

SCA - Wyndriche Business Meeting - Aug 12, 2020.

6:30pm - 8:00pm Eastern Time = Maine USA

Join with Google Meet: meet.google.com/jbo-bahf-cfw

Join by phone: +1 857-702-9866 (PIN: 334776863)

Official quarterly meeting for the Canton of Wyndriche incipient,

a branch of www.SCA.org •



- Medieval garb is optional.
- Ensure meeting was officially announced, ideally at least a week prior.
- Call meeting to order; ensure quorum present; ensure someone taking minutes.
- Show any required info, e.g. anti-Harassment & anti-Bullying policy. if recording (check vs SCA and local Laws before meeting), inform participants. Be cautious of © copyright laws.
- Old business – read minutes of prior meeting, or at least unresolved things. Ensure members had a chance to read old minutes prior to this meeting.
- Agenda; i.e. new business, Todo's, etc.
- Adjourn meeting.
- Webminister ensures minutes get filed.

Please be courteous.

SCA HARASSMENT AND BULLYING POLICY

THE SCA PROHIBITS HARASSMENT AND BULLYING
OF ALL INDIVIDUALS AND GROUPS.

PARTICIPANTS ENGAGING IN THIS BEHAVIOR ARE SUBJECT TO APPROPRIATE SANCTIONS.

IF YOU ARE SUBJECTED TO HARASSMENT, BULLYING OR RETALIATION, OR IF YOU BECOME
AWARE OF ANYONE BEING HARASSED OR BULLIED, CONTACT A SENESCHAL,
PRESIDENT OF THE SCA, OR YOUR KINGDOM'S BOARD OMBUDSMAN.

This meeting might be recorded. You will be notified before any such recording begins, and have the option to leave first.

- Please note that by participating, you are agreeing to be recorded and granting permission to have the video posted to Social Media Channels.

Courtesy by all participants is expected:

- Start and End on time.
- One conversation at a time, please.
- Stay open to new ideas.
- Participate fully when comfortable.
- Share time, i.e. let others have a chance to talk.
- Disagree with respect.
- If a discussion gets off topic, the Seneschal will nudge it back.
- If a discussion becomes too long, it may be moved to a future meeting.
- Votes can be yay, nope, or abstain.

AGENDA:

- Display anti-Harass and pro-Courtesy info, from 10 minutes before start time to 1 minute after start. Redisplay later if many stragglers.
- Call meeting to order.
 - Ensure quorum present; otherwise wait for more folks or adjourn now.
 - Ensure someone is taking minutes. Keeps track of attendees, decisions & why made, etc.
- **Old business.**
 - Much has happened since our last meeting.
 - Please read *Old Business Review* at http://wyndriche.eastkingdom.org/wp-content/uploads/2020/08/SCA_WyndricheBusinessMeetingAug2020_OldBusinessReview_asPDF_.pdf , ideally prior to the Aug 2020 meeting.
 - **Caution:** clicking a meeting link on History webpage often immediately downloads file rather than displaying it.
 - Minutes of July 2, 2019, added at https://wyndriche.eastkingdom.org/wp-content/uploads/2020/08/SCA_Wyndriche-Business-Meeting-minutes-20200702-in-PDF.pdf .
 - More meeting notes at <https://wyndriche.eastkingdom.org/history/> . Two from 2018 were added.
 - Topic HowTo.
 - Who should be notified & when? A summary is desired for common or easily foreseeable situations, e.g. notify Chatelaine of potential newcomers. Who will do this?
- **New business.**
 - Topic Activities.
 - Virtual Pennsic may be over, but SCA vendors still need our help. Examples: FB has an *SCA Merchants Relief* group (<https://www.facebook.com/groups/2629774650640671>) with links to vendors; also see www.pennsicMerchants.com .
 - informal Ethereal Get-togethers began May 2020 online. These will continue on the 12th of each month until the plague has relented.

- Ethereal Get-together C on 20200712. Invited SCA neighbors as well. Lord Ant was the sole attendee; luckily for that insect, "sole" is not a pun here.
- Had 1 attendee at Get-together A & 2 at B.
- Thomas is willing to shift day & time, or provide additional get-togethers, at any time.
- Is anyone interested in hosting a future Ethereal Get-together? If so, contact Thomas.
- Neighboring SCA branches & anyone from Maine who is interested in the SCA are welcome, too.
- Topic Announcements & fyi.
 - Per BoD aka top level of SCA.org: no in-person stuff until at least Feb 1, 2021, except for small local gatherings **if** we get permission first.
 - Pronouns are a thing. "Gentlethem" in addition to "Welcome Lords & Ladies" got good reviews.
 - fyi, some areas in this agenda were intentionally left blank so they're not forgotten.
- Topic Branch Status.
 - Kingdom review on tap at end of 2020. EK granted amnesty vs required officers, since plague disrupted everybody. We need to be active & ready.
 - Requirements for a Canton = 5 people as paid members, including Seneschal + Exchequer + 1 of next 3 officers: A&S, Herald, any Marshal. Seneschal cannot also be 1 of the other required officers.
 - Currently about 20 members, including officers.
 - Current officers: see table below.
- Topic Events.
- Topic Health. (e.g. plague & accessibility; recall our Seneschal is hard-of-hearing)
- Topic Meetings.
 - Fyi, last meeting notes on History page were for 20170817. Webminister added more.

