



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, 16 FEBRUARY 2020 COMMENCING AT 12:09PM.

<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			✓
Bethra de la Sentiero - Deputy Seneschal of Inclusivity and Diversity			✓
Sarah of Dragons Bay - Reeve		✓	
Blackglove - Herald	✓		
Galen Wulfric - Knight Marshal		✓	
Skjaldadís Bragadottir - Arts & Sciences Officer			✓
Gumuinus de Eggafriðicapella - Communications Officer	✓		
Andy of Dragons Bay - Captain of Archers	✓		
Sláine inghean Uí Ruadháin - List Keeper & Deputy Reeve		✓	
Sorcha inghean Uí Bhradagáin - Chirurgeon	✓		
Kat of Vargahold- Youth Officer	✓		
Robert Leffan of Yorke - Group Constable	✓		

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 Gumuinus de Eggafriðicapella - "Under the rule of women entirely great, the pen is mightier than the sword."

IN ATTENDANCE:

Talwen
Wendy
Thomas O Caerdyf
Lysander of Thrace
Chantelle of Dragons Bay
Julia of Dragons Bay

APOLOGIES:

Elizabeth Rowe
Agostino Tamburri
Kane Greymane
Rhianwen ni Dhiarmada
Sarah of Dragons Bay
Nathan of Dragons Bay
Rachelle of Dragons Bay
Daniella of Dragons Bay
Jullian of Dragons Bay
Matthew of Dragons Bay
Galen Wulfric
Sláine inghean Uí Ruadháin
Brutus Cornelius Augustus

1. ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the Elders and custodians of the Whadjuk Nyungar nation, past and present, their descendants and kin. We are proud to honour the Nyungar people and value this place of shared learning. We recognise the impacts of colonisation on Indigenous Australians and are committed to moving forward together in a spirit of mutual honour and respect.

2. APOLOGIES AND LEAVE OF ABSENCE

Apologies as noted above.

3. CONFIRMATION OF MINUTES

Recommend:

Minutes of the Canton of Dragon's Bay Council Meeting held on 15 December 2019 be confirmed.

Moved: Andy
Seconded: Blackglove

4. OFFICIAL STATEMENTS

4.1 Baron & Baroness of Aneala

Baron and Baroness give apologies and have not sent through a missive, but have provided some commentary on agenda items which will be noted throughout.

4.2 Seneschal of Aneala

Richard Ferrowe has stepped down officially and Konrad Hildebrant was sworn in during the week as the new Seneschal of Aneala.

4.3 Seneschal of Dragons Bay

We welcome our new Group Constable - Robert Leffan of York. He has been acting Constable for a couple of months and doing a stellar job, and his position was unopposed.

The Arts and Sciences Officer position is currently pending a decision from Kingdom Arts and Sciences Officer.

Quartermaster position is currently in commentary, seeking feedback from the populace on Kane Greymane and Andy of Dragons Bay.

The holiday program of archery has been a great success with many turning out, with not one day of less than 6 people attending. This program will be a permanent fixture at the moment, to be reviewed at the end of March 2020.

We now have heavy training starting up on Sunday - we have a lot of 'shadow warriors' who are doing training out of armour. I encourage everyone to join in - it's a great form of exercise and comradery.

Thank you Lord Robert and Lord Lokki, Blackglove and Sir Greymane and Lord Sigmund for getting in armour and training everybody with their knowledge and skills.

Last night's St Valentine's Tourney and Feast was a great success. It was attended by 44 members, 10 non-members, 12 minor members and 1 minor non-member. This was a really good turnout, the food was amazing and there was lots of dancing and merriment, and alternate fighting in the hall.

5. WESTERN RAIDS

5.1 Western Raids Updates

The Committee for the Western Raids 2020 Event is composed of:

- Seneschal of Aneala
- Seneschal of Dragons Bay
- Baron and Baroness of Aneala
- Steward of Pencampwr/Winterfest 2019

Town Hall Meeting was held at Wandi Pavilion on Saturday 7th December 2019.

In accordance with the Terms of Reference, the Baroness now becomes the Chair of the Steering Committee. Extra apologies from Elizabeth (as Committee Chair) that she cannot be present at Council today.

The email with updates was sent to both Populace-Aneala and Dragon's Bay email lists on February 1st and hopefully has answered some questions that people had.

A lot of names for the event that were wanted did not meet criteria determined by the Committee, or were taken by other events in the SCA which would affect marketing.

Please email the Baron and Baroness with any information or feedback you may have regarding this event: aneala@aneala.lochac.sca.org

6. BUSINESS ARISING FROM MINUTES

6.1 Postcodes

Devine Winter presented the postcode requests to Seneschal of Aneala at Aneala's Council meeting on 17 January 2020. This prompted a poll of SCA members in Aneala and its sub-groups, which was sent by Anealan Seneschal on 25 January, with submissions welcomed until 8 February. Results of this poll are pending.

6.2 Storeroom and Donations

Dragons Bay Council requires individuals to follow due process when seeking items from Dragons Bay assets as discussed in Item 8.3 at its meeting on 15 December 2019.

6.3 Asset Register

Pending the outcome of commentary on two applicants for Quartermaster (closing 23 February 2020), this person shall be tasked with organising a weekend to stocktake, rearrange the storeroom and update the asset registry.

This weekend will require:

- Going through all items, crates etc
-

- Cleaning items
- Marking items as 'Dragons Bay' 'SCA Ltd' as per SCA Financial Policy
- Putting items on the asset register which will include:
 - photograph/s of item
 - approximate replacement cost
 - approximate valuation for insurance purposes

This weekend is proposed as a pizza and movie and sleepover night, to be organised by Quartermaster. Please keep an eye out on the calendar.

Talwen is happy to billet people who need beds, and offers her washing machine for washing of the group's items.

6.4 Second Set of Keys

At its meeting on 15 December 2019, Council discussed applying for a second set of keys from Wandí Progress Association (Item 6.1). Devine followed this up and was unable to secure a second set of keys from Wandí Progress Association.

Kat and Sorcha asked about the bond for these keys which would still be held by Wandí Progress Association. Devine advised that this would fall to Kingdom to follow up. Devine will advise Countess Beatrice as Kingdom Seneschal to follow up with Wandí Progress Association.

Talwen has advised that she has a lock box at her house where the keys could be kept as a central location. Blackglove noted this was a great offer, however could pose an issue in knowing who has the keys. Devine noted there had been no issues so far in the current method.

6.5 Robert's Rules vs current Dragons Bay House Rules

As discussed in Item 11.4 of AI Thing 2020:

Robert's Rules requires an item has a motion to be considered by Council, and a second motion for its approval and a count of votes. Motion and second could be from those people who are affected by the item or raised the item - Council would need conflicts of interest to be clearly stated, as well as noted abstinence from voting if a conflict of interest or setting aside this bias. Counts of votes will be required.

Current House Rules does not require a motion to consider an item, but also does not allow those who table the item to Council or those whom have a vested interest to motion or second. This allows for impartiality and those affected to rely on the strength of their arguments presented to an unbiased audience.

Galen to present re-wording for Council's consideration. This item is rolled over to next meeting.

6.6 Youth Council

As discussed in Item 11.22 of AI Thing 2020:

Dragons Bay has previously discussed having a Youth Council, mirroring the adult one. One child is interested in being a Youth Herald. This is an opportunity for the kids to have fun and also have a say.

The children were consulted at AI Thing and supportive of a Youth Council.

