

The Barony of Shadowed Stars

Business Meeting Minutes

MONTH: September 2015

DATE: 9/28/2015

LOCATION: IPFW, Science Building, Room 176

MEETING CALLED TO ORDER: 7:00pm

IN ATTENDANCE:

	Mundane Name (PLEASE PRINT)	SCA Name (PLEASE PRINT)	SCA Title (if applicable)	Current Shadowed Stars Officer?	If so, position held:
1.	Mary Wiard	Broinninn ingen Magnusa	Lady	yes	Chronicler
2.	Jason Wiard	Ulrich Halfdan Ulfsson	Captain	no	
3.	Brenda Ward	Mairghrec inghen Chiongodha	Lady	no	
4.	Patricia Totten	Gwenyth de Lucas	Lady	no	
5.	Mandi Brindle	Gwryydd verch Albrecht	Lady	yes	MOAS
6.	Janet King	Halldora Egilsdotter	Baroness	no	
7.	Amber Dolby	Alys Rose	Lady	no	
8.	Barb Hernandez	Solveig Sigulfsdottir	Lady	yes	Seneschal
9.	Daniel Hernandez	Alfairin Fani	Lord	yes	Archery Marshal
10.	Teresa Schneider	Cassandra of Wyndhaven	Lady	no	
11.	Jennifer Mahocker	Gwendolyn of Barony of Shadowed Stars	Lady	yes	Chatelaine/Equestrian
12.	Jan Drake	Elayne Gwenhlian de Belleme	THL	no	
13.	Stephanie Howe	Caterina de Radeclive	Lady	yes	Exchequer
14.	Wendy Martin-Glick	Maggie MacKeith	Baroness	no	
15.	Jeremy Glick	Fergus McPherson	Baron	yes	Heavy Marshal
16.	Krystle Hill	Bera Ketilsdottir		no	
17.	Nathan Frye	Gavin Hawkerton	Lord	yes	IPFW Liaison
18.	Rachel Coffman	Prudence of Colleah	Lady	no	
19.	Maureen Wilder	Geneva de St. Martine	Lady	no	
20.	Michael Malaney	Mael Duin mac Gilla Ennae	THL	yes	Deputy Herald
21.	Stephanie Henry	Arionna of Shadowed Stars	Lady	no	

FIRST ORDER OF BUSINESS – Important Announcements from the Seneschal

- Seneschal speaking: Solveig Sigulfsdottir (mka Barb Hernandez)
- Special Guest for this Meeting: Jan Drake, Regional Exchequer for Constellation
- Rashid (mka Marshall Oliver) is stepping down as Exchequer, he is taking over the position of Deputy Rapier Marshal
- Caterina (mka Stephanie Howe) has agreed to step up as the Interim Exchequer
- Exchequer Supplies are in dire need (many, including file folders, containers, totes, bigger file holders since we keep paper copies of records, postage, envelopes), asking that the Barony approve up to \$100 for supplies - \$100 voted on an APPROVED
- Cash Boxes – need to replace those, Caterina will research prices available

