

March 2013



The Windlore

B A R O N Y O F W I N D M A S T E R S ' H I L L

Baronial Meeting Notes

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The Baronial Meeting was held on February 24, 2013 at Optimist Farm.

1:24pm Gaelan called the meeting to order.

- 19 paid members and 2 non-members present

Opening comments by Tréphine:

- Everyone is welcome to discuss but only paid members are allowed to vote.
- Please do not take the policy personally, the financial policy committee has **worked and debated hard to create this policy to benefit the entire group and it's not an "us" vs. "them" situation.**
- Please be polite and respectful with comments and please raise your hand if you have something to add to the discussion.
- Requests parliamentary procedure regarding waiting to speak again on a certain topic until everyone else who wishes to speak has a turn.
- Reminder that when we agree on the policy, it still needs to go to the Kingdom Exchequer for approval before it goes into effect.

Wistric made a motion to accept the financial policy draft as presented.

- Members mentioned that they had items to discuss and this motion was not seconded. Wistric withdrew his motion.

Gaelan made a motion to move Section 6 to Section 5.2.3

- This motion was seconded and all paid members were in favor.
- The approved new section is as follows:

5.2.3. Complimentary Attendance

5.2.3.1 Event (site) Fees may be waived for the following.

Majesties of any SCA Kingdom

Highnesses of any SCA Kingdom or Principality

Excellencies of Windmasters' Hill (current and incoming)

Excellencies of another group if co hosting

Autocrat

Head Cook

Primary person running gate the main day of the event

5.2.3.2 Feast Fees may be waived for the following.

Majesties of any SCA Kingdom

Highnesses of any SCA Kingdom or Principality

Excellencies of Windmasters' Hill

Excellencies of another group if co hosting

Autocrat

INSIDE THIS ISSUE:

| | |
|---------------------------|----|
| Baronial Meeting Notes | 1 |
| Letter from the Baronage | 13 |
| Letter from the Seneschal | 14 |
| Baronial Calendar | 15 |
| Your Barony | 16 |
| Kingdom Calendar | 17 |
| Legal Stuff | 17 |



5.2.3.3 The number of possible guests at high table should be determined and set in advance. That information should be passed on to the person whose high table it is. All seats at high table are complimentary.

5.2.3.4 Event (site) and/or Feast Fees may be waived for other special guests if approved by the Baronial Financial Committee or by the Baronial Emergency Financial Committee if the Baronial Financial Committee will not be meeting before the event. This information should be included in the event bid if at all possible.

Marion brought up her concerns regarding the wording in Section 8.1 (*"We do not loan or rent equipment to entities outside the SCA Inc"*) as not showing the SCA in a positive light regarding not loaning equipment outside of the SCA, Inc. and suggested moving it down to Section 8.2 so it would not be the first item listed.

- Tréphine stated that she wanted this wording to be specific and offered that we could change it to more positive wording. That the Baronial equipment is available for loan only to the SCA, Inc.
- Adriana made a motion that Section 8.2 become 8.1, 8.3 become 8.2, 8.4 become 8.3 and 8.1 become 8.4 and to change the proposed 8.4 to **"Baronial Equipment is available for loan to other branches of SCA, Inc. only for SCA activities."**
- Adriana clarified that according to Kingdom, equipment rental is not allowed.
- Nikulai brought up the question about other SCA groups (non-branches) that can now host events and if this policy should include these groups.
 - ◊ It was agreed that loans should still be made to SCA, Inc. branches not groups. If a group is running a Kingdom event, the Kingdom (or other SCA branch) would be the one to borrow the equipment.
- Maddalena brought up that Geoffrey had wondered about the use of the baronial list fence for HMA (Historic Martial Arts) activities/events but since there are issues with HMA rule that conflict with current SCA fighting rules – so it might not be an SCA sanctioned event.
 - ◊ Wistric mentioned as Deputy Minister of A&S that with the current standing of HMA conflicts with SCA fighting rules, he does not believe that this could be a sanctioned SCA activity and therefore would not be able to borrow baronial equipment.
 - ◊ Tréphine mentioned that there is legal risk involved if our equipment is used for a non-SCA sanctioned activity, which is one of the main reasons for this policy section.

Marion asked who is responsible if equipment is damaged when loaned and if there needed to be language to cover this.

- Tréphine stated that this was covered under Section 8.3.

Marion asked since there are issues with the HMA use, would we run into issues with the use of Baronial equipment at a demo which is part of another (non-SCA) event.

- Tréphine stated that if the SCA, Inc. is holding a demo, even if part of another event, it (the SCA portion of the demo) is still considered an official SCA event.
- There was additional discussion about legalities of leaving equipment up for the duration of the non-SCA portion of the event when the SCA was not actively doing a demo.
 - ⇒ Tréphine stated that she thought it would still be considered as part of the SCA-event since we were there for that demo's purpose.
 - ⇒ Callixtus stated that he thought this part of the discussion was above our "pay grade" and this would be something that would have to be decided at a SCA Kingdom or Corporate level if it came down to it.
 - ⇒ Wistric stated that if we are doing a demo, just make sure that the SCA, Inc. insurance covers and that is probably the only CYA we need to do.

Nikulai asked for a clarification of the motion that was currently standing.

- Tréphine stated that Adriana made the motion that Section 8.2 become 8.1, 8.3 become 8.2, 8.4 become 8.3 and 8.1 become 8.4 and to change the proposed 8.4 to **"Baronial Equipment is available for loan to other branches of SCA, Inc. only for SCA activities."**
- Nikulai requested a friendly amendment to not move the sections around. Adriana agreed to this friendly amendment to her motion. This friendly amendment was seconded and passed with 1 in disagreement.

