

Politarchopolis Baronial Meeting – 5 May 2014

In attendance: Joan, Crispin, Anne (Chair), Liadan, Elisabeth, Ysambart, Ulric, Gabriel, Eberhard, Aymer, Iseldis, Fionghuine, Sophia, Tig, Alexandra, Leta, Lorcan, William, Diccon,

Apologies: Seymon, Kitan

The meeting opened at 2pm.

Seneschalate Update

Anne opened the meeting and reiterated apologies from Seymon who was unable to attend due to family commitments. For those who had not seen the update from the Seneschal to the Polit List, Anne explained that Seymon had appointed her as Deputy Seneschal to assist him in conjunction with Liadan and Elisabeth. Anne will step down as A/g Chronicler following appointment of the new Chronicler by the Kingdom Chronicler.

A Seneschalate Meeting was held at Festival by the Lochac Seneschal. Key things to pass on:

- Formalisation of meetings and processes: SCA is moving to a more business like structure, so need to structure meetings more like a business would. Regular monthly meetings with pre-advertised dates were confirmed as the appropriate process. As per the agreement at the Baronial Town Hall meeting in January, meetings will be the second Sunday of each month, from June onwards. Formal minutes will be taken at each meeting, draft minutes circulated and the meetings formally accepted at the next meeting. SCA names are the preferred format. There was discussion about where minutes should be published, i.e. Website and Griffintayle.
- Nominated care giver forms are available on SCA website. Please ensure you are using the correct forms.
- Youth activities including rapier and combat are being discussed by SCA Inc. Working with children and vulnerable people checks will need to be undertaken for regular activities involving children, currently there are no harmonised laws across different states, so the populace will need to be aware of the different requirements for activities regularly undertaken in different states. The different types of activities that you can do are managed by the Kingdom Children's Minister and you will be issued with a card that show what you will be allowed to be done. Currently there is no Cross Border recognition of this but it does allow for a limited number activities outside of your border. Giving access to children games is okay without working with children and vulnerable people check unless it is a regular thing managed by the same individual. Colleges will need to check with their University Clubs and Societies for compliance requirements. If in doubt get a check. Cards must be shown on demand. Activities are to be managed by the Kingdom Children's Minister. Ulric raised the idea of a Politarchopolis register of people with appropriate clearances to be held by the Seneschal. Anne agreed that was a good idea and advised she would pass the idea to Seymon for his approval.

ACTION: Seneschal to confirm process for a Politarchopolis Register of people with working with children and vulnerable people at the June 2014 meeting. Anne to discuss with Seymon.

- SCANZ Bullying and Harassment Policy – the new policy is out now and is live with a 90 day pilot. Anne asked that everyone familiarise themselves with it and the Code of Conduct. SCAA and SCANZ acknowledged that this process of moving to a live pilot but felt that it was warranted. The policy is similar to Commonwealth and State legislation in of definition requiring multiple instances – i.e. an ongoing thing rather than a single inappropriate occurrence. Investigations

will be evidence based and opportunity given to both sides to respond to the complaint. Group seneschals should be the initial point of contact for formal complaints. It was clarified that if a complaint was to be made about a group seneschal, that the Kingdom Seneschal would be the appropriate point of contact. Questions should be initially directed to Seymon and any feedback provided to SCAA and SCANZ

ACTION: Populace to familiarise themselves with the Bullying and Harassment Policy and Code of Conduct

General notices:

- All officers who haven't yet provided feedback on the Oakewaite proposal please do so ASAP as commentary period ends today
- Kingdom Seneschal confirmed that photographs of membership cards and indemnities can be used
- In the case of an accident which requires the involvement of the emergency services, the group seneschal will also notify Kingdom seneschal as soon as feasibly possible.
- Please ensure you are using the appropriate indemnity forms.

Baron and Baroness Update

Crispin passed on the Proposal for Rapier Championship submitted by Clement for 24 May 2014. The Baron asked that the \$3 per head profit margin be waived in this instance with the \$1 per head margin instead being proposed. Eberhard provided his in principle support of the event.

ACTION: Anne to discuss proposal with Seymon on his return and provide the outcome by 11 May 2014 to ensure event preparation can occur. An announcement will be made to the populace following Seymon's decision.

Their Excellencies intend to make Rapier Championship the Quarter Court event and hope all will be in attendance as they have a range of business they wish to conduct.