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- Zoe (mka Libby Lianez) is becoming the List Mistress in addition to the Historian
- To make sure that we are in compliance with Kingdom Law, Solveig has been reviewing the Charter and it looks like we need to update it because there is not enough information included. Things that need to be added:
 - o Financial Committee – only paid members can be part of the committee, positions that must be included in the committee are: Seneschal, Exchequer, and at least one other person (doesn't have to be an officer but has to be a paid member); the committee comes together and put together a budget for the year - what events are we going to do, how much money are we going to spend, and what are some of the expenses that we are going to have. This information is used to put together the budget for the year. Then the proposed budget is taken back to the group for approval. Solveig is proposing the committee consist of: Baron and Baroness, Seneschal, Exchequer, and any other officer or one other paid member, and then any other officers that would wish to attend. First meeting of this committee is scheduled for January 9, 2016 (same date as Twelfth Night). This group will meet once a month.
 - o Financial Policy – The Financial Committee needs to come up with the proposed Financial Policy, and then it has to be submitted to the group for approval. The financial policy should also spell out what we are going to do with our financial committee, how to hold emergency meetings if you need one (how to handle last-minute expenditure reviews and approvals), etc. Once the financial policy is created, then it is presented to the group for approval. Then once the group approves it, it is submitted to Kingdom for review. Our financial policy needs to be in place by the end of January, 2016.
 - **Another thing that needs to be included in the Financial Policy is that all monies procured during an event have to go through Gate/Troll.
 - **Another thing to consider for the Financial Policy is the requirements for turn-in of receipts is two weeks.
 - **Another thing that needs to be included is the statement that all advances for expenses must be written as a check to a person not for cash and it has to be reconciled within two weeks after the event.
 - Jan Drake – “We are getting to the point where we have other deputies wanting the event reports and things to start seeing how groups are doing. And they keep shortening our lead times. The non-member surcharge has to be in within like fourteen days now because Kingdom has to do a report every month instead of every three months, which it used to be. ... The IRS came down this last time and said ‘Oh, you’re not doing things right. We need a bank reconciliation of every month on every group. ... It’s something that’s coming from IRS, Corporate-driven, down to us. That’s why the time limits are getting to there.”
 - **Another thing we need to do is have a short training session for each person that is running the Gate/Troll at our events. Lots of mistakes have been found in the paperwork for our last three events: paperwork for checking people in, the reconciliation of the money, waivers being signed or not signed, overcharging or undercharging, etc. The Barony had to pay \$35 in non-member surcharges that were not collected. We are going to have something written up for people who want to run Gate/Troll. Training can be done on site, the day of the event if need be. The people that collect money have to be paid members. We did really well on

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the cashbox trade-off. The money balanced perfectly and the meal tickets were a great way to keep track of the pre-paid meals. We need to make sure that anyone who eats turns in a ticket. If people give money as a donation at the event, it has to be turned in to Gate/Troll and recorded as such in its own envelope marked "Donations" – each cashbox should have one of these envelopes available.

- Monthly Officer Meeting – In addition to the Business Meeting. Solveig would like to start these in January in conjunction with the monthly Financial Committee meetings. She would like to have these meetings on Sundays at the established site that we already have for practice and A&S (IPFW, Dolnick Center currently).
- Solveig recently spoke with the Kingdom Seneschal about the officer elections. It is strongly suggested that we change the way we elect our officers. The current process in the Charter takes three (3) months and is too long. One of the standard ways to handle this is to have a rotating schedule of elections for the five Great offices (Seneschal, Exchequer, Herald, Marshal, A&S – all required for the Barony to continue to exist). Meaning, let's say we decide to hold elections in March of every year. In February, people who would like to run for one of the Great offices step up and say, "Hi, I want to run." Then in March we have our elections. The first year, we may decide to hold the elections for the Seneschal, the Herald, and the Marshal. The second year, we would then hold the elections for the Exchequer and A&S. Then the third year, we would be holding the elections again for the Seneschal, the Herald, and the Marshal. Each of these positions has a standard two-year term unless something happens and they are no longer able to serve. This is why it is imperative that we have Deputies for each of the five Great offices (so if something happens, we are not left without someone to fill one of the required Great offices) and that the Deputies are being actively trained during the current Officer's two-year term. The other officer positions that we have in our group (Chatelaine, Chronicler, Webminister, etc.) we decided to vote on but they are not necessary for the Barony to continue to exist.
 - Side Note: Our Charter does state that the Baron/Baroness can appoint an interim officer until the election occurs. They can also remove officers.
- We need to create a Charter Review Committee to get all of these changes worded into the Charter and resubmit to the group. Names of those interested taken at the meeting: Prudence, Mael, Ulrich, Fergus, Maggie, Solveig, Cassandra, Caterina, Broinninn.
- There is something now called a Kingdom Charter Compliance Deputy. This would be a good time to run the Charter by them once we have added the Financial Policy and updated the Officer Elections procedures.
- It has been determined that someone who is running an event cannot also run one of the departments during the event (for example, an Autocrat or a co-Autocrat also running fighting, A&S, merchanting, equestrian, etc.).
- Phil has been looking for a Deputy or a replacement to run the website. Either we need someone to step up and volunteer to learn new programming languages and how to maintain the current site *OR* we need to make a new website on a new platform that is easy. Someone spoke up and said that they voted for the second option because there will be rotating webministers and the easier the website is to learn and set up the better. We need to build a website and then we will get the shadowedstars.org domain. Wordpress with a few plug-ins for safety has been suggested. It was established that since Webminister is not a Great office, it does not have to be a paid member who holds the position. It was suggested that perhaps someone who

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doesn't play in the SCA could function in this capacity. Solveig will check with Kingdom to see if that is possible. Also, it was brought up that the person who is maintaining the website can be different than the person submitting the Webminister reports.

