

Rivenwood Tower Business Meeting

Date: June 9 2021 7pm

Attending: Linda Prah, Mike Prah, Richard Tate, Bart Saxton, Shawn Bajula

Sending notes: Thomas Prah

Review previous minutes

- **Officer reports**

- **Exchequer** balance 2937.02, waiting the website receipt
- **Seneschal:**
 - Schuzenfest: received formal request from Nordskogen to host event within shire boundaries. Approval given.
 - Request from TRMs to use Rade Gund's as a back-up site for Crown tournament. Approval given.
 - Received email from Kingdom Chatelaine through the website about interested new people in St James. Contacted them and gave them info about activities, website, Facebook and put them in contact with the Marshall.
- **Webminister** site paid, Exchequer needs receipt to be sent to his new gmail address richardtate1968@gmail.com. Website is currently under construction.
- **Marshall:**
 - Mike will assume the group officer role. Officer change form completed.
 - Fighter practice will continue on Sundays at 1:30pm at the Prah's. Attendance has been pretty good.
 - Discussion about loaner armor and working on people's armor. Mike will talk with Isiah to get the items already purchased.

Previous Business

- Shire Shed inventory: Richard would like to do this but don't have a date set. The wood stove has one more damper that needs to be installed. But the overhead door work is finished.
- Fighter Practices: Continue to have on Sundays at 1:30pm

New Business

- **Website hosting and domain fees:** Decision made: responsibility for paying this will move to the exchequer because it is a regular, budgeted expense. Westminster needs to provide the exchequer with all of the needed information to complete this task, including logins and password information.
- **Purchase:** Decision made to purchase four (4) portable handwashing stations for a total cost of \$326. Order placed and they will arrive approximately June 15 to June 17. They will be used at Crown Tourney. They are part of the plan to offer more handwashing at events. Receipt given to exchequer and reimbursement done.

Events and Demos 2021

- Solstice June 18-19. Bart will check and if we can, would anyone want to set up with him and do a table demo

- Rock Bend folk festival Sept 11-12 2021: Register for Rockbend.
- Radegunds: see below

Events for 2022

Lupercalia: February. we may need a different site. Look at Johnson hall and East Chain Community Center. In February. Linda will set up tours of the new sites.

Raid the Brewery: May 2022: Richard will reach out to Jack for a date. Either the first weekend or the 3rd weekend of May

St Radegunds 2022 Aim for the last week Aug 27th. Richard will also talk to Jack about this weekend

The rest of the meeting was for St Radedung's Fair decision making and planning

- Event steward reviewed the current plan.
- Group reviewed the new SCA BOD and Kingdom COVID guidelines.
 - Decision made to change the event dates to Aug 27 through Aug 28 to allow for camping Fri and Sat night. Activities on Friday night will be limited. Camping fee will be \$10 per camping/sleeping in tent. No charge for shade fly's or day camps.
 - Event attendance cap was removed.
 - Masks will be worn inside buildings per Kingdom guidelines
- Group reviewed and discussed the process for event pre registration. Decision was made that Form will go on website but Richard and Shawn will track registrations. BOD guidelines stipulate that people who pre register must get a confirmation email. The registration form will be set up to send an email to the person registering and Richard and Shawn will confirm.
- Group reviewed and discussed the Kingdom Paypal policy. The decision is to use Paypal for prepayment only. We will not use Paypal to pay at the gate. The site does not have the required electricity or internet connection to make this feasible. The shire did not discuss purchasing equipment to swipe cards at the gate. Richard will coordinate with the Kingdom Paypal Deputy will be responsible for this task. However, it's requested that the webminister create and set up the form and work with Richard and Shawn on how to receive the information from the form.
- Discussion was had to purposefully limit the activities at the event to ensure that people had enough time to socialize.
- Lunch will be 1.5 hours and Meet and Greet and meetings will be scheduled at this time or in the morning before classes.
- Bart, Royalty Liason, will reach out to TRM to discuss Their wants and needs.
- Decision was made that the two cabins will be reserved for sleeping quarters for TRM if they want them. Meetings and classes will not be scheduled in those two spaces.
- Site Token work day set for June 26 8am or 9am start time at Bart Saxton's home to harvest wood. People can carpool from the Prah house if they want. We want to start early to avoid the heat. Bring chain saws and pruning shears.