast	14 December	Dragons Bay

2020

*Dragons Bay Annual General Meeting	January	Dragons Bay
*DBOO Part 2	2 February	Dragons Bay
*Italian Valentine's Feast	15 February	Dragons Bay

2021

Roman Immersive Experience (Dum in Urbe)	March	Dragons Bay
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*May Crown (proposed bid)	May	Aneala
*A Knight to Remember	TBA	Dragons Bay

12. NEXT MEETING

10 November 2019 to be held at Wandu Clubrooms at 11:30am.

13. MEETING CLOSED

Meeting declared closed by Chair at 2:45pm.

CANTON OF DRAGON'S BAY COUNCIL SUMMARY OF ATTACHMENTS JUNE 2019		
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Report for Reeve



Reeve: Sarah Hill
Appointed as Reeve: 21st July 2019
SCA Membership No. 83575 Expiry 31st July 2020

WESTPAC ACCOUNT		Opening bank balance 14 th September 2019		\$3,362.92
Date		Expenses	Income	Balance
16 September 2019	12 Hours use of Wandi Grounds	\$180.00		\$3,182.92
16 September 2019	GST Paid	\$5.95		\$3,169.97
16 September 2019	Kingdom Levy	\$7.00		\$3,169.97
16 September 2019	Event Insurance	\$125.00		\$3,044.97
16 September 2019	Donation for Hall Hire		\$30.00	\$3,074.97
26 September 2019	Training/ Council / A&S 15-09-2019		\$75.00	\$3,149.97
30 September 2019	Interest		\$0.27	\$3,150.24
3 October 2019	Cooks Guild 22-09-2019		\$5.00	\$3,155.24
10 October 2019	10.5 Hours use of Wandi Grounds	\$157.50		\$2,997.74
14 October 2019	Training 13-10-2019		\$3.00	\$3,000.74
17 October 2019	Training 13-10-2019		\$42.00	\$3,042.72
Closing bank balance 18 th October 2019				\$3,042.74

Xero & Dropbox: All transactions on Xero have been reconciled and Dropbox has been updated.

Hire of grounds and utilities: \$180.00 for 12 hours use of the grounds and facilities at Wandi \$157.50 for 10.5 hours use of the grounds and facilities at Wandi

Attachment 1.2

Report for Arts & Sciences Minister

Arts & Sciences Officer 	Skjaldadís Bragadóttir saviobriion@gmail.com SCA Membership No. 84440 (expires June 30 th 2020)
Office commenced	May 2018
Last report upline	11 th September 2019
Last report to Council	15 th September 2019

Past events:

Monthly A&S sessions
Viking Garb workshop
Cooks' Guild
Chair cover workshops
Dum in Urbe planning sessions
A&S/cooking at Mistress Sláine's place

Upcoming events:

Monthly A&S sessions
Chair cover workshops
Cooks' Guild
Championship of the Bow
A&S/cooking at Mistress Sláine's place
Dum in Urbe planning sessions

Baroness Elizabeth's workshop series started with a workshop on Viking undergarments, which I ran at Wandí on the 17th. It was very well-attended and went very well, I think; several people made good progress on their garments. Part 2, focusing on the *smokkr*, was run by Lady Ilaria at Bassendean Community Hall on the 14th of September. Several people attended and started work on apron-dresses of various different styles.

I hosted August's A&S at my home and advertised it but unfortunately nobody turned up. September's A&S was hosted at Wandí on Sunday the 22nd, concurrently with archery training (as will be the norm in future), and was more well-attended; people brought their machines as well as some food for lunch, and we made some progress on the chair covers.

October's session was on Sunday the 13th, concurrently with training and focusing on chair covers again. Unfortunately this time only Lady Avalon brought her sewing machine and worked on chair covers, although there was also a newbie who tried her hands at lucetting a cord. (The DB Council has purchased some lucets for group use.) We will have to keep

working on the chair covers in November and probably outside of monthly A&S sessions as well, as we hope to have them all ready by the Yule Feast in mid-December.

Blackglove has been hosting Cooks' Guild meetings at his home. I have attached an account of the first one to the August report and can resend if needed. The next Cooks' Guild meeting was on Saturday September 21st. His report is as follows [I have edited for spelling/grammar and slurs]:

The local meetings are going from strength to strength - last meeting was also host to 2 wayfarers from Torlyon for a total of 10 in attendance.

