

## East Kingdom: Shire of Eisental: Monthly Meeting Minutes

Date: 9/16/19                      Location: Reading

People in attendance: 10                      Notes by: Cillene O Caollaidhe / Sue Kelly

<u>Seneshal:</u> Lady Sophia Von Konstanz / Jenny Becca Ault	Status Quo.
<u>Herald:</u> Lady Brit Taillyell / Britt Meitzler	Status Quo.
<u>Exchequer:</u> Lady Cillene O Caollaidhe / Sue Kelly	<p>Pennsic Exchequer Meeting:</p> <ol style="list-style-type: none"> <li>1. Three year per Kingdom office. EK exchequer officers' auto-renews every February, don't contact Kingdom, just vote. Current Exchequer may stay in office if voted on by group.</li> <li>2. Google Team Drive: put the last 7 years of reports on it and shred 8 years and older. Past Quarterlies, checks, statements, event reports, NMS</li> <li>3. NMS Questions? Exchequer.NMR@EK.org. Need to Email ? Subject line put: Event name/shire/date. Email NMS and paper signed and mailed in TEN days.</li> <li>4. Sign and scan first 4 pages of all reports, bank statements, and checks</li> <li>5. MUST have an emergency deputy</li> <li>6. Signature order for bank: Exchequer, Deputy Exchequer, Seneschal, Another qualified person. <u>Checks: SCA PA Inc., Shire of Eisental</u></li> <li>7. Financial Committee: Send Financial Committee notes along with Quarterly. Anything discussed about money and who decided on it and any money expenses. "Voting" is your monthly meeting report. Financial policies need to be approved by Shire Financial Committee and sent to Kingdom for approval.</li> <li>8. ALWAYS use Kingdom Email for ALL business. ALWAYS put Shire name in subject line. If you have multiple offices, make certain to drop down to the correct office.</li> <li>9. PayPal: only report income, not the \$8 fee. If we use, review rules.</li> <li>10. Donations field on Event Form: ONLY for 'gate donations'. All other donations (ex: Sun AM breakfast goes on the Quarterly form)</li> <li>11. Bounced checks. See Exchequer's handbook. Chapter 5 Section 9 Number 2 Debts are considered a 'receivable' until the Financial Committee decides to pursue or remove the debt. The Debt goes under the category it was written for on the Quarterly report. Any reimbursement requests must be submitted within 30 days.</li> <li>12. Read Society, Kingdom, and Shire by-laws.</li> <li>13. Event Fees: Youth rate is the ONLY rate to be discounted. You can NOT comp a non-member Anyone comped ahead of time MUST be voted on by the shire and must list who requested the comp (name and office). 17 years and younger DO NOT pay NMS. Royalty are comped by Kingdom Law, but their kids MUST be voted on and documented in financial committee notes/shire notes if comped.</li> <li>14. We must have a Financial Committee approval for unauthorized expenses per Kingdom Policy.</li> </ol>

	15. Must fill out the back of the bank statements. 16. Review Financial Committee rules annually. Members must be paid members and at meeting.
<u>Webminister:</u> Lady Cillene O Caollaidhe /Sue Kelly	Status Quo. Always a work in progress.
<u>Chronicler:</u> Lady Cillene O Caollaidhe / Sue Kelly	Status Quo.
<u>A&amp;S:</u> Lord Malys MacGregor / Rob Ault	Status Quo. EK Leather guild: Fellowship of St. Bartholomew
<u>MOL:</u> Baroness Astrid Olafsdatter /Alis Bajan	Status Quo.
<u>Archivist:</u> Lord Elias Barbarossa von Zweibruucken / Joseph Olliff	Status Quo.
<u>Chatelaine:</u> Lady Sophia Von Konstanz / Jenny Ault	Our Tuchux members are moving to Pittsburg ☹️ 4 more new members: Marie, Cory, Abby, and Nick. Nick was authorized at Novice Day!
<u>Dance Mistress:</u> Lady Jacobina of the White Moor / Jamey Olliff	The Bard is still bouncing in his box.
<u>Chamberlain:</u>	Open
<u>Knight Marshall:</u>	Open
<u>Fencing Marshall:</u>	Open
<u>Archery Marshall:</u>	Open
<u>Equestrian:</u>	Open

Next meeting location:

Oct – Leighton Nov – Bethlehem Dec - Reading

Old Business:

Coronation in York on Oct 5. Day board only, no feast.  
Corn Maze, Aethelmarc, Lewisburg, PA, November 9  
100 Minute War, Rusted Woodlands NJ, November 23  
Ducal Challenge, NJ, Sept 7  
Any workshop ideas for Mahoning Ambulance Co?

New Business:

Pictures needed for Instagram!

New Event Proposal Information:

Who/What/When/Where/Title/EK Event Announcement Started?

Other Information: