

March 2022

VOLUME XXXXII ISSUE 3 A.S.LVII

EDICTS AND EPISTLES





TABLE OF CONTENTS

Events.....	pg 3
Activities.....	pg 3
Letter from the Baronage.....	pg 5
Business Meeting	pg 6
Get Your AEL Login	pg 7
Covid Related Information	pg 7
Vacant position: Chronicler.....	pg 8
Vacant position: Minister of Lists.....	pg 9
Call for Submissions.....	pg 9
Call for Event Bids	pg 9
Campfireside Chat	pg10
Baronial Financial Policy.....	pg 11
Baronial Regnum.....	pg 20
Baronial Notables.....	pg 21
Financial Committee.....	pg 21
Canton of Seven Hills.....	pg 21

BARONIAL EVENTS:

None at this time.

BARONIAL ACTIVITIES:

Business Meeting – 2nd Wednesday each month

Time: 7:30pm – 9:00pm

Location: Virtual Zoom meeting

Contact: Lady Kale Cinnabarrissa (Seneschal)

Info: A plain-clothes meeting to discuss baronial financial and legal details and upcoming activities.

Cyber Tea – Every Tuesday

Time: 8:00pm – 10:00pm

Location: Facebook Barony of Black Diamond page

Contact: Baroness Alys d'Avignon or comment on the weekly announcement post on the Barony Facebook page.

Info: Weekly chat to discuss ongoing activities in the Barony. Comment on the Barony of Black Diamond FB group to be added to the chat

A&S Night – 1st and 3rd Mondays

Time: 7:00pm

Location: ZOOM.

Contact: Lady Genevotte la Feseresse or Baroness Alys d'Avignon

Info: Virtual gathering to discuss and display Arts & Sciences, Scribal, Bardic projects

Fighter Practice –Thursdays

Time: 6:00pm

Location: Windsor Hills UMC, 3591 Windsor Rd, Roanoke, VA 24018.

Contact: Baron Alonzo Falcone

Info: In-person practice of heavy and rapier combat.

ROANOKE Area Activity Details:

Some in-person activities are being resumed at this time. Additional information will be printed as it becomes available.

.

SEVEN HILLS Area Activity Details:

No in-person activities at this time

WOLF HILLS Area Activity Details:

All activities suspended at this time.

Other events in the Kingdom

See the Kingdom Calendar for event links and event information.

Royal Progress Events are noted as follows:

Queen (Q), King (K), Princess (Pr), Prince (P)

March - 2022

03-05 - 03-05 : Kingdom Arts and Sciences Festival :Mebane NC (Atlantia) (Q K Pr)

03-11 - 03-13 : Nottingham Coill Baronial Birthday XLII :Bennettsville SC (Nottingham Coill)

03-12 - 03-20 : Gulf Wars XXX : (Glenn Abhann) (Q K Pr P)

03-18 - 03-20 : Raven's Cove Baronial Birthday!! :Beulaville NC (Raven's Cove)

03-26 - 03-26 : Defending the Gate 2022 :Spotsylvania VA (Sudentorre)

03-26 - 03-26 : Virtual In a Phoenix Eye :na NC (Sacred Stone)

03-26 - 03-26 : Fiber Arts Workshop :Spartanburg SC (Nottingham Coill)

LETTER FROM THE BARONAGE

We hope you are all doing well! We have been going to quite a few events over the last little bit. We attended Ymir and brought the pavilion with us and had quite a few people come hang out with us throughout the day. We attended quite a few apprenticing/protégé ceremonies, including Lady Genevote apprenticing to Mistress Finnech. We had two wonderful newcomers to the event and Lady Agatha received the Award of the Star of the Sea for all the hard work she has been doing to support our newcomers.

We attended the Meridian Challenge of Arms and Baron Alonzo fought rapier and cut & thrust throughout the day and had a wonderful time. We were unable to attend Kingdom A&S, but Yuri no Kitsume represented Black Diamond as our A&S Champion and had a wonderful display of Japanese Shibodi dyes and patterns. It was the first time she has competed, and she did a wonderful job. If you want to see her patterns, just let her or Lady Agatha know so they can show you pictures they took of her display. We can't wait to see what she does in the future.

This month we are both planning on attending Ravens Cove Baronial Birthday on the 19th, Baron Alonzo is planning to attend Defending the Gate on the 26th, Coronation on the 2nd, and the demo in Isenfir on the 9th. We will have either a small dayshade or the baronial pavilion at these events, so please feel welcome to come join us if you need a place to sit and rest.

