

Minutes of Ildhafn Council Meeting
Dated 11th June 2023

Last meeting's minutes:

https://docs.google.com/document/d/147R7Ys_C7PtIjwO6jIF_hwR_x8zxvuxsynGBUumtPeA/edit

Attendance: Chantelle, Michelle, Trent, Eleanor, Sue, Matt

Meeting started: 8.02pm

Apologies: Caitlin, Sandra, Alex

Move to pass the previous minutes: Michelle, Sue seconded

Welcome from Seneschal and report

On the other side of the world in amazing weather

Had offer of hall from Trudie after the demo to catch people

Thanks for support with Birkenhead demo

Officer reports:

- Reeve
Balance as at 29-05-23 was \$6,245.26. Since then the balance of payment of \$1,400 for Hunua Falls for 20th Birthday event has been paid.

Awaiting training by Jasmine from SCANZ in the use of Xero.

Trent sat down with Jasmine and sorted out discrepancy with transactions with xero

Thanks to Eleanor for continuing in the role of authorisation of payments

All payments made for collegium

- Herald
Nothing to report
- Web
- Arts and Sciences
Nothing to report
- Marshal
Rapier - had a regular group. 3 brand new to SCA coming on a regular basis. Matt has been amazing doing it (esp with the travel). Term finishing soon, had an extended term due to starting time - so 15 week term. This term exceeded the hall payments - 4 paid not the break even 3 and we had people paying interim payments also.
Might drop the cost and take the risk based on people that are coming.
Number sent to Matt so we could work out payments for the hall

Nicola has put name forward for marshal.
Derek has also put in an application

Chantelle needs to learn how to put out/do the process for a new marshal now we have applicants

Heavy is running in auckland with Derek and Wilhelm, and he is fast tracking heavy marshals with them

- Archery

Still going and being advertised

- Quartermaster
Nothing to report
- Chatelaine
Nothing to report
- Chronicler
Nothing to report

General Business:

Agenda	Discussion	Action	Completed	Further actions
Financials		To do	After May meeting	Action for June
Bank Account Signatories	Sue and Michelle were advised by Westpac that unless all signatories were already banking with them, they wouldn't look at moving Ildhafn's account over. Sue spoke with SCANZ and they plan to have set up their account with Kiwibank in two months.	Proposed if current signatories are willing, we wait until SCANZ set up their account then we move over.		Waiting on SCANZ to set up account with Kiwibank.
Trent has submitted interim collegium event report to list	Trudy Knibbs full refund \$35.00 requested by steward	Approved. (Proposed by Sue, seconded by	All invoices, refunds and reimbursemen	If anyone wants to look and see

with request to settle event invoice, refunds and reimbursements for stewarding costs/food.	back into the same bank account due to cancellation before event cut-off	Chantelle). Passes unanimously. Bank account details to be sought for repayment.	ts have been paid.	\$78.11 profit/surplus Event is now closed
CF Container, retrospective fees and on-charging fees going forward. Coordination between SCANZ and SG / Quartermaster. Establish any relevant policies, procedures and key contacts for CF container. Authorisation queried by Raffé for maintenance, painting and cleaning of container. No cost anticipated (free paint, volunteer work). Potential cost sharing proposed for adding a container lock.	Chantelle received costs from SCANZ for container. \$365 x2 years + \$419.75 x2 years = \$1,569.50 less \$100 paid in 2018. This is 3 years in arrears and for 2023. SG reeve couldn't find invoices or payments for 2018 and 2021. SG's container broken into. Awaiting quote, via Raffé, for lock guard (metal box surrounding lock on container). Raffé stepping down as Southron Gaard's quartermaster.	Once we know who has personal items in container, can work out how much to collect from them. SCANZ seeking $\frac{1}{3}$ each from Ildhafn, Cluain and Darton. Total costs for container, 4 years site fee, from Southron Gaard reeve = \$1,469.50. $\frac{1}{3}$ costs = \$489.83. SCANZ have mentioned that it will be up to the seneschals to agree the payment splits.	Trent to email contents of container to Barony. Enquire if anyone has personal items in there.	This was sent out No response as yet Trent to email Catherine and David and Ange to ask if they have any personal gear or know who might and copy in to Chantelle. Haven't seen an invoice from SCANZ to pay them yet
Howick Fencing Hall Training 2022 – Check regarding usage and charging for the financial year and request invoice to pay.	Nicola keeping records on hall usage and attendance records for 2023.	Matt to log and register the fencing classes with Trudy so she can invoice us. Nicola assisting Matt with hall usage dates and hours for 2022. Almost completed.	Nicola logged and sent email to Matt. Nicola has sent the dates and total 28 hours of class time in 2022 \$280 for Trudie to	