Devine proposes with the Youth Officer a Special Council Meeting for Youth Council to be held outside the normal Council, to be composed of:

- Seneschal
- Youth Officer
- Deputy Youth
- Minute Taker
- Youth

6.7 Youth Activities

As discussed in Item 11.20 and 11.23 of AI Thing 2020:

Youth engagement shall include Quests and Programs.

It is proposed to have a movie night once a quarter on a Friday night, using the projector and possibly turning it into a sleepover. Julia says that she has her kids every second week so would like to have it when she has the kids. Devine advised the parents would need to organise the best date that would work.

Devine advised that the parents could also vet the movies to be shown. Chantelle has advised when she shows movies to children, anything PG requires the parents to sign off on, otherwise they will show only G rated movies.

6.8 Booking Policy

As discussed in Item 10.4 of AI Thing 2020:

Steward Attendance Fees

It is proposed that stewards attend events free of charge as they have to be present for the event to run, but do not generally participate in it. Much like the B&B and Crown they are expected to attend and work.

Discussion was held around how this would be worded and how best to structure it, such as for 1 x overarching Steward and 1 x Feastocrat. Council determined that it would be best worded so that the event Steward would have the equivalent of 2 x free tickets so that they could distribute the share of this to others as deemed fit by them.

Devine advised that Stewards will need to ensure this additional free 'cost' is absorbed in their budgets.

Recommend:

Dragons Bay Council supports the update of the Bookings Policy to reflect that the Steward of an event has two free tickets or the equivalent.

Moved: Kat
Second: Sorcha

7. ACTIONABLE ITEMS FROM PREVIOUS MEETINGS

ACTION	BY	STATUS	ITEM	MEETING
Purchase of scribal items for Seneschal Citations (Kingdom Fund) <ul style="list-style-type: none"> - Spoken with Branwen re: paper - Wax seal for Devine Winter organised - Blackglove undertaking calligraphy classes 	Devine has delegated to Gummi	Ongoing	8.18	21/07/19
Organisation of signatories <ul style="list-style-type: none"> - Devine's addition to cosign outstanding - Devine to go into a branch with 100 point ID to get PAN. 	Sarah/Devine	Ongoing	6.2	18/08/19
Newcomer packs for Website <ul style="list-style-type: none"> - Linked Newcomer Page to menu 	Gummi	Ongoing	8.4	18/08/19
Updating Order of Precedence <ul style="list-style-type: none"> - Awaiting copy of form 	Blackglove & Gummi	Ongoing	8.6	18/08/19
Assets to be marked SCA Ltd <ul style="list-style-type: none"> - Wood burner and Dremel available 	Council	Ongoing	5.1	21/7/19
Asset Register to be digitised	Gummi	Ongoing	5.1	21/7/19
Chair covers to be finalised <ul style="list-style-type: none"> - Red Dragon chair covers acquired - Green Dragon chair covers outstanding 	Avalon	Ongoing	9.1	15/9/19

Draft policy of Regalia Committee for Council consideration - Policy drafted.	Skjaldadís A&S Officer ->	Tabled	9.1(2)	15/9/19
Regalia for Dragons Bay Champions - Policy drafted.	Skjaldadís A&S Officer ->	Tabled	9.4	15/9/19
Period Toybox - Proposed to Aneala	Skjaldadís	Tabled	9.7	15/9/19
Demo Box creation	Brutus & Avalon	Ongoing	9.6	20/10/19
Digital Code of Conduct of Behaviour	Bethra	Ongoing	9.3	10/11/19
Officer support via survey - Survey sent 30/11/19 - Responses due 15/12/19 - Seneschal to follow up - Send one to Robert Leffan	All Officers	Ongoing	9.4	10/11/19
Poster creation for libraries	Blackglove	Ongoing	9.5	10/11/19
\$1000 perpetual deposit with Wandí Progress	Sigmund/Sarah	Complete	A1.1	10/11/19
Step-ladder	Sorcha	Ongoing	8.5	15/12/19
Largesse	All/Sorcha	Ongoing	8.6	15/12/19
FB Group chat for Archery	Andy	Ongoing	8.7	15/12/19
Officer report template	Gummi	Ongoing	7.1	15/12/19
FB Group chat for Parents	Kat Vargahold of	Ongoing	7.2	15/12/19
Youth tab> page, guardian forms	Gummi	Ongoing	7.2	15/12/19
Delegation Policy Updates	Gummi	Ongoing	10.5	19/1/20
Inclusivity Workflow	Bethra	Ongoing	10.6	19/1/20
Post Office Box at Kwinana	Devine	Ongoing	11.11	19/1/20

7.1 *Completed Items*

While there are a lot of outstanding items, there are a lot of completed items as well. Devine took this opportunity to thank those who have ensured the finalisation of items:

- Thank you to Galen for printing the business cards.
- Thank you to Avalon for ordering the Knowne World Handbooks.
- Thank you to Gummi and Blackglove for submitting the populace badge to Rocket Herald. This is ready for commentary in the Lochac Letter of Intent.
- Gummi has updated the Award Recommendation form to include links to explanations of the Awards (as discussed at Item 6.3 at Council's meeting on 15 December 2019).
- We have also had purchase of children's bows (10lb and 15lb) which are now in use.
- Thank you to Blackglove for supervising and coordinating the permanent pell installation. They are well appreciated and used.
- Thank you Robert Leffan for assisting with the refining of the Constable Form which Gummi has worked on with input from Seneschal and Reeve. This has created a form which covers all aspects required and allows Reeve to balance Xero effectively.

7.2 *Actionable Items*

Newcomer packs for Website

The following people are happy to help Gummi convert the hard copy of the newcomers back to digital form:

- Andy
- Julia
- Talwen
- Blackglove

Updating Order of Precedence

Blackglove advised that he is in liaison with Blackwing Herald of Aneala.

Devine advised she was concerned about the reporting of Awards. Blackglove advised he is following up with those who were Heralds at these events. It was confirmed that Blackwing was the Court Herald at St Valentine's Feast.

Gummi will ensure there is a link to Canon Lore on the OP page.

Devine advised that newcomers need to submit their photographs and a little blurb for the OP page. Chantelle asked if that was also applicable for oldcomers, Devine advised yes. Kat advised she is Anealan, would she also be on Dragons Bay OP? Devine advised yes as she was playing with and an Officer of Dragons Bay.

Poster creation for libraries

Blackglove invites people to create a poster that is representative of SCA activities. The idea is to then adopt a library to put this poster up on their notice board, and swap with other people and libraries each month.

\$1000 perpetual deposit with Wandj Progress.

SCA Corporate does not approve of this practice.

Step ladder

Sorcha advised that step ladders rated above 180kg are proper ladders, so considering smaller ones which are rated to 150kg.

Recommend:

Dragons Bay Council supports Sorcha to make purchase of step ladder/s from Bunnings to a maximum of \$300.

Moved: Kat

Seconded: Andy of Dragons Bay

Largesse

Crown put a call out for cords for Awards, Sorcha is collecting these to post to Kingdom to post, and shall provide receipts to Council for reimbursement.

Dragons Bay cords and Anealan cords are also encouraged. Devine advised later the populace will be collating largesse for gifting to Crown when they visit. Gummi advised it is best to craft smaller items so that they are easy for Crown to transport in their luggage. Devine gave examples such as the needle holders Little Spoon crafted for Crown's visit for Rekrthing. Devine advised it is good practice to support local artisans like Little Spoon who can provide such largesse at reasonable prices with great skill.

