



Barony of Ile du Dragon Dormant

Official Minutes of Officers' Meeting

Date: November 17th, 2009

Attendees:

○ Baron	Pelandres Dit Le Frère	Jean-Francois Jacques
○ Baroness	Valeria Laskaris	Joseanne Léveillé
○ Seneschal*	Jordan Lovatt	Barbara Lyon
○ Deputy Seneschal	VACANT	
○ Exchequer*	Camilla Di Bruno	Christine Chapman
○ Deputy Exchequer	Tadea Isabetta Di Bruno	Tracy Irving
○ Knight Marshall*	Brien McShane	Brian McCulloch
○ Deputy Knight Marshall	VACANT	
○ Poursuivant*	Iuliana Angelina	Natalie Ewaschuk
○ Deputy Poursuivant	VACANT	
○ Chatelaine*	Alix de Minerve	Audrey Bergeron-Morin
○ Deputy Chatelaine	VACANT	
○ Historian	Laurie of the Bow	Laurie Meunier
○ Deputy Historian	VACANT	
○ Mistress of Arts and Science*	Jeanne de Robin	Joanna Hobbins
○ Deputy Minister A&S	VACANT	
○ Mistress of the Lists*	Wulfwyn	Mia McPhail
○ Deputy Minister of the Lists	Noa & Bradwyn	
○ Captain of Archers	Gneaus Aurelius Andronicus	Jason Farrell
○ Lieutenant of Archers	Caradog O'Broin	Chris Hurtubise
○ Captain of Fence	John Radburne	John Wiens
○ Lieutenant of Fence	Xavier the Sinister	Alexandre Quesnel
○ Chirurgion*	Caradog O'Broin	Chris Hurtubise
○ Deputy Chirurgion	VACANT	
○ Chronicler (INTERIM)*	Freya Manslayer Carolsdottir	Liz Slabotsky
○ Deputy Chronicler	VACANT	
○ Webminister	Alix De Minerve	Audrey Bergeron-Morin
○ Deputy Webminister	VACANT	
○ Waiver Secretary	Serena	Christine Patterson
○ Waiver Deputy	VACANT	
○ Quartermaster	Cairn MacAllister	Patrick Patterson
○ Deputy Quartermaster	VACANT	

Others in Attendance: Tim Horton ☺

■ = In attendance

■ = Absent

■ = Arrived after meeting started

* = Greater Officer

Meeting Called To Order: _____ 7:40pm _____

Agenda:

- 1 Officer/Deputy positions that need filling**
- 2 Updates on current projects**
- 3 Events**
- 4 Review of Officers' roles**
- 4a Review of Seneschal's role**
- 5 Review of Officer's List usage**
- 6 Review of Constitution & SOPs**
- 7 Additional Business**

1. Officer / Deputy Positions that need filling:

- a. Deputy Seneschal
- b. Chatelaine & Deputy Chatelaine
- c. Herald & Deputy Herald
- d. Deputy Historian
- e. Deputy Knight Marshal
- f. Chronicler & Deputy Chronicler
- g. Deputy of A&S

Jordan to send out e-mail remainder to the General List

2. Updates on current projects

- a. Baronial contact list – John can no longer work on it; Jordan to inquire if Serena is interested, and if not, e-mail will be sent requesting a volunteer. Camilla currently has the Gate info from Fall Harvest which will be forwarded to whoever picks up the project.
- b. Request from the Seneschal: Jordan would like all Officers to come up with at least one project relevant to their office that they will start within the next 6 months. Reminder to be sent out to the Officer's list

3. Events

- a. Fall Harvest (past) – Cosmano was unable to attend the meeting, but he had e-mailed the summary to the Officer's List for review. In general, the event made a small profit and good times were had by all. Suggestions to avoid certain mishaps that arose over the course of the event were noted and will be taken into consideration for next time.
- b. BIA (upcoming) – will not be an RP. Tadea will continue with her themed event idea; steps are already underway to secure the site.
- c. New potential outdoor site – Frontier Lodge Camp in the Eastern Townships. We were approached by the Director who is a Scadian recently come to Quebec, he offered use of the site at – at worst – a greatly reduced cost. A visit to the site will be taking place the weekend of Nov 28-29. Possible stumbling point – site is on Dragonnet lands. Jordan to confirm rules for using “foreign” site

4. Review of Officers' roles (what Jordan expects of her Officers)

- a. Represent SCA Inc.
- b. Handle admin (paper requirements)
- c. Track activities (in terms of participation)
- d. Note the needs/wants of participants (gear, workshops, locations, etc...)
- e. Act as points of reference to members

