

# The Looking Glass



Michaelangelo

## February

Newsletter of the Barony of Glymm Mere  
AS LVIII (Gregorian 2024)

# The Looking Glass Barony of Glymm Mere

PO Box 1442  
Olympia, WA 98507-1442

**Submission Deadline:** Deadline for submission for the following month's issue is the first Tuesday of the month 1 hour before the financial committee meeting. For example – Content for March's newsletter is due first Tuesday of February by 5:30pm.

**Submissions:** Submissions welcomed! Artwork, articles, reports on events, poetry, or what have you. Acceptance of submissions and time of use will be at the chronicler's discretion and as space permits. Please create articles in the body of an e-mail or as a text document. Please cite your sources and fill out a release – which will be happily shared!

**Editing:** Articles will be edited for common spelling errors, grammar errors, and formatting style.

**Disclaimer:** This is the February 2024 issue of the Looking Glass, a publication of the Barony of Glymm Mere of the Society for Creative Anachronism, Inc. (SCA, Inc.). The Looking Glass is available from Her Ladyship Melissa of Dalmatia, Glymm Mere Chronicler, via the official email address [Glymmmere.chronicler@antir.org](mailto:Glymmmere.chronicler@antir.org) or the mailing address of the Barony of Glymm Mere at PO Box 1442, Olympia, WA 98507-1442

**Newcomer information:** Welcome to the SCA. The Barony of Glymm Mere is a part of the Society for Creative Anachronism, Inc. (SCA), a not-for-profit educational organization and an inclusive community pursuing research and re-creation of pre-seventeenth century skills, arts, combat, and culture. The lives of participants are enriched as we gain knowledge of history through activities, demonstrations and events.

**The SCA is participatory:** Every person plays a part in creating the atmosphere. For some, this means making an attempt at the proper clothing. For others, it means learning calligraphy, fencing, dancing, or whatever activities pique your interest.

There are a variety of gatherings weekly, as well as events nearly every weekend. Check out the information offered in this publication and our other outlets for details.

**For more information** contact our Chatelaine (*newcomer contact person*): HL Volk the Gray.

You can also check out these useful websites:

**Kingdom Website:** [antir.org](http://antir.org)

**Baronial website:** [glymmmere.antir.org](http://glymmmere.antir.org)

**Facebook:** "[Barony of Glymm Mere Populace Group](#)" and "[Canton of Caladphort](#)" and "[Fire Mountain Keep](#)"

**Instagram:** [Barony of Glymm Mere](#)

**YouTube for the Barony:** [Glymm Mere SCA](#)

**YouTube for A&S Classes:** [EarlySweden](#)

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**THE SCA PROHIBITS HARASSMENT AND BULLYING OF ALL INDIVIDUALS AND GROUPS. Participants engaging in this behavior are subject to appropriate sanctions. If you are subjected to harassment, bullying or retaliation, or if you become aware of anyone being harassed or bullied, contact a seneschal, President of the SCA, or your Kingdom's Board Ombudsman Copyright © 2020**

**Baronial Offices and Officers:  
Their Excellencies of Glymm Mere**

Baroness Disa i Birkilundi OL [GlymmMere.Baroness@antir.org](mailto:GlymmMere.Baroness@antir.org)  
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**Deputy Seneschal:** Paullus Quinctilius Barbatus

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**Deputy:** Laeriel Fayrehale

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**Deputy for Regalia:** [OPEN]

**Web Coordinator:** Erik of Glymm Mere [GlymmMere.Webminister@antir.org](mailto:GlymmMere.Webminister@antir.org)

**Social Media:** [OPEN]

**Canton of Caladphort** (Gray's Harbor County WA)

**Seneschal:** Lady Catrine le Crosetiere - [caladphort.seneschal@gmail.com](mailto:caladphort.seneschal@gmail.com)

**Exchequer:** M'lord Eric Morgan - [Caladphort.exchequer@gmail.com](mailto:Caladphort.exchequer@gmail.com)

**Herald:** Master Erik Loren Elcara - [Caladphort.herald@gmail.com](mailto:Caladphort.herald@gmail.com)

**Minister of Arts and Sciences:** Paullus Quinctilius Barbatus - [Caladphort.arts&sciences@antir.org](mailto:Caladphort.arts&sciences@antir.org)