Thank you to everyone who has been retaining for us at the events last month. You have all been a wonderful help and we appreciate everything you have been doing for us. If you would like to retain for any of the events coming up, please feel free to join the Black Diamond Retainer group on Facebook to sign up for spots, or you can email me at baroness@black-diamond.atlantia.sca.org with timeframes that work for you and I can add you to our schedule. We typically schedule retainers in 2-hour blocks. If you've never retained before, let us know and we can help you learn how to do so!

With Atlantia opening more and more, we are excited to be able to see more of you all in person.

BUSINESS MEETING NOTES

02 - 09 - 2022:

Seneschal – All in-person activities can resume. Still under Covid-Safe requirements for all activities such as masking indoors, checking vax cards and/or testing. The current Covid policy listed on the Kingdom website has had some updates, those are marked in blue.

Baronage – Baronial progress is listed on the Baronial website. There is a place for people to sign up to retain for the Baronage. ?

A & S – Virtual A&S via Zoom continues. A couple of new members are attending.

Chatelaine – There has been some interest by a handful of people, some attendance to events and A&S zooms. There is an Isenfir demo that Black Diamond members are welcome to attend and help out.

Chronicler (Vacant) –

Exchequer – No change in account. Still at \$10,989.71
Is there a Baronial grill? If yes, where is it? At Master Terefan's home. Need to go get it, assess its condition – is it useable or not.

Herald – Nothing to report. Need more Heralds

Knight Marshall – Thursday Virtual Fighter meeting still occurring. Looking for outdoor spaces to have practices.

Web Master – Needs deputies.

Canton Seven Hills – In-person activities (can resume). Encourage participation in virtual activities. Assessment is coming, time to check your armor and get ready for combat.

Wolf Hills – No activity. Encourage participation in virtual activities

CURRENT Business – Vote on Financial Policy for this year
The version of the Financial Policy that has the FP committee comprised of the Seneschal, Exchequer and Black Diamond populace present at Business Meeting will be submitted to the Kingdom Exchequer.

The Financial Policy will be submitted to the Kingdom for review, commentary for revisions and posting as seen fit. Any revisions or recommendations for revisions by the Kingdom Exchequer will be addressed to the group Seneschal or Exchequer.

Next meeting: March 9, 2022 7:30pm
Using Zoom link listed in Black Diamond group for meeting.

HEAR YE, HEAR YE, All Populace Encouraged To Acquire An AEL LOG-IN.

SPIKE wants YOU, yes You, to get your AEL Log-In

The Kingdom of Atlantia has a wonderful and complex set of interconnected online systems. Those sites start with your AEL or Atlantian Enterprise Login. The AEL login is used for a wide variety of online participation, including but not limited to:

- University of Atlantia student and teacher signup and class management
- Marshal rosters and warrants
- Making and updating award recommendations
- Getting a copy of your fighter's card
- Polling order watch list participation
- Baronial and Kingdom level pollings
- And much more...

Everything starts and ends with your AEL. It accesses the University of Atlantia web site to sign up to attend classes or as a teacher. Your AEL ID is also used for other on-line Atlantian systems such as retrieving your fighter's card, filing event reports, participating in pollings, etc.

Anyone can sign up for an AEL login. In most cases, the sign up is all that is required. There is no membership or residence requirement involved in general access. This means almost anyone can create and use their login for such things as signing up for University classes or making award recommendations.

In specific areas. SCA membership information is required to participate such as in Baronial pollings and the MoL site to retrieve your fighter's card. A link to your Order of Precedence entry is required for access to Order watch lists and pollings.

There is a guide that explains the details of obtaining an AEL and keeping your information up to date. You are not required to be a subject of Atlantia to receive an AEL. Many non-Atlantian's have logins for University classes or to make award recommendations. This guide is available here:

https://polling.atlantia.sca.org/guides/Getting_Started-v2.pdf

COVID RELATED INFORMATION

From the Kingdom Seneschal:

In consultation with their Majesties my office has made the decision to re-open the Kingdom for in-person activities. We are still under Covid-Safe requirements for all activities such as masking indoors, checking vax cards and/or testing

Atlantia is a resilient community, built of a diverse and extraordinary populace. Please stay safe, and remember to be kind and supportive of each other as we move forward. Vivat Atlantia!

The latest revision of the COVID policy can be found here
<https://atlantia.sca.org/wp-content/uploads/2021/11/Atlantian-Covid-Policy-11182021-Final.pdf>

As part of the changes in the Covid policy, the SCA Health Notice must be printed and prominently displayed at the entrance to all SCA activities (events, meetings, A&S and martial practices). This language will be required to appear on all event notices, flyers, online announcements, and advertisements, including Troll [Registration], as well as being posted in multiple locations at any and all SCA-sponsored functions going forward.