Bumba suggested that the policy language avoid the use of "may" or "must" and use "shall" instead to make it less ambiguous.

- Tréphine stated that a member who is a lawyer did not recommend "shall" as it has come into question in courts and recommended the term "must"
- Nikulai agreed that legally the term "must" and "shall" are the same but there have been some issues with the wording of "shall" and gave the opinion of using "must".



Marion again requested that section 8.1 moves to 8.2 as she felt it made the policy friendlier to outsiders.

- Guenièvre asked Nikulai for clarification on why he thought that section 8.1 should remain in its present place.
- Nikulai stated that the approval process is secondary to who actually gets to loan the equipment.
- Marion said that she now understands the current arrangement as it now stands.

Maddalena requested a restatement of the current motion.

- Tréphine stated the current motion stated 8.1 “Baronial Equipment is available only to SCA, Inc. groups for SCA, Inc. events. Sections 8.2 – 8.4 remain the same.

Nikulai stated that we needed to be clear in our understanding of Section 8.4 (“*The Baronage, Baronial Seneschal, Autocrat of Baronial events or their designates may check out Baronial equipment?*”) that a **Baronial event does not need additional approval from those mentioned in section 8.4 for use of the equipment.**

- Gaelan stated that when the event was approved, that the equipment loan went along with that approval.
- Nikulai clarified that he did not think any wording needed to be changed, just as long as we were all clear on what is stated.

Tréphine asked to get back to the current motion, which was seconded and approved.

- The approved new section is as follows:
8.1 Baronial Equipment is available only to SCA, Inc. groups for SCA, Inc. events.

Gaelan asked regarding Section 8.3 (“*The SCA, Inc. branch borrowing the Baronial equipment is responsible for reporting any damage and is financially responsible for undue wear and tear and damages. Any SCA, Inc. branch borrowing Baronial equipment must be informed of this policy before borrowing the equipment and must sign a form to acknowledge awareness of this policy.*”), if we needed a specific contract and what sort of legal wording was required regarding damages.

- Nikulai stated that it wasn’t a contract, just a signed statement showing that they have read and understand the policy.
- Guenièvre stated that “undue” damages were the key point.

Dýrfinna had a question regarding Section 5.3 (“*Event reservations and Check-in?*”) regarding pre-registration with no payments in hand.

- Nikulai stated that the only reservation is a paid reservation.
- Dýrfinna stated that is wasn’t stated in this policy.
- Nikulai clarified that it was in SCA policy.
- Conversation continued regarding providing information resources to autocrats since there was no one place with all policies (SCA, Kingdom, Baronial, etc). It was mentioned that it might be a good idea to have a section on the Baronial website with links to the various policies. Tréphine mentioned that it is the responsibility of the autocrat to familiarize themselves with all policies and thought providing quick access to this information for autocrats was a good idea but outside the purpose of this meeting.

Marion made a motion to accept the policy as it currently stood.

Sophie asked for a clarification regarding Section 5.2 (“*if the event as a whole will be in budget, overages of any line item of the budget may be approved or rejected by the autocrat. If the event is over budget, then these items must be brought to the Baronial Financial Committee for approval.*”) She asked if the event was under budget could the autocrat approve an overage of a line item that would then take the event over budget.

- Tréphine stated that no, any approvals by the autocrat would still have to remain within the approved total budget of the event. Anything over would have to be approved by the group.

Sophie had a question on section 5.4.3 (“*The Exchequer must receive refund requests in writing no later than five business days after the close of the event. Exceptions may be made by authorization of the exchequer in concert with the Autocrat and Seneschal?*”) and asked if the autocrat and seneschal both have to agree with the exchequer for exceptions.

- Tréphine clarified that the Exchequer has the final say regarding the exceptions.
- Girard suggested that maybe the language needed to state “consultation” rather than “concert”. Girard made a motion to make this language change in section 5.4.3. This motion was seconded and passed.
- The approved new section is as follows:
5.4.3 The Exchequer must receive refund requests in writing no later than five business days after the close of the event. Exceptions may be made by authorization of the exchequer in consultation with the Autocrat and Seneschal.



Sophie asked regarding Section 5.6 (“Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than five business days after the event”) if this could be changed to 7 days rather than 5 to make it less hassle to get receipts in for reimbursement.

- Nikulai stated that the Exchequer only had 14 days from the event to submit his/her event reporting and she really did need to have all of the reimbursement requests in as soon as possible so he/she could work on the reporting.
- Tréphine clarified that the 14 days applied to Kingdom events. For Baronial events, that reporting was done on the quarterly report.
- Dýrfinna also pointed out that the policy stated 5 business days.
- Gaelan stated that the policy committee had gone round and round regarding this issue and that Kingdom policy gave 5 business days and that they decided on this to put pressure on folks to get their reimbursement requests submitted in a timely manner.
- Adriana asked if scanned copies of the receipts were OK.
 - ◊ Tréphine clarified that scanned copies were OK.
 - ◊ Adriana stated that this should make the 5 business day rule OK for people to be able to follow since if they could not meet up with the Exchequer in those 5 business days, they could send their request electronically.
- Nikulai restated that having our policy read 5 business days matched Kingdom policy.

Sophie asked regarding Section 7.3 (“Temporary Funds”) if this is where non-event finances were managed.