- It has been suggested by the Chronicler to start changing the format of the Business Meetings to keep discussed issues to three parts: Issue/Question/Problem, Discussion, Resolution. Even if the Resolution is to determine that someone is doing more research or that we need to table something until a future meeting, that will help the Business Meeting minutes be more organized and useful going forward.
- We are required to do an equipment inspection and inventory yearly. Baroness Maggie suggested that since we are getting more and more items that are specifically for the Barony that we need to designate someone to be in charge of keeping track of Regalia. It was said that it could be a responsibility of the Exchequer/Deputy Exchequer.
- RUM 2015 A&S CHALLENGE from the Queen:
 - o This challenge is from Her Royal Majesty and the theme is "Green". HRM is judging. Solveig, as our Baronial A&S Champion, would like our Barony to have a strong showing. The Queen is going to have A&S champions so in the next several months she is going to issue a challenge and then out of those participants she will decide who her champions are going to be. From Czarina Serena: "We will be selecting three A&S Champions, each chosen by a separate challenge. Each challenge will have a specific theme. The project made for each challenge should incorporate the selected theme. The projects submitted for the first challenge will be judged by Czarina Serena at Midrealm Fall RUM on 11/21/2015. Documentation is desired, but it is not required. To assure there is ample time to view all entries, performance entries should be limited to two minutes in length. In order to win the Champion position, the entrant must be present in evening court at RUM. The theme for the first challenge is 'green'. The theme for the second challenge will be announced in evening court at RUM. Best of luck to all. Have fun making green-related things."

THIS IS A LOT OF IMPORTANT ANNOUNCEMENT INFORMATION. Solveig encourages anyone with comments, questions, suggestions to not hesitate to drop her an email, text, message on Facebook, etc. She will get back to you as soon as she can.

BARON & BARONESS REPORT:

Maggie and Fergus

- At Rose Tourney, Baron Ulfr and Baroness Odile of Sternfeld presented a gift of Baronial regalia: feast gear – two plates, two bowls, two mugs. These were made by Nonna, pottery Laurel, previous apprentice to Hroar. They are yellow and blue and have the design of the Barony of Shadowed Stars on them.
- TRM will be staying at their house with their daughters during Fall RUM. Since that is two months away, the Baron and Baroness were thinking that it would be nice to have a gift basket in their bedroom that is full of things made by Barony members. If you would like to donate something, please put a gift card on your item saying "donated by - -". The persona country/culture is listed on the midrealm.org link for Their Majesties Nikolai and Serena.
- The Baron and Baroness are requesting that things that happened at Pennsic this year stop being discussed publicly because they are being approached by Kingdom and Regional officers, also by Peers, asking questions about what is going on with the group. It is requested that we all get along and "play nice" publicly.

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We don't all have to like each other, but we can all behave with courtesy and civility towards each other. This is for the benefit of the group.

- The Baron and Baroness are asking that everyone follow the "chain of command" if there is an issue. That means if someone has an issue or a problem, they try dealing first with the person that is causing the difficulty. Then if that doesn't work, then it would be appropriate to go to the Seneschal. Then to the Baron and Baroness. Then to the Regional level, if necessary. If for some reason no satisfactory resolution is found at that level, only then would it be appropriate to take it to Kingdom.
- Marcharit (mka Cynthia Melville) sent a note to let everyone know that her mother's funeral is this Friday, 10/2/2015, at 10am, a Good Shepherd Church, 4700 Vance Avenue. Maggie will be attending the funeral and anyone who wants to attend can go with her if they would like.