**Marshal:** His Lordship Idomeneus of Crete

**Rapier Marshal:** Lady Theodora

**Youth Activities:** [OPEN]

**Canton of Crows Gate** (Lewis County WA)

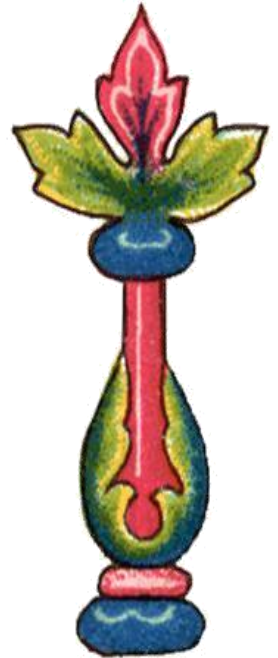
**Seneschal:** Lady Gracia Abrabanel - [firemountainkeep.seneschal@antir.org](mailto:firemountainkeep.seneschal@antir.org)

## Baronial Serjeants

Baron Dunstan M'Lolane, Serjeant  
HL Volk the Grey, Yeoman  
HL Karl von Miltenberg, Gallant  
HL Ludwig Maltz der Brauer Courtier  
HL Besseta Wallace, Courtier  
HL Snorri Bjornsson  
Master Gryphon the Black, Yeoman Emeritus  
HL Duihinn Mac Faolan, Courtier Emeritas  
HL Rosamund Wynder, Courtier Emeritas

## Baronial Champions:

**Arts and Sciences:** Paullus Quinctilius Barbatus (Lyceum 2023)  
**Archery Protector:** Guy Blackthumb (Prelude to War 2023)  
**Bardic (Hummingbird) Champion:** Lucrezia De Alanis (Lyceum 2023)  
**Equestrian Champion:** Ivan Leskov (Honey War 2019)  
**Rapier Protector:** Lord Valentine l'Argent (May Faire 2022)  
**Rapier Champion Caladphort:** Lord Valentine l'Argent (May Faire 2022)  
**Heavy Weapons (*Shield of the Barony*):** Sir Vasilus (Prelude to War 2023)  
**Thrown Weapons Champion:** Lady Tullia Elenora Domenichi d'Aragona (Prelude to War 2023)  
**Thrown Weapons Guardian:** HL Gerald De Huntington (*Perennial*)  
**Lord Defender of the Barony of Glymm Mere:** Duke Thorin Njalsson, Lion of An Tir (*Perennial*)  
**The Sweet of Glymm Mere:** Sir Seumas mac Brehon (Rose and Thorn 2023)



# Glymm Mere Calendar

## Baronial Coronet Progress

- Kingdom Queen's Rapier and Arts & Sciences – Portland March 1-3

## Business Meetings

First Tuesday at 6:30 PM at St Benedict's Episcopal Church (910 Bowker St SE Lacey) - the Baronial Financial Committee Meeting and at 7:00 PM is the Baronial Business Meeting

Everyone is welcome and encouraged to attend. This is the best way to find out what is happening in our barony and see who is in charge of what. It is also a great way to meet people and get involved. The meeting lasts about an hour.

Third Thursday at the Hoquiam Timberland Library at 5:30 is the Canton of Caladphort business meeting

Tuesday at 6:30 (1185 State Route 603 Chehalis) is the Crow's Gate Business Meeting

## Weekly events

Wednesday fight practices at Garfield Elementary in Olympia starting at 6 pm will start back up after the New Year

Friday fight practices at Library Garage in Hoquiam starting at 5:30

3<sup>rd</sup> Tuesday scribal at St Benedict's Church Lacey starting at 6pm

3<sup>rd</sup> Thursday is an Arts & Sciences night – watch Facebook for themes and locations

\*Although the SCA complies with all applicable laws to ensure the health and safety of our event participants, we cannot eliminate the risk of exposure to infectious diseases during in-person events. By participating in the in-person events of the SCA, you acknowledge and accept the potential risks. You agree to take any additional steps to protect your own health.

