



UNCONFIRMED MINUTES

OF THE **CANTON OF DRAGON'S BAY COUNCIL** HELD VIA **DISCORD** #dragons-bay-text and #dragons-bay-voice ON **SUNDAY, 17 MAY 2020** COMMENCING AT **12:15PM** AWST.

<i>Name - Officer Position</i>	<i>Attend</i>	<i>Apology</i>	<i>DNA</i>
Devine Winter - Seneschal (Chair)	✓		
Avalon of the Isle - Chatelaine			✓
Bethra de la Sentiero - Deputy Seneschal of Inclusivity and Diversity			✓
Talwen - Deputy Seneschal of Fire and Emergency Planning			✓
Sarah of Dragons Bay - Reeve			✓
Blackglove - Herald			✓
Galen Wulfric - Knight Marshal			✓
Little Spoon - Arts & Sciences Officer	✓		
Gumuinus de Eggafridicapella - Communications Officer	✓		
Andy of Dragons Bay - Captain of Archers	✓		
Sláine inghean Uí Ruadháin - List Keeper & Deputy Reeve			✓
Sorcha ingean Uí Bhradagáin - Chirurgeon		✓	
Kat of Vargahold- Youth Officer			✓
Robert Leffan of Yorke - Group Constable	✓		
Quartermaster - Kane Greymane			✓

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

IN ATTENDANCE:

Elizabeth Rowe
Agostino Tamburini
Konrad Hildebrandt

APOLOGIES:

Sorcha ingean Uí Bhradagáin

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

CORRECTION:

Page 1: Heading states the meeting was held on 15 March 2020. To read "19 April 2020".

CANTON OF DRAGON'S BAY
UNCONFIRMED MINUTES

1

19 APRIL 2020

The Canton of
Dragon's Bay 

UNCONFIRMED MINUTES

OF THE CANTON OF DRAGON'S BAY COUNCIL HELD VIA DISCORD #dragons-bay-text
and #dragons-bay-voice ON SUNDAY, 15 MARCH 2020 COMMENCING AT 12PM AWST.

Recommend:

**Minutes of the Canton of Dragon's Bay Council Meeting held on 19 April 2020
be confirmed subject to the above corrections.**

Moved: Andy
Seconded: Devine

4. OFFICIAL STATEMENTS

4.1 Baron & Baroness of Aneala

Another month, yet still no events. We hope everyone is staying safe and well and enjoying all the various online activities available at the moment. This month we have enjoyed releasing our silly short film, learning about some Tudor stuff at the “Field of the Cloth of Gold” online event, having a chat on Discord with the lovely Populace of Aneala, attending dance classes via Zoom and attending training in the Discord as well.

The restrictions here in WA have lightened somewhat. However, we cannot yet get back to “doing our thing” until we get the go-ahead from Kingdom/the BoD. This month we want to remind you that the Seneschals of our SCA groups do an awful lot of work behind the scenes. Please be kind and gentle to our local Seneschals while we wait for news from on high.

4.2 Seneschal of Aneala

Konrad advised he was in agreement with the Baroness and says thank you to the people doing the work for us. Thank you to the rest of the Councils and people on them for the work they do, given it’s hard to do things right now. The only criticism I have is that there are a lot of Anealan Council people who aren't getting reports from their downlines, so it’s a bit hard for them to do their reports for me and up to Kingdom.

4.3 Seneschal of Dragons Bay

Seneschals of Lochac are now meeting once every month over Discord and keeping in touch over several forums. Please let me know if there are any concerns so I may take them to the Seneschals.

There has been significant discussion regarding resumption of activities across the kingdom. In consultation with the Crown, SCA Ltd, SCANZ, Seneschals and the B&Bs, the following decision has been made:

- In Australia there are no in person SCA sponsored events, activities or meetings for the next 4 weeks [until 12 June].

Towards the end of the period this decision will be reassessed in line with Federal and State government restrictions, as well as health directives and insurance concerns.

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 is the Chair of the Steering Committee.

Committee has met:

- 25 January 2020
- 5 March 2020
- 2 May 2020

The Western Raids Committee met to discuss the impact of Western Raids being cancelled this year (2020) and a plan moving forward. The Western Raids Committee will be proposing to the Council of Dragon's Bay at their Sunday meeting, that they cancel the currently scheduled event for the 2021 June Long Weekend – which was established as a placeholder event to ensure the site booking anyway – and instead approve the exact same event (Western Raids) which was intended to run in 2020, with no other changes to the planned event.