OFFICER REPORTS:

Exchequer – Caterina:

- Review of financial info for This Land and for Mounted War Games.
- Review of Checking and Savings balances.
- It was discussed that we might consider putting our Savings into a CD to earn more interest. Caterina is going to do some research to see what sort of rates are available right now.

Herald – Mael, Deputy:

- Conflict issues over the designs of some of the Baronial awards.
- Two options for the creation of the images: 1. Using Konrad Mailander; 2. Using clipart.
- Suggestion to have the images colored during an A&S day.
- Request about whether the Baron and Baroness can give a Baronial Service award without it having a name. It was determined that yes, they can. They can submit a promissory note for an award that can be given later. Examples of Cleftlands and Red Spears doing this.

Marshal – Fergus:

- Reports sent in on time. No issues.
- The list has been updated.
- No new authorizations this quarter.
- We continue to have Sunday practice. Lots of new interest.
- Thursday practices being set up again once issues with securing a site are resolved.

A&S – Gwrydd:

- Lots of classes at the event went successfully.
- Is in need of teachers for the monthly A&S meetings.
- Class possibilities: smocking, etching
- Regional Project: only has 4 people on the list, project is to list people within the Barony who can teach others how to do different types of A&S activities

Dance – Gwrydd:

- Gavin (mka Nathan Frye) is working on scheduling space at IPFW for dance practices
- Halloween Dance is scheduled for

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Chatelaine – Gwendolyn:

- Demo: Byron Health Center, 9/29/2015, set up starts at 5:30pm, will run from 6-8pm
 - o Discussion about who can attend, if there will be a marshal for fencing, heavy, etc.
 - o Indoor space, bonfire, all participants will be fed dinner
 - o They will be making a donation to us if we show up
 - o Horses will be there, if good weather there will be miniature horse cart rides
 - o Dennis will bring the hawk
- Demo: Pagan Pride Day, 10/3/2015, set up starts at 9am, starts at 10am
 - o Conflicts with Command Symposium
 - o Mael will Marshal fencing
 - o Need tables (bring any if you have them)
 - o Bring pop-ups if you have any
 - o No open fires, no camp stoves
 - o They wanted a donation of \$10 or canned food, everyone please bring canned food to give on an individual level not as a group

Archery – Alfarin:

- Averaging about 14-15 people each time
- People asking for thrown weapons
- MWG – 24 archers Saturday, 17 archers on Sunday
- Rose Tourney – we had a lot of new archers attend that event from our area
- Indoor practice space: Hook & Arrow, \$60 per use of the site (we use it twice a month); indoor shooting would start on 10/7 and be every two weeks; proposal: \$360 covers October to December – (see revised proposal below);
- Practice arrows – no info prepared right now, hurting for arrows
- Maggie – Suggesting that since archery is bringing in new people we should think about putting out money as a Barony for archery equipment
- New Proposal: \$720 for paying for the Hook & Arrow site for October through March so that any money donated by the archers helps with purchasing the supplies to maintain – voted and APPROVED
- All money donated for archery supplies goes to the Exchequer and then it is spent through the Exchequer as checks from an Archery “fund”

Rapier – Phil not in attendance:

- Report given to Solveig: “Attendance is picking up a bit, we have some enthusiastic new fencers in training as a result of MWG. Thank you guys. And a fencer from Defiance has decided that he likes our Sunday practices so we have a transplant joining us regularly now. With evenings growing darker, Tuesday practices will be heading indoors soon. ... I have taken Rashid as my Deputy.”

Webminister – Phil not in attendance:

- Report given to Solveig: “We now have a new calendar that everyone can update if they provided their Google email address.” Make sure everyone has access so that they can update their own dates on the calendar.
- Still looking for a Deputy.

Equestrian – Gwendolyn:

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- Practices – 5 horses, 6 riders, best attended
- Next practice is Sunday 10/11/2015
- After that there will be one more in October and one in November if the weather is good

Chronicler – Broinninn:

- Fiction Challenge Edition of the Shadow Press published 9/28/2015. There are two ways to vote: via the poll on the Facebook group or via email. All the instructions are there. Make sure everyone votes!
- The October 1 issue of The Shadow Press will be published by mid-October, probably a little before then.
- The quarterly report is due 10/1 and is on track.
- Still looking for a Deputy, MS Publisher skills a plus but not necessary.
- Looking for clipboard with the string and pen attached – has anyone seen it? Solveig thinks it may be with the Exchequer stuff.