- Tréphine stated that this was not necessarily the case; it could cover event-related expenses if they had not originally been included in the original bid (example of U-Haul rental recently). Having this referred to as “temporary funds” keeps from having a lot of allocations. If something is needed the item is voted up to a certain dollar amount and once paid for, the temporary fund goes away.
- Gaelan stated that there are a lot of temporary funds. Event budgets are temporary funds. Repairs to equipment are temporary funds. And the money allocated is used and any remainder released back into general funds immediately instead of having to be voted to unallocated the funds.
- Tréphine stated that there are only 2 permanent allocations as stated in section 7.2: (7.2.1 Territorial Baronage Fund and 7.2.2 Annual Expense Fund).
- Manus stated that he had an issue regarding the term “temporary” as opposed to “allocated” and the concept of the funds but he may be misreading.
- Nikulai stated that a “temporary” fund is the language used in the Kingdom policy. “Allocation” is somewhat more permanent and that is what we are trying to avoid. And we are trying to keep the same language as used by the Kingdom.
- Marion stated that the forms that the Exchequer has to fill out have lists for allocations and we don’t want to drive the Exchequer bonkers with having to list out multiple allocations and if we keep the wording the same as the Kingdom this will clarify things for the Exchequer when it comes to their reporting.

Bumba made a motion that we add the word “discretion” to the end of the first sentence in Section 7.2.1 (“Territorial Baronage Fund: the territorial Baronage are authorized to spend up to \$50 of Baronial monies at their own.”).

- It was noted that this was most likely a typo.
- This motion was seconded and approved.
- The approved new section is as follows:
7.2.1 Territorial Baronage Fund: The territorial Baronage are authorized to spend up to \$50 of Baronial monies at their own discretion. No more than this amount may be spent until a report of the expenditure has been given at a Baronial business meeting.

Sophie made a motion to change the word “unreasonable” to “questionable” to make the language less subjective sounding in section 7.4.4 (“Should the Exchequer deem any requested amounts unreasonable, he/she shall consult with the Baronial Financial Committee”)

- Nikulai clarified that the Exchequer has the final call but must justify this with the Financial Committee.
- Sophie stated that if a group is undecided the Exchequer has the last call.
 - ◊ Callixtus stated that is currently how most offices run in the SCA. If someone thinks there is an issue, they would go to the officer above (in this case Kingdom) and the Kingdom officer could replace the Baronial officer and the new officer could make a different decision.
- The group was reminded that Sophie’s motion was still on the table. The motion was seconded and approved (with one nay vote).
- The approved new section is as follows:
7.4.4 Should the Exchequer deem any requested amounts questionable, he/she shall consult with the Baronial Financial Committee.



Wistric brought up from the previous meeting regarding the status of re-selling feast spaces in this policy.

- Tréphine stated that was not currently addressed in the policy as proposed.
- Marion stated it can be difficult explaining to people that we do not re-sell feast spaces at an event.
- Discussion was regarding specific instances of people who pre-registered who could not get to the event until later in the day after Gate closed and their feast spots were sold out from under them and it made for bad/uncomfortable situations that we should try to avoid.
- Guenièvre asked that we add this wording back into the policy but was unsure what section it would fall under.
 - ◊ Tréphine suggested under Section 5.4 Event Reservation Cancellations and Refunds.
- Wistric suggested the language “a feast spaced purchased is the property of the purchaser and can be used as they wish”
- It was thought this wording was a bit too confusing.
- Callixtus suggested the wording “We don’t re-sell reservations” since this can apply to cabin spaces, etc as well.
- Marion suggested adding “without written permission” to Callixtus’ suggestion.
- It was asked if a reservation could be re-sold if a person had given written notice of cancellation.
 - ◊ Nikulai stated that yes it could, since the previous reservation was actually cancelled and therefore is released and open.
- Adriana asked if this would allow for a reservation to be transferred to another person if arranged for by the original reservation holder.
 - ◊ Tréphine answered yes since that would be a private exchange.
 - ◊ Reservations are transferable.
- Bumba made the motion to add this new language in as Section 5.4.1 and move all other sections under 5.4 down a number. This motion was seconded and approved.
- The approved change is as follows:
 - 5.4.1 We do not re-sell reservations.
 - 5.4.2 Cancellations received at least 7 days prior to the start of the event will be refunded once the funds have cleared and may be processed at the Exchequer’s earliest convenience regardless of the profit or loss of the event.
 - 5.4.3 No refunds will be given if the event does not make a profit. No refunds will be given to those who have checked in with the reservationist.
 - 5.4.4 The Exchequer must receive refund requests in writing no later than five business days after the close of the event. Exceptions may be made by authorization of the exchequer in consultation with the Autocrat and Seneschal.
 - 5.4.5 All refunds shall be paid by check and shall not be issued until the event receipts have been received and all reservation checks have been deposited. No individual refund may be issued until that reservation check has cleared.
 - 5.4.6 The Baronial financial policy will be available at check-in.

Wistric made a motion that we accept the financial policy as it has now been revised and proposed.

- Tréphine asked if there were any more comments or if this motion was seconded.
- A member seconded this motion.
- Bumba stated that he still had a few questions regarding the policy.

Bumba asked if there should be something in the policy requiring posting an event 60 days out.

- Tréphine said that this was covered under Kingdom policy.
- There was additional conversation regarding the autocrat posting to SPIKE and ACCEPS.
- Bumba asked if we should require that ACCEPS be posted 60 days before an event in the policy.
- Nikulai said that ACCEPS was currently run by a volunteer and it varied on when she would actually get ACCEPS up **and running for an event and we don’t want to put that into policy when it was almost impossible to control. He stated that event advertising is important but not related to the financial policy.**
- Adriana stated that there should be some training for new autocrats for working with SPIKE and ACCEPS and nothing is perfect and it is usually learned through trial and error. There are now many ways for promoting events, including electronic ones (e-lists, facebook, etc.) that were not being used in the past. We all need to work together to work on this.