## Business Meeting

Opens – 7:00

### Attendees

Natasha Orionova  
Aleksi Zateev  
Master Erik  
Volk the Gray  
Melissa of Dalmatia  
Mikael MacLeod  
Tristan Workman  
Wolfegar Von Rothenberg  
Olivia X of Glymm Mere  
Gisla van Windkeep  
Sarah Huntsman  
Tommaso  
Zanetta  
Agmudr and Francisca  
Dame Elisabeth and Elenor

Tamsyn l'Argent  
Lady Catrine le Crosetiere  
Isabella de Walingeford - online  
Sir Brehan  
James Shoemaker  
Dunstin  
Valentine l'Argent  
Agnarr Wolfegarson  
Jane Eagle  
Alistair MacRoibeirt  
Lark  
Snorri Bjornsson  
Gavin & Andromeche  
Heidr Inljosa

Minutes were approved

### Lyceum – March 9 – Rochester Grange

- PayPal pre reg will start Jan 8
- Paid Cleaning Deposit
- Details for Championships

### May Fair – May 4 – Rochester Grange

- PayPal for pre reg will start later
- Deposit monies sent
- Getting Marshal in Charge
- Need a Gate Person – possibly Volk

### July Coronation

- Nothing so Far
- Will get back later

### Shamrock Tourney – March 16th

- Will put things forward to go to Heritage Park
- 

### Autumn War

- Not yet on the Calendar
- GM will assist with A&S
- Thursday Jan 11 the Autumn War Event team will have first work meeting (online) we need a GM liaison and/or an A&S Person.

## Officer Reports

### Chamberline

Here's what happened in December:

- This month's activities:
  - December 15th - Our seneschal reported that the new baronial serving ware for feasts has arrived at her house and she would make sure nothing was broken.
  - December 27th - Our baron reported that all the baronial stakes were straightened at the stake making day and have been returned to the trailer (yay!). He also reported that the following repairs need to be made:

- Gate tent stake looks are broken in several spots and totally missing in one.
- The poles, stakes, and rope dogs should be repainted, as the color coding has faded and this makes sorting out what goes with what more difficult.
- Awning poles for the gate tent are missing. Michelle Howe said they may be able to donate replacements.
- Some additional work on street signs has been planning (by whom and when to be completed?)
- News:
  - I have access to the baronial chamberlain's email! I cleaned up the inbox and, while I can't promise to check in every day, I will try. :)
- Ongoing projects:
  - Inventory - This month was my birthday, several holidays, and I started a new job, so I did not set time aside for this. I will begin this month. If you have baronial gear, please send me an email with a list of what you have and what condition it's in so I can add it to the inventory.
  - Repairs - If you are aware of any baronial gear that needs to be repaired or replaces, please email me with the information. I will add it to the list of things sent over by the baron and begin working on a plan for addressing the issues.
- New projects:
  - Glymm Mere Chamberlain's Handbook - I would like to use the Kingdom Chamberlain's Handbook to create a handbook for the Glymm Mere Chamberlain's office. As I am just beginning in this role, it seems like a good time to document all the questions I've had when they are fresh in my mind.
  - Reorganize baronial storage - Many of the totes are poorly sized for the shelves we have in storage, so they fit inefficiently. As a result, things get tossed into open spaces and this creates a mess, which seems to need to be rearranged a lot. I would like to purchase standard-sized totes to fit on the shelves in such a way that they will completely fill each shelf, and then tape an inventory sheet to the outside of each one so you can see what's in them without having to take them off the shelf and open them to see. This is likely going to take me several months to complete, and probably won't happen until after I finish the inventory.
- Please let me know if you have any questions about this.