Devine asked for feedback from the Dragons Bay Council Officers present. Andy agrees with the sentiment for this year's event to move to next year. Robert was good with it and Little Spoon was okay with the proposal as well.

Devine advised that Dragons Bay will commit to running Western Raids in 2021 and take direction from Western Raids Committee.

Elizabeth voiced thanks to Dragons Bay Council, as she is sure the Western Raids Committee will be very happy the proposal was accepted.

6. BUSINESS ARISING FROM MINUTES

6.1 No business arising from previous meeting.

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 	Gummi - pending paper from Branwen	Ongoing	8.18	21/07/19
Organisation of signatories <ul style="list-style-type: none"> - Devine's addition to cosign: outstanding 	Sarah/Devine	Ongoing	6.2	18/08/19
Newcomer packs for Website <ul style="list-style-type: none"> - Linked Newcomer Page to menu - Hard copies to be digitised 	Gummi	Ongoing	8.4	18/08/19
Updating Order of Precedence <ul style="list-style-type: none"> - Awaiting copy of form 	Blackglove	Ongoing	8.6	18/08/19
Assets to be marked SCA Ltd <ul style="list-style-type: none"> - Wood burner and Dremel available 	Council	On hold	5.1	21/7/19
Asset Register to be digitised	Gummi	On hold	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	On hold	9.1	15/9/19
Draft policy of Regalia Committee for Council consideration <ul style="list-style-type: none"> - Policy drafted. 	A&S Officer	Tabled	9.1(2)	15/9/19
Regalia for Dragons Bay Champions <ul style="list-style-type: none"> - Policy drafted. 	A&S Officer	Tabled	9.4	15/9/19
Period Toybox <ul style="list-style-type: none"> - Proposed to Aneala 	A&S Officer	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 to Robert Leffan, Little Spoon and Kane Greymane	All Officers	Ongoing	9.4	10/11/19
Poster creation for libraries	Blackglove	Ongoing	9.5	10/11/19
Step-ladder	Sorcha	Ongoing	8.5	15/12/19
Largesse	All -> Sorcha	Ongoing	8.6	15/12/19
Officer report template	Gummi	Complete	7.1	15/12/19
FB Group chat for Parents	Kat of Vargahold	Ongoing	7.2	15/12/19
Inclusivity Workflow	Bethra	Ongoing	10.6	19/1/20
Post Office Box at Kwinana	Devine	Ongoing	11.11	19/1/20
Letter to Richard via scribal scroll	Devine	Ongoing	6.1	19/4/20

7.1 *Actionable Items*

Scribal Items

Mistress Branwen has received the order of parchment paper. There is no cost as the paper shall be used for scrolls for the populace of Dragons Bay. Gummi has liaised with Branwen on how best to collect this and is awaiting further advice.

Officer Report Template

Now complete. See Item 9.2 of this meeting.

8. OFFICER REPORTS

Reports

REPORT	NOTES
Reeve	Technical issues with Xero.
Art & Sciences Officer	Report submitted.
Knight Marshal	Not submitted.
Herald	Not submitted.
Youth Officer	Not submitted.
Group Constable	Report submitted.
Chronicler	Report submitted.
Captain of Archers	Not submitted. Given verbally.
Chatelaine	Report submitted.
List Keeper	Not submitted.
Chirurgion	Not submitted.
Web Minister	Report submitted.
Seneschal	Report submitted.

Captain of Archers Report

Given verbally: Due to Covid there has been no training sessions. Reporting has been going directly to Kingdom and was one day late.

9. GENERAL BUSINESS

9.1 Office Attendance to Council Meetings and Reporting

Officers are anticipated to attend Council meetings, demonstrating their investment into the running of the group. Monthly report submissions is one of the most important reporting an Officer can do as it shows the populace that their Officers think the group is worth spending time and energy on.

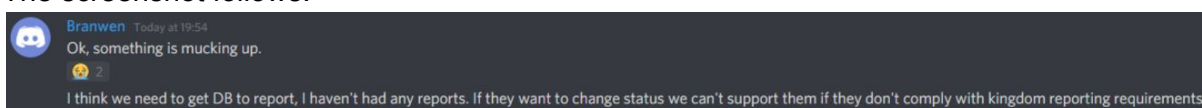
As Dragons Bay grows, both as a group in size and in vision, Officer attendance and reporting assume greater importance.