			invoice us Nicola to follow up with matt	
Payments for weekend workshops hall hire.	Email sent to Trudy G 16/02/23 with dates Aug 27/28, Sept 24/25 and Oct 15/16.	Chantelle to prod Trudy for the invoice so we can pay.	Email sent again 27/03 Chantelle sent email again.	Trudie now away - will ask again when back.
Baronial Gear				
Events				
Ildhafn 20th Birthday at Hunua 21st-23rd July 2023 Ian and Amabelia running with celebration theme. 48 adults at \$140 to breakeven, includes Crown attending for free.	Council approved move to Hunua, deposit has been paid. katherine kerr attending, Ratbot not sure. To confirm after Festival.	Ian hoping to visit site on Friday.	Chantelle to advertise event at Medieval Studies at Auckland Uni.	Royals Not bringing a herald to the event - will need to find one. Amy and family not sure if coming to the event so Ian needs a co-steward. Need a meal planner, Royal herald and co-steward Melissa agreed to do subtlety for the event Royals getting in touch with B and B

				Last deposit has been paid Working on draft schedule Call out for musical pieces. Hamlet contacted asking if they want to do anything - still following up. David and Katherine responded about doing music Have 40 tokens cast with the ability to make more Hoping to send out a tag along email to hamilton have a go people with the email that Florence is sending out Derek said yes to running Heavy tourney Have at least 4 people wanting to do rapier Baroness SG has indicated will attend. Rat attending - needs to book
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				Need to schedule a meeting to discuss it all Wed morning 6am uk and 5pm wed nz time
Weekend workshops. When will they restart? Diversity - line up people to teach things.	To discuss at dedicated meeting later this month. Google form and email/fb post sent out.	https://docs.google.com/forms/d/1KMq6H-2X2hCnyYLYDLUkA8yfPP67v0klgW6-t11mMO8/edit	Plan is to hold in Aug/Sept/Oct. Chantelle can have key if needed.	Trudie has offered to open the hall and co-run (she needs help from people) after the demo so that new people can come along. She can help people with sewing etc. Chantelle will still be away 1st July. 12-4pm Chantelle to put it on the Ildhafn page and advertise to Uni and East Auckland page Can a sign be made - a sandwich board that we can put out the front for the future Vinyl signs for 30-40\$ 1metre to put on the front of the scout hall when

				we are there. Nicola to talk to Melissa about that
Nicola has been amazing and has been organising the demo for the birkenhead north shore medieval faire	Nicola to take photos on the day and then put that stuff on the Birkenhead fb page Email to go out to volunteers Clashes with Hastilude B and B going to the demo Yvonne going to paint, there will be marshal activities, Katherine and david to play music for a while, Alice in armour, Wendy offered to play harp Handing out photocopies of card and also upcoming events Just doing the Saturday not both days Nicola found the banner and fixed it - might need to replace it in the next year if it doesn't survive, might just need to replace the actual vinyl and image not the pull up thing. Can we do PR from			

	the demo about what is going on			
Ian has requested that we need an Ildhafn Public Facebook group Cluain has a public facing page but has a weird name so hard to find We are going to make a FB page - Nicola will do this and make it public. SCA AUCKLAND barony of Ildhafn.				
Demo's - where and how? Do people have contacts? Do we write to community groups, etc and offer? Need to figure out what, and who, we can offer - stocktake	2 demos in Cluain Hamilton Gardens Medieval fundraiser (Governor's Green) Sunday 12th March Waldorf Medieval Carnival: Sunday 26th March 2023	To have separate meeting to brainstorm	We will do this later in the year	
Summer Event	Due to double booking at Hunua, Summer event can be held at Schlaepfer on 10-12 November 2023	Chantelle to confirm with Ray and get form for the deposit.	Deposit paid Advertise for a steward?	Will do this after the birthday event.
September event	Chantelle to propose with a focus on cooking Nicola suggested combining this with a games evening	Will do this after the birthday		