Tréphine said that there is a difference between Policy and “Best Practice”. Policy is a pain to change and is set in stone until we go through all this process again.

- Adriana suggested having Event Planning Guidelines to lay out the best practice for events.
- Tréphine said that this was a great idea but this was separate from Financial Policy.

Bumba asked if a section 5.1.1.2 be added to specify which event positions must be specified in the event bid.

- Gaelan stated that Kingdom required certain positions filled to be able to SPIKE the event. And that the Autocrat, Gate & Reservationist were deputies to the Seneschal and Exchequer.
- Callixtus stated that the Marshal-in-charge was required for fighting events.
- Nikulai said it was a good idea to have a list of requirements but not in the policy. This should be a procedure because of requirements may change as officers or Baronage changes and policy is difficult to change.
- Guenièvre also mentioned that having this in policy also opened up to having to re-approve an event if any of those staff members changed.

Wistric made a motion that we accept the Baronial Financial Policy as proposed with the approved changes.

- The motion was seconded and approved.

And there was much rejoicing!!!

Bumba asked when this policy would be posted.

- Tréphine stated that this policy would not go into effect until approved by Kingdom.

With no other business to discuss, Gaelan closed the meeting at 3:00 PM.

The next Baronial Meeting will be held on March 17, 2013 at 4:00PM at Optimist Farm.

Items to be discussed at the next meeting include:

1. After Actions Review for Ymir
2. Announcement of upcoming events within the Barony

NOTE:

Appendix A to these meeting minutes is the draft of the policy which was reviewed and voted upon at this meeting.

Appendix B to these meeting minutes is the final approved version of the financial policy which is being submitted to Kingdom for approval.

APPENDIX A

Barony of Windmasters' Hill Financial Policy—**DRAFT**
(revised 1/20/2013)1. Windmasters' Hill Financial Policy Procedures **(approved)**

- 1.1 Windmasters' Hill Financial Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
- 1.2 Windmasters' Hill Financial Policy shall be accepted by a majority vote of the Baronial Financial Committee and replace all previous financial policies and may be amended or replaced by a majority vote of the Baronial Financial Committee.
- 1.3 Signatories on the checking account shall consist of those officers mandated by Kingdom Policy and Law and at least two "at large" signatories.
- 1.4 When specifically referenced the Baronage shall have one vote.

2. The Exchequer **(approved)**

- 2.1 The Exchequer shall maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by Kingdom and Society law and policy, enforce and maintain the group's financial policy.
- 2.2 The Exchequer shall serve as chairperson of the group's Emergency Financial Committee and hold primary responsibility for coordinating with other members of the committee, and communicating the committee's actions with the populace.
- 2.3 The Exchequer shall publish or report the financial status of the group at least once quarterly.
- 2.4 The Exchequer shall submit an annual budget to the Baronial Financial Committee.

3. Baronial Emergency Financial Committee **(approved)**

- 3.1 The Baronial Emergency Financial Committee shall consist of the Exchequer, the Seneschal, the Baronage and two of the at large signatories.
- 3.2 The Baronial Emergency Financial Committee may authorize disbursements from the General Fund between meetings up to the limit as established by the Baronial Financial Committee.
- 3.3 Each member shall recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
- 3.4 Approval of expenditures shall be by simple majority of the entire committee.
- 3.5 The Exchequer or designate shall report all of the activity of the Baronial Emergency Financial Committee at the next regularly scheduled Baronial meeting.

4. Baronial Financial Committee **(approved)**

- 4.1 The Baronial Financial Committee shall consist of those current paid members of the SCA, Inc. in attendance at a scheduled Baronial business meeting who are at least 16 years of age. Proof of membership shall be provided to the Exchequer as requested.
- 4.2 All votes on financial matters shall be approved by simple majority.

5. Events

5.1 Event Bid

- 5.1.1 All event bids must be **in a format acceptable to** the Seneschal, the Exchequer and the Baronage and must be **approved by** the above **persons** before presentation to the Baronial Financial Committee. **(approved)**
 - 5.1.1.1 **An exception to this rule is if the Seneschal, the Exchequer, or the Baronage submits an event bid they must recuse themselves from the approval process for all bids of said event. (approved)**

5.1.2 The bid submitter(s) shall present an itemized budget for an event at a baronial meeting for approval. Approval of the budget does not imply immediate allocation.

5.1.3 The event bid must include a copy of this Baronial financial policy signed and dated by the Autocrat signifying his/her knowledge and acceptance of his/her responsibilities under the policy.

5.2 Event Budget

- 5.2.1 If the event was previously approved without budget, the budget must be approved by the Baronial Financial Committee.
- 5.2.2 This budget is expected to be followed by the Autocrat and event staff. If the event as a whole will be in budget, overages of any line item of the budget may be approved or rejected by the autocrat. If the event is over budget, then these items must be brought to the Baronial Financial Committee for approval. **UNAPPROVED EXPENSES IN EXCESS OF THE EVENT ALLOCATION WILL NOT BE AUTOMATICALLY APPROVED.**

5.3 Event reservations and Check-in

- 5.3.1 An image of each check shall be made before it is deposited. The exchequer will provide deposit slips and an endorsement stamp.

APPENDIX A (continued)

Barony of Windmasters' Hill Financial Policy—DRAFT

5.3.2 Check images will be destroyed after the checks have cleared, and after the event report has been completed.

5.3.3 No funds shall be removed from the check-in cash box for refunds or petty cash.

5.3.4 Removal of monies must follow the procedures in Kingdom and Society policy.

5.4 Event Reservation Cancellations and Refunds: Event refunds shall be provided as follows:

5.4.1 Cancellations received at least 7 days prior to the start of the event will be refunded once the funds have cleared and may be processed at the Exchequer's earliest convenience regardless of the profit or loss of the event.