ANNOUNCEMENT:: vacant position – CHRONICLER



The Barony is looking for someone to fill the position of Chronicler. More than one person can work in the Chronicler office. There is a main officer, and there can be one or more deputies. Previous experience not required. Below is a brief description of the duties of a Chronicler. If you are interested in becoming one, it is strongly recommended that you take the class on being a Chronicler which is offered through Atlantia University. One can also contact the Kingdom Chronicler if you have questions about being a chronicler.

WHAT IS A CHRONICLER AND WHAT DO THEY DO?

The Chronicler is a person who publishes a newsletter for the barony. The newsletter has articles, art and information about activities and events in and around the barony. Often Kingdom and other outside information is included. The Chronicler is also the baronial Historian.

The Chronicler shall endeavor to produce a newsletter that reflects the history of the Barony of Black Diamond. The Chronicler will attend all Baronial Business meetings in order to take the minutes for the meeting, and then publish those minutes in the baronial newsletter.

The Chronicler is also the Historian for that Barony and will make every effort to maintain a comprehensive Baronial history for Black Diamond on the baronial webpage. The Kingdom Historian will be referencing the Barony's History page, so, it is encouraged to have a separate page on the Baronial website for that History

It is acceptable to have a Deputy handle the duties of Historian for the Barony so long as the Deputy is warranted as Chronicler-at-Large by the Kingdom Chronicler

For a complete rundown on all things Chronicler, see section 6 Policies of the Kingdom Chronicler, The Atlantian Book Of Policy



ANNOUNCEMENT:: vacant position - MINISTER OF LISTS



The Barony is looking for someone to fill the position of Minister of Lists. More than one person can work in the Minister of Lists office. There is a main officer, and there can be one or more deputies. Previous experience not required. Below is a brief description of the duties of a Minister of Lists. If you are interested in becoming one, it is strongly recommended that you take the class on being a Minister of Lists which is offered through Atlantia University. One can also contact the Kingdom Minister of Lists if you have questions about being a Minister of Lists.

WHAT IS A MINISTER OF LISTS AND WHAT DO THEY DO?

What exactly IS a Minister of the List (MoL)? A MoL is someone who helps organize, complete, and maintain the paperwork needed to track fighters' authorizations and run combat scenarios at events. They are the people sitting at the table on the side of the list field signing in combatants, checking authorization cards, recording authorizations, and filling out all those lovely forms necessary to keep fighting in Atlantia running smoothly.

Any event (including tournaments, demos, war practices, or training at Universities) announced in The Acorn which includes combat activities (heavy, rapier, youth, minor combat or equestrian,) must have an MoL-in-Charge.

For a complete rundown on all things Minister of List, see section 4 Policies of the Kingdom Minister of the Lists, The Atlantian Book of Policy

ANNOUNCEMENT::CALL FOR SUBMISSIONS

The E&E is in need of artwork, articles, poetry, stories, recipes, photos from SCA events or activities, etc. If you have something you would like to have published in the E&E, send your submissions to the Chronicler, [chronicler\[at\]black-diamond.atlantia.sca.org](mailto:chronicler[at]black-diamond.atlantia.sca.org) Please include a release form with your submission which allows us to publish your item. Those forms are available at <https://chronicler.atlantia.sca.org/Releases.php>

ANNOUNCEMENT::CALL FOR EVENT BIDS

At this time one event need an Event Autocrat, a Site, and activities
Submit your bids to the Financial Committee for consideration.

ICE CASTLES 2023 for January 28. 2023.

Is open, awaiting a bid.

Deadline to submit bid is October 1, 2022



CAMPFIRESIDE CHAT



Hey all, everyone got a seat? Good, let's talk. No specific topic, this is a space to talk about all things SCA, and SCA related. Like

The Barony needs officers and deputies.

Some of the current Baronial officers are reaching the end of their term in office. A few wish to continue on, some wish to step down. Our officers do not want to leave their position without having a replacement to step up. If you have an interest in any of the Baronial offices, contact the incumbent officer to find out what they do in their position.

There is also a great need for deputies. Deputies help officers manage that office and the activities related to that office. Any office can have one or more deputies. For additional information on each office, see the Atlantian Book of Policy [<http://atlantia.sca.org/officers/seneschal/governing-documents/>] to find out what the duties and responsibilities are for each office. Any person interested in an office would need to take appropriate classes to be warranted as a deputy.

The Barony needs event autocrats.

