

FEBRUARY 2025

VOLUME XLII ISSUE 3 A.S. LIX

EDICTS & EPISTLES



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BLACK DIAMOND BARON & BARONESS

PHOTO COMING
SOON!!

Baroness Agatha la Sommeliere & Baroness Yuri Murasaki
agathalasommeliere@gmail.com

BLACK DIAMOND BARONIAL OFFICERS

Seneschal - Lady Þóra Hrafnisdóttir (Thora the Tall)- ThoraHrafnisdottir@gmail.com

Deputy Seneschal - Tasmin de Boernherd - smshaffer321@gmail.com

Chatelain - Vacant - if interested, please contact the seneschal

Chronicler - Bridgid of Black Diamond - katealicebrown1994@gmail.com

Exchequer - Lady Drinneth - exchequeroofblackdiamond@gmail.com

Herald - Vacant - if interested, please contact the seneschal

Deputy Herald - Lord Edward Perry of Middlegate - jbrice1982@gmail.com

Knight's Marshal - Vacant - if interested, please contact the seneschal

Minister of Arts & Sciences - Genevote - moas@black-diamond.atlantia.sca.org

Minister of the Lists - Vacant - if interested, please contact the seneschal

Quartermaster - Vacant - if interested, please contact the exchequer

Webminister - Lady Helena Isabelle de Soleure - webminister@black-diamond.atlantia.sca.org

Deputy Webminister - Phoebe Priestess of Eir - amarantewere@gmail.com

BLACK DIAMOND BARONIAL CHAMPIONS

Archery Champion - Lady Agatha la Sommeliere

Armored Combat Champion - Lord Bjorn of Black Diamond

Arts & Sciences Champion - vacant

Bardic Champion - Master Johann von Solorthurn

Baronial Scribe - Lady Genevote la Feseresse

Scroll Wrangler - Lady Jocelyn of Black Diamond

Rapier Combat Champion - Yuri no Kitsume

BARONIAL BULLETINS:

Announcement: Baronial Chatelaine Needed!

Because of the elevation of our chatelaine, Agatha la Sommeliere, to Baroness of Black Diamond, we are in need of a new chatelaine. The Atlantian website reads that "This office is responsible for making sure that newcomers to the local group are made to feel welcome and receive the assistance that they need to become active members of the SCA. They are also responsible for ensuring that demos for recruitment and education are held.." Lady Agatha says, "Chatelaine is typically the first point of contact for newcomers and helps them find their footing in the Sca. Chatelaines also encourages both new and old and helps connect the newcomers with scadians that have been playing a while." If you are interested in becoming our next chatelaine, or a deputy, please reach out

If you are interested in serving the Barony in another capacity, please see our list of officers, there are some vacancies! And many of our current officers would enjoy the support of a deputy, if you prefer.

Updates to the Financial Policy

The updated financial policy for the barony will be included at the end of this newsletter (see the table of contents). Please take a look and bring any comments or concerns to the February business meeting. The only change that has been made is to the refund policy (highlighted in the document). The wording has been changed in compliance with kingdom policy to read "All refund checks not cleared within 120 days of issuance will be considered a donation to the General Fund." We can choose to make the period shorter than 120 days

AN INTERVIEW WITH:

Brittany Wilson - Canton Minister of Arts & Sciences

How did you get started in the SCA?

Well, I was becoming a recluse, and Agatha and Yuri said that they were going to kidnap me, and made good on that promise! After a while I stopped waiting for a ride from them. I got really into A&S. I'm very crafty and love making things. Agatha especially got me into spinning. I really love the people here, I vibe with everyone here! And, it just became a ritual of sorts to come here [the Canton practice] every Monday night. I have never looked back.

How long have you been involved with the SCA?

It's been 3 years, probably around the end of 2021.

What is your full SCA name? How did you choose it?

I have not chosen one yet, right now I'm going with Brittany. But my family are descended Scottish. We are apparently distant descendants of a King Malcom in Scotland. Apparently there are two it could have been, and I'm not sure which. But, seeing as I've always been curious about that want to go with that. I'm hoping to figure out which one he is, and what time period he is from, and pick a name from there. But I'm going with Brittany for now, and that's fine.

What is your favorite thing about being involved with the SCA?