We greeted the latest member of the local Chapter of the Lochac Cooks' Guild, Brutus, and with the tables laden with potluck food and drinks and four new recipe submissions we were all very full of belly.

Mistress Sláine inghean Ui Ruádhain presented a taste of Rome with Numidian Chicken from *Apicius*,

Lady Devine Winter presented a hat trick of Duck fat roasted Carrots and Radish, a Zesty Mint Drink and Muhammad's Wedding Cookies from *Scheherazade's Feasts* and

I tabled a Kuskusu Yuz-bashi, an adaption of a Complete Tharid and Soldier's Couscous both from *An Anonymous Andalusian Cookbook*.

Mistress Sláine has some exciting ideas about expanding the activities of Cooks' Guild and providing some broad stepping-stones to encourage people to develop Kitchen Stewarding skills.

Local rankings have not yet been confirmed and as yet no reply has been received from the head of the Cooks' Guilds re number of queries and local rankings.

Next meeting has settled on the 12th of October due to a number of mundane commitments.

Future meetings will be [racial slur meaning 'wandering' redacted] with interests expressed from at least three people to host meetings both locally in Dragons Bay and further afield in Aneala.

Mistress Sláine is hosting A&S/cooking nights at her home on Wednesdays, concurrently with the heavy training run by Lord Galen. She is also preparing to run further planning/preparation sessions for the Dum in Urbe event, although she is graciously waiting until I can return to the country and join in.

With the recent growth of Dragons Bay, we are looking to expand our Championship of the Bow event in the future (ie after the 2019 Champion of the Bow event) to a general Dragons Bay Championship event, which would also include an Arts & Sciences champion.

We have also been discussing making a period toybox, ie a chest full of period, documentable toys and games, for children to play with and for use at demos. This would be a group project across DB and Aneala.

Yours in Service,

Lady Skjaldadís Bragadóttir

Attachment 1.3

Report for Knight Marshal



Knight Marshal's Name: THL Galen Wulfric
Member No: 83612

Report/Activity:

This reporting period has seen some activity among the fighter enthusiasts of Dragons Bay.

1. College of St Basil hosted the College Challenge which was attended by both Heavy and Rapier Fighters and was good to have a fun kick around tourney.
2. Weekly training has been occurring at Mistress Slaine's and I's residence in Success with good turnout averaging 8 people with a minimum 4 fighters on hand. Training has been alternating between Heavy and Rapier so will be able to produce fighters for both fields which is encouraging.
3. Sunday Trainings for fighters has been minimal in this reporting cycle but is not a reflection of lack of interest. There are a lot of people with additional activities in their lives which makes weekend training difficult however, discussions with the various people indicates this should pick back up in the next month or two.
4. I am in the process of planning tourneys and other events for the future to which I will be applying to the Rowany Fighter Auction Funds for assistance. More to follow when I have the plans set.

All in all, Dragons Bay fighting stocks continue to grow at a satisfactory pace and as Knight Marshal I am happy with this progress.

Yis

THL Galen Wulfric

Knight Marshal of Dragons Bay

Attachment 1.4

Report for Herald

Group Herald Dragons Bay Pursuivant 	Peter D'Gaunt Noir herald@dragonsbay.lochac.sca.org SCA Membership No. 28429 (expires 30 June 2020)
Office Commenced	July 2019
Last report upline	15 September 2019
Last report to Council	September 2019
Current Deputies	Gummuinus de Eggafridicapella Brutus Cornelius Augustus Andy of Dragons Bay

Consultations:

Submitor - Susannah Scarlett (Sue Kay), Consulting Herald - Gummuinus de Eggafridicapella, Submission - per pale embattled argent and sable and a raven and a rook counterchanged (Badge for the Household of Raven's Rook)

Voice Heraldry:

Court Herald Andy of Dragons Bay for Baron and Baroness of Aneala at "Dragons Bay Officer Debut" 18th August 2019

Field Herald Peter D'Gaunt Noir at "Armardale Highland Gathering Demo" 8th October 2019

Active Heralds:

Andy of Dragons Bay (not yet rostered) - Gummuinus de Eggafridicapella (macer)

My drop-dead deputy is TBD.

Other heralds' activities:

Dialogue has been started about enhancing heralds activities, recruiting more heralds and practice for voice work.

