



## EXTRAORDINARY MEETING MINUTES

Held at **Peter D'Gaunt Noir's abode**, Baldvis on **Wednesday 19 August 2020** at **9:43pm AWST**.

Sign in is via:

<https://docs.google.com/spreadsheets/d/1floF7u02Q1Ed6A1v2AJxdKh-AENzrLTZF0kuxiYuzBA/edit?usp=sharing>

### Attendees:

Devine Winter (Chair)  
Gumuinus de Eggafridacapella (Minute-Taker)  
Julia of Dragons Bay  
Peter D'Gaunt Noir  
Brutus Cornelius Augustus (attending via Facetime)  
Andy of Dragons Bay (attending via Facetime)

Quorum is achieved.

## 1. GENERAL BUSINESS

### 1.1 Event Proposal - Picnic in the Park and IKAC

Event is proposed for 22 August 2020 at Wandu Progress Association. This is proposed as a picnic in the park where people are garbed and BYO food and drink to ensure compliance with SCA Ltd COVID-19 Response Plan.

This event complies with the SCA Ltd COVID-19 Response Plan requirements.

This is stewarded by Gumuinus de Eggafridacapella and Devine Winter.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

<i>SCA Ltd COVID-19 Response Plan Requirement</i>	<i>Status</i>
COVID-19 Hygiene Course	Complete

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SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete
Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Complete

The proposal is presented as Attachment 1. While the paperwork shows this is proposed as a once off, the vision for this format is to have this as a regular event, which shall be approved at a subsequent Council meeting.

Andy of Dragons Bay notes this is a rushed event and does not like how it's been done.

*Andy left meeting at 9:45pm.*

Brutus won't be able to make it to the event but supports this.

**Recommend:**

**Dragons Bay Council approves the Picnic in the Park and IKAC for Saturday 22 August 2020.**

Moved: Brutus  
Seconded: Julia

## **8.2 Event Proposal - 'Outlandish Feast'**

This event is proposed by Devine Winter and is anticipated to be held in September 2020. This event is dependent on appropriate risk assessments being undertaken to ensure compliance is maintained with SCA Ltd COVID-19 Response Plan.

**Recommendation:**

**Dragons Bay Council approves in principle the 'Outlandish Feast' event.**

Moved: Blackglove  
Seconded: Brutus

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Meeting is closed: 9:46pm.

Next meeting is 20 September 2020.

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## *Attachment 1*

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### *Event Proposal - Picnic in the Park and IKAC*

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<i>Name of Event</i>	<i>Picnic in the Park and IKAC</i>
<i>Date</i>	Saturday 22 August 2020
<i>Time</i>	9am - 2pm
<i>Host Group</i>	Dragons Bay
<i>Location</i>	Wandi Progress Association Grounds
<i>Price</i>	\$3 ground fee + Kingdom Levy
<i>Numbers</i>	Minimum 5 people shall be in attendance

**Introduction:**

With the release of the plague's grip, the Canton of Dragons Bay extends its invitation to the Barony of Aneala to gather with a joyous picnic and an IKAC. This is a garbed event. The Baron and Baroness may hold Court to address the populace.

**Proposal:**

*Costings:*

\$3 ground fee + Kingdom Levy

*Stewarding Team:*

Gummuinus de Eggafriacapella  
[gummi@dragonsbay.lochac.sca.org](mailto:gummi@dragonsbay.lochac.sca.org)

Devine Winter  
[devine@dragonsbay.lochac.sca.org](mailto:devine@dragonsbay.lochac.sca.org)

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### **Compliance with the SCA Ltd COVID-19 Response Plan**

Gumuuinus' certificate confirming successful completion has been sent to the Chirurgeon.

### **SCA Ltd COVID-19 Resumption of Face-to-Face Events Form**

This form has been completed by Gumuuinus' prior to the event.

### **WA Regulations**

Phase 4 started on Saturday 27 June (11:59pm Friday 26 June) and has resulted in:

- Gathering limits only determined by WA's reduced 2 square metre rule

Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.

Event will comply with WA regulations and safety guidelines.

### **Demarcation and Barriers**

Dragons Bay will ensure appropriate demarcations and barriers will be in place to maintain physical distancing requirements.

### **Maximum numbers**

Attendance restrictions guided by jurisdictional limits on gathering sizes - as this is an outside event there is no attendance restrictions and therefore no bookings officer is required.

### **Non-Contact Sport Regulations**

Should members wish to participate in archery then they are to abide by local jurisdictional requirements as per the SCA Ltd COVID-19 Response Plan.

### **Display of COVID-19 Safety Plan Certificate**

As per previous Council resolutions, Dragons Bay Council has adopted the stance of displaying the Safety Plan Certificate at every event at the Constable's table.

### **Event Hygiene**


Sanitising products and sanitising spray will be available to ensure hygiene is maintained. Hand rub and hand wash posters will be displayed as per the SCA Ltd COVID-19 Response Plan requirements. Hand washing with paper towel and/or hand sanitising facilities must be available at all access points and around toilets during events.

"Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend."

This is a picnic so that people are bringing their own food and drink (BYO) and food sharing is not permitted to comply with the SCA Ltd COVID-19 Response Plan requirements.

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Event steward will ensure exposed surfaces and equipment are cleaned prior to event and after the event in accordance with the Safework Australia - Checklist: Cleaning.

 **Society for Creative Anachronism Ltd  
(Australia)**

**COVID-19 Activities/Event approval checklist (Australia)**

Activity/Event: Picnic in the Park and IKAC weekly / one off

Name of organiser/steward: Gumminus and Devine Winter

Name of Seneschal (if different): Devine Winter

Group: Dragon's Bay Date: 19/8/2020

You must ensure the following checklist is covered before activities can be approved.

**The organiser/steward is responsible for:**

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces<sup>1</sup> intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see <https://seneschal.lochac.sca.org/covid-19response/>  
Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting).  
It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

<sup>1</sup> including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.