Arts & Sciences! That's how they got me hooked as Canton MoAS. I am developing so many classes because I want to learn all the things! I love making things with people and sharing techniques. I do like archery, that is something I'd like to pursue later on.

What would you change about SCA if it were up to you?

I want to get more people involved in A&S. It seems to me that we advertise a lot with our fighting, and I want to bring more people in with our other passions. That's why I'm trying to set up some classes that we could advertise to the public. It's great that we have so many people who are more experienced, because that's who we learn from! I'd like to see us with more A&S activity.

What is an SCA story everyone should ask you about?

The best one off of the top of my head is what I said before about Agatha threatening to kidnap me and bring me to SCA.

What is your current passion project?

Probably building up the MoAS position within the Canton. I'm really excited about letting people share what they are good at

UPCOMING BARONIAL & EVENTS

Canterbury Tales: Missile Madness Reloaded

**2025-04-18 – 2025-04-20 – Site opens at noon & Closes at
noon**

Event run by: Seven Hills

Welcome to Missile Madness Reloaded! As we did last year, this event will host all manner and array of missile weaponry and combat. This year will bring new more advanced shoots for the archery and thrown weapons field. Seige and combat archery combat scenarios will retake the field

Come join us for a weekend's respite slinging, flinging and firing with other missile minded folks.

https://atlantia.sca.org/event/?event_id=6752dl40

<https://blackdiamond.atlantia.sca.org/missile-madness/>

UPCOMING EVENTS:

BARONAGE ATTENDING

2/21-2/23/2025 - Ymir 50 - Ellerbe, NC

3/29/2025 - Defending the Gate - Spotsylvania, VA

Only Baroness Yuri

4/5/2025 - Spring Coronation - TBD

4/19/2025 - Missile Madness - Monroe, VA

4/26/2025 - Stablecraft Demo - Waynesboro, VA

Only Baroness Yuri

5/3/2025 - Spring Crown Tournament - TBD

5/17-5/18/2025 - Victory on the Vine II - Culpepper, VA

6/14/2025 - Summer University - TBD

8/2-8/10/2025 - Pennsic War

UPCOMING “LOCAL” EVENTS

2/15/2025 - Celebration - Babur - Ashland, VA

2/21-2/23/2025 - Ymir 50 - Ellerbe, NC

**3/1/2025 - Kingdom Arts & Sciences Festival -
Raleigh, NC**

3/8-3/16/2025 - Gulf Wars XXXIII - Glean Abhann

3/29/2025 - Defending the Gate - Spotsylvania, VA

**5/9-5/11/2025 - Tir-y-Don Baronial Birthday - Hayes,
VA**

5/17-5/18/2025 - Victory on the Vine II - Culpepper, VA

7/25-8/10/2025 - Pennsic War

For more events, see our kingdom calendar at <https://atlantia.sca.org/calendar/>

JANUARY MEETING

MINUTES

Attendees (=officer), Alonzo* - Baron, Knight's Marshal, Hagar the Black, Thora the Tall* - Seneschal, Kale, Conall, Mercy* - deputy Exchequer, Alys* - Baroness, Edward Perry* - deputy Herald, Sharon Shaffer* - deputy Seneschal, Torbjorn (Jake), Laura, Phoebe* - deputy, Webminister, Drynnith* - Exchequer, Agatha, Yuri, Helena* - Webminister, Stefan, Evelynne, Bridgid* - Chronicler, Genevote* - A&S*

Seneschal: Kale Stepping down. Thora stepping up. Thank you, Kale for your long service. Sharon Shaffer will be the deputy Seneschal. Winter University is completely online, registration is currently open.

*Baronage (Outgoing): Getting ready for Ice Castles, please come and bring friends.
Scroll assignments coming this weekend.*

Baronage (Incoming): Agatha is still looking for someone to take over as Chatelain. She has a deputy, but the deputy cannot step up due to other duties.

Exchequer: We have \$16355.07 in the bank. Outstanding check for ice castles site fee still pending. There is a new line that needs to be added to the financial policy per Kingdom concerning outstanding checks. After 120 days if they are un-cashed they are assumed to be a donation to the Barony. See the FB page for the exact wording. We can choose a shorter time frame if we desire. Please review the financial policy on the Baronial website for a vote next meeting.