Attachment 1.5

Report for Group Constable



SCA Name: Mistress Liduina de Kasteelen van Valkenburg
SCA Mem. No: 80569 (Exp. 31/03/2020)

All monies collected from Training and Events have been deposited into the Canton account and paper work sent to the Reeve.

Attended Archery training most Sundays at Dragon's Lair. Not much training done as during August:

1. Rain forced a stop to training.
2. Not many people attended.

A&S session held at The Lair on 4 August.

15 Sept	Training and Council
21 Sept	Cooks' Guild (at Black Glove's domicile)
22 Sept	Training & A&S
29 Sept	No training at The Lair due to Baronial Championship
06 Oct	Highland Gathering Demo at Minnowarra Park, Armadale
12 Oct	Cooks' Guild (at Black Glove's domicile)
13 Oct	Training and Council

Some Heavy training was also held at THL Galen Wulfric's domicile on Wednesday evenings.

All paper work for events/training away from The Lair have been sent to the Reeve.

Happy to report no incidents of note occurred and nobody died.

Yours in Service,
T H Mistress Liduina de Kasteelen van Valkenburg
OP, Baroness, OSP, OGT, OST, LOM, AA, DS, BC

Attachment 1.6

Report for Chronicler

<p>Chronicler</p> 	<p>Gumuuinus de Eggafridicapella Gumuuinus@gmail.com SCA Membership No. 84826 (expires 30 April 2020) Office term commenced: 27 May 2019</p>
<p>Last Report</p>	<p>18 August 2019</p>
<p>Last Upline Report</p>	<p>15 September 2019</p>
<p>Items published by office</p>	<p>Newsletter</p>
<p>Name of Newsletter</p>	<p>Dragon Taeles</p>
<p>Issues published since last report</p>	<p>Winter Edition - July 2019</p>

Spring edition released on 12 October 2019, distributed via PDF linked to the website. Notification of release on Dragons Bay Facebook page and Populace.

Production of Upcoming Events flyer, pinned to the Facebook Group page.

Yours in service,

Gumuuinus de Eggafridicapella

Attachment 1.7

Report for Captain of Archers

Captain of Archers 	Andrew archers@dragonsbay.lochac.sca.org SCA Membership No. 87313 (expires 31 March 2020) Office term commenced: 27 May 2019
Last Report	September 2019
Last Upline Report	15 October 2019

We hold weekly gatherings at our lair (Wandi Community Hall) on Sunday from now 0900 for 2 hours.

Typically practice consists of two or three targets set at 20, 30 and 40 yards. Occasionally 50 yard and clout ranges are done as well. We have between 2 and 10 people attend and fortunately a LARP group commences at the same venue as we conclude our practice, we have enticed some to give it a try. Additionally we have enticed an individual from the passing road to check us out and another individual to attend a weekend training session from one of our demos.

Currently there are 3 active members with Target Archery Marshals status and have heard that another individual wishes to obtain their credentials so they can TAM as well.

An IKAC was held at the Anealan Championship however no members of Dragons Bay were able to attend. There will be extra motivation for future participation.

Attachment 1.8

Report for Chatelaine

<p>Chatelaine</p> 	<p>Lady Avalon of the Isle chatelaine@dragonsbay.lochac.sca.org SCA Membership No. 84175 Office term commenced: 25 July 2019</p>
<p>Last Council Report</p>	<p>15 September 2019</p>
<p>Last Upline Report</p>	<p>15 October 2019</p>

We have had some demo events in the past few weeks that are of note. I unfortunately arrived late to the Comet Bay College Demo on 25th of September, but was able to help pack up and join the post revel. I also made sure our Communications Officer, Gummi, had a copy of our Newcomer Pack so that it could be updated and handed out for those interested.

During Anealan Championship (27th-29th Sep), Dragon's Bay helped out in the kitchen and many of the volunteers wore our loaner tabards or tunics. It made for a lovely colour-coordinated kitchen!

There was a Demo for the Armadale Highland Gathering which I was unable to attend on Sun Oct. 6th, but I passed along banners, dagging, walls and table cloths to decorate the pavilion.

As always, our library is available for anyone to use upon request.

Yours in Service,

~Lady Avalon of the Isle

Attachment 1.9

Report for List Keeper

Office Title 	SCA Name: Sláine inghean Ui Ruádhain slaine.ruadhain@gmail.com SCA Membership No. 84299 (expires 31/05/2020)
Office commenced	4/9/2019
Last report upline	15 October 2019
Last report to Council	September 2019

Greetings,

I was officially appointed to this role on the 4th of September 2019.