Julia contributed two cords in Lochac colours to Sorcha during the meeting.

Chat group for archery

Andy advised this is no longer necessary.

Parents Chat

Devine asked Kat to organise this prior to next meeting so that we can focus more on children's activities. Julia is really excited for the kids program for her kids to get involved.

Website updates and policy updates

Ongoing.

Diversity Policy

Bethra is working on the policies and flowchart. Devine has seen the drafts. As this is a new office we are liaising with Kingdom to ensure we cover the breadth and scope required and echo Kingdom policies.

Thomas O Caerdyf left meeting: 1:10pm.

8. OFFICER REPORTS

ATTACHMENT	REPORT	NOTES
1.1	Reeve	Given via Facetime during meeting
1.2	Art & Sciences Minister	Not provided.
1.3	Knight Marshal	Not provided.
1.4	Herald	Given verbally.
1.5	Youth Officer	Given verbally.
1.6	Group Constable	Given verbally.
1.7	Chronicler	Report submitted.
1.8	Captain of Archers	Given verbally.
1.9	Chatelaine	Report submitted.
1.10	List Keeper	An update by Talwen as list keeper for St Valentine's Tournays was given verbally.
1.11	Chirurgion	Given verbally.
1.12	Web Minister	Report submitted.
1.13	Seneschal	Given verbally.

Devine advised we need Officer reports submitted to show the strength of the group and demonstrate that we are self managing. It shows we are working and achieving things, and showing strength as a group. Please make a concerted effort to put your reports in. Quick summaries of the previous month are all that is needed.

However, lack of reports is a failure is a mark against us. These reports are important for addressing incidences, which provides Devine a starting point to work from when she needs to follow up.

8.1 Webminister Budget

The Office of the Webminister requires a budget for the website to pay for the Cognito Forms. The free version of these forms have powerful but limited capabilities. The Pro forms expand these aspects to include:

- Use of tables
- 100GB of server space (independent of Lochac servers)
- Digital signatures
- Save & resume form filling feature

Refer to Attachment A for Cognito Forms Comparisons.

Cognito Forms Pro is charged at USD\$10 per month (currently AU\$15). Webminister has also been looking into the purchase of an iPad for the group for signing in for events with digital signature, and display of photographs during demonstrations. Funding via grants could assist with the purchase of these technologies for the group.

Recommend:

Dragons Bay Council supports the budget of \$100/quarter for the Office of the Webminister, with receipts sent to Reeve for reimbursement.

Moved: Sorcha
Second: Andy

Wendy left at 1:30pm

8.2 Fire Evacuation Plan

Robert Leffan advised that he is going to work out a fire plan for events with Talwen's assistance. Sorcha suggested looking at the City of Kwinana's fire plan for the facility as it is an emergency evacuation centre.

8.3 Public Gallery

Robert Leffan suggested a spectator space or public gallery for people who were accompanying participants. Devine advised that further consideration and investigation is needed for SCA insurance purposes.

Reeve via Facetime stated that even if someone is on site they may need to pay Wandi's ground fees.

Blackglove advised that they used to mark the edge of the site with bunting etc so that people who were beyond the 'site' were in public space that is not impacting on

the activities. In this way, SCA activities have demarcation from public space, which is vital especially for Wandj grounds as there are public accessing the site.

8.4 Reeve Report

Sarah of Dragons Bay was available via Facetime for this portion of the meeting. Sarah advised she had finished balancing Xero: \$9894. St Valentine's Tourney and Feast will be reconciled which should bring the total to \$9932.

Sarah advised that there were 3 people who had booked and paid for the St Valentine's Event, but did not attend. Sarah suggests Council consider adding to its booking policy a clause around criteria for refunding these amounts, as these people were catered for.

Devine reminded Council that it will cost Dragons Bay approximately \$10,000 to run Western Raids so to be mindful of spending despite the funds clearing. \$1000 has been set aside for the When in Rome event for the hiring of the pavilion in March 2021. Devine advised that fundraising may be required to maintain Dragons Bay's funds.

Sarah advised that the permanent pells are a donation to Dragons Bay with Blackglove not seeking reimbursement. Blackglove also sent \$1 to the Dragons Bay account as a test amount which has been noted as a donation.

Recommend:

Dragons Bay Council reimburses \$520.39 to Avalon of the Isle for the purchase of the Knowne World Handbook as per Attachment 'Receipts for Knowne World Handbook Purchases (Redacted)'.

Moved: Sorcha
Seconded: Andy

8.5 Herald

Blackglove advises that there has been several items worked on:

- Robert Leffan is working on his device
 - As is Brutus
 - Gummi submitted the populace badge and Little Spoon's name and device to Rocket Herald
 - Julia has considered names
 - Gummi is working on submitting a badge for Devine
 - Sorcha is considering a new device: blue mortar and pestle on a white background, a wave division for the crescent moons and 5-pointed star in chief
 - Gummi has submitted their Pursuivant Readiness Portfolio
-

A workshop is proposed for heralds to work with populace on drafting devices and names, and banner making before the Pages and Pageantry camp. Painting, sewing of canvas. Heralds can be available for this after archery training on Sunday afternoons.

Blackglove invites people to be book, outdoor and indoor voice heralds. Youth heralds are also encouraged.

Blackglove proposes the creation of baldrics and heraldic pouches for Youth messengers, with the youth proposing the designs. This way they can carry their equipment and keep their own tips when they do voice work and pass messages.

8.6 Chirurgeon

Sorcha advised of some injuries sustained by populace and attended to at the St Valentine's Tourney and Feast event, including a child falling off the stage. Blackglove advised, "Note to Youth Officer, for crowd-surfing, you need a crowd."

Injuries were:

- 1 x heavy fighter - left thumb laceration
- 1 x kitchen staff - superficial burn left fingers
- 1 x child - swelling on left upper cranium due to fall

Youth Chirurgeon position is available. There are age limits to abide by: Youth must be over the age of 8 to participate, with the head Youth Chirurgeon apprentice over 12, reporting to the group's Chirurgeon.

Blackglove offers to pay for baldrics and pouches for the Youth Chirurgeon's. He invites the youth to submit the concepts of pouches they wish to have and use. Sorcha will send through photographs to Kat to send on to the youth of what she was given from Rowany.

Sorcha advised she also requires Adult Deputy Chirurgeons, who can assist the role and also mentor and train Youth. Grumpy and Ian are potentials for these positions.

Sorcha has been pricing up how much it would cost to create a separate medical bag that would go to demo's. This kit would cost \$100 to create and would not have medication in it.

Recommend:

Dragons Bay Council supports an advance of \$150 to Sorcha for purchase of supplies for the demo bag medical kit, with receipts and balance provided to Reeve.

Moved: Andy

Seconded: Blackglove

8.7 Captain of Archers

Archery attendance has exploded. Andy has been absent for the last 3 training sessions, but things are going nicely along. The arrow making session has been postponed. Targets are in a state of disrepair. No injuries reported.

Julia asked about authorising as a TAM. Andy will run Julia of Dragons Bay and Sarah of Dragon Bay through the TAM process on 8th of March to authorise them. This day LARP will be on site, so people are encouraged to attend for site set up at 7:30am.

Andy will not be present next week due to attending IKAC but archery will still run.

8.8 Chatelaine

See Chatelaine Report - Attachment 1.3.