- Topic Members, current. Gift memberships to [SCA.org](https://www.sca.org) are available; contact the Seneschal.
- Topic Officers.
 - sub Topic Officers A&S.
 - Catiana left our boundaries on 20200430.
 - Before Catiana left she sought ideas about how this office can best serve small groups where folks have few overlapping interests, such as Wyndriche. If you get any ideas, please contact our current A&S officer.
 - Moira Browne became our A&S officer on 20200624.
 - sub Topic Officers Chatelaine.
 - Vivien de Valois will be stepping down at the end of August; she moved further South in Maine. Please thank Vivien; we wish her well. Antony Martin of Sheffield will become Chatelaine at that time; it is official once he appears on <https://wyndriche.eastkingdom.org/officers/>.
 - Proposal by Seneschal to put Recruiting on hold, while we focus on current members & former members.
 - sub Topic Officers Exchequer. aka finances.
 - Google Meet limits are noted later in this document. Do we, or Thomas of Wyndriche, want to get the middle package (\$10/month/user ; 100 hrs max) to allow meetings > 1 hour long after Google's courtesy period ends?
 - sub Topic Officers Seneschal, and Deputy.
 - Your seneschal has been quite busy; see old business. Kept the Deputy informed sometimes; Thomas needs to do better at that.
 - How am I doing? Feedback welcome, via any method.
 - sub Topic Officers TW Marshal.
 - Sir Cedric of Thanet posted numerous videos to FB; slings, spears, axes, & bizarre weapons are shown. Contact him directly for more info on anything TW related.

- Sir Cedric was closely involved in writing plague guidelines as well as Census questions for the entire SCA. That census took place in July 2020.
- Martial guidelines usually differ greatly from non-combat guidelines. Please watch for official announcements.
- sub Topic Officers Vacant. Anyone interested in an open position? Antony offered to mentor any volunteer for Herald.
- sub Topic Officers Webminister.
 - You don't need an official persona to get an EK Wiki page. Assistance is available.
 - Thomas will continue in this position until plague relents. We had a nibble that didn't pan out (what's a medieval phrase for that?) .
 - Suggestions are welcome anytime for Topics at meetings, or on FB, etc. Contact the Webminister or Seneschal.
 - Webminister is working on some issues. Please report any trouble, or web concerns, with Wyndriche's online info to this officer.
- sub Topic Officers Reports.
 - Have all reports been submitted when due?
 - CC'ing the Seneschal is extremely helpful for getting a feel for what & how our branch is doing. It is easy to lose touch, particularly when interests don't overlap.
 - Are these reports sensitive? Came up when wondering if should be posted to website & if so how.
- Topic HowTo.
 - A link exists at EK Webministry for transitioning an office from 1 person to another.
 - Seneschal is requesting ideas for how to handle sensitive info, particularly for training of new officers.
 - Recall anti-doxx policy.
 - Recall copyright restrictions, e.g. vs music videos. <https://seneschal.eastkingdom.org/news.php#copyright> .

- Email help@helpdesk.eastkingdom.org for technical assistance. They can sometimes point you to other places for non-technical topics, too.
- Does anyone have (Topic) additional items?
 - .
 - .
 - .
- Wrap-up
 - Person taking minutes ensures that at least the following members were **present for entire meeting**; adjourn earlier if attendance goes below that sooner. Seneschal, 1 other officer (says warranted but only Seneschal needs that for Cantons), 1 other populace member or witness.
 - **To do's.**
 - Topic
 - Topic HowTo. See earlier.
 - Topic Officer Webminister. On our official website, hyperlinks and formatting differ depending on how user gets to the information; needs to improve. Old meeting notes automatically download if you click on them; could end up with multiple copies; at the least warn user before downloading, at best give user a choice of that or simply viewing it.
 - Schedule next meeting.
 - Adjourn meeting.
 - Seneschal will remain available for 10 more minutes in case of "I just remembered X."
 - Webminister gets notes from person taking them. Webminister posts minutes to <https://wyndriche.eastkingdom.org/history/> , part of our official website; **must** include a summary of any official decisions that were made.
 - end of Agenda.

following copied on 20200723 so check actual webpage often;
<https://seneschal.eastkingdom.org/news.php#guidelines> ,
italics and **bold** added by Thomas of Wyndriche;
answer to 3 is no or Endewealde's, 4 is yes or Endewealde's.