I have not been contacted by the Anealan List Keeper or the Kingdom officer - but I note that the Kingdom position currently in transition to a new officer.

I have nothing to report due to no activity this period.

Sláine inghean Ui Ruádhain

Attachment 1.10

Report for Chirurgeon

Report given verbally at Item 8.1.

Lady Sorcha inghean Ui Bhradigain

Attachment 1.11

Report for Web Minister

Web Minister 	Gumuinus de Eggafridicapella Gumuinus@gmail.com SCA Membership No. 84826 (Expires 30 April 2020) Office term commenced: 26 May 2019
Last Council Report	15 September 2019
Last Upline Report	15 October 2019
Items published by office	Website
Name of Website	Canton of Dragons Bay dragonsbay.lochac.sca.org

The following pages of the Canton of Dragons Bay website have been updated:

- Welcome page (some information moved to new 'Localities' page)
- Newsletter
- Minutes - uploads as required

New creations:

- Cooks Guild page:
 - Submission form converted to PDF Form
 - Rankings page and table created
 - Members List page (password protected)
 - Recipes Submitted (password protected)
- Localities page
- Award Recommendations
- Constable Submission Form
- Steward's Event Form
- QR Code for website
- Pages in progress:
 - Subscription for Newsletter
 - Newcomers Pack

Yours in service,

Gumuinus de Eggafridicapella

Report for Seneschal

<p>Seneschal of the Canton of Dragons Bay</p> 	<p>Devine Winter DevineWinter365@gmail.com Seneschal@dragonsbay.lochac.sca.org SCA Membership No. 84379 (expires 28 April 2020)</p>
<p>Office commenced</p>	<p>1 June 2019</p>
<p>Last report upline</p>	<p>31 July 2019</p>
<p>Last report to Council</p>	<p>15 September 2019</p>

Comet Bay College Demo was held on Wednesday 25 September 2019. Whilst this was a weekday event, it was still rather well attended, with 9 members able to attend the medieval fair.

Highland Gathering was the next demo on Sunday 6 October 2019 with 11 members in attendance and 3 bouts of fighting. Dragons Bay invoiced the City of Armadale an attendance fee of \$400 for providing entertainment and spectacle.

Kat Pagan has been installed as the Youth Officer, with Rúna Agnes Solveig as her Deputy. Chatelaine also has a Deputy (thank you Rúna Agnes Solveig).

Dragons Bay welcomes new and returning members to its lands:

- Euphemia, whom Susannah Scarlet introduced via Highland Gathering
- Bethra and Duncan whom renew their memberships with the SCA
- Adam and Chantelle whom graced us at Cooks Guild
- Kane and Rhianwen, who return with renewed enthusiasm



YIS
Devine Winter

Seneschal Correspondence



The following email correspondence was received by the Seneschal since the previous Council Meeting:

#	Date	Received
1	September 16	Armada Highland Games 2019: Set up
2	September 19	Advice Certificate of currency of insurance for Society for Creative Anachronism sent to City of Armadale
3	September 20	Comet Bay College's Medieval Fair 25.09.2019
4	September 20	Response to 'Apologies for Anealan Council - Sept 2019'
5	September 21	Recommendation for Award from website
6	September 23	Response from B&B regarding Award
7	September 24	Food details for championship x 2
8	September 24	Sunday Dinner recipes from Seneschal of Aneala
9	September 24	Bookings for Championship 2019
10	September 28	Recommendation for Award from website
11	October 1	Recommendation for Award from website
12	October 1	Recommendation for Award from website
13	October 7	Commentary regarding Youth Officer
14	October 7	Group Herald Report for Dragons Bay
15	October 9	RE Baldivis Country Fair demo
16	October 10	Cooks Guild September 2019
17	October 10	DB Chatelaine Quarterly Report