Talwen and Kat have advised they would like a copy of the Knowne World Handbook each. Kat made payment of \$52 during the meeting and purchased the copy from the Dragons Bay library, to be replaced with new stock from Avalon's shipment.

Devine notes Dragons Bay does not have enough garb for children.

8.9 List keeper

Talwen was list keeper at St Valentine's Feast and gave a report to Council:

Seven heavy combatants took to the field. Galen was the winner, with Konrad nominated as most chivalrous. Eight partook in rapier with Ջաւէն Ռոյաճեան (Zaven) as the winner and Sigmund nominated as most chivalrous.

8.10 Youth Officer

Youth officers shall be installed for each of the roles, with Kat facilitating and coordinating the youth.

Kat has spoken to Grim who cannot come over to Western Raids but will devise an online program to allow people to become authorised as Youth Combat Marshals. Kat will double check with Grim if we could get more people on the online course.

Kamara Skleraina has been authorised as Youth Marshal. She has the time available to attend Western Raids. Devine asked if Kat has priced up flights and event attendance as Council could consider sharing costs, for example subsidising some of the flights and/or attendance of Western Raids. Kamara can be billeted at Kat's place. Devine advised Dragons Bay is very keen for her attendance. As a Youth Combat Marshal she could organise the authorisations of 5 people.

Talwen advised that there is a Sports Travel Grant (via Bendigo Branch / City of Kwinana). Dragons Bay could put forward a case that children will be participating in sport. Devine asked Talwen to look into this for Dragons Bay to consider applying for the grant.

Kat will authorise as Armoured Marshal, and possibly become a Rapier Marshal, to facilitate her authorisation to Youth Combat Marshal.

Blackglove is also interested in being a Youth Combat Marshal.

Kat notes there is a Barony of Aneala Family Facebook page. She was going to speak with Pantero to consider changing the name to 'Western Shores' so that we include Dragons Bay as well. Kat is hoping that forum could be used for discussions.

Kat is concerned if there is a separate Dragons Bay group then there is the risk of people missing events if they are only showing up on one Facebook group.

Devine asked if Kat could become a moderator on this page as well. Kat shall enter into discussions with Pantero first about this.

Blackglove spoke that a 'Western Shores' group name would assist with the identity for people as it does not seem to dilute identity.

Devine suggests not to change the name of the page of Barony of Aneala as we are all under the auspices of Aneala, but to instead use a picture that identifies the message from Kat is coming from Dragons Bay Youth Officer.

9. GENERAL BUSINESS

9.1 Payment Processing

This item is raised by Avalon. Given the recent reminder from Deputy Exchequer, people are encouraged to make direct deposits to Dragons Bay's account.

Greetings Australian Reeves.

It has been brought to my attention that more than one group has unintentionally Co-mingling SCA and personal funds. For clarity here is the relevant section of the Financial Policy.

SCA Ltd Financial Policy Section G paragraph 12 states "12. There can be no co-mingling of the funds of any individual, household or other non-SCA group in an SCA Ltd bank account. Only funds belonging to the SCA Ltd may be deposited into SCA bank accounts. Likewise, funds belonging to the SCA may not be deposited into bank accounts outside of the control of SCA Ltd."

In plain English this means SCA money (cash) can't be kept by a member and then the same amount transferred to the SCA from the members bank account. SCA money (cash) needs to be banked directly to the SCA account. Money for an event should be banked within 3 business days. Other SCA money (for example fighter practice donations) needs to be banked by the end of the month. Money doesn't have to be banked by the Reeve. The Reeve can delegate the duty to another member.

If there are any questions please contact me.

*Yours in Service
THL Gunther Boese
Deputy Exchequer for Australia*

Square

Square does not charge annual or start up fees. The only charges are the company's processing rates listed below, which vary depending on whether a credit card is physically swiped or the card number is key-entered.

Square has a free Point of Sale app. The Square reader hardware is \$59 and accepts contactless credit cards, Apple Pay, Google Pay and chip credit cards. This has free shipping or could be brought from various stores. Square hardware is compatible with iOS and Android devices.

Square charges 1.9% per tap or insert for payments taken on Reader. For a \$3 ground fee this would incur a 6c deduction.

Square software:

[Dashboard >](#)

Free

[Reporting and Analytics >](#)

Free

[App Marketplace >](#)

Free to integrate

[Online Store >](#)

Starting at 2.2% per transaction

Such software integration would enable setting up a 'store' on the website to allow for people to purchase day rates for non-members, pay for ground fees etc and make payments immediately for booked events via the website. The higher rate would result in a charge of 6.6c per \$3 ground fee charge.

Square doesn't offer nonprofit discounts — their reasoning for this is that their transaction fee is competitively low to begin with.

It should be noted that SCA (Australia) Corporate advised:

Square have announced a change to the way they charge for their services, which will come into effect for us starting 1 January 2020. Per transaction fees are staying the same, but Square user fees will change.

Currently, Square charges us \$3 per user per month to give users access to the SCA's Square account (for Reeve-level access at least). Branches haven't been seeing these charges so far because they're all charged together to the Corporate account, and we haven't yet started passing that cost on to branches in part because the amounts are so low.

From 1 January, instead of charging us per user, they'll charge us \$35 per location per month, regardless of how many users we have. This would definitely be something that branches would need to cover for themselves straight away. Currently we expect that each quarter when branches are notified of their GST/Kingdom Levy/Event Insurance amounts, the amount owed for Square would be included at the same time (\$105/quarter) if your branch is using Square.

Obviously this has a big impact on the cost of using Square, so for any branches currently using Square or planning on using it in the future, your branch council will need to have a discussion and work out whether it wants to use it or not.

We've discussed with Square any flexibility they can offer on this, however unfortunately there isn't any. We will also price alternatives to Square so that we have a better idea of all the options available to us, but at this stage there are no plans to remove branch access to Square for branches that analyse the cost/benefit ratio and choose to continue with it.

Please email me at treasurer@sca.org.au with any feedback or decisions from your branch.

*Thanks,
Benjamin Smith
Corporate Treasurer, SCA Ltd.*

Stripe

Stripe offers a discounted processing fee for qualifying nonprofit organizations.

Stripe's custom charity pricing structure is only applicable for organizations accepting donations (e.g. not selling products or tickets), and by receiving these discounted rates, your organisation will be agreeing to primarily use your Stripe account for this purpose.

Charges are 1.75% + A\$0.30 for domestic cards.

Therefore a \$3 ground fee would incur a 35c charge.

Discussion was held around these two options, with Sorcha reminding Council that not everyone has access to internet banking. General consensus was that neither Square or Stripe payment methods could be absorbed by Dragons Bay or its participants, and so direct payments for training and events, or bank deposits by the Group Constable in accordance with the directive as issued by Gunther would suffice for the time being.

9.2 Dancing

This item is raised by Blackglove, who has sought expressions of interest for adding dancing to the suite of activities at Wandi on Sundays.

Baroness Elizabeth has previously indicated and recently reiterated on Facebook that she would be happy to come down to Dragon's Bay to teach dancing. It sounds like there might be some great opportunities for Chantelle and her to work together on this - if Elizabeth could be at Council, she would be 100% voicing her support and desire to be involved in this.

Chantelle is happy to teach youth in dancing and has spoken with Sarah of Dragons Bay in regards to teaching her home schooled children. Chantelle holds a WWC. Chantelle will liaise with Devine about potential Wednesday dancing classes for youth.