What is an Event Autocrat? An event autocrat is a person who has volunteered to run an event (like Ice Castles, King's Assessment, etc). The Autocrat finds a site for the event to be held, organizes martial, A&S and/or bardic activities at the event, and arranges for a feast if appropriate to the event. That is an extremely brief summary of what an autocrat does.

Can anyone be an event autocrat?

Yes. You do not need experience to be an autocrat. It is strongly recommended that you be a deputy autocrat first. As a deputy autocrat, one can learn what responsibilities and expectations are of an autocrat. It is also recommended that you take the Autocrat class offered thru Atlantia University which will explain more of what an autocrat is and does. There is also an Autocrat class offered by the Kingdom DEI officer.

There is always a need for award recommendations. You, the populace, are an important part of getting people recognized for the things they do. TRM and your Baronage rely on others to tell them about wonderful things that people are doing.

How does one get an award?

By the populace making recommendations to the Baronage and the Royals. The Crown and Baronage cannot be everywhere at once so they do not see all the wonderful things

that our populace does. Therefore, they rely on the populace to point out those individuals or groups who are doing notable things.

How / where does one make award recommendations?

On the Kingdom of Atlantia website [<https://award.atlantia.sca.org/>] or you can submit an email to your Baronage or the Royals. They will need to know the name, both SCA and mundane, of the person you are recommending, and why you think this person should be recognized (what did they do that caught your attention).

BARONIAL FINANCIAL POLICY

This is the current version of our Baronial Financial Policy, approved by the Barony at the February 2022 Business meeting. It was submitted to the Kingdom Exchequer for Kingdom / Society approval. Any revisions required by the KE will be made by the Seneschal or Exchequer, then resubmitted for final approval from the KE.

Financial Policy for

Barony of Black Diamond

1. Composition of the Financial Committee.
 - a. Group Financial Committee shall consist of all paid members aged 18 and older who are present at a regularly scheduled baronial business meeting. The Baronial Exchequer and Baronial Seneschal must both be in attendance for financial matters to be voted upon.
 - b. Financial expenditures shall be approved with a simple majority of the financial committee. Ties cause a measure to fail.
 - c. Visible proof of paid membership, in the form of “blue card” or electronic membership record, must be provided by the voting members during a business meeting.
 - d. Each paid member present will receive one vote, provided that a minimum of seven paid members are present and a simple majority will decide.
 - e. Proof of membership may be required in any form generally acceptable within the Kingdom of Atlantia (Acorn, Membership Card, etc.) Votes will be taken by holding up proof of Membership.
 - f. Members of the Financial Committee shall have one vote and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
2. Terms of Financial Committee members.
 - a. As long as they are paid members
3. Timeframes and methods for meetings.
 - a. Financial committee votes shall occur only at regularly scheduled baronial business meetings.
 - b. Emergency expenditures occurring between regularly scheduled meetings may be approved per section 5 below.

4. Timeframes and methods for action approval under normal circumstances
 - a. The financial committee will meet at regularly scheduled business meetings, whether in person or virtual. Social media, such as Facebook or Twitter, may not be used for financial votes.
5. Timeframes and methods for meeting and approval in emergencies.
 - a. An emergency expense is defined as any intermediate financial transaction which, if NOT entered into, would cause the group harm, and which must be concluded before the normal procedure for that type of expense can be enacted.
 - b. The Emergency Financial Committee consists of: the Seneschal, Exchequer, and any two other Baronial Officers.
 - c. An emergency expense can be approved by the emergency financial committee at any time.
 - d. Approval of the expenditure must be unanimous, and the Exchequer must keep a record of the expense, the reason it could not wait for a normal business meeting, the voting officers and their vote. This information shall be announced at the next business meeting and published in the minutes and in the first available issue of the Edicts and Epistles.
 - e. The person requesting an expense, or any person for whom it may constitute a conflict of interest, may not be one of the voting officers.
 - f. The emergency financial committee may not spend/ allot funds equal to or greater than 25% of the Barony's unallocated funds.
6. Reporting Schedule for Branches
 - a. All financial votes shall be recorded in the business meeting minutes with a tally of the yea's and nays, and published in the next available Edicts and Epistles.
7. Reporting requirements for branch reports
 - a. Monthly Reports to the populace at the monthly business meeting shall include:
 - i. Bank Account Balance per most recent bank statement
 - ii. Funds Received since last business meeting report
 - iii. Checks Written since last business meeting report
 - iv. Any other data deemed pertinent by the Exchequer or Seneschal
 - b. Reports to Kingdom are per the schedule listed in the Kingdom Exchequer policy and should include the documents and items as outlined in the Kingdom of Atlantia Financial Policy.
8. Timeframes and methods for review and revision of the financial policy.
 - a. This policy may be reviewed at any business meeting.
 - b. As each Seneschal takes office, and each January thereafter, the populace will review and re-ratify the Financial Policy.
 - c. Proposed changes to this policy must first be published in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace.
 - d. Changes to this policy must be enacted by a majority of the populace present at a regularly scheduled business meeting.