18	October 14	Event Report for Highland Gathering 2019
19	October 14	QTR Report Q3 2019 from Reeve
20	October 15	Recommendation for Award from website x 2
21	October 15	Dragons Bay - Upline Report for Chronicler
22	October 15	Dragons Bay - Upline Report for Web Minister
23	October 15	Report from A&S Officer
24	October 16	Agenda items
25	October 16	Report from List Keeper
26	October 16	Food Receipts for Championship
27	October 16	Highland Gathering appearance invoice for SCA
28	October 16	Regalia proposals
29	October 17	Dragons Bay Quarterly Constable's Report
30	October 17	Quarterly Report - Captain of Archers
31	October 17	Championship Second Remove Receipts
32	October 17	RE Baldivis Country Fair demo
33	October 17	Regalia Committee and Policy proposal
34	October 17	Dragons Bay Knight Marshal Report October 2019 x 2

The following email correspondence was sent by the Seneschal since the previous Council Meeting:

#	Date	Sent
1	September 20	Apologies for Anealan Council - Sept 2019
2	September 21	Recommendation for Award from website sent to B&B
3	September 24	Food details for championship sent to Slaine
4	September 28	Recommendation for Award from website sent to B&B
5	September 29	Commentary sought for Dragons Bay Youth Officer and Deputy

6	October 1	Recommendation for Award from website sent to B&B
7	October 1	Recommendation for Award from website sent to B&B
8	October 8	Commentary regarding Youth Officer sent to Youth Officer of Aneala
9	October 8	Advice regarding Youth Officer feedback sent to originator
10	October 14	Announcement of Dragons Bay Youth Officer and Deputy
11	October 15	Recommendation for Award from website sent to B&B x 5
12	October 17	Championship Second Remove Receipts
13	October 17	Regalia Committee and Policy proposal

Attachment A

Regalia Policy (DBP3)

Introduction

Dragons Bay Champions are each bestowed perpetual regalia for the duration of their tenure. Such perpetual regalia demonstrate the growth and development of Dragons Bay and is indicative of its evolving cultural identity.

These items form part of the overall regalia that is displayed at events. Such items contribute to the overall atmosphere and ambience of events and their maintenance is of utmost importance to ensure they remain presentable and acceptable to the Sovereign or their representative.

Application of Policy

This policy applies to regalia items of Dragons Bay and is used by the Regalia Committee.

Policy Objectives

To provide clear acquisition, management and de-accessioning guidelines in relation to the current and future Dragons Bay regalia items.

Policy Definitions

"Regalia" is defined as such property items as may be used in Court or in the conduct of their duties by any of the Officers or Champions and such amenities as may be permanently made for the use of Landed Nobility, Royalty or special guests attending Dragons Bay events. Including court banners or field banners to be displayed adjacent to the list field or similar related decorations.

"De-accessioning" is the process whereby donations from the collection may be considered for removal from the collection.

Policy Statements

1. The formation of the sub-group of Council known as the 'Regalia Committee' comprises of:
 - a. Seneschal (or nominated representative)
 - b. Arts and Sciences Officer
 - c. Herald

 2. Expansion of this Committee to include 'Property Officer', 'Quartermaster' and/or 'Regalia Officer/s' may be considered should Dragons Bay have requirement. These may or may not deputise to the Seneschal.
-

3. This Committee is to:
 - a. Create an inventory of items currently owned by Dragons Bay and determine if such items may be described as regalia or property
 - b. Consider the regalia budget
 - c. Assess proposed donations of regalia items
 - d. Review any existing regalia as required for maintenance, repair or de-accession
 - e. Review regalia needs as required
 - f. Issue warrants via the Arts and Sciences Office to make, construct or replace such regalia as may be required by Dragons Bay
 4. The Regalia Committee will meet as required to assess the regalia in accordance with the specifics of this policy. Other Officers, appropriate artisans or knowledgeable people may be invited to participate in these meetings to give advice. Any member of Dragons Bay may attend such meetings.
 5. The Regalia Committee will report quarterly to the Dragons Bay Council in line with the Officers reporting schedule and where feasible will provide timely responses to questions raised by the populace or Dragons Bay Council.
 6. The implementation and care of perpetual regalia for the Champions of Dragons Bay is to be guided by this policy.
 7. Perpetual regalia for the Champions of Dragons Bay and additions to should be an unconditional donation which:
 - a. Complements and enhances the scope and value of the collection
 - b. Is in good state of preservation and manufacture at the time of donation
 8. An item may be considered for de-accessioning if it:
 - a. Is in poor condition and considered to be of insufficient merit to allocate the resources to ensure its conservation
 - b. Cannot be displayed due to its properties
 - c. Is a duplicate that serves no specific function
 - d. Is irreparably damaged or destroyed or is stolen without hope of return
 9. De-accessioning an item may include:
 - a. A detailed description of the item
 - b. Photographic record
 - c. Estimated market value
 - d. Recommendation of how it is best disposed of, in line with the relevant SCA policies and legislation
-

And be presented from the Regalia Committee to Council for its consideration. De-accessioned items will remain on the Dragons Bay inventory list with details of its de-accession assessment and disposal details.