The Wednesday session program structured more toward schooling and will be:

- Building on knowledge
- Examine history
- Slower paced to accommodate this

Julia asked when the dancing will be organised. Chantelle advised she is liaising with the Baroness to organise a co-learning program.

Chantelle will also look at an adult session for Sunday which will be structured slightly differently from the Wednesday session.

Chantelle's youngest student is 18 months old so has no lower age bracket. To accommodate the learning style of children, links to videos would be provided so they can be added to the Dragons Bay website. A dancing tab and page will be created on the website.

Discussion was held around the legal guardianship for children participating, with appropriate paperwork to be filled out.

Devine asked if youth dancing in the form of a demonstration could be held at Western Raids at the Victory Feast so that the youth can showcase what they have been learning during the term.

In regards to maypole dancing, Devine and Kat would like to see this implemented at events. Chantelle is happy to investigate how this can be incorporated into the Western Raids program. Sorcha advised they had once used the flagpole as a maypole.

Chantelle has been looking at sound systems. Council shall ask Manny if he has a CD Player he can provide for use in classes. Newer portable systems generally allow for the docking of phones. For example, Talwen has a CD player which also has a USB port, radio etc. Talwen advised that the provision of a cd player for the group that has a radio will ensure the group has a radio available for their fire emergency plan.

Chantelle currently has a cd of 15th Century Italy songs and will be sourcing more music.

9.3 Archery Workshop

This item is raised by Andy who seeks a date to hold an archery workshop at Wandi for arrow and string making and target refreshing.

It was discussed that this workshop would be held on 15 March 2020. It is noted that a tourney may be held by Aneala on this date.

Sorcha asked if there was still an unwritten rule for each group to support each other and attend their events. Devine advised that this has evolved so that each group is now dedicated to support one event per year, with Aneala supporting Dragons Bay when it goes to Naragebup Festival (pending finalisation of terms with Rockingham Regional Environmental Centre) and Dragons Bay populace encouraged to attend the Hyde Park demo that Aneala are running.

9.4 Archery Grounds

This item is raised by Andy and Talwen whom have approached DARE Adventure regarding the possibility of camping at Dwellingup Lane Poole Reserve especially if we struggle to get bookings at Wandi for Easter, which Talwen mentioned at Al Thing.

The site has an archery field among other things but it's also a campsite; as such fees are cheap and they have upgraded the facilities to accommodate wheelchair/better disabled access.

It is situated 60min from Wandi and in Dragons Bay's home land, offering a wide range of activities (dogs are allowed on site as well).

Talwen has begun making some enquiries but before responding further Talwen felt it best to get the correct information especially from the Captain of the Archers.

Andy has advised that the performance of archery could incur a cost if they stipulate that an employee of the grounds would be necessary to attend any archery performed. Thus confirming this is vital.

Andy will call DARE Adventures and organise a day for himself, Talwen, Chirurgeon and Group Constable to do a site visit and see if this site will be suitable. Group Constable is required to attend this site.

9.5 Arts and Sciences Officer

Arts and Sciences Officer position was advertised, with three applicants going to commentary. Commentary closed on 9 February 2020. Kingdom Arts and Sciences Officer is currently considering the decision pending mundane life.

9.6 Quorum

This item is raised by Blackglove who has suggested that a policy be put in place that sets out the criteria for quorum. Discussion was held around the minimum number of Officers required to form a quorum.

Recommend:

Dragons Bay Council supports the creation of a policy to be added to the Policy Manual to set out the criteria required for a Council to have a Quorum, consisting of:

- **Three Officers (including one Warranted Officer)**
- **2 populace members**

With the Warranted Officers defined as those which the group requires to run, ie.:

- **Seneschal**
- **Reeve**
- **Arts and Sciences Officer**
- **Herald**
- **Group Constable**

Moved: Sorcha

Seconded: Kat

9.7 Fridge

This item is raised by Blackglove, proposing for a fridge to be added to the storage area for provision of cold drinks, popsicles for summer training etc. Blackglove caveats that while the fridge can be second-hand, it must be in good condition. Talwen offered to look for reasonably priced second-hand fridges for sale within the Honeywell area. Chantelle offers a fridge that her and Lysander have.

Recommend:

Dragons Bay Council supports purchase of a fridge for use in the Dragons Bay storage area.

Moved: Sorcha

Seconded: Kat

10. EVENTS IN PREVIOUS MONTHS

<i>Event Title</i>	<i>Date</i>	<i>Constable Report Received</i>	<i>Steward Report to Seneschal</i>	<i>Chirurgeon Report to Seneschal</i>	<i>List Keeper Report to Seneschal</i>	<i>Herald Report to Seneschal</i>
Midsummer (Aneala)	11/1/20	N/A	N/A	N/A	N/A	N/A
Dragons Bay AI Thing	19/1/20	✓	N/A	N/A	N/A	N/A
Honey Butter-Off	8/2/20	☒	☒	N/A	N/A	N/A
St Valentine's Tourney & Feast	15/2/20	☒	☒	☒	☒	☒

11. UPCOMING EVENTS

<i>Event name</i>	<i>Steward</i>	<i>Event Team</i>	<i>Budget</i>	<i>Proposal to Council - Vision Statement</i>	<i>Seneschal approval</i>	<i>Advertising</i>
<i>Pages & Pageantry</i>	Blackglove	TBA	No	Yes	No	FB & website pages made
<i>Western Raids 2020</i>	Devine	Galen, Lokki	TBA	TBA	Yes	TBA
<i>DBOO Part 2</i>	Devine	TBA	TBA	-	-	None
<i>Dragons Games Day</i>	Bethra Sub-Steward: Brutus	TBA	No	No	No	None
<i>Champion of the Bow</i>	Nathan	TBA	TBA	TBA	No	None
<i>When in Rome</i>	Slaine	TBA	Yes	Yes	No	None

Western Raids 2021	Gummi & Blackglove	TBA	Yes	Yes	Yes	None
-----------------------	-----------------------	-----	-----	-----	-----	------

12. CALENDAR OF EVENTS

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

2020

Event Title	Date	Host Group
IKAC	23 February	Aneala
O Day UWA	21 February	St Basil's
Hyde Park Demo	1-2 March	Aneala
Baronial Tourney	15 March	Aneala
Pages and Pageantry	20-22 March	Dragons Bay
College Newcomers Feast	28 March	St Basil's
*Wandi Neighbourhood Day Demo	29 March	Dragons Bay
Western Raids	29 May - 1 June	Dragons Bay
Midwinter Feast	11 July	Aneala
Baroness' Fighter Auction	2 August	Aneala
*Balingup Medieval Fayre	22-23 August	Dragons Bay
*DBOO Part 2	13 September	Dragons Bay
Anealan Championship	25-28 September	Aneala
*Highland Gathering	4 October	Dragons Bay
RREC Naragebup Festival	October	Dragons Bay
*Champion of the Bow	24-25 October	Dragons Bay
Have a Go Day	11 November	Aneala
Toys for Tots	29 November	Aneala
*Dragons Games Day	December	Dragons Bay

*Yule Feast	December	Dragons Bay
-------------	----------	-------------

2021

Roman Immersive Experience (Dum in Urbe)	March	Dragons Bay
Western Raids	June	Dragons Bay
*A Knight to Remember	TBA	Dragons Bay

2022

Coronation	TBA	Aneala
------------	-----	--------

13. NEXT MEETING

Next Council meeting 15 March 2020 to be held at Wandu Clubrooms at 12pm.

14. MEETING CLOSED

Meeting declared closed by Chair at 3:35pm.