#### **Web minister**

- Contributor access is now available to the Coronets or Seneschal
- An Admin access is available to Seneschal
- New Page has clickable list of items
- Back issues have been issued
- Backup of the site
- Have a Wishlist for future edits

#### **Youth Activities**

- No report

#### **Lists**

- Nothing to Report

#### **Scribal**

- The scribe has a broken wrist which has hindered anything and everything. I would like to thank Daniella Zantiel (AKA Dani Walkingstick) for all her help, she has become my right hand for Yule's event charters

#### **Archery**

- Archery will be shut down because it's cold and wet
- The site is ready for next year

#### **Herald**

- I attended no events so no in-person discussions of matters heraldic.
- I posted nothing to the branch FB concerning such matters.

- No one contacted me concerning such via the office's email address.
- If there were any Baronial Courts during this period the Court Reports were not forwarded to Dexter Gauntlet, which I find unlikely.
- I continue to be one of Dexter Gauntlet's informal stable of OP maintainers; I make a point of grabbing any Court Reports from Glymm Mere, Blatha an Oir, and Dragon's Laire given some knowledge of these branches.
- Going forward we need to determine my term of office according to the submitted paperwork and take steps to ensure the renewal is handled in a timely manner, presuming no one qualified expresses an interest in stepping up to the office.

### **Canton of Caladphort**

- Due to the holidays the Canton has been a bit quiet, at the last meeting the canton did agree to donate 500 dollars to the barony to help with the cost of kitchen stuff.
- We are still holding practices for anyone that wishes to come out at the Hoquiam Timberland Library on Friday nights.

### **Master of Stables – Tales of Stabby Land – Better to give than receive**

- December was a very light month for Rapier and Cut and Thrust. The tourneys at Yule were cancelled due to safety considerations. Armoring was done at the armoring day, thanks to His Excellency Alistair for his hosting. We all look forward to renewed practices coming in January, as well as the many of us going to Ursalmas.
- Gisela will be stepping up as Youth Armored Combat in the spring – she recieved her backgroud report tonight

### **Arts & Sciences**

- A Blacksmithing workshop Happened – we fixed all the tent stakes
- December A&S night (28th) was canceled – the Shashiko will move to February.
- January will probably work on event tokens

### **Armored Combat**

- No practices this month. We'll be starting practice up again on 1/10/24.
- HE Alasdair generously offered to host an armoring day on 12/13/23. We had eight attendees, and armor was repaired and built. We'll likely have another such day sometime in the spring, following the Shamrock Demo.
- We had an armored tournament at Yule with four fighters. HL Sigmund was the victor.

### **Chatelaine**

- Volk will be stepping down at the end of the month
- Any interest please let the B&B and Seneschal know

### **Gold Key**

- No Report

### **Chronicler**

- Jan was posted on Dec 13
- Sent the web minister past issue links.

### **Exchequer**

- We have money – lots
- Caladphort has money
- Exchequer is on zoom – she will be in AZ for the Feb meeting.
- Storage unit fee has been paid
- Yule Check was dropped off today
- Scheduled to go through the Financial Policy
  - Thursday Jan 18<sup>th</sup> – proposed Financial Committee meeting to review the financial policy – 6pm on zoom – Disa or Melissa will do a link about an hour before.

### **Seneschal**

- All officers should have access to email (those present did at least)
- We now own serving Platers and Bowls!

### **Their Excellencies**

- Requirements for Bardic and A&S Championships will be posted
- Baronial Change over will be at May Faire



- Championships and change over will happen.
- 1 day event but it'll be awesome
- Call for bid for baronial chairs
  - Nothing so far
- Everything is online – please be sure to make a log in for Kingdom website so your voice can be heard for polling
  - The website takes a while (1-2 weeks) to create an account

**Good of the Barony/Old Business**

- Need more officers – to include social media officer
- Need folk for Heraldry for Ursalmas – please reach out to Natasha
- Disa will be in charge of running June Fair Gate again – start thinking about helping for that!