The following table collates the attendance record (noted as attended or not) of each Officer from the last 6 meetings held prior to today's meeting, including AI Thing (or however many meetings have been held since their office term commenced). The table also shows the number of monthly reports submitted in writing prior to the meeting as requested (October, November and December 2019; February, April and May 2020).

<i>Name - Officer Position</i>	<i>Attendance</i>	<i>Report</i>
Devine Winter - Seneschal (Chair)	6/6	6/6
Avalon of the Isle - Chatelaine	5/6	6/6
Bethra de la Sentiero - Deputy Seneschal of Inclusivity and Diversity	Oct: 2/4	Quarterly received
Talwen - Deputy Seneschal of Fire and Emergency Planning	1/1	Nil
Sarah of Dragons Bay - Reeve	3/6	6/6
Blackglove - Herald	6/6	1/6
Galen Wulfric - Knight Marshal	1/6	2/6
Little Spoon - Arts & Sciences Officer	Feb: 0/1	2/2
Gumuuinus de Eggafriidicapella - Communications Officer	6/6	12/12
Andy of Dragons Bay - Captain of Archers	5/6	2/6
Sláine ingean Uí Ruadháin - List Keeper & Deputy Reeve	2/6	1/6
Sorcha ingean Uí Bhradagáin - Chirurgeon	4/6	2/6
Kat of Vargahold- Youth Officer	Oct: 2/5	0/5
Robert Leffan of Yorke - Group Constable	Feb: 2/2	1/3
Quartermaster - Kane Greymane	Feb 0/1	0/3

At Aneala's Council Meeting on Friday it was noted by Mistress Branwen that she had not received any reports from her Dragons Bay counterparts. She stated that "if they [Dragons Bay] want to change status we can't support them if they don't comply with Kingdom reporting requirements."

The screenshot follows:



Devine supported Branwen's sentiment. It is disappointing to learn that some Officers are not reporting to their upline counterparts. Please advise if you are struggling to meet your commitments so that appropriate support can be provided, or speak candidly about your ability to fulfil the role. Otherwise this will be a black mark against Dragons Bay and any bids for status changes in the future.

Andy sought confirmation of the reporting cycle as he was reporting to Kingdom directly on Baronial cycle. Devine advised the three tiers of reporting and that Andy should be reporting as per the Canton cycle, one month prior to Baronial's reporting schedule, and to report directly to Branwen.

Council, at its meeting on 21 July 2019, discussed submitting written reports prior to Council meetings, to minimise the risk of misunderstanding and misinterpretation. As evident by the table above, the majority of Officers are not submitting reports prior to the meeting.

Whilst we have a fast and fairly accurate minute-taker, this may not always be the case. Not submitting reports in writing also places an obscene and unjust burden upon the minute-taker to transcribe your musings. Lastly, it leaves scope for misinterpretation by the minute-taker - an onus which should not be placed upon the minute-taker.

9.2 [New Report Template](#)

A new form has been created to assist Officers in their monthly and quarterly reporting. This is found under:
Resources > Forms > Officer Report Form

The page is password protected. The password will be sent to the DB Officer Chat.

The report consists of 2 pages as follows:

1 Page 1 2 Page 2

Officer's SCA Name Membership Number

Officer's Mundane Name Date

Office Held Contact Email

Which report is this?
 Monthly Quarterly (January, April, August, November)

Report

1 / 2

1 Page 1 2 Page 2

Additional Notes

Funding requests **Asset Use**

Deputies

Files
 or drag files here.
Receipt reimbursement, documents, policies, etc.

2 / 2

The Monthly report shall send a copy of the report to the Officer and the Seneschal (with the exception of the Quartermaster, who also reports to the Reeve).

Noting this is a Quarterly report means that a copy of the report is sent to:

- The Officer
- Seneschal
- The Office Baronial Upline
(with the exception of Quartermaster, who has Reeve as their upline).

There is a drop-down menu from which Officers can select their portfolio. You may note that Reeve is not shown on this list, as the reporting is handled via other databases.