- e. Approved changes made to this Financial Policy shall be announced in the next publication of the Baronial Newsletter.
9. Methods for controlling cash receipts:
Cash receipts shall include but are not limited to:
event income of all types, money collected from advertised fund raising endeavors, donations, money from the sale of goods purchased with group funds, and newsletter sales and subscription income.
- a. A. Cash receipts of any type must be deposited in the appropriate account no later than 14 calendar days after receipt, per kingdom policy. No incoming funds of any type are to be kept out of the appropriate account longer than 14 days. Undeposited income of any type is not to be used for refunds, reimbursements, or expenses.
 - b. Use of online credit card acceptance services by SCA branches is restricted to approval by the Society Chancellor of the Exchequer. SCA branches are not to use the personal credit card acceptance account of an individual or other business under any circumstances.
 - c. Minors may not serve as Head Gatekeeper/Troll/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate. At least one paid adult member of the SCA must be present and in charge anywhere SCA money is collected.
 - d. A paid adult member of the SCA must be in charge of the gate functions at any event where money is collected in the name of the SCA. Site owners may additionally oversee the gate operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized paid SCA member who does not have a financial or material interest in the ownership of the site itself.
 - e. For any expense where a cash advance form is used, the purchases should be made within 30 days and the receipts are due at the next business meeting. The financial committee may grant a one month extension to this requirement.
 - f. After check-in closes at an Event, at least one paid member of the populace, the Autocrat or their designated representative, and the Head Troll, or their designated representatives, shall verify the dollar amounts of the cash and checks received, and all witnesses sign and retain a copy of that information. All monies must be deposited to the Baronial checking account within the next 5 business days and all receipts for the event must be turned in no more than 5 days after the event per kingdom policy.
 - g. All gate fees are to be turned over to the Exchequer or their representative at the close of the Event.
 - h. Reservation funds shall be held without deposit for no more than 14 days after they are received. All Event funds shall be deposited within the first 5 business days following the close of the Event.
10. Policies regarding event admission charges, refunds, or complimentary passes.

- a. An individual's canceled check shall serve as the receipt for all reservation or gate fees paid by that individual, including NMR fees. Receipts shall be issued at the gate if requested by the attendee.
- b. "Requests for refunds should be received in writing within 5 days after the event. They will be considered individually by the Financial Committee, and will be issued after the event books have been closed and all checks have been deposited and cleared by the bank." All such requests should be forwarded to the Exchequer, and will be paid from the Baronial account. The information in quotes, or its equivalent, must be included in the event flyer. In case of an event cancelation or inclement weather adversely affecting attendance, refunds will be considered based on available funds.
- c. The following positions may be considered for admission without charge to a Black Diamond event, including feast:
 - i. the King and Queen of any Kingdom;
 - ii. the Crown Prince and Princess of any Kingdom;
 - iii. the Sovereign Prince and Princess of any Principality;
 - iv. the Baron and Baroness of Black Diamond;
 - v. the Autocrat and Head Cook of the event;
 - vi. site staff affiliated with or required by the site itself rather than the SCA
 - vii. children as designated by age.
- d. Fees, including feast, may not be waived for non-members per kingdom policy.

11. Policy regarding asset management and control of inventory including trailer policy.

a. TRAILERS

- i. The Barony of Black Diamond does not currently own a trailer. If the Barony acquires a trailer, the following will be in effect:
- ii. All trailers owned by the SCA are to be used for storing and transporting SCA property to and from SCA functions. Trailers owned by the SCA may not be used for strictly personal purposes by the members of the branch.
- iii. Anyone towing a trailer owned by the SCA or one of its branches shall be a member in good standing and tows the trailer at their own risk.
- iv. Agreements to store and tow the trailer must be made in writing in advance between the member storing or towing the trailer for each trip and the branch owning the trailer. Each agreement should include specifications of timeframes and calculation for any expense reimbursement. Each trip should be considered round-trip, and the member towing the trailer is responsible for its return at the end of the trip, unless otherwise specified in the agreement.
- v. Trailers must always be loaded in compliance with the trailer's maximum gross trailer weight rating, maximum tongue weight

rating, and load balancing instructions. Trailers must be attached to a towing vehicle rated for that type of trailer. Trailers must be attached using all legally required attachments and restraints and working electrical connections.