They will be in attendance at Rowany and Stormhold Baronial Changeovers and look forward to seeing any members of the populace who are also travelling to those events.

Joan and Crispin thanked everyone for their assistance at Festival, it made everything much easier. Unfortunately we lost the war but were successful in the Olympiad.

Office Updates

- Heavy marshal: Kitan has formally opened his position for applications. Please send them to the Knight Marshal and CC in Kitan and Seymon. Kitan is hoping the process will move quickly. No other business to report. .
- Reeve:
 - Eberhard advised a balance of \$9k in bank account. Thanks for the people who have paid their fees, monies are coming in on a regular basis
 - SCA Ltd is expected to fail its Audit for the 2012/2013 financial year, which will have consequences. Issue isn't wrongdoing, it is that we couldn't prove that we did the right thing. New accounting package will be introduced to keep things more auditable. Eberhard confirmed that he is unable to provide reimbursements without documentation to support it such as a tax invoice or a statutory declaration if the receipt

is lost. Anne mentioned that audits are an important learning tool for organisations, and it just means that we will know what to improve on.

- Revenue must be banked in account as income within 10 business days. Income must not be used as expenditure i.e stewards cannot use money to cover ad hoc expenses or reimbursements. Floats are available for events stewards and cooks once an event proposal and budget is approved by the Seneschal. Crispin mentioned that its really important that when submitting receipts for reimbursement, ONLY relevant expenses are on that receipt. Don't mix personal and event items (i.e personal vs business expenses)
- The kingdom is working on a 1 page instruction sheet for stewards to make sure they are clear about their obligations.
- Constable: Ysambart thanked people for continuing to ensure all appropriate paperwork was being signed.
- Archery: Ulric advised that there was Royal Round held today. Pictures will be available via Facebook. Combat archery is becoming more popular in Politarchopolis, and we had new combat archers on the field at Festival which was great to see.
- A&S: Anne thanked Sophia for all her work as A&S Minister as Sophia's warrant had recently expired. The incoming A&S Minister will not be able to step up for awhile due to personal circumstances so Sophia will foster the position however the accountability for the office will be held by the Seneschalate i.e reporting/any email/administration would be managed by the Seneschalate but Sophia would continue to provide assistance where she was able to. A resounding thanks from the entire meeting was given to Sophia.
- Andronican Seneschal: Aymer reminded the group of the upcoming CIT demo. Any assistance will be welcomed.
- Three new officers incoming:
 - Iseldis will be stepping up as our new Chirurgeon. She is currently reviewing the first aid pack to ensure it is fully equipped and in date.
 - Fionghuin is stepping up as the new Lists Officer. He will do a call out for at-large lists officers shortly. If you want him to do lists at an event, contact him at least a week in advance. Elisabeth has offered to assist where needed given her experience in the role.
 - Gabriel will be stepping up as Hospitaller and plans to be in attendance at events to provide assistance and support for new members.

ACTION: Liadan to provide a handover email updating Gabriel on ongoing projects.

- Leta asked if the Seneschal had a list of warrant expiry dates for officers. Anne said no, but that it was a good idea.

ACTION: Anne to discuss warrant register with Seymon.

ACTION: An update on vacant or passing officers to be provided at the June 2014 meeting by the Seneschal once Kingdom Officers have made appointments.

General Business

- Crispin: July Midwinter is coming up. If you want to help, please contact him. Book soon. Kiriell is head cook.
- Liadan: A&S Collegium is running 16-17 August 2014 and will be awesome – please book soon.
- Elizabeth: Midwinter at the Manor will be held on 6 Sept rather than June as originally scheduled.
- Anne: Ultimate Fighter is happening on 28 June, bookings to Berengar.

Next meeting is Sunday 8 June 2014 at 2pm.

Meeting closed at 2.45pm.

Summary of Action Items

Seneschal to confirm process for a Politarchopolis Register of people with working with children and vulnerable people at the June 2014 meeting. Anne to discuss with Seymon.
Populace to familiarise themselves with the Bullying and Harassment Policy and Code of Conduct
Anne to discuss proposal for May Rapier Championship with Seymon on his return and provide the outcome by 11 May 2014 to ensure event preparation can occur. An announcement will be made to the populace following Seymon's decision.
Liadan to provide a handover email updating Gabriel on ongoing projects.
Anne to discuss warrant register with Seymon.
Update on vacant or passing officers to be provided at the June 2014 meeting by the Seneschal once Kingdom Officers have made appointments.