*Chatelain: Need a replacement ASAP please. Contact Agatha if you are interested.
Gold Key will be at Ice Castles. Report will be submitted on time.*

Herald: Vacant. Edward is deputy. Baronial Court Herald for Ice Castles will be Genevote.

Webminister: No updates on email changes yet. Canton website is being built and updated, including addition of officer information.

Knight's Marshal: Practices are ongoing in Roanoke and Madison Heights with decent attendance. Alonzo would like to step down after January. Anyone interested please message Alonzo.

MOAS: Classes are resuming in Madison Heights. Contact Brittany at the Seven Hills practice for more information. Roanoke A&S is coincident with the Thursday night fighter practice. Hagar the Black has proposed a series of classes and workshops. There will be competitions at Ice Castles, everyone should check out the Ice Castles website for details. Digital/Virtual A&S night may be resuming – please message Genevote if you have a preferred day of the week.

JANUARY MEETING

MINUTES

Chronicler: nothing new to report. Newsletter has been sent to kingdom for review, it should be published tonight.

Canton: Not much new to report. Preparing for Missile Madness. Next business meeting will be January 20th at the Madison Heights practice. Zoom and in person.

Old Business:

☒ *Ice Castles: Edward (Autocrat for Ice Castles): Please bring food to help with hospitality, there is no formal lunch. Setup will begin at 4:30pm on Friday. Hands will be much needed to help unload and arrange the space. Clean up crew is needed as we have to be out by 9pm Saturday. Gate cash advance is being processed. There will be youth fighting.*

New Business:

☒ *Old Dominion Fantasy Festival – demo opportunity later in the year, contact Bridgid for information. May 10th & 11th Spring Fair with the same "Old Dominion Fantasy Festival" group. Contact Bridgid for more information.*

☒ *Hagar the Black: I propose a series of A&S workshop events. These are small, single-topic collegium type workshops with a loose structure to allow for hands-on. 3 per year seems to be a good number. It's a tried and true model. We're looking at a number of different low/no cost sites run on a donation model. One site is in Bedford, the other is in Salem. This would include a donation lunch and no feast. Very low-key, relaxed event with no financial commitment or approval from the barony, just support to run it. Contact Master Hagar for more information or to volunteer to help.*

☒ *Baronial Inventory is coming up. If you have ANY baronial property, contact Mercy ASAP so she can make sure it's on the list.*

FINANCIAL POLICY

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. A minimum of seven members present is required. Ties cause a measure to fail.*
- c. Visible proof of membership in any form generally acceptable within the Kingdom of Atlantia (Acorn, Membership Card, etc.) must be provided by the voting members during a business meeting. Votes will be taken by holding up proof of Membership.*
- d. Each paid member present will receive one vote, and recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.*
- e. No proxies are allowed*

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.*
- b. Expenses of \$200.00 or less may be proposed and voted on at the same business meeting*
- c. Expenses between \$200.00 and \$500.00, may be proposed and voted on at the same business meeting, or the Seneschal may table the motion for further discussion and/or publication, and defer the vote to a future meeting.*
- d. Expenses more than \$500.00 to a single vendor may be proposed 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.*

5. Timeframes and methods for meeting and approval in emergencies.

- a. An emergency expense is defined as any 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.*

FINANCIAL POLICY

- a. The Emergency Financial Committee consists of: the Seneschal, Exchequer, and any two other Baronial Officers. The Baronage may be considered as the vote of one of the officers.*
- b. An emergency expense can be approved by the emergency financial committee at any time.*
- c. 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 Baronial newsletter.*
- d. 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.*
- e. The emergency financial committee may not spend/ allot funds equal to or greater than 25% of the Barony's unallocated funds.*

1. 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 Baronial newsletter.*

2. 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. If the report will be late, the baronial exchequer must contact the Regional and Kingdom exchequer*
- c. NMR Reports – will be due from the head gate to Kingdom exchequer and/ or NMR Deputy no later than 5 days after the event closes. The check is due 10 business days after event close*
- d. Event reports will not be considered complete without copies of every check deposited. After all checks have cleared, and before the event report is uploaded to Dropbox for storage, account numbers and addresses may be masked on the PDF copy.*