10. All regalia are officially receipted and registered upon acquisition into the collection and entered into Dragons Bay digitised inventory list.
 11. The regalia will be valued to its replacement value. Collection valuations should be undertaken annually with the inventory requirements as per the relevant SCA policies.
 12. The collection of regalia should be stored securely and accessible by stewards, the Regalia Committee and other interested parties when required.
 13. The general condition of the regalia will be assessed and documented in the inventory register on an annual basis (to be generally around 1 January). Items requiring maintenance/repairs will be identified during this process and action documented in the inventory register.
 14. Not all regalia may be displayed at all events. Where items are particularly sensitive to deterioration they may only be exhibited at certain events. At such time, the condition of the item shall be assessed to determine if the item should remain in the collection, be conserved by manner of repair or reconstruction, or assessed for de-accession.
 15. Regalia shall not be displayed if they are in disrepair.
 16. Regalia and collection items may include items that are on loan from individuals or groups. All loans to the collection will be properly cared for in keeping with the specifics outlined in this policy.
 17. Regalia may be loaned out to individuals or groups holding events that may require display of such regalia. Where applicable and appropriate outward loans will be made on the understanding of reciprocal lending and in general only for the duration of the event.
 18. Regalia may be loaned to an Officer or Champion for the duration of their tenure, whom are invited to display such regalia at events, and are required to maintain and store the regalia in accordance with this policy. The loaning of such regalia is to be noted in the inventory, and its condition reassessed upon return and prior to handing over to the next Officer or Champion.
 19. Conflicts of interest shall be noted and the individual invited to put the conflict aside, or nominate a representative not similarly conflicted in their stead.
-

20. The Regalia Committee and those implementing this policy should be mindful of the impact their decisions may have upon the peace and harmony of Dragons Bay and its populace. A balance between the needs of Dragons Bay and good practices should be struck so to not impede the populace's enjoyment of the SCA.
-

Attachment B

Dragons Bay Championship Regalia Proposal

Heavy

A **sword** (forged by Sam) in a scabbard. I am not sure how one would go about personalising this, as my understanding is that one does not continue to emboss or decorate leather after it has been stained, and welcome suggestions.

A **tabard** with the DB device upon it.

Rapier

A **rapier cloak** (made by myself or any other skilled volunteer) to be made as the perpetual trophy; each Champion would embroider or appliqué their device onto the cloak, starting around the border. In order to maintain uniformity and neatness, I suggest that a shield-shaped template is used to do outlines in faint fabric paint so that Champions then have a guiding outline to fill in with embroidery or appliqué.

A **tabard** with the DB device upon it.

Archery

A '**dragonscale**' **quiver** (made by Ray, or anyone else skilled at leatherworking) as the perpetual trophy; each Champion would create an arrow, with the shaft etched with their SCA name and the AS year in which they won, and add it to the quiver.

A **tabard** with the DB device upon it.

Arts & Sciences

Options:

- ❖ **A period sewing/crafting box** – the first Champion can make a box (or it may be provided), subsequent Champions may add an item as they wish such as sewing or nalbinding needles made of bone, horn, wood or metal, sewn pincushions, homemade period dye, homespun yarn, threadwinders etc.
- ❖ Instead of a piece of regalia to keep, each Champion might **make something to donate to Dragons Bay** (e.g. a small painted hanging/tapestry, a carved wooden board for serving the High Table at DB feasts, etc).

A **belt-pouch** with the DB device upon it.

Youth Categories

Given the maintenance responsibilities of the adults' regalia and the fact that children may not be up to it, I propose that for all the Youth categories we simply make a **'Sweete Bag' or other elaborate pouch**, embroidered with the two dragons (or the full DB device) and a symbol of heavy/rapier/archery/A&S, and fill them with sweets. The child can then have the responsibility of filling it with sweets again and passing it on to the next Youth Champion.