5.4.2 No refunds will be given if the event does not make a profit. No refunds will be given to those who have checked in with the reservationist.

5.4.3 The Exchequer must receive refund requests in writing no later than *five business* days after the close of the event. Exceptions may be made by authorization of the Exchequer in concert with the Autocrat and the Seneschal.

5.4.4 All refunds shall be paid by check and shall not be issued until the event receipts have been received and all reservation checks have been deposited. No individual refund may be issued until that reservation check has cleared.

5.4.5 The Baronial financial policy will be available at check-in.

5.5 Baronial Equipment: The Autocrat is responsible for requesting the use of the Baronial Equipment from the Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the Baronial shed in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the Exchequer of any damage or loss to the Equipment.

5.6 Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than five business days after the event.

5.7 Event Financial Report

The Exchequer must file the event financial report, providing copies of all expense receipts no later than in conjunction with the quarterly report. The event financial report shall be presented to the Barony at the first business meeting after the event books have been closed.

6. Complimentary Attendance

6.1 Event(site) Fees may be waived for the following.

Majesties of any SCA Kingdom

Highnesses of any SCA Kingdom or Principality

Excellencies of Windmasters Hill (current and incoming)

Excellencies of another group if co hosting

Autocrat

Head Cook

Primary person running gate the main day of the event

6.2 Feast Fees may be waived for the following.

Majesties of any SCA Kingdom

Highnesses of any SCA Kingdom or Principality

Excellencies of Windmasters Hill

Excellencies of another group if co hosting

Autocrat

6.3 The number of possible guests at high table should be determined and set in advance. That information should be passed on to the person whose high table it is. All seats at high table are complimentary.

6.4 Event(site) and/or Feast Fees may be waived for other special guests if approved by the Baronial Financial Committee or by the Baronial Emergency Financial Committee if the Baronial Financial Committee will not be meeting before the event. This information should be included in the event bid if at all possible.

7. Baronial Funds and Expenses

7.1 Unless otherwise specified all monies will be considered to be General Funds. All funds may be changed or amended at any time by a majority vote of the Baronial Financial Committee.

7.2 Permanent Allocated Funds

7.2.1 Territorial Baronage Fund: The territorial Baronage are authorized to spend up to \$50 of Baronial monies at their own. No more than this amount may be spent until a report of the expenditure has been given at a Baronial business meeting.

7.2.2 Annual Expense Fund: This fund is to pay annual expenses such as, but not limited to, Baronial post office box, storage units, etc. Expenses to be paid from this fund shall be approved once by the Baronial Financial Committee as recurring expenses. Monies to pay these expenses shall automatically be allocated in the quarter that the expense is due.

APPENDIX A (continued)

Barony of Windmasters' Hill Financial Policy—DRAFT

7.3 Temporary Funds:

7.3.1 These funds shall be used for expenditures that have an immediate use and end date.

7.3.2 These funds shall be voted for by the Baronial Financial Committee at a regular Baronial meeting.

7.3.3 If these funds are not used in all or in part after one year from the establishment of the fund, the money shall be de-allocated unless otherwise designated by the Baronial Financial Committee.

7.4 Disbursements

7.4.1 The Exchequer is authorized to make disbursements as approved by the Baronial Financial Committee and the Baronial Emergency Financial Committee.

7.4.2 All postage costs associated with the execution of an office will be reimbursed.

7.4.3 All office expenses, including photocopying, associated with the execution of an office will be reimbursed for officers and Baronage.

7.4.4 Should the Exchequer deem any requested amounts unreasonable, he/she shall consult with the Baronial Financial Committee.

8. Baronial Equipment

8.1 We do not loan or rent equipment to entities outside the SCA Inc. (approved)

8.2 The loan of equipment to an SCA, Inc. branch requires approval of the Baronial Financial Committee.

8.3 The SCA, Inc. branch borrowing the Baronial equipment is responsible for reporting any damage and is financially responsible for undue wear and tear and damages. Any SCA, Inc. branch borrowing Baronial equipment must be informed of this policy before borrowing the equipment and must sign a form to acknowledge awareness of this policy.

8.4 The Baronage, Baronial Seneschal, Autocrat of Baronial events or their designates may check out Baronial equipment.

APPENDIX B

Barony of Windmasters' Hill Financial Policy
(Approved by the Baronial Financial Committee: 02/24/2013)