3. 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*

FINANCIAL POLICY

1. *Methods for controlling cash receipts.*
2. *Cash receipts shall include but are not limited to:*
3. *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. *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 circumstance*
 - 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. *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. *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*
 - g. *All Reservationists and Head Gate/Troll are to be warranted as Temporary Deputy Exchequers. This temporary warrant be supplied after a short discussion with Kingdom exchequer or a Regional exchequer about cash handling and gate control*
 - h. *All event deposits shall have a reconciliation sheet listing the date, check # and check amount, plus deposit totals for balancing to event sheets. Images of all checks are also required- photo, photocopy etc – the MICR line and address may be masked.*
 - i. *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.*
 - j. *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*

FINANCIAL POLICY

- a. 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.
 - b. All gate fees are to be turned over to the Exchequer or their representative at the close of the Event
 - c. 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.
1. 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 refund checks not cleared within 120 days of issuance will be considered a donation to the General Fund" All such requests should be forwarded to the Reservationist and Head Gate/Troll copying 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 cancellation 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 Monarchs of any Kingdom;
 - ii. the Heirs of any Kingdom;
 - iii. the Sovereigns of any Principality;
 - iv. the Baronage 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.
2. 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

FINANCIAL POLICY

- i. 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.
- ii. 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.
- iii. 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.
- a. 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.
- b. Any damage to Baronial property during normal use shall be reported to the Exchequer within 7 days of the incident.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.

FINANCIAL POLICY

a. 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.

1. 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.

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

3. 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

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:

i. Fund name/description

1. Primary Purpose

2. Secondary Purpose

3. Inactivity Expiration

a. The Budget Proposal shall specify what activities will be provided 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 of one or two people to be in charge of the funds for each activity. The allotted funds will be considered 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.

b. 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.

c. 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.

d. No single allotment shall exceed the defined limit of \$500.00.

e. No budget shall allocate funds reserved for other events as per Kingdom and Society policy and all other contractual and operating obligations.

f. 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

FINANCIAL POLICY

a. currently in place in any way the Financial Committee may agree upon. Such a motion need NOT be published before being voted upon.

1. Additional policies

- a. This policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law. This policy replaces all previous financial policies
- b. The current Financial Policy will be published annually in the Baronial newsletter.
- 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.