Attachment C

Bookings Policy (DBP1)

Introduction

Bookings are required for some events, including feasts, catered events and where minimum numbers are required, to assist with calculating numbers to be catered for and associated costs or establishing numbers venue booking.

This policy establishes when bookings must be made and under what circumstances payments are accepted.

Application of Policy

This policy applies to where bookings are required and guides stewards and bookings officers on its use.

Policy Statements

1. Indicating 'going' on a Facebook event does not constitute as a booking.
2. Bookings must be made via the bookings officer or indicated to the steward of the event if there is no bookings officer nominated.
3. Payment for all bookings must be made in advance of the event by the date advised in the booking confirmation email or event details.
4. If payment is not received by the due date the booking shall be deemed cancelled.
5. Payment may be made via direct debit to the Dragons Bay Account: BSB 034054 Account 283187.

Confirmation of this payment via receipt sent to the bookings officer is appreciated.

6. Payment is not accepted at the door except under prior arrangement or otherwise noted.
 7. Day trips do not require advance payment unless otherwise noted.
 8. Refunds are generally not issued.
-

Attachment D

Delegations Policy (DBP2)

Introduction

Whilst agenda items are discussed at Council Meetings, at times the continuation and finalisation of such items must be discussed outside of Council Meetings to ensure they are addressed in a timely manner.

Application of Policy

This policy applies to where items have been taken to Council and supported unanimously. This policy allows for Council to delegate to the Warranted Officers. These powers or duties cannot, however, be further sub-delegated.

This policy establishes criteria to assist with further determination of items supported by Council.

Policy Objectives

These powers or duties are delegated to Warranted Officers only, to assist with improving the time taken to make decisions and are made within the constraints allowed by relevant legislation and the scope of Council resolutions.

Policy Statements

1. This policy only applies to items which have a Council resolution where unanimous support was given from Warranted Officers present at the Council Meeting.
 2. Where discussions take place on an item that did not have unanimous support, the item should be presented at the next Meeting as an agenda item for further consideration by Council.
 3. Determination and finalisation of items may be made on such items meeting the criteria outlined in 1 above.
 4. Support is considered as given where an item has been discussed in the "DB Officer Chat", or any other variation thereof which holds 100% of the Warranted Officers, where 50% +1 of the Warranted Officers have viewed the discussion on the item and have had seven (7) days to advise of any objections/support or comments.
 5. Where an objection has been raised then the item shall be recommitted to Council for its consideration.
 6. The seven (7) days may be varied under exceptional circumstances by the Seneschal.
-

7. Co-signing of the Dragons Bay bank account may be discussed under this authority to expedite the signatory process and does not need to have the seven (7) day consideration to action.
-

Attachment E

Policy Manual

Policy Creation

Policies are 'a course or principle of action' and guides the discretionary powers of Council's decision making. Policies are developed to assist Council in achieving its strategic goals. Policies may be modified or deleted to ensure practices and processes remain relevant, effective and pragmatic.

The policies are designed to provide:

- Consistency and equity in decision making
- Operational efficiency
- A series of actions conducted in a certain order or manner to give effect

Policies arise in response to the requirements and functioning of Dragons Bay, providing rationale and guiding principles. These policies are not legislatively binding and when good reasons prevail and are documented, can be set aside.

The policies will have regard to the following principles:

- Be reasonable, equitable and sustainable at law
- Meet the definition of a policy i.e. "a course or principle of action"
- Be simple
- Be a statement mandating decision making

Policies should be reviewed prior to every AGM and any changes presented at this meeting. Such changes shall be presented to the Seneschal for information/review prior to presentation to Council at its AGM. Such reviews and amendments may be presented for Council's consideration more frequently if a need is identified.