Online Branch Business Meetings

Local branches may hold business meetings online.

1. To ensure that members of the populace are able to participate, meetings should be *announced in advance using the branch's official channels* and standard means of communication. If a branch needs help communicating with their populace, contact the Kingdom Seneschal, who may enlist the assistance of the Kingdom Social Media Officer, Webministry, and other resources as necessary.
2. To provide visibility to those unable to attend, *minutes should be recorded and shared with the populace, including at a minimum a summary of any official decisions made*. These minutes should be made accessible to anyone who would normally be allowed to attend the meeting. Remember not to publish anyone's personal information like phone numbers or home addresses without their explicit approval. If you can record the online meeting and post it this may also be useful, if the participants consent to recording & publication.
3. If branches have *bylaws or customs* that govern their meetings, such as rules for convening meetings, quorums for voting, or other related policies, those *should* continue to *be followed*. If a branch needs a variance from their bylaws for some reason, contact the Kingdom Seneschal.
4. If a branch does *not* have such *bylaws or customs*, at a minimum **at least the warranted Seneschal, one other officer, and a witness/populace member must be present** on screen or in the online forum **for the entire time** the meeting is held in order for the meeting to be considered official.

from <https://seneschal.eastkingdom.org/news.php#guidelines> at ``Tools ...``:

- A. include the anti-bully anti-harass policy slide at start of meeting.
- B. ``The Kingdom's normal licensing doesn't allow these sessions to be recorded, but Google [Meet] has added this ability through July 1st ...`` - really thru Sept 30.
- C. consider including ... "Please note that by participating, you are agreeing to be recorded and granting permission to have the video posted to Social Media Channels."``
- D. if using Google Meet: ``Turn on the captioning feature``
- E. Similar for Zoom but more complex for host.

+++++

Google Meet \$ and features, per <https://apps.google.com/meet/pricing/> on 20200729:

- G Free = max 1 hr, max 100 folks (vs 25 earlier), Live captions in English only, join from browser (not phone), recording NOT saved to G Drive (so ? to where). This is used by SCA.
- G suite = \$10/user/month, free gets it thru Sept 30, max 300 hrs, max 150 folks, adds join from phone.
- G enterprise = \$20/user/month, max 250 folks, adds recordings saved to G Drive and some "coming soon" features.

Didn't include security & support features for these packages above. All include encryption.

To do after Sept 30 = try join by phone & > hr meeting after Sept 30 & review G Meet pricing website; reminder is on Thomas' iCalendar.

Officers at time of Aug 2020 meeting.

..

<i>Officer Title</i>	<i>Person (SCA name; First mundane name)</i>	<i>Notes</i>
Seneschal !	Thomas of Wyndriche; Tom	Aug 31, 2021, at 11:59pm
Chatelaine	Vivien Valois; Khristina	—
Deputy Seneschal	Frasier MacLeod; Stephen	—
Exchequer !	Hrefna Hrodbjortsdottir; Miranda	—
Herald #	vacant	—
Arts & Sciences #	Moirá Browne; Kim	—
Marshal #	Sir Cedric of Thanet; James	—TW Marshal
Webminister	Thomas of Wyndriche; Tom	—
Fencing aka Rapier	vacant	—
Minister of Lists	vacant	—
—	—	—

in the officers table above: ! means required, # means at least 1 of these 3 is required;

Chatelaine duties must be handled if vacant, typically by someone who is already an officer .

See also <https://wyndriche.eastkingdom.org/officers/> .

Abbreviations & terms used in this document:

- Common terminology in the EK SCA, per Chatelaine's website at <https://chatelaine.eastkingdom.org/wordpress/new-person-click-here/new-to-the-society/common-terms-and-terminology/>
 - fyi, 'Your Excellency' may also be 'Their Excellency' for singular or 'Their Excellencies' for plural. 'Lord' and 'Lady' are also used informally for any SCA member whose title is unknown or who doesn't have a title; possibly M'Lord? .
- A&S = Arts & Sciences.
- BoD aka BOD = Board of Directors of the SCA.
- EK = East Kingdom.
- Ethereal = online; aka virtual.
- FB = Facebook, a social media platform.
- G = often Google, eg G Meet or Gmail.
- hr = hour.
- Member = paid member of SCA residing in Wyndriche's borders.
- MOAS = Minister of Arts & Sciences, an officer.
- SCA = www.sca.org = Society for Creative Anachronism.
- Topic whatever = included on agenda for easier searches.
- TW = Thrown Weapons.

_____ end of file _____