1 Page 1 2 Page 2

Officer's SCA Name Membership Number

Officer's Mundane Name Date

Office Held Contact Email

Select your portfolio

- Arts & Sciences
- Captain of Archers
- Chatelaine
- Chirurgion
- Chronicler
- Deputy Seneschal for Fire and Emergency Planning
- Deputy Seneschal of Inclusivity and Diversity
- Executive Deputy Seneschal
- Group Constable
- Herald
- Knight Marshal
- List Keeper
- Quartermaster
- Webminister
- Youth Officer

Save

1 / 2

All portfolios have their badge identifier, and the Office Term commencement noted. Those which have budgets are noted as well, such as Chirurgeon in the example below:

The screenshot shows a web form for the 'Chirurgeon' portfolio. At the top left, the title 'Chirurgeon' is displayed. In the center, there is a red circular logo containing a white stylized '3'. Below the logo, the text reads 'Office term commenced: 7 September 2019'. Further down, a budget note states '\$50/quarter budget is allocated to the Chirurgeon Office as per Item 8.1 of Council's meeting on 20 October 2019.' The main section of the form is titled 'What happened in your portfolio this month?' and contains a large, empty text area. Below this is an 'Inventory Update' section with the instruction 'List equipment or items replaced from First Aid Kit, purchases etc' and another empty text area. At the bottom left, there is a green 'Next Page' button, and at the bottom right, there is a 'Save' button. The page number '1 / 2' is visible in the bottom right corner.

The form will allow Officers to save information if they cannot complete it at the time.

The form shall allow the uploading of files such as receipts, updated policies etc.

Feedback is welcomed if you feel the form may be improved for a particular portfolio.

Thank you to Gumuuinus for your hard work on this innovation.

9.3 Order of Precedence - Canon Lore Update

Order of Precedence requires updating with the new Awards given at Championship and St Valentine's Tourney and Feast. If you have received Awards, please check your name on Canon Lore to ensure they are attached to your record. The Heralds who attended the Baronial Court at these events should have sent these updates to Canon Herald.

<https://canon.lochac.sca.org/>

An example of Avalon of the Isle is shown below:

Avalon of the Isle

- resident of **Dragons Bay**
- **1197th** in sequence in the **Order of Precedence**

Award of Arms

given by **Steffan I and Branwen I**,
on **27 September 2015**,
at **Anealan Baronial Championship** (25-28 Sep 2015 at Spinnaker Lodge).

Golden Tear

given by **Felix II & Eva II**,
on **2 June 2019**,
at **Pencampwr Winterfest** (31 May - 3 Jun 2019 at Wandi Progress Association, WA).

Taillefer

given by **Níall III & Sabine I**,
on **23 November 2019**,
at **Reklrthing** (23 Nov 2019 at Hyde Park & Bentley Community Centre).

10. CALENDAR OF EVENTS

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

2020

Event Title	Date	Host Group
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)	6 March	Dragons Bay
Autumn Gathering	24-27 April	Aneala
Western Raids	June	Dragons Bay
*A Knight to Remember	TBA	Dragons Bay

2022

Coronation	TBA	Aneala
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11. NEXT MEETING

Next Council meeting 21 June 2020 to be held via Discord at 12pm AWST.

12. MEETING CLOSED

Meeting declared closed by the Chair at 12:47pm.

CANTON OF DRAGON'S BAY COUNCIL SUMMARY OF ATTACHMENTS JUNE 2019	
SUBJECT	PAGE
Captain of Archers Report	16
Group Constable Report	17
Chatelaine Report	18
Arts & Sciences Officer Report	19
Chronicler Report	20
Webminister Report	21
Completed Actionable Items	22
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Captain of Archers Report

TRAINING SESSIONS HELD: There has been no archery in the Canton Of Dragons Bay this past quarter due to the Covid-19 lockdown.

IKACS HELD: There are currently no IKAC event planned and none have occurred in the past quarter

EQUIPMENT As no event have occurred and no security reports from our venue, I assume there is nothing to report

PROPOSALS No further proposals
Archery workshop has been slated to occur once resections have been lifted (My thanks)

ADDITIONAL NOTES Apologies about monthly reporting. this form and instructions on where and how to report will hopefully result in better reporting from myself

FUNDING REQUESTS

ASSET USE No

DEPUTIES Currently no Deputies besides TAM

Group Constable Report

*Due to Covid-19
Not a thing
To report*

*Robert Leffan of York
Constable of Dragon's Bay*

Chatelaine Report

Greetings all,

There is nothing to report other than the community has been staying connected online during the ongoing restrictions due to Covid.