CANTON OF DRAGON'S BAY COUNCIL SUMMARY OF ATTACHMENTS JUNE 2019		
ATT.	SUBJECT	PAGE
1.1	Report for Reeve	26
1.2	Report for Chronicler	27
1.3	Report for Chatelaine	28
	Receipts for Knowne World Handbook Purchases (Redacted)	29
1.4	Report for Chirurgion	30
1.5	Report for Web Minister	31
1.6	Report for Seneschal	32
1.7	Completed Actionable Items	33
1.8	Seneschal Correspondence	35
A	Cognito Forms Comparison	41
B	Proposal for Pages and Pageantry	44

Report for Reeve



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

WESTPAC ACCOUNT			
Opening bank balance 1st January 2020			\$3,127.74
	Expenses	Income	
Reimbursement - Karen - Kids Bows	\$ 199.75		
Training		\$ 470.00	
Champion Of The Bow Takings		\$ 170.00	
Wandi Progress Association - Rent Storage	\$ 400.00		
Wandi Progress Association - Pavilion Hire	\$ 80.00		
Wandi Progress Association - December Ground Use	\$ 82.00		
Valentine Payments		\$ 60.00	
Interest Paid		\$ 0.26	
Closing bank balance 31 st January 2020			\$3,066.25

Xero & Dropbox:

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

Hire of grounds and utilities:

Ground use for December \$82.00 paid 16th January 2020.

Ground use for January \$142.00 has been paid 10th February 2020.

Other:

Abertwder funds of \$1649.00 & \$5000.00 = \$6649.00 deposited on the 13th February 2020

The balance of the account on the 16th of February 2020 is \$9932.25

In service, Sarah

Attachment 1.2

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>Items published by office</p>	<p>Quarterly Newsletter (Dragon Taeles) Monthly newsletter Upcoming Events flyer</p>
<p>Issues published since last report</p>	<p>Summer Edition - 24 January 2020</p>

Summer edition of the Dragon Taeles newsletter was released on 24 January 2020, distributed via PDF linked to the website. Notification of this release was via Dragons Bay Facebook page and Populace.

Monthly newsletters are being sent out at the start of each month (via MailChimp), giving updates to those who have signed up for the newsletter and are members of the DragonsBay emailing list.

This is a short, quick snippet that allows for quick dissemination of information without needing to wait for the large quarterly production.

Flyer was created for St Valentine's Tourney & Feast.

In service,
Nobilis Gumuuinus de Eggafridicapella

Attachment 1.3

Report for Chatelaine

Chatelaine



Lady Avalon of the Isle
chatelaine@dragonsbay.lochac.sca.org
SCA Membership No. 84175
Office term commenced: 25 July 2019
End of tenure: 25 July 2021

Great News to start the year off with. The Known World Handbooks have come in. Also, the US Board very kindly gave us a \$113 USD reimbursement on shipping. Five books will be available on loan from the DB Library and 5 are available to on-sell at cost price, including shipping, which comes out to \$52 per book. Julia Macpherson and Lady Devine have already shown interest in buying a copy. I will still be reaching out to Kingdom to ask if they would like to pursue a more viable way of obtaining Known World Handbooks from the publishers to enable the populace of Lochac to enjoy them at a more manageable cost. Attached are the receipts, refunds and bank screen shot to help with reimbursement as it looks a little finicky with exchange rates.

As discussed at the Allthing in January, I started our inaugural Group Workshop day on the first training of the month for February. There were a handful of participants in the club rooms working on various projects. I will be advertising and encouraging the populace to help with the chair covers for the next one as I have now finally worked out the pattern which will suit the chairs for the Wand Hall.

For the upcoming Valentine's Feast, for which I am out of town, I have asked my Deputy Runa Aoife Solvej Sigfrid to help with delivering loaner garb. She kindly agreed even though she herself is not attending. She also offered to wash the items beforehand as they had gotten a bit dusty in the shed. Thank you very much Runa!

In other news, Julia is interested in being a garb management deputy, so I will be tapping her during and after the Big Shed Busy Bee to help work out garb storage solutions and recap what was discussed regarding loaning normal garb and the really nice garb that might garner a deposit.

YiS

~Lady Avalon of the Isle

Receipts for Knowne World Handbook Purchases (Redacted)

Subject: ORDER CONFIRMATION #00003419

From: store@sca.org

To: [REDACTED]

Mon, 13 Jan 2020 20:33:13 -0600



The Society for Creative Anachronism
PO Box 360789
Milpitas, CA 95036-0789

1/13/2020 8:33:12 PM

ORDER CONFIRMATION

Bill to:		Ship to:	
Name: AVALON [REDACTED]	Name: AVALON [REDACTED]	Phone: +6148 [REDACTED]	Phone: +6148 [REDACTED]
email: [REDACTED]	email: [REDACTED]	Address: [REDACTED]	Address: [REDACTED]
Order#: 3419	Order Date: 01/13/20	Sale ID: 88895	Payment Method: Master

Customer #: 250496

Name: AVALON [REDACTED]

Item#	Item Name	Unit Price	Quantity	Item Total
SCA01	Known World Handbook	\$23.00	10	\$230.00
Sub Total:				\$230.00
Shipping & Handling: Code 6				\$230.00
TOTAL:				\$460.00

Merchant: SOCIETY FOR CREATIVE ANACHRONISM

1759 S. MAIN ST, STE 108
MILPITAS, CA 95035
US (408) 263-9305

Order Information

Description: Refund Partial Postage Cost
Order Number: [REDACTED] P.O. Number: 3419
Customer ID: 00250496 Invoice Number: 3419

Billing Information

[REDACTED] AVALON

Shipping Information

Shipping: 0.00
Tax: 0.00
Total: USD (113.00)

Payment Information

Date/Time: 14-Jan-2020 10:13:01 CST
Transaction ID: 62132545656
Reference Transaction ID: 41784014369
Transaction Type: Refund
Transaction Status: Refund/Pending Settlement
Authorization Code:
Payment Method: MasterCard XXXX6929

Account Nickname

Current Balance

Available Balance

DATE	NARRATIVE	CHEQUE NO.	DEBIT CREDIT I
16/01/2020	SOCIETY FOR CREATI 8007897486 CA USA		\$167.62
16/01/2020	FEES INCLUDED IN TRAN USD113.00 FOREIGN TRANSACTION FEE A\$3.53		\$0.00
15/01/2020	SOCIETY FOR CREATI 8007897486 CA USA		-\$688.01
15/01/2020	FEES INCLUDED IN TRAN USD460.00 FOREIGN TRANSACTION FEE A\$19.71		\$0.00

\$520.39 to be reimbursed to Avalon.

Attachment 1.4

Report for Chirurgeon

Normal Sunday DB day

1 x adult SCA needle stick injury whilst sewing

1 x child fell over on playground

15 Feb Valentines event

1 x heavy fighter - left thumb laceration

1 x kitchen staff - superficial burn left fingers

1 x child - swelling on left upper cranium due to fall.