- f. Act as leaders within the group (encourage participation & development, act as “peace-keepers” if required)
- g. Be involved in handling the Barony’s finances (be aware of where we are financially, and of what financial requests are feasible)

4a. Review of Seneschal’s role (what the Officers expect out of Jordan)

- a. Represent SCA Inc.
- b. Handle admin & legal issues
- c. Act as “manager” of the Officers; ensure Officers are working well individually and together, ensure business gets taken care of (ie: minimizing tangents at meetings!), etc...
- d. Ensure Baronial, EK, and SCA law are followed
- e. Act as point of reference to members
- f. Help Officers secure what they need for their groups, and make sure the requests are in line with the “greater good” of the Barony
- g. Moderate disagreements between Officers and/or non-officers if required
- h. Keep an eye out for anyone deserving of awards
- i. Support the Officers in general!

5. Review of Officer List usage

- a. DO
 - i. Use to discuss needs/wants of your Office
 - ii. Use to request approvals on relevant issues
 - iii. Use to coordinate meetings and/or activities
 - iv. Use to distribute items of interest (articles, info, ideas, etc...) to the Officers
 - v. Remember that tone IS communicated through e-mail; choose words carefully and always re-read before sending!
- b. DON’T
 - i. Use to carry on personal conversations
 - ii. Use as a venting tool (ie: avoid personal attacks and negative statements)
 - iii. Use to contact people urgently
 - iv. Use to send out last-minute communications

MOTION: Close the Officer’s List (ie: Officers only, exceptions on a case-by-case basis) to allow for a more productive and focused decision-making environment.

Moved By: _____ Jordan _____ Second: _____
 Abstentions:
 Against: 4
 Result: Motion failed

6. Review of Constitution and SOPs

Note that while the following points were brought up, there were not enough Officers present to vote on any changes at this time

- a. Constitution
 - i. Section 2.1.1 – Should read: *Curia will consist of all individuals duly appointed as Officers of the Barony or their duly appointed deputies*
 - ii. Section 2.2.1 – Proposal to change to: *Curia meetings take place at least bi-monthly, usually alternating between the first Monday and Tuesday of that month*
 - iii. Section 3.2.1 – Documents states semi-annual moots alternating with semi-

annual scholas, although current practice has moved away from that. A vote will be called to confirm that we “stick to the original plan” as currently indicated in the Constitution.

- iv. Section 3.3.1 – The amount of people required for quorum to be examined at a future time (including discussion on how better to track Baronial citizens, and what constitutes an “active” citizen)
- v. Section 6.0 – “*The Order of the Barony (name to be determined)*” must be replaced by “***The Order of Squamifer’s Fortune***”

MOTION: Close the Officer’s Meetings (ie: Officers only, exceptions on a case-by-case basis) to allow for a more productive and focused decision-making environment.

Moved By: _____ Jordan _____ Second: _____

Abstentions:

Against: 4

Result: Motion failed **NOTE: as noted above there were not enough officers to vote on this issue, however given the clear “against” response this item will not be brought up for further review this period. Current Constitution wording will be reviewed for clarity.**

b. SOPs

- i. Specific Events section – Removal of this section will be examined. More (and consistent) financial awareness may be a better alternative than designating any particular event as the “money-maker” of the year.
- ii. Baronial Officers – review to ensure wording is clear concerning terms of office and reviews of office.
- iii. Missing update: Fundraising SOP has not been published yet. To be hunted down and dragged kicking and screaming into the SOP text. If voting requirements were not met, to be reposted for official vote.

7. Additional Business:

- a. Item from Camilla: the decision-making/approval process should be clarified (for example, for Autocrats looking for Curia’s approval). The process must be handled quickly as well.
- b. The charging of rental fees for loaner gear has not been approved by Curia, although an unofficial consensus is in place. Item to be confirmed and voted on at the next meeting.
- c. Item from Tadea: review of the Constitution and SOPs should be standardized (for ex, 1 every 2 years). To be looked at next meeting.
- d. Item from Tadea: Preliminary clean-up of the Wesley locker has begun, and many goodies have been found! Proposal: have a clean-up / cataloguing night to put everything in order, with the goal of posting the list of stuff to the website so that everyone can see what materials are on hand. Suggested for after the holidays.

Adjournment:

MOTION:

The Curia shall be adjourned to reconvene at the next scheduled time for Curia to meet.

Moved By: _____Camilla Di Bruno_____ Second:_____Wulfwyn_____

Abstentions:

Against:

Result: Meeting adjourned

Adjourned at: _____9:35pm_____

Chair: _____Jordan Lovatt_____

Secretary: _____John Radburne_____