- vi. If there is available capacity in the trailer after the branch property is loaded, and there is a desire to transport additional personal property in the trailer, it is allowable that additional personal property owned by branch members is placed in the trailer. Any personal property is loaded into the trailer at the property owner's risk.
- b. A deputy position to the Exchequer (the Quartermaster) is established to oversee the control of all property owned by the Barony. If the barony has no Quartermaster, the Exchequer will be in charge of the property and the duties of managing it.
- c. Any damage to Baronial property during normal use shall be reported to the Exchequer within 7 days of the incident.
- d. Durable goods and non-perishable supplies or expensed items purchased for use at Events are to be returned to the Quartermaster to be included in the Baronial Inventory.
- e. The Quartermaster may destroy or dispose of any expensed items that cannot be stored in the unit without spoilage, attracting vermin or causing damage to other items at his/her discretion.
- f. The Quartermaster will report to the Exchequer any items not returned within the allotted time, as well as any items discarded or damaged after use.
- g. The Quartermaster shall conduct a complete physical inventory of all property belonging to the Barony of Black Diamond annually and provide a copy to the Exchequer and the Seneschal. This inventory shall be made available in an electronic format for any member who requests it from the Exchequer or Seneschal.
- h. Baronial Property may only be borrowed for uses which are in line with the purposes of the SCA. The Seneschal and Exchequer must give their approval for any such request.
- i. Anyone wishing to borrow Baronial Property must contact the Quartermaster at least 10 days in advance so arrangements can be made for acquisition of the item.
- j. Any individual borrowing Baronial property must sign for all items borrowed and assumes the responsibility for the condition and safe return of those items to the Quartermaster.
- k. All Baronial property borrowed must be returned within 14 days after its intended use; extensions may be granted/ approved for situations requiring a longer time frame.
- l. Any borrowed Baronial property lost or damaged due to misuse will be replaced by the borrower at their cost, within a negotiated time frame set by the Committee

- m. At their discretion, the Seneschal, Exchequer or Quartermaster may specify conditions of use, such as having a trusted contact person in charge of set up and tear down of equipment.

12. Prohibited Activities

- a. RAFFLES AND ONLINE AUCTIONS are prohibited.
- b. FIREWORKS - The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the branch must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.

13. Policy on sales tax: Not applicable in the Kingdom of Atlantia

14. Special Purpose and Dedicated Funds

- a. As of the approval of this document, this group has no specially dedicated funds. Funds may be created and funded when approved by the financial committee and voted on by the populace at a business meeting.
- b. The Financial Committee may elect to allot funds for the use of various activities within the Barony. Any member of the populace may present a Budget Proposal at any business meeting, for consideration by the populace. The Proposal must then be published, in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace. Following publication, the Proposal may be voted on at any subsequent business meeting.
- c. Funds need to be described in the following way:

Fund name/description

- a. Primary Purpose
 - b. Secondary Purpose
 - c. Inactivity Expiration
- d. The Budget Proposal shall specify what activities we wish to provide with funds, the dollar amount for each, and the time period for which funds will be available. The Budget Proposal must also include the name one or two people to be in charge of the funds for each activity. The allotted funds will be considered to be small or intermediate expenditures pre-approved for the named persons, so long as all expenditures are allowable under all applicable SCA policies, and appropriate to the activity involved.
 - e. What is an "allowable" expense is determined by the Exchequer, by consulting policy. If the appropriateness of the proposed expenditure is dubious, the decision whether to reimburse it will be made by the Financial Committee at a business meeting.
 - f. Allotted funds are available for a maximum of 6 months, at the end of which time all unused funds will return to the Baronial General Fund. Shorter time periods may be specified in the Budget Proposal.
 - g. No single allotment shall exceed the defined limit for an intermediate expense.