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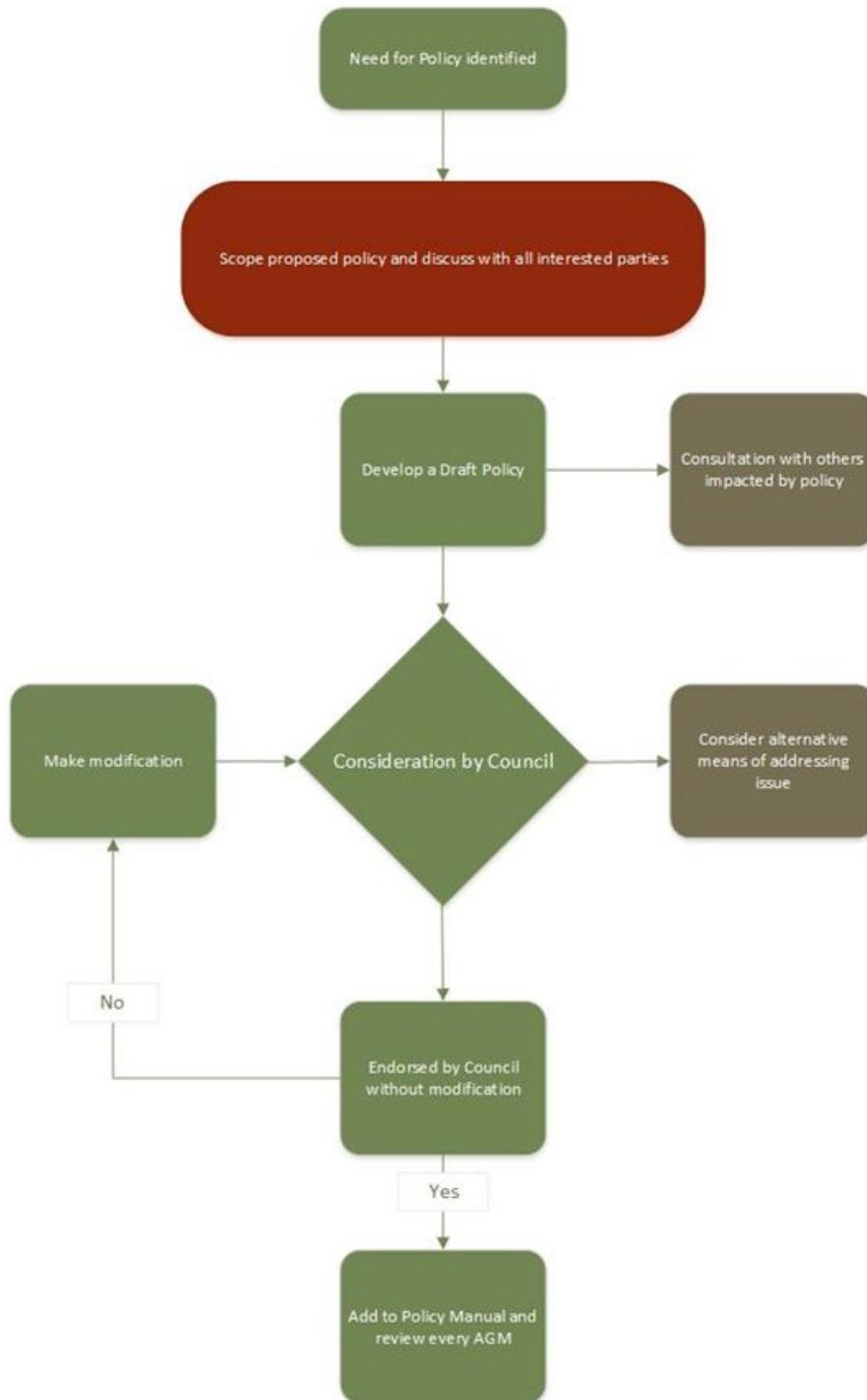
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Policy Development



Attachment G

Event Proposal for DBOO 2

Name of Event	Dragons Bay Officer Ovation (DBOO) Part 2
Date	Sunday 2 February 2020
Time	1200-1600
Host Group	Dragons Bay
Location	Rockingham Regional Environmental Centre (RREC)
Event Type	Feast
Price	\$10 adult members \$5 for minors Under 10 is free +\$10 insurance for non-members
Numbers	Estimated 20 people to attend

Outline:

With the addition of new Officers, and to cater for those whom were not available for the first DBOO, Devine Winter proposes a DBOO 2.

Potluck is proposed and members of the Cooks Guild are invited to try their recipes in this feast. Others whom wish to do so are invited to bring additions to the potluck.

The Baron and Baroness shall once again be invited to attend so that Court may be held.

Set up and pack down shall be completed by the volunteers of RREC.

Costings:

\$150 Hall hire

Prices:

\$15 for adult members

\$5 for minors

Under 10 is free

+\$10 insurance for non-members

Stewarding Team:

Steward: Devine Winter

devine@dragonsbay.lochac.sca.org

Feastocrat: Cooks Guild