Yours in Service and Health

Honorable Lady Sorcha inghean Ui Bhradigain

Attachment 1.5

Report for Web Minister

Web Minister



Gumuuinus de Eggafridicapella
Gumuuinus@gmail.com
SCA Membership No. 84826 (Expires 30 April 2020)
Office term commenced: 26 May 2019

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

- Minutes - uploaded as required
- Dragon Folk - Robert Leffan of York added
- Forms - Added Cook's Guild Submission form to this list
- Award Recommendations - explanatory links added as discussed

New page creations:

- Dragon Folk - new table to be created

Pages in progress:

- Pages and Pageantry booking page
 - Awaiting break-down of costs for booking form
- Library
 - Runa and Avalon have sent through photographs of books
- Newcomers Pack - received hard copy from Chatelaine
- Order of Precedence updates from Crown visit and Baronial court
 - Herald advises we are pending a copy of the Court Award form

In service,
Nobilis Gumuuinus 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>30 January 2020</p>
<p>Last report to Council</p>	<p>15 December 2019</p>

We welcome our new Group Constable - Robert Leffan of York. He has been acting Constable for a couple of months and doing a stellar job, and his position was unopposed. The Arts and Sciences Officer position is currently pending a decision from Kingdom Arts and Sciences Officer. Quartermaster position is currently in commentary, seeking feedback from the populace on Kane Greymane and Andy of Dragons Bay.

The holiday program of archery has been a great success with many turning out, with not one day of less than 6 people attending. This program will be a permanent fixture at the moment, to be reviewed at the end of March 2020.

We now have heavy training starting up on Sunday - we have a lot of 'shadow warriors' who are doing training out of armour. I encourage everyone to join in - it's a great form of exercise and comradery. Thank you Lord Robert and Lord Lokki, Blackglove and Sir Greymane and Lord Sigmund for getting in armour and training everybody with their knowledge and skills.

Last night's St Valentine's Tourney and Feast was a great success. It was attended by 44 members, 10 non-members, 12 minor members and 1 minor non-member. This was a really good turnout, the food was amazing and there was lots of dancing and merriment, and alternate fighting in the hall.



YIS
Lady Devine Winter

Attachment 1.7 - Completed Actionable Items

ACTION	BY	STATUS	ITEM	MEETING
Rapier training - collation of poll outcomes	Gummi	Complete - Item 6.1 October 2019	8.21	21/07/19
Standardised report template sent to Officers	Gummi	Complete - October 2019	8.1	15/9/19
Bunnings Sausage Sizzle	Council	Complete - October 2019	9.9	15/9/19
Approach Bunnings for fundraising - Letters	Devine Winter	Complete - October 2019	8.5	18/08/19
Storage facilities payment	Sarah	Ongoing	6.1	21/07/19
Business cards and flyers - To be added to Demo Box	Gummi & Galen	Complete November 2019	6.7	18/08/19
Storage facilities payment - Invoice for Abertridwr storage facility received from Galen - Devine will email Deb the details regarding Reeve so Deb can send the invoice through to Reeve for payment	Sarah	Complete	6.1	21/07/19
Business cards and flyers - To be added to Demo Box	Galen	Complete	6.7	18/08/19
Dates for A&S added to Calendar	Skjaldadís to Gummi	Complete - All Thing 2020	8.1	15/9/19
Ordering of Knowne World Handbooks	Avalon	Complete	5.2	10/11/19
Submission of Badges - Badge submission	Blackglove & Gummi	Complete	A1.4	10/11/19
Addition of explanatory links to Award Recommendation page	Gummi	Complete	6.3	15/12/19

Purchase of Children's Bows	Andy, Gummi	Complete	8.8	15/12/19
Permanent Pell Installation	Blackglove	Complete	8.13	15/12/19
Second set of keys from WPA	Devine	Complete	6.1	15/12/19

Attachment 1.8

Seneschal Correspondence



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

Date	Subject
16/12/19 - 6/1/20	13 x Postcode Petition
17/12/19	Naragebup Festival 2019
17/12/19	Lokki Rekr - June long weekend event name suggestion
18/12/19	Confirmation of purchase of children's bows - Apex Hunting Order Receipt
21/12/19	Award Recommendation
24/12/19	Award Suggestion: [redacted] - Order of the Herald's Tressure
24/12/19	Re: No communication from Seneschal of Aneala
24/12/19	Proposed 2020 Calendar
27/12/19	Officer Survey Form
2 & 27/1/20	2 x RE: Booking of Wandi Hall and Grounds for WA Day weekends
2/1/20	FW: Invoices and second set of keys request
7/1/20	Resignation Constable Dragons Bay
7/1/20	Application for Fighter Auction Tourney Funds
7-8/1/20	3 x Re: Resignation of Dragons Bay Arts and Sciences Officer
12/1/20	Application for constable of Dragon's Bay
14/1/20	Re: Payment owing to Dragons Bay
14/1/20	Quarterly Report - Captain of Archers (Jan 2020)

14/1/20	FW: DB Constable's report. for 14/12/19
14-17/1/20	3 x RE: [Lochac_reeves] Extension
14/1/20	Re: Meeting 28 December 2019 @ Dome Cafe @ 9:48am
14-16/1/20	3 x June Long Weekend
14/1/20	Closing Abertridwr Inventory
14/1/20	Dragons Bay Quarterly Report - 2020
15/1/20	DB Chatelaine Quarterly Report Jan 15 2020
15/1/20	Dragons Bay - Upline Report
15/1/20	Dragons Bay Quarterly List Keepers Report
15/1/20	DB Knight Marshal Report 15 Jan 20
15/1/20	Jan2020 Report (covering December 2019)
15/1/20	Doomsday Report & Q4
16/1/20	Q4 report Submitted!!!!!!!
16/1/20	Re: Doomsday Report & Q4
16/1/20	2 x Award Recommendation
16/1/20	FW: Reeves Domesday Report
17/1/20	Officer's Report: Deputy Seneschal responsible for Diversity & Inclusivity
18/1/20	RE: Incident Report - 12 January 2020 - Wandri Grounds - Dragons Bay
19/1/20	Games day report
20/1/20	Quartermaster
22/1/20	2 x Fwd: Dragons Bay A&S Officer
22-24/1/20 & 10/2/20	3 x Fwd: Thanks for your enquiry with Dare Adventures
23/1/20	RE: Petition data
23/1/20	Holiday Program Attendance Graph

24/1/20	Quarterly A&S report
24/1/20	Heralds Report Dragons Bay
24/1/20	2 x Dragons Bay postcodes and postcode requests
26/1/20	Agenda Item for February Council
27/1/20	Commentary on A&S Officer applicants
27 & 29/1/20	4 x RE: Booking Wandi Hall & Grounds - Easter Weekend 2020
27 & 29/1/20	2 x RE: Booking of Wandi Grounds and Hall - March 2021
27/1/20	DRAGONS BAY QUARTERMASTER POSITION
27/1/20	Youth report
27/1/20	3 x A&S Officer commentary
28 & 29/1/20	RE: [redacted]- Commentary on Baronial Seneschal Candidates
28/1/20	RE: Postcodes
28/1/20	Offer of service
28/1/20	Re: Fwd: Invitation to Their Majesties to attend June 2020 Long Weekend Event
28/1/20	Re: Award Recommendation
30/1/20	Re: [Fwd: Application for constable of Dragon's Bay
30/1/20	Report from the Canton of Dragons Bay
4/2/20	Postcode Poll
5/2/20	Fwd: Re: Postcodes (Aneala)
5/2/20	Award Recommendation
6/2/20	Re: Postcode poll
9/2/20	Agenda item for feb 16th council
11/2/20	Council Apologies
11/2/20	Chatelaine's Report
14/2/20	Award Recommendation

16/2/20	Award Recommendation
16/2/20	Constable report
16/2/20	FW: Quartermaster
16/2/20	February 2020 Report
17/2/20	Re: Report from the Canton of Dragons Bay
17/2/20	archery email