I'd like to say that I thought our last Council Meeting via Discord was very organised and a satisfactory platform on which to discuss the running of the group. The nature of the communication lent itself to easy discourse.

For some time now I have been leaning towards having a break from the SCA. The slowing down of everything has brought these feelings to the forefront and so I have decided to listen to my inner me. I shall be passing the office of Chatelaine to my capable Deputies.

I thank the Seneschal and my fellow officers for their understanding and support while I have a bit of a rest.

Sincerely,
Lady Avalon of the Isle

Arts & Sciences Officer Report

Cancellation of all in person events since 13 March 2020. No classes have been held online yet.

Archery workshop is a priority and will be the first in-person session when possible.

I have a deputy A&S Officer – Susannah Scarlet.

Little Spoon

Chronicler Report

The Autumn edition of the newsletter was released on 29 April 2020.

The newsletter was distributed via PDF linked to the website, with notification sent via Populace and the Dragons Bay Facebook group page. This version was produced in Affinity's Publisher.

A Mail Chimp mini-newsletter was sent on May 11 to advise of this Council meeting.



Yours in service,

Gumuinus de Eggafri dicapella

Webminister Report

COVID-19 advice is still on the following pages:

- Welcome page (home page)
- Calendar of Events
- Pages & Pageantry booking page
- Google Calendar advice extended to 12 June 2020 as per announcement regarding COVID update on 15 May 2020.

New page creations:

- Officer Reporting Template
- Newcomer's Pack – transcribing of hard copy has begun
- Youth tab added with guardian form
- Refresh of Dragons Folk (OP) page to HTML table with:
 - Photographs & devices updated
 - Links to bio's
 - Addition of Talwen, Julia, Nathan and Sarah

Pages in progress:

- Library
 - Runa and Avalon have sent through photographs of books. Catalogue to be created.
- Order of Precedence updates from Crown visit and Baronial court
 - Herald advises we are pending a copy of the Court Award form – latest Baronial awards from St Valentine's Tourney and Feast are outstanding.

Cognito forms are now Pro version to enable the filling out of Award Recommendations and Officer Reports, and full access to the database.

In Service,

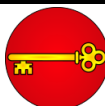
Gumuuinus de Eggafriidicapella

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	Complete	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 - Dec 2019	5.2	10/11/19
Submission of Badges - Badge submission	Blackglove & Gummi	Complete - Dec 2019	A1.4	10/11/19
Addition of explanatory links to Award Recommendation page	Gummi	Complete - Dec 2019	6.3	15/12/19

Purchase of Children's Bows	Andy, Gummi	Complete - Dec 2019	8.8	15/12/19
Permanent Pell Installation	Blackglove	Complete - Feb 2020	8.13	15/12/19
Second set of keys from WPA	Devine	Complete	6.1	15/12/19
FB Group chat for Archery	Andy	N/A	8.7	15/12/19
\$1000 perpetual deposit with Wandu Progress	Sigmund/Sarah	Complete - April 2020	A1.1	10/11/19
Youth tab> page, guardian forms	Gummi	Complete - April 2020	7.2	15/12/19
Delegation Policy Updates	Gummi	Complete - April 2020	10.5	19/1/20
Officer report template	Gummi	Complete - May 2020	7.1	15/12/19

Seneschal Correspondence



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

Date	Subject
20/4/20	Actioning the recent meeting
23/4/20	[Populace-aneala] A Very Silly PSA
28/4/20	[Populace-aneala] Covid19 Restrictions
29/4/20	RE: Use of Grounds given easing of restrictions
29/4/20	[Dragonsbay] Dragons Bay Autumn Newsletter
29/4/20	Report from the Canton of Dragons Bay
7/5/20	Re: A&S Quarterly Report (Jan-April 2020)
13/5/20	Chatelaine's Monthly report
13/5/20	B&B Report for Council(s)
15/5/20	May Reports - Chronicler and Webminister
16/5/20	monthly report

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

Date	Subject
28/4/20	Use of Grounds given easing of restrictions
29/4/20	Seneschal Homework