IPFW Officer – Nathan:

- Halloween Ball is scheduled, Walb Student Union Atrium, Wednesday, 10/28/2015, 6:00-11:00, can feed ourselves but we cannot feed the students unless it is prepackaged or professionally made food (such as pizza, donuts, etc.)
- Student groups system was previously messed up.
- Scheduled for Dolnick every Sunday through the end of the year.
- Scheduled for every 4th Monday for Business Meetings through the end of Spring semester.
- Looking to get Dance practice space

OLD BUSINESS:

- Storage unit payment – due now. \$45/month – This is a recurring bill. Solveig – Suggestion to pay for it through the end of next year. \$675 from now through December 2016. The monthly amount may be more than \$45 now. Proposal - \$750 to pay from now through December 2016 – APPROVED.
- Twelfth Night – Carrie Beth wants to do a Twelfth Night for their persona. Details will be worked out. Maggie contacted the site – Messiah Lutheran, Lahmeyer and Stellhorn. They have a big gymnasium and a nice kitchen. Their calendar is not available for next year yet so we do not know if we have the site. Twelfth Night is remaining a Baronial get-together, not an actual event. It will not be on the Midrealm calendar. We handle it similar to Rivenstar's Christmas Court. Yes, we can have Baronial court there if we want to.
- MWG – 30 horses there, which Gwendolyn believes is the biggest in the nation other than Gulf Wars. She brought 'thank you' cards for the site owners, companies that provided assistance and donations and asked everyone to sign them. Thinks we should be keep the event where we had it. Has asked for someone else to Autocrat or run the event and no one has stepped up, but she would still like to step back. Prudence has offered to Autocrat the event, Cassandra has offered to co-Autocrat. Prudence will be working on putting together the bid for next year's MWG and have it ready for the next meeting.
- Discussion of site deposits for This Land and for MWG should start at the next Business Meeting. Next year's budgets will be finalized in January, 2016.
- Solveig has heard back from the Pennsic Land Agent regarding the regular spot for the Shadowed Stars camp. We are the oldest group on the block. There is only room on the block for 7 more people. We will not

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get bumped if we bring more people in. If we moved in a bunch of people, it would not affect our standing. Also, they changed our name to Barony of Shadowed Stars. We did not lose any of our seniority.

NEW BUSINESS:

- Ulrich (mka Jason Wiard) - Suggestion to consider buying a pavilion/sunshade for both the Baronial presence *and* for the Royal presence at events. A bigger one for the group and then a smaller one for the Royal presence. Ulrich will be researching prices and will get back to the group. It was seconded that we buy a pavilion/sunshade outright instead of starting a "fund".
- Halldora (mka Janet King) - Suggestion that if a pavilion/sunshade is purchased for the Barony that it be documented whose responsibility it is to keep it and take care of it between events.
- Solveig – Suggestion to get a P.O. Box for the Barony since having addresses of previous exchequers has been problematic with all the changes in the office lately. She will check on the cost of the P.O. Box and new checks and how many keys come with the P.O. Box.
- New Deputy Seneschal: Ulrich Halfdan Ulfsson (mka Jason Wiard)
- CD for Savings – Do we want to do it? It will tie up funds. Caterina is researching to get more info.
- Storage Inventory – will be rescheduled, and there will be weekly reminders, suggested that it is made into a Facebook event, scheduled for 10/11/2015, 10am
- This Land – will be more hands-on, Gwendolyn is Equestrian, Rushko is taking care of Criers, Solveig is running the food, dates are 4/29-5/1, same place, we are renting the whole place, Maggie emailed TRM Nikolai and Serena with invitation to come to This Land, people must do one thing only not more
- Financial Committee – formation needed by 1/9/2016
- Charter Review Committee – need to verify members, need to schedule 1st meeting
- Baronial Awards – what is needed to help finalize? Coloring?

GENERAL ANNOUNCEMENTS:

- None.

MEETING ADJOURNED TIME: 9:13pm