1. Windmasters' Hill Financial Policy Procedures
 - 1.1 Windmasters' Hill Financial Policy is superseded by: Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
 - 1.2 Windmasters' Hill Financial Policy must be accepted by a majority vote of the Baronial Financial Committee and replace all previous financial policies and may be amended or replaced by a majority vote of the Baronial Financial Committee.
 - 1.3 Signatories on the checking account must consist of those officers mandated by Kingdom Policy and Law and at least two "at large" signatories.
 - 1.4 When specifically referenced the Baronage must have one vote.
2. The Exchequer
 - 2.1 The Exchequer must maintain a checking account with appropriate signature cards for the group, file all quarterly and event reports as required by Kingdom and Society law and policy, enforce and maintain the group's financial policy.
 - 2.2 The Exchequer must serve as chairperson of the group's Emergency Financial Committee and hold primary responsibility for coordinating with other members of the committee, and communicating the committee's actions with the populace.
 - 2.3 The Exchequer must publish or report the financial status of the group at least once quarterly.
 - 2.4 The Exchequer must submit an annual budget to the Baronial Financial Committee.
3. Baronial Emergency Financial Committee
 - 3.1 The Baronial Emergency Financial Committee must consist of the Exchequer, the Seneschal, the Baronage and two of the at large signatories.
 - 3.2 The Baronial Emergency Financial Committee may authorize disbursements from the General Fund between meetings up to the limit as established by the Baronial Financial Committee.
 - 3.3 Each member must recuse themselves from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - 3.4 Approval of expenditures must be by simple majority of the entire committee.
 - 3.5 The Exchequer or designate must report all of the activity of the Baronial Emergency Financial Committee at the next regularly scheduled Baronial meeting.
4. Baronial Financial Committee
 - 4.1 The Baronial Financial Committee must consist of those current paid members of the SCA, Inc. in attendance at a scheduled Baronial business meeting who are at least 16 years of age. Proof of membership must be provided to the Exchequer as requested.
 - 4.2 All votes on financial matters must be approved by simple majority.
5. Events
 - 5.1 Event Bids
 - 5.1.1 All event bids must be in a format acceptable to the Seneschal, the Exchequer and the Baronage and must be approved by the above persons before presentation to the Baronial Financial Committee.
 - 5.1.1.1 An exception to this rule is if the Seneschal, the Exchequer, or the Baronage submits an event bid they must recuse themselves from the approval process for all bids of said event.
 - 5.1.2 The bid submitter(s) must present an itemized budget for an event at a baronial meeting for approval. Approval of the budget does not imply immediate allocation.
 - 5.1.3 The event bid must include a copy of this Baronial financial policy signed and dated by the Autocrat signifying his/her knowledge and acceptance of his/her responsibilities under the policy.

APPENDIX B (continued)

Barony of Windmasters' Hill Financial Policy

- 5.2 Event Budget
- 5.2.1 If the event was previously approved without budget, the budget must be approved by the Baronial Financial Committee.
- 5.2.2 This budget is expected to be followed by the Autocrat and event staff. If the event as a whole will be in budget, overages of any line item of the budget may be approved or rejected by the autocrat. If the event is over budget, then these items must be brought to the Baronial Financial Committee for approval. UNAPPROVED EXPENSES IN EXCESS OF THE EVENT ALLOCATION WILL NOT BE AUTOMATICALLY APPROVED.
- 5.2.3 Complimentary Attendance
- 5.2.3.1 Event (site) Fees may be waived for the following:
 Majesties of any SCA Kingdom
 Highnesses of any SCA Kingdom or Principality
 Excellencies of Windmasters Hill (current and incoming)
 Excellencies of another group if co-hosting
 Autocrat
 Head Cook
 Primary person running gate the main day of the event
- 5.2.3.2 Feast Fees may be waived for the following:
 Majesties of any SCA Kingdom
 Highnesses of any SCA Kingdom or Principality
 Excellencies of Windmasters Hill
 Excellencies of another group if co-hosting
 Autocrat
- 5.2.3.3 The number of possible guests at high table should be determined and set in advance. That information should be passed on to the person whose high table it is. All seats at high table are complimentary.
- 5.2.3.4 Event (site) and/or Feast Fees may be waived for other special guests if approved by the Baronial Financial Committee or by the Baronial Emergency Financial Committee if the Baronial Financial Committee will not be meeting before the event. This information should be included in the event bid if at all possible.
- 5.3 Event Reservations and Check-in
- 5.3.1 An image of each check must be made before it is deposited. The exchequer will provide deposit slips and an endorsement stamp.
- 5.3.2 Check images will be destroyed after the checks have cleared, and after the event report has been completed.
- 5.3.3 No funds must be removed from the check-in cash box for refunds or petty cash.
- 5.3.4 Removal of monies must follow the procedures in Kingdom and Society policy.
- 5.4 Event Reservation Cancellations and Refunds; Event refunds must be provided as follows:
- 5.4.1 We do not re-sell reservations.
- 5.4.2 Cancellations received at least 7 days prior to the start of the event will be refunded once the funds have cleared and may be processed at the Exchequer's earliest convenience regardless of the profit or loss of the event.
- 5.4.3 No refunds will be given if the event does not make a profit. No refunds will be given to those who have checked in with gate.
- 5.4.4 The Exchequer must receive refund requests in writing no later than *five business days* after the close of the event. Exceptions may be made by authorization of the Exchequer in consultation with the Autocrat and the Seneschal.
- 5.4.5 All refunds must be paid by check and must not be issued until the event receipts have been received and all reservation checks have been deposited. No individual refund may be issued until that reservation check has cleared.
- 5.4.6 The Baronial financial policy will be available at check-in.
- 5.5 Baronial Equipment: The Autocrat is responsible for requesting the use of the Baronial Equipment from the Exchequer or designee (e.g., Quartermaster), arranging for the pickup and return of the equipment to the Baronial shed in an orderly fashion, any necessary cleaning of the equipment after use, and notifying the Exchequer of any damage or loss to the Equipment.
- 5.6 Receipts: The event staff must turn in event-related receipts and requests for reimbursement no later than five business days after the event.