Meeting Closed – 7:30



# Financial Policy of the Barony of Glymm Mere

## A Branch of An Tir, A Kingdom of the Society for Creative Anachronism, Inc.

January 2024

### I. The Financial Committee

#### A. Purpose

A.1. The Financial Committee advises the exchequer whom shall act as the comptroller for the Barony of Glymm Mere, charged with the duty of maintaining the financial health and welfare of the Barony. All decisions of the Financial Committee are subject to review and revision by the Members at the Business Meeting.

#### B. Meetings

B.1. The Financial Committee shall meet on a monthly basis to review the financial affairs of the Barony, and to review any budget requests submitted or revised since the previous meeting. Check requests that fit within an already approved budget do not need review.

B.2. A quorum of five (5) voting members must be present to convene any regular or emergency meeting of the Financial Committee. An emergency is defined as any business that cannot wait until the next regularly scheduled meeting. In the event of a situation requiring action before the next regular meeting, a quorum of the financial committee may make needed decisions via phone or electronic messages. Any such action must be detailed as part of the next regularly scheduled financial committee meeting.

B.3. Minutes shall be taken by the Exchequer or a designated individual at all meetings of the Financial Committee. In addition, the Exchequer shall report to the Populace at every Baronial Business meeting on the activities and recommendations of the Financial Committee.

B.4. All meetings of the Financial Committee shall be open to all members of the Barony of Glymm Mere.

B.5. Officers and Event Stewards (or a representative for the Event Steward) are strongly encouraged to attend the Financial Committee meeting at which the budget request for their office or event is discussed.

#### C. Responsibilities of Financial Committee Members

C.1. While serving as a member, each member of the Financial Committee shall be responsible for maintaining a paid membership in the Society for Creative Anachronism, Inc.

C.2. All members of the Financial Committee are expected to attend all regularly scheduled meetings of the committee.

C.3. Each event sponsored by the Barony shall have a member of the Financial Committee assigned by the Exchequer as a Liaison. This Liaison shall not be the Event Steward or co-Event Steward of the event.

C.4. All members of the Financial Committee will provide proof of their SCA Membership and legal identification at the time of appointment. Thereafter, the Exchequer of Glymm Mere shall be responsible for obtaining a warrant for the At Large members of the committee as deputy Exchequers of Glymm Mere from the Kingdom Chancellor of the Exchequer.

C.5. To review proposed budgets by prospective Autocrats. The Financial Committee can advise any prospective Event Steward in the creation of a budget.

#### D. Financial Committee Structure and Appointment

D.1. The Financial Committee shall consist of eight paid members casting seven (7) votes. The members of the committee shall be at least 18 years of age and include:

(D.1.a) The Seneschal of Glymm Mere (ex officio)

(D.1.b) The Chancellor of the Exchequer of Glymm Mere (ex officio)

(D.1.c) The Baron and Baroness of Glymm Mere, casting jointly a single vote.

(D.1.d) Four (4) other paid members of Glymm Mere known as At Large Members.

#### D.2. Selection of At Large Members

Replacement Appointment: Any time a vacancy occurs among the At Large members, whether through resignation, expiration of term, or removal, qualified applicants will be selected by the Baron and Baroness for as many vacancies currently on the committee. Selection will be done at the first Baronial Business meeting following (1) the vacancy, and (2) publication in the Looking Glass.

D.3. No two members of the Financial Committee may reside at the same address-or be in a recognized legal relationship (husband-wife, parent-child) with another member.

#### E. **Removal of Committee Members**

E.1. The removal of a committee member shall be in accordance with the Glymm Mere policy for removing officers. <NOTE: since everyone keeps asking... none of the kingdom or corporate documents talk about committee members, only officers.>

E.2. Any At Large member missing three (3) meetings in a twelve-month period shall be considered for removal by the financial committee. The committee shall consider circumstances with all due common sense and on an individual case-by-case basis.

#### F. **Financial Liaison**

The Liaison is the primary contact between the Event Steward and the Financial Committee. This person is recruited by the Event Steward and approved by the exchequer. The event Liaison must be a member of the financial committee and is the primary contact between the Event Steward and the Financial Committee.

