

The Barony of Shadowed Stars

Officers Meeting Minutes

MONTH: January 2016

DATE: 1/9/2016

LOCATION: at our Twelfth Night gathering, Messiah Lutheran Church

MEETING CALLED TO ORDER: 11:09am

IN ATTENDANCE: Solveig, Maggie, Fergus (on the phone), Ulrich, Phil, Ruzhko, Prudence, Gwendolyn, Gavin

Seneschal – Solveig – First to speak.

- Per Solveig, the purpose of this meeting is for the Seneschal to meet with the officers once a month to finalize some details without taking so much time during the regular Business Meetings.
The Barony will have 1 Business Meeting and 1 Officers Meeting per month going forward.
 - o Phil responded with: Concern about when and where the meetings will be to coincide with everyone's availability
 - Solveig said that it could be in the same time, same place every month
 - Maggie offered up her Conference Call for people to call in instead of having to attend in person - Conference phone # and code: 877-658-8148, participant code 260-388-4234
 - It was suggested that we do it on Sundays before A&S, however Sunday mornings are out due to those with church commitments, 2pm was suggested so that it could be done at the beginning of A&S
 - In an attempt to choose the same day and time for each month, it was suggested to have the Officers Meeting on the 2nd Sunday of the month since the Business Meeting is the 4th Monday of the month, then Ulrich mentioned that the 2nd Sunday of the month may not work for everyone due to weekend-long events, then Ulrich suggested that we could plan for it to be the 2nd Sunday of the month and when that conflicts with a Midrealm Calendar weekend-long event we could use the Officers page on Facebook to communicate with each other to reschedule, if necessary
 - Regarding the proposed 2pm on Sundays is the beginning of established Fighter Practice and A&S, it was brought up that sometimes there are guests that attend and if that happens then we will move the meeting time accordingly (using the Officers group page on Facebook to coordinate it)
 - o Solveig talked about making sure that the populace knows when Officers Meetings are occurring by posting on the main populace Facebook group; she stated that this would keep everyone informed of when they are happening and also they will know not to come into a room being used for that purpose, it was also mentioned that we could put a sign on the door "Officers' Meeting Today – A&S Starts at 3pm" so that they do not unknowingly barge in; it was also mentioned that the Officers Meeting can be entered on the Barony Calendar; utilizing all of these methods will keep the Barony populace informed
 - o Solveig also mentioned that the Officers Meeting minutes will be publicly published for all in the Barony to read, nothing is "secret"
- Solveig then said that one of the things that we need to be working on our Charter and our Financial Policy to go into the Charter. She has started to write out ideas of changes but she wants to put it so that everyone can read it and provide input before it is presented to the group.

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- Officer Elections: Right now our Charter has the election process taking too long and the Kingdom Seneschal said it needs to be changed.
 - Rotating Schedule: Half of the officers get voted on one year, the other half get voted on the next year. This is done during the same months of the year every year, if possible. That means that an office gets voted on during the same month each time. This creates two-year terms. Great Officers need to be split up so that they are not all being replaced at the same time. Anybody can run, you can run as many times as you want to. Eventually it will get to the point that we know that every year there is going to be an election vote happening.
 - Elections need to be a two-Business-meeting process (first month people state their intention that they want to run, the second month the vote occurs).
- All Officers must have Deputies, especially the Great Officers. This way if the current Officer has to step down for some reason, there is always someone to fill the spot on an interim basis until the next election.
- Solveig stated that Financial Committee meetings need to be 4 times a year, maybe more.
 - Ulrich mentioned that the Regional Seneschal's group votes on expenses at the end of every Business Meeting. Solveig stated that is a problem because only paid members can vote on expenses, just like only paid members can be officers.
 - Solveig stated that the Financial Committee should be able to address basic expenses without a vote every time (storage, insurance, site fees, etc.). Financial Committee handles the minutia of the expenses.
 - Financial Committee members *must* include the Seneschal, the Exchequer, and one other person. Other than that, we decide how its membership is made up. It can be as small as just those three require people up to being as large as including every other paid member in the group.
 - UNRESOLVED:
 - How many times a year will there be Financial Committee meetings?
 - Will there be established months each year when these occur?
 - How many people will be included in the Financial Committee? Just the three required positions or will there be more?
- Event Steward/Autocrat selection process:
 - Solveig stated that a lot of other groups do a bidding process to determine who will be the Autocrat for the group's upcoming events. If there is more than one person who wants to be the Autocrat, etc., for an event then there needs to be a bidding process that occurs.
 - Phil suggested that people who want to be an Autocrat for an event go through a two-part process to put their bid in: 1. they should come to the Financial Committee with a basic budget of proposed expenses; and 2. they get voted on by the populace. This insures that they have a basic idea of the expense of their bid. The Financial Committee can look at it and actually determine if we can afford to go with their plan before the candidate even goes to a populace vote. The Financial Committee would be "vetting" their proposal beforehand. He suggested if 2/3 of the Financial Committee approves the bid, then the person is allowed to run for Autocrat.
 - UNRESOLVED:
 - Are we going to have it be a two-part process that includes presenting to the Financial Committee first or just a one-step populace vote?

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- Are we going to pick specific months during the year for Autocrat/Steward selection for our two events: This Land and Mounted War Games?
- Will we be sending out announcements/reminders online so people can think about putting a bid together to be considered?
- Maggie said that she feels that we need to be careful that we are not building a bunch of little committees that are made up of nothing but officers because we do need to allow folks who are not officers the opportunity to have a voice. She suggested that for the Financial Committee we have the 3 required positions (Seneschal, Exchequer, one other person), any other Officers who want to attend, and then say up to a certain number of members of the populace. This way we are not seeming to be “a club”.
 - Phil responded to this to say that he believes using the two-part process that involves the Financial Committee “vetting” whoever is wanting to bid to be an Autocrat for an event would help prevent this.
 - Solveig said that she was afraid that it may be seen that the “clique” or group that make up the Financial Committee would be specifically excluding certain people if they didn’t get approved; Maggie spoke up and said that is exactly what she wants to avoid with another committee involvement before a populace vote.
 - Ulrich and Solveig suggested that people volunteer to be part of the Financial Committee; if we get three names, we are fine; if we get more than three names we put their name “in a hat”; Maggie said then the next year we rotate those like we do with the Officers, it was suggested that it be one-year terms
 - Ulrich said he liked the idea that if someone wants to Autocrat an event they need to be at the January meeting – Solveig says we need to write this in to the Charter
 - Phil said as far as populace attending the Financial Committee meetings, people can come and ask to be admitted to the meeting and if they get a 2/3 vote they are let in
- Solveig said that all general expenses need to go through the Exchequer, there must be a paper trail for everything. Things like: Archery money has to go through the Exchequer; any kind of bills we have such as the bill for the web hosting. Things at events for supplies like hay and shavings have to go through the Gate, which functions as the Exchequer at the event.
- Ulrich stated that all Officers, especially Great Officers, need to have Deputies. This needs to be updated in our Charter.

MEETING ADJOURNED TIME: 11:33am