APPENDIX B (continued)

Barony of Windmasters' Hill Financial Policy

7. Baronial Funds and Expenses
 - 7.1 Unless otherwise specified all monies will be considered to be General Funds. All funds may be changed or amended at any time by a majority vote of the Baronial Financial Committee.
 - 7.2 Permanent Allocated Funds
 - 7.2.1 Territorial Baronage Fund: The territorial Baronage are authorized to spend up to \$50 of Baronial monies at their own discretion. No more than this amount may be spent until a report of the expenditure has been given at a Baronial business meeting.
 - 7.2.2 Annual Expense Fund: This fund is to pay annual expenses such as, but not limited to, Baronial post office box, storage units, etc. Expenses to be paid from this fund must be approved once by the Baronial Financial Committee as recurring expenses. Monies to pay these expenses must automatically be allocated in the quarter that the expense is due.
 - 7.3 Temporary Funds:
 - 7.3.1 These funds must be used for expenditures that have an immediate use and end date.
 - 7.3.2 These funds must be voted for by the Baronial Financial Committee at a regular Baronial meeting.
 - 7.3.3 If these funds are not used in all or in part after one year from the establishment of the fund, the money must be de-allocated unless otherwise designated by the Baronial Financial Committee.
 - 7.4 Disbursements
 - 7.4.1 The Exchequer is authorized to make disbursements as approved by the Baronial Financial Committee and the Baronial Emergency Financial Committee.
 - 7.4.2 All postage costs associated with the execution of an office will be reimbursed.
 - 7.4.3 All office expenses, including photocopying, associated with the execution of an office will be reimbursed for officers and Baronage.
 - 7.4.4 Should the Exchequer deem any requested amounts questionable, he/she must consult with the Baronial Financial Committee.
8. Baronial Equipment
 - 8.1 Baronial Equipment is available only to SCA Inc. groups for SCA Inc. events.
 - 8.2 The loan of equipment to an SCA, Inc. branch requires approval of the Baronial Financial Committee.
 - 8.3 The SCA, Inc. branch borrowing the Baronial equipment is responsible for reporting any damage and is financially responsible for undue wear and tear and damages. Any SCA, Inc. branch borrowing Baronial equipment must be informed of this policy before borrowing the equipment and must sign a form to acknowledge awareness of this policy.
 - 8.4 The Baronage, Baronial Seneschal, Autocrat of Baronial events or their designates may check out Baronial equipment.

L e t t e r f r o m t h e B a r o n a g e

Greetings Windmasters' Hill!

We hope this letter finds you well. The Great Gulf War is upon us. We will be riding out shortly to answer Their Majesties call. We hope to see many of you there.

Remember that on the Festival of St. Patrick (March 17) we will have a Baronial practice and meeting at Optimist Farm.

After the war and baronial practice, we will both be looking to relax and enjoy your company at the Tournament of Friends on March 23. The tournament is a great event to introduce a new person to the SCA. Please help us support your other cantons and the Barony by planning on attending this local event. We also plan to choose multiple champions at the Tournament of Friends including armoured, rapier, equestrian, and performance and static arts & sciences champions. Like last year, we ask that each person vying to become one of Windmasters' Hill Baronial Champions demonstrate participation in two of the three pillars of the SCA (arts and sciences, service, and martial activities). Please let us know if you have any questions.

So once again, and yet once more, farewell most heartily.

Callixtus Gill, Baron Windmasters' Hill
Adriana la Bretonne, Baroness Windmasters' Hill

Looking for Baronial Award Recommendations!
<http://windmastershill.org/contact-us/award-recommendation/>

L e t t e r f r o m t h e S e n e s c h a l

Greetings once again onto the populace of the Barony of Windmasters' Hill,

I hope this missive finds you well. This year's Ymir was a phenomenal event. I personally had a lot of fun. This brings me to the topic of my comments in this edition of the Windlore. This hobby or lifestyle choice that we call the SCA is an all-volunteer activity. From Dýrfinna and her staff of volunteers making this year's Ymir another event to remember, to those officers who perform the duties of their office on a daily basis; volunteers make the SCA run and allow us these great opportunities to get together and share our love of medieval life.

Burn out has been a recent topic of discussion in more than one forum. Many of our highly dedicated folks hold more than one office, sometimes at more than one level. What can we do to ease the burden for those who so freely give of their time? We can step up and be their deputy, to allow ourselves to be trained to replace them when their period of service has expired, it also allows us to learn new aspects of the SCA and to give back to an organization of our friends that has given us so much friendship and fun. We can recommend them for awards and recognition for all that they do, both the Kingdom and Baronage have recently requested award submissions. We can support their office by offering to teach A&S classes, input to the Windlore or marshaling activities so that they are not struggling to support everything themselves. We can take every opportunity to say thanks for doing what they do. Sometime just hearing thanks is enough to keep them going and to feel appreciated.

If you are interested in giving back to the SCA, and it does not matter if you have been in the SCA for 1 month or 10 years, let me know what you're interested in. I am sure that together we can find a way within your abilities and schedule to give back to the SCA.

If you are interested in giving back, do not worry that you have no experience, that's part of the job for those of us with experience to pass it on to you and to support you.

So if you are interested on giving back, and this is not intended to target those helium handed folks who always give back; but those who would like to but do not know how or what it entails, please contact me, we'll find the right fit for you.

Yours in Service, doing my part to give back to an organization of my friends that has given me so much!

Adelric Falke
Seneschal, Barony of Windmasters' Hill

Anyone can contribute! Poetry, articles, recipes, directions for crafts, book reviews—you got it—we want it!