- h. No budget shall allocate funds reserved for other events as per Kingdom and Society policy and all other contractual and operating obligations.
 - i. If at any time the Barony finds itself short of funds in the General Fund for necessary expenses, a motion may be made at any business meeting to reduce the budget currently in place in any way the Financial Committee may agree upon. Such a motion need NOT be published before being voted upon.
15. Additional policies desired by the Kingdom Financial Committee.
- a. The current Financial Policy will be published annually in the Baronial newsletter.
 - b. The operating copy of the Financial Policy shall be made available on the Baronial website.
 - c. The Exchequer shall maintain the signed and dated original copy of the policy. This signed copy will be considered the binding document in the case of a dispute. The Seneschal must also receive and retain a copy of the signed document.
 - d. Baronial "member" is defined as currently paid member(s) in good standing of the society.
 - e. "Budget" refers to an annual budget, event budget or fund raising budget.
 - f. "Committee" or "Committee Member" always refers to the financial committee or a member thereof.
 - g. "Business Meeting" refers to the monthly Baronial business meeting.
 - h. "Exchequer" refers to the Baronial Exchequer unless otherwise qualified.
 - i. "Seneschal" refers to the Baronial Seneschal unless otherwise qualified.
 - j. As of January 2022, "small expenditures" are defined as \$200 or less, "large expenditures" are defined as \$500 or more, and "intermediate" is anything in between those values.
 - k. Small expenditures may be approved at the business meeting they are presented at.
 - l. Intermediate expenditures are to be presented for discussion as new business at a business meeting. They may be voted on at the meeting in which they are presented, or the Seneschal may table the motion for further discussion and/or publication, and defer the vote to a future meeting.
 - m. All large expenditures (>\$500) to a single vendor are to be proposed as new business at a business meeting, and the opinions of the populace solicited. The motion must be published, in any form deemed by Kingdom to be "official", and in any other forms necessary to reach the majority of the populace. Following publication, the motion may be voted on at any subsequent business meeting.
16. Events:
- a. The Event Financial Committee shall consist of the Financial Committee.
 - i. The Bid selection process must also include the Coronets.
 - b. An Event is defined as any organized gathering where Baronial funds are used or at risk and the event is published in the Kingdom Newsletter (The Acorn).











- c. All Event Autocrats must be paid members of the SCA.
- d. Because an autocrat is a deputy of the Seneschal, they must be trusted and acceptable to the Seneschal. This should not be construed as permission for the Seneschal to personally "handpick" all Autocrats, but rather a veto power to be used only rarely.
- e. Since Reservationists and Gate Keepers are deputies of the Exchequer, the Exchequer reserves the right to reject or request modification of the proposed reservationist or Gate Keeper. This should not be construed as permission for the Exchequer to "handpick" all Reservationists or Gate Keepers, but rather a veto power to be used only rarely.
- f. Although individuals should be allowed to work in a manner that best suits them, ultimately the Exchequer has the right to determine what systems, forms or procedures are used by Reservationists and Gate Keepers to ensure appropriate controls and adherence to policies and best practices.
- g. An event bid shall consist of a general plan for the event including proposed dates, site, activities and staff described at a high level. It shall also include a line item budget.
- h. Event bids shall list Event staff needed (include all that apply to the event): Marshall in Charge, Minister of the Lists, Head Cook, Reservationist, Gate Keeper, etc.
- i. Event bids shall be reviewed by a sub-group of the Seneschal, Exchequer, and Coronets. If these gentles unanimously approve the bid, it should be published immediately and voted on at the next baronial business meeting to approve the expenditure.
- j. No funds shall be dispersed for an event until the budget has been approved. Any funds in excess of the amount listed on the related budget line item by greater than 10% or \$100, whichever is smaller, shall require another approval vote.
- k. Fund raising efforts shall also have budgets and when done in conjunction with an event, must have a member in charge who is not the Autocrat, Reservationist or Gate Keeper and who is capable of handling funds, is familiar with current policy, and is a good standing member of the Society for Creative Anachronism, Inc.
- l. Event budgets shall enumerate gratis attendees who are expected to attend.
- m. Event budgets shall specify attendance, camping and feast fees and any discounts for minors or cost caps for families. It shall also specify the budgeted cost per seat for feast.
- n. Any expenditure in excess of the stated budget must be approved by the Financial Committee in advance. The Committee is not required to reimburse over-budget amounts that were not pre-approved, and may offer a receipt for donation instead.
- o. A Cash Advance Form should be presented to the Exchequer before the event to obtain funds for the cash box. Autocrats and Trolls are reminded that:

- i. Under no circumstances should personal funds be used to seed the cash box
 - ii. All money for expenditures MUST be obtained through the Baronial checking account (never the cash box)
 - iii. Only currently paid SCA members may handle SCA money.
- p. The Autocrat shall present an Event Financial Report to the populace at the first regular business meeting after the event books have been closed, and provide copies for the Seneschal, the Exchequer, and the Baronage. This report should include the original event budget, an accounting of attendance, and all income and expenses. All receipts from the event are to be attached with the event financial report. It will be forwarded to the Chronicler for publication. If this report is not available at that time, the Exchequer will report this to the Financial Committee and to the business meeting.
- q. All deposits shall have a reconciliation sheet listing the date, check # and check amount, plus deposit totals for balancing to event sheets.
- r. It is the responsibility of the Exchequer to ensure that the Reservationist and Gate Keeper are familiar with and will comply with all relevant policies, and best practices for cash controls.
- s. All reservation logs and gate sheets are confidential information and care must be taken to protect the personal information of all attendees and portions of this information should be shared on an as needed basis only.
- t. All Baronial events must have a gate sign in sheet that is submitted to both the Baronial Exchequer and Seneschal in addition to the event report.