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

Date	Subject
18/12/20 & 2/1/20	2 x Invoices and second set of keys request
21/12/19	Booking of Wandí Hall and Grounds for WA Day weekends
21/12/19	Expression of Interest - Seneschal of Aneala
21/12/19	Agenda Item for December 2019 Aneala Council - Postcodes
22/12/19	Please call urgently
23/12/19	No communication from [redacted]
26/12/19	Urgent response required
31/12/19	Group Progression for (Canton of) Dragon's Bay
5/1/20	Dispersal of Abertridwr Funds
5/1/20	Invitation to Their Majesties to attend June 2020 Long Weekend Event
7/1/20	Resignation of Dragons Bay Arts and Sciences Officer
13/1/20	Incident Report - [redacted] – 12 January 2020 – Wandí Grounds - Dragons Bay
13/1/20	Incident-DB-Archery-Training-and-Sewing-Sessions-12-January-2020.docx
13/1/20	Meeting 28 December 2019 @ Dome Cafe @ 9:48am

14/1/20	DB Inventory list as at 1 Jan 2019
14/1/20	Event Report for Highland Gathering 2019
14/1/20	Event Reports x 3
14/1/20	Fwd: DBOO paper work etc
14/1/20	DBOO Event report
14/1/20	A&S Officer - end of tenure and quarterly report
15/1/20	Closing Abertridwr Inventory
16/1/20	2 x Re: June Long Weekend
16/1/20	Booking of Wandi Hall and Grounds for Easter Weekends
16/1/20	PDF Copy of Abertridwr Asset Register
17/1/20	Agenda Item for January 2020 Aneala Council - Postcodes
21/1/20	Postcodes Map
21/1/20	RE: Incident Report - [redacted] - 12 January 2020 - Wandi Grounds - Dragons Bay
22/1/20	Booking of Wandi Grounds and Hall - March 2021
22/1/20	Deposit required - [Fwd: FW: Booking of Wandi Hall and Grounds for WA Day weekends]
22/1/20	Postcode Petitions - Individual Letters
22/1/20	Petition data
27/1/20	2 x Booking Wandi Hall & Grounds - Easter Weekend 2020
27/1/20	Booking of Wandi Hall and Grounds for WA Day weekends
27/1/20	[Fwd: Application for constable of Dragon's Bay]
27/1/20	RE: Incident Report - [redacted] - 12 January 2020 - Wandi Grounds - Dragons Bay
28/1/20	[redacted] - Commentary on Baronial Seneschal Candidates
28/1/20	RE: Booking of Wandi Grounds and Hall - March 2021
28/1/20	Quarterly report

29/1/20	Fwd: Reeves Quarterly Reporting
30/1/20	Ex-Abertridwr Postcodes
31/1/20	Commentary on A&S applicants
5/2/20	[Fwd: Re: Postcodes (Aneala)]
5/2/20	LARP booking 9 Feb 2020 potential conflict with SCA activities
6/2/20	Re: Postcode poll
18/2/20	Email address

Attachment A - Comparison of Cognito Forms

From: cognitoforms.com

<p>Individual</p> <p>Free!</p> <p>USERS 1 </p> <p>FORMS Unlimited</p> <p>ENTRIES 500 / mo.</p> <p>PAYMENT Yes </p> <p>STORAGE 100 MB</p>	<p>Pro</p> <p>\$10 monthly</p> <p>USERS 2 </p> <p>FORMS Unlimited</p> <p>ENTRIES 2,000 / mo.</p> <p>PAYMENT Yes </p> <p>STORAGE 1 GB</p>	<p>Team</p> <p>\$24 monthly</p> <p>USERS 5 </p> <p>FORMS Unlimited</p> <p>ENTRIES 10,000 / mo.</p> <p>PAYMENT Yes </p> <p>STORAGE 10 GB</p>	<p>Enterprise</p> <p>\$99 monthly</p> <p>USERS 50 </p> <p>FORMS Unlimited</p> <p>ENTRIES Unlimited</p> <p>PAYMENT Yes </p> <p>STORAGE 100 GB</p>
--	--	---	--

Feature Comparison				
	Individual	Pro	Team	Enterprise
Additional Users	✘	\$2/user/month	\$2/user/month	\$2/user/month
Custom Document Templates	✘	\$4/template/month	\$4/template/month	10 templates free + \$4/template/month

FORM BUILDING				
Calculations	✓	✓	✓	✓
Conditional Logic	✓	✓	✓	✓
Multi-Page Forms	✓	✓	✓	✓
Quantity Limits	✓	✓	✓	✓
Rating Scales	✓	✓	✓	✓
Repeating Sections	✓	✓	✓	✓
Spam Prevention	✓	✓	✓	✓
File Uploads	✓	✓	✓	✓
Form Confirmations	✓	✓	✓	✓
Template Sharing	✓	✓	✓	✓
Electronic Signatures	✗	✓	✓	✓
Save & Resume	✗	✓	✓	✓
Table Field	✗	✓	✓	✓
Form Folders	✗	✓	✓	✓
Removable Cognito Forms Branding	✗	✓	✓	✓
Lookup Field	✗	✗	✓	✓

ENTRY/SUBMISSION MANAGEMENT				
Data Exporting	✓	✓	✓	✓
Data Importing	✗	✓	✓	✓
Entry Sharing	✗	✓	✓	✓
Resend Email Notifications	✗	✓	✓	✓
Saved Entry Views	✗	✓	✓	✓
SECURITY & COMPLIANCE				
Data Encryption	✗	✗	✓	✓
Folder Permissions	✗	✗	✗	✓
HIPAA Compliance	✗	✗	✗	✓
NOTIFICATIONS & INTEGRATIONS				
Email Notifications	✓	✓	✓	✓
Integrations	✓	✓	✓	✓
Email Attachments	✗	✓	✓	✓
Analytics & Tracking	✗	✓	✓	✓
Multiple Email Notifications	✗	✓	✓	✓
PAYMENT				
Stripe Payments	✓	✓	✓	✓
Card on File	✗	✗	✓	✓
PayPal Payments	✗	✗	✓	✓
Square Payments	✗	✗	✓	✓

Proposal Pages & Pageantry

Option to set up on Friday night. Break even is based on 30 adults. The emphasis of this event is on pageantry. Think of high romance and high pageantry. Put your device on shields, banners, tabards. Paint Norek, or paint a symbol important to you. It doesn't necessarily have to be registered.

Instead of just entering a competition, you are being presented with your consort. Your consort would escort you to the line, or into the ring. Wreath and tassels will be presented. Youth aspects will be available for every discipline as well.

Kane is sub-stewarding the Heraldic Melee.

Proposed event schedule is available.

Costing:

Adult member for the whole weekend: \$50. Tavern traveller feast.

Friday night is an option for camping.

Member minor: 12-17: \$30

6-11: \$15

U6: free

Non-member= +\$10; +\$5.

No cash advance from Council is needed.

Support potluck foods and people bringing food for themselves so not to rely on catered lunches.

Saturday lunch: Cooks Guild.

Soup kitchen: Friday night.

Saturday evening Travelers feast.

Sunday morning: Catered breakfast.

Potluck lunch Sunday.

Bump out: 3:30pm Sunday.

Hire of Hall: \$220/day for the whole site. Booked. Fees should cover these costs.

Wandi Pavilion toilets will be available for use.

Talwen can billet if people require.