March 2013

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|--|-------------------------------|---|--|--------------------------|
| | | | | | 1 Buckston Lunch | 2 |
| 3 Attilium Fighter Practice | 4 | 5 Bucks/K'berg Heavy Practice K'berg Mtg RTP Lunch | 6 N'feld Fighter Practice | 7 K'berg Rapier Practice E'gast A&S Meeting Attilium Social Night | 8 Buckston Lunch | 9 |
| 10 Attilium Fighter Practice | 11 | 12 Bucks/K'berg Heavy Practice Bucks Mtg K'berg Mtg RTP Lunch | 13 N'feld Fighter Practice | 14 K'berg Rapier Practice E'gast Business Mtg Attilium Business Mtg N'feld Mtg | 15 Buckston Lunch | 16 |
| 17 Attilium Fighter Practice Baronial Meeting | 18 | 19 Bucks/K'berg Heavy Practice K'berg Mtg RTP Lunch | 20 N'feld Fighter Practice | 21 K'berg Rapier Practice E'gast A&S Meeting Attilium Figher Practice & Social Night | 22 Buckston Lunch Tourney of Friends | 23 Tourney of Friends |
| 24 Attilium Fighter Practice Tourney of Friends | 25 | 26 Bucks/K'berg Heavy Practice Bucks Mtg K'berg Mtg RTP Lunch | 27 N'feld Fighter Practice | 28 K'berg Rapier Practice E'gast Business Mtg Attilium A&S N'feld Mtg | 29 Buckston Lunch | 30 |
| 31 Attilium Fighter Practice | NOTES: As always, watch for announcements regarding schedule changes. | | | | | |

Your Barony

| | | |
|--|---|---|
| <p>Baron Callixtus Gill (Scott Callicutt) baron@windmastershill.org 7216 Ray Road, Raleigh NC 27613 Phone: 919-844-4423 M-F, 5:30— 10:00PM</p> | <p>Chancellor Minor VACANT</p> | <p>Canton Information</p> |
| <p>Baroness Adriana la Bretonne (Drea Callicutt) baroness@windmastershill.org 7216 Ray Road, Raleigh NC 27613 Phone: 919-844-4423 M-F, 5:30— 10:00PM</p> | <p>Quartermaster VACANT</p> | <p>Canton of Attilium Seneschal: Lord Einarr inn Danski (Christopher DiFoggio) http://groups.google.com/group/attilium</p> |
| <p>Seneschal Lord Adelric Faulke (Darrell Newman) seneschal@windmastershill.org</p> | <p>Archery Marshal Manus MacDhai (Scott Dean) 1315 Castalia Drive Cary, NC 27513</p> | <p>Canton of Buckston-on-Eno Seneschal: Tessa de Spina (Jan Harris) 919-309-9059 (H) http://buckston.atlantia.sca.org</p> |
| <p>Exchequer Tréphine la Broderesse (Vicki Lamb) trephina@gmail.com or Exchequer@windmastershill.org 919-672-8766 before 10pm.</p> | <p>Rapier Marshal Tassin Navetier (Jason Hescheges) 919-656-0656 between 9am and 8pm. jjhescheges@gmail.com</p> | <p>Canton of Elvegast Seneschal: Dýrrfina Freviðardóttir (Stephanie Taylor) aine0021@gmail.com http://Elvegast.atlantia.sca.org</p> |
| <p>Chatelaine Sajah bint-Habushun ibn-Ishandiyar al-Hajjaji (Kit Wellner) hippopotamama@hotmail.com (919) 661-6541 (DNC 10 p.m.-8 a.m.)</p> | <p>Minister of Arts & Sciences Sunneva de Cleia (Jennifer Townes) Jenyanydots@gmail.com</p> | <p>Canton of Kappellenberg Seneschal: Lady Rowan of Hawbridge (Elizabeth Moss) http://kappellenberg.atlantia.sca.org</p> |
| <p>Herald Domenico Barbieri da Mantova (Sean Sorrentino) sean@seansorrentino.com</p> | <p>Minister of the Lists Lady Roana verch Cadugan ap Reis (Jennifer Houchins) roana.verchcadugan@gmail.com</p> | <p>Canton of Nimenefeld Ulfr Raudfeldarson (Craig Mozingo) ulfr_rauthfeldarson@yahoo.com</p> |
| <p>Knight Marshal Baron Rufus Barbarossa (Mark Burnette) mark.burnett@mindspring.com</p> | <p>Chronicler Helwynn Ivelchild (Cassandra Chambers Wagner) ladyhelwynn@yahoo.com 919-272-7712 before 10pm</p> | |
| <p>Warlord VACANT</p> | <p>Webminister Nikulai Ivanovich (Neal Atlow) Webminister@windmastershill.org</p> | |
| <p>Chirurgion VACANT</p> | | <p>Please contact the Chronicler if any changes are needed for this page.</p> |

Kingdom Calendar of Events

| February 2013 | | | |
|----------------------|--|-------------------|--------------------|
| 2 | Kingdom Arts & Sciences Festival (Pr) | Sacred Stone | Jamestown, NC |
| 9 | Bright Hills Baronial Birthday (R) | Bright Hills | Manchester, MD |
| 15-17 | Ymir XXXVIII (R,H) | Windmasters' Hill | Reidsville, NC |
| 22-24 | Nottingham Coill Baronial Birthday & Investiture (R) | Nottingham Coill | Bennettesville, SC |
| 23 | Tournament of Love and Beauty (H) | Ponte Alto | Leesburg, VA |

| March 2013 | | | |
|-------------------|--|---------------|------------------|
| 8-10 | Middle Atlantian Archery Day | Marinus | Spring Grove, VA |
| 9 | St. Paddy's Day Blood Bath | Ponte Alto | Vienna, VA |
| 10-17 | Gulf Wars XXII  (R,H) | Gleann Abhann | |
| 16 | Scribal Workshop | Bright Hills | Towson, MD |
| 16 | Caer Mear's 35th Jubilaun Fest (The Anni- | Rivers Point | Midlothian, VA |
| 22-24 | Le Grand Tournoi d'Amitie Trois (The | Elvegast | Bunnlevel, NC |
| 23 | Seven Hills Skirmishes (H) | Black Diamond | Lynchburg, VA |
| 23 | Tir-Y-Don Baronial Birthday | Tir-y-Don | Yorktown, VA |
| 30 | Defending the Gate XII (R,H) | Sudentorre | Spotsylvania, VA |

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