	If Schlaepfer Park is used, we need to provide teaspoons and chopping boards.			
General organisation				
Buy plastic separator like Cluain has for utensils Already approved	Did look haven't found it yet			
Vanessa will gift 3 plastic chopping boards.	Follow up on this and get them before November			
Organise a workshop to make ildhafn knives				
Website				
Stewarding and running an event info on Ildhafn's website outdated. Michelle has access to the website to update information.	Chantelle can assist as she has been running a lot of events and has been aligning prices/ structures with Cluain, etc, and has up-to-date info on things.	Michelle to sort this before the next meeting on Wordpress.	Still planning to do	
Update to method for tracking awards and champions. Could be modeled off updates made to Rowany awards...	Talking to Juliana about awards and cannon lore, etc Our awards page isn't linked	Schedule a more focused talk on this - Sandra and Trent. Chantelle can be pair of hands for archival information when we are ready to migrate.	Planning to do and is on hold Big project and if needed suddenly will be done	

Event Summary

Event Name: **Ildhafn Collegium & Workshop** Event Start Date: **#####** Event End Date: **#####**
Event days: **2**

Event Steward:

SCA name: **Domenego Farrante** Mundane name: **Trent Deakin**
Address: **5 Sorrento Key, Papamoa 3118** Membership no: **82666**
Email: svart.ormsson@gmail.com Expiry date:

Income Summary

	Number	\$	Income	event membership		kingdom levy	
				levy	total	levy	total
Adult Full Bunking	7	\$50.00	\$350.00	0	\$0.00	0	\$0.00
Adult Full Tent/RV	4	\$45.00	\$180.00	0	\$0.00	0	\$0.00
Adult Day trip - Catered		\$30.00	\$0.00	0	\$0.00	0	\$0.00
Adult Day trip - Lunch	4	\$15.00	\$60.00	0	\$0.00	0	\$0.00
Adult Day trip - Offboard	2	\$5.00	\$10.00	0	\$0.00	0	\$0.00
Youth Day trip - Offboard	2	\$5.00	\$10.00				
Child 0-4	0	\$0.00	\$0.00	total	\$0.00	total	\$0.00
Surcharge on the night			\$0.00				
Donations			\$0.00				
Casual event booking	1	\$35.00	\$35.00				
Income to refund	1	\$35.00	\$35.00				
Total collected			\$680.00				
minus event mships			\$0.00				
minus kingdom levy			\$0.00				
Event income			\$680.00				

Summary of expenditure

Expense	Notes
Hall deposit	\$199.00 \$50 Venue Deposit paid 2022 + site balance of fees for event 149.00
Equipment rental	\$0.00
Equipment purchase	\$0.00
Food	\$361.89 Budget of \$389 Reimbursed to stewards
Printing	\$6.00 Incidental - reimbursed to stewards
Advertising	\$0.00
Decorations	\$0.00
[etc ...]	\$0.00
Refunds	\$35.00 Refund for cancellation
Other	\$0.00
[etc ... add as reqd]	\$0.00
Event expenses	\$601.89

Event profit/loss

\$78.11

Quarterly reporting for this event

	Income	Expenditure	Has the event report been finalised?
Reported last FY		\$50.00 -\$50.00	y
Reported Q1	\$680.00	\$551.89	\$128.11
Reported Q2		\$0.00	
Reported Q3		\$0.00	
Reported Q4		\$0.00	
Total	\$680.00	\$601.89	\$78.11

Notes

Next meeting date: July 9th 2023

Meeting ended: 9.14pm