Revised 2/15/22 DWH



BARONIAL REGNUM

	BARON & BARONESS	ALONZO FALCONE & ALYS D'AVIGNON (Jason Robinson & Jaime Robinson)	baron[at]black-diamond.atlantia.sca.org baroness[at]black-diamond.atlantia.sca.org
	SENESCHAL	Lady Kale Cinnabarrissa (Colleen Miles)	seneschal[at]black-diamond.atlantia.sca.org
	Deputy	Lady Liliane Belmont (Angel Gillespie)	
	Deputy	Lady Laura Graley de la Moore (Kristen Moore)	
	CHATELAINE	Lady Agatha la Sommelier (Jordan Mcorrie)	chatelaine[at]black-diamond.atlantia.sca.org
	Deputy	Lady Fallon Avenel (Johnnie Amonett)	
	CHRONICLER	VACANT	chronicler[at]black-diamond.atlantia.sca.org
	Deputy	VACANT	
	EXCHEQUER	Lord Fujiyama Takamori (David Huss)	exchequer[at]black-diamond.atlantia.sca.org
	Deputy	VACANT	
	HERALD	Baroness Eadwyn Inhold (Marjorie Coates)	herald[at]black-diamond.atlantia.sca.org
	Deputy	Edric de Vaux (Caleb Vass)	
	KNIGHT MARSHAL	Lord Renard Belmont (Daniel Belton)	knightsmarshal[at]black-diamond.atlantia.sca.org
	Deputy	Lord Bjorn of Black Diamond (Jarrett Lucas)	
	MINISTER of ARTS & SCIENCES	Lady Genevotte la Feseresse (Jennifer Barringer)	moas@black-diamond.atlantia.sca.org
	Deputy	VACANT	
	MINISTER of LISTS	VACANT	
	Deputy	VACANT	
	WEBMINISTER	Lady Isabelle De La Soleure (Krista Sorber)	webminister[at]black-diamond.atlantia.sca.org
	Deputy	VACANT	







BARONIAL NOTABLES

ARMORED COMBAT Champion	Lord Bjorn of Black Diamond (Jarrett Lucas)	
RAPIER Champion	Yakikusa no Yuri (Rachael Renalds)	
ARCHERY Champion	Lady Agatha la Sommeliere (Jordan Mcorrie)	
ARTS & SCIENCES Champion	Vacant	
BARDIC Champion	Master Johann von Solothurn (John Surber)	
BARONIAL SCRIBE	Lady Genevote la Feseresse (Jennifer Barringer)	
Baronial Scroll Wrangler	Jocelyn (Jocelyn Elaine)	
Armored Combat Warlord	Lord Torbjorn Joreksson (Jake Perkovich)	
Rapier Combat Warlord	Lord Renard Belmont (Daniel Belton)	

BARONIAL FINANCIAL COMMITTEE

Seneschal, Exchequer, and Black Diamond populace in attendance at a business meeting who are currently paid members of the SCA, Inc. and are at least 18 years of age. Proof of membership must be provided.

CANTON OF SEVEN HILLS

	SENESCHAL	Master Aldermere McRaife (Allen Foster)	awf556 [at] yahoo.com
	EXCHEQUER	Dame Sbylava Ruslanova (Allison Oram)	
	KNIGHT MARSHAL	Sir Conall mac Aodha mhic Reamoinn (Chris Beazley)	
	MINISTER OF ARTS AND SCIENCES	Mistress Sadb ingen Chonchobair	

DISCLAIMER:

This is the Edicts & Epistles, a publication of the Barony of Black Diamond of the Society for Creative Anachronism, Inc. Edicts & Epistles is available from (**Vacant, chronicler[at]black-diamond.atlantia.sca.org**). Subscriptions are free as all publications are available electronically. This newsletter is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate SCA policies. (c) Copyright 2021, Society for Creative Anachronism, Inc. For information on reprinting letters and artwork from this publication, please contact the Barony of Black Diamond Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.