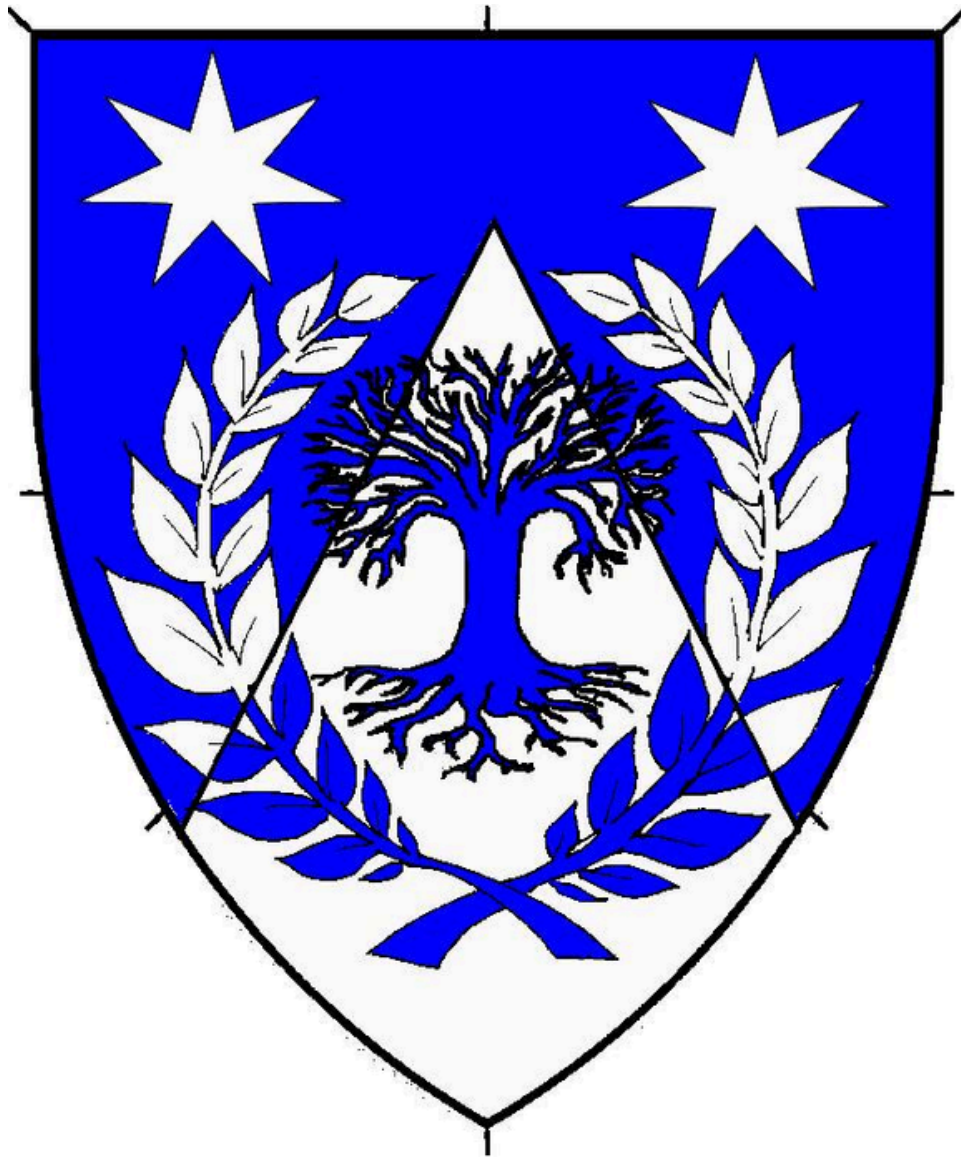
2. Events

- a. 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
- b. All Event Autocrats must be paid members of the SCA.
 - i. 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.
- c. 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.
- d. 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.
- e. 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
- f. Event budgets shall enumerate gratis attendees who are expected to attend.
- g. 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 and voted on at the next baronial business meeting to approve the expenditure
- h. No funds shall be dispersed for an event until the budget has been approved.
- i. 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.
- j. A Cash Advance Form should be presented to the Exchequer before the event to obtain funds for the cash box. Autocrats and Gate Keepers 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
- k. 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

FINANCIAL POLICY

- a. 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.*
- b. 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.*

CANTON OF SEVEN HILLS



SEVEN HILLS CANTON OFFICERS

Seneschal - Stoffel die Waffle - chris.eurice@gmail.com

Deputy Seneschal - Dame Laura Graley de la Moore - laura.graley@gmail.com

Exchequer - Shyslava Ruslanova - Allisonoram501@gmail.com

Deputy Exchequer - Maesie of Black Diamond - maesieofbd@gmail.com

Chronicler - Bridgid of Black Diamond - katealicebrown1994@gmail.com

Knight Marshall - Roland de Thompson - nick.shelnut@gmail.com

Minister of Arts and Sciences - Brittany Wilson - brittanywilsonmoas17@gmail.com

CANTON JANUARY MEETING

MINUTES

Business Meeting Notes, Jan. 20, 2025

Officers Reports

Knight Marshal - Yuri is helping the new Knight Marshal (Roland) fill out the Q4 report

MoAS: Brittany has Surgery in Feb. and as such will start the A&S classes back up in March unless anyone wants to step up and organize a class She is also looking for class coordinators for Fiber, Scribal and Leatherwork.

Exchequer - Sbylava: Balance is unchanged at \$2945

WebMinister - Pheobe: Will be working with Juliana to get the Missile Madness website fleshed out on the Black Diamond Events page Will be adding a description of Seven Hills to the Canton page based on the description on the Facebook page Requests that all officer check that their information is correct on the officer contact page Canton Officers I Needs any copy of the minutes from 2023.

Missile Maddness Autocrat - Juliana: Will be looking for help with the siege tower and site prep starting at the end of Feb. keep an eye on Facebook for more information

New Business

Voted the new officer selection policy all for with one Abstention available on Facebook files section of the Canton FB page

Financial Committee Annual review of the Financial Policy is beginning this month if you are interested in contributing send an email to the Canton Seneschal The current policy available on the Seven Hills website Canton Business Meeting Minutes