##### F.1. **Responsibilities**

(F.1.a) Be familiar with all timelines and procedures regarding the financial management of events and assist the Event Steward in meeting those requirements.

(F.1.b) To review Event Report forms and assist the Event Steward as needed. The Liaison is not responsible for completing the Event forms. The Liaison serves as a resource only, which the Event Steward can utilize to facilitate the completion of the forms.

(F.1.c) To collect money received at the Gate, or as requested by the Event Steward and agreed upon by the Financial Committee. To secure and turn over to the exchequer final Gate monies and gate sheets after gate has been officially closed.

(F.1.d) Ensure that all collected funds are noted on the appropriate Gate collection form and counted, dated, and signed for by both the receiving authority and the relinquishing party and a witness.

#### G. **Event Advances / Gate Seed**

G.1. Receipts/accounting for any advance payments made for event expenses should be provided at the business meeting following the Event.

G.2. Gate seed is still considered to be Baronial Funds and may not be utilized to supplement expense requests. If additional funds are needed, this request needs to be made to the financial committee on an emergency basis.

G.3. Gate seed must be requested prior to the event.

#### H. **Electronic payments**

The current Kingdom's PayPal Policy is an Appendix at the end of this document. It is Baronial policy that a current copy of the Kingdom PayPal policy be retrieved and reviewed for its impact on the event. If the financial committee chooses, it may use the Kingdom's PayPal for events. The event copy and advertising must state what payment forms are accepted and the event application needs to include the PayPal Fees in the budget documents.

The financial committee may use other electronic payment systems approved by [SCA.org](http://SCA.org) corporate as long as the appropriate and current policies are followed.

Baronial policy limits the use of hardware and accounts related to electronic payments to current SCA members who have had training in the use of the equipment. Use of equipment (other than as a router or access point) or accounts not property of the Barony or other SCA branch is prohibited

#### I. **Refunds**

I.1. Refunds must be requested at least a week before the event.

- I.2. Refunds must be approved by the financial committee.
- I.3. Refunds will be sent by check drawn on Baronial bank account.

## II. Baronial Bank Accounts

### A. Required Signatories

- A.1. Seneschal of Glymm Mere (Chapter Vice President)
- A.2. Chancellor of the Exchequer of Glymm Mere (Chapter Treasurer)
- A.3. Chancellor of the Exchequer of An Tir

### B. Supplementary Signatories

- B.1. Either the Baron or Baroness of Glymm Mere
- B.2. Officer of Glymm Mere who is on the Financial Committee.

### C. Withdrawals

- C.1. All withdrawals from the Baronial Bank Accounts will be by check from the Baronial checking account
- C.2. All checks require two signatures by authorized signatories.

### D. Change of Signatories

- D.1. When a change in bank signatories is necessary the Exchequer will research bank and SCA policies and ensure that they are followed.

### E. Balances in the Baronial Account

- E.1. Subject to emergencies, no expenditure shall be authorized, nor reimbursements made, which would reduce the total balance in the Baronial accounts below ten thousand dollars (\$10,000.00) for all accounts.
  - (E.1.a) This minimum balance shall be reviewed during the review of the Financial Policy.
  - (E.1.b) Any expenditure which would violate the Barony's minimum balance policy must be presented at one business meeting and will be voted on at the next business meeting. An exception to this policy may be made if the due date of a legal and approved obligation falls during the 30-day waiting period. The consent of a quorum of financial committee members will be necessary in this circumstance.
- E.2. Should the balance in the Baronial Checking account exceed \$20,000.00, a special investment review should take place by the financial committee.

## III. Review

- A. **Period of Review** - review shall take place annually beginning in January to meet kingdom requirements.
- B. **Scope of Review** –All forms generated and used by the Exchequer or financial committee shall be reviewed for compliance with Baronial, Kingdom and Society needs if the Kingdom forms are not used.
- C. A Committee shall be formed to facilitate the process and present any proposed changes to the Baronial Populace. This committee must include the Exchequer and Seneschal.
- D. **Structure of Review**
  - D.1. Commentary Period - Changes to the Financial Policy will be proposed and reviewed during the Financial Committee Meeting. The revised policy will be published on the webpage and in the Looking Glass for two consecutive months as a draft policy. The Baronial Populace is invited to comment on the draft policy during this two month period. At the end of this two month period, the draft policy and any additional changes will be voted on during the Baronial business meeting and the Final Policy will be published as approved.
  - D.2. Members of the Society who are over sixteen years of age in attendance at the Baronial Business Meeting may vote. A simple majority is needed to approve the document.
  - D.3. If the document fails to pass, a new process will begin as in IVC.

## IV. Expenditures and Reimbursements

- A. The Glymm Mere Exchequer shall maintain a log of authorized expenditures for both the Barony and any Cantons as approved at Baronial Business meetings or emergency Financial Committee meetings. This log shall contain the following information:

- A.1. The date of approval
- A.2. The nature of the expenditure
- A.3. The amount of the expenditure
- A.4. The approved amount of the expenditure
- A.5. The date paid
- A.6. To whom the amount was paid
- A.7. The check number for the payment
- B. The Exchequer may make advance payments for expenditures authorized as part of an office's budget or by approval of the Financial Committee.
  - B.1. Receipts must be provided for any advance payments made
  - B.2. No further advance payments exceeding the approved budget will be made to an individual (or company) if there are still unreconciled advances waiting receipts.
- C. The Exchequer may pay reimbursements for expenditures which have been authorized and for which receipts have been provided.
  - C.1. Receipts should be printed and from real world business entities.
  - C.2. Hand-written receipts from SCA participants or other vendors may be acceptable under some circumstances, provided the receipt is complete and contains the following information:
    - (C.2.a) To whom it was paid
    - (C.2.b) The total amount to be paid
    - (C.2.c) The exact nature of the product or service for which the reimbursement is made.
    - (C.2.d) A business license number if available
    - (C.2.e) Contact information
    - (C.2.f) Date
  - C.3. Prior written bids or estimates are strongly encouraged for any expenditure over \$50.00. Prior approval by the Financial Committee for such expenditures should be sought before a participant spends the money.
  - C.4. For those occasions when a receipt is not readily available (e.g. for rental deposits on a hall, or mail order purchase), receipts are required to be provided as soon as received from the vendor to whom payment is made. Absent a receipt, the SCA member who receives the check for delivery to the third party should be prepared to acknowledge in writing the receipt of the check.
  - C.5. Projects that have been approved at the Baronial Business Meeting should be completed within 90 days. If a project is not completed within 90 days, the member of the Barony responsible for the project shall provide a monthly update regarding the status of the project at the Baronial Business Meeting until the project is completed.
  - C.6. Receipts for expenditures that have been approved at the Baronial Business meeting, and which relate to a project, must be submitted to the Exchequer for reimbursement no later than 90 days after the completion of said project. To facilitate reimbursement, the Exchequer will attempt to contact the member of the Barony responsible for the project every 30 days after the completion of the project. Failure to submit the required receipt(s) within 90 days may result in forfeiture of reimbursement.
  - C.7. All contracts that do not relate to a site for an event, approved by the Baronial Business Meeting, shall be reviewed by the Seneschal and the Exchequer prior to being signed. The Seneschal shall have sole authority to sign contracts.
- D. **Baronial Budgets**
  - D.1. **Officers**
    - (D.1.a) Each officer expecting to use Baronial funds, outside an Event related expenditure, should present a budget request at the October Financial Committee meeting each year. This budget should include:
      - (D.1.a.i) the anticipated amount needed for the year
      - (D.1.a.ii) The scope of items, materials or services that it is intended to cover.
    - (D.1.b) Once a budget has been submitted, the Financial Committee will review the budget for adequacy, need and reasonableness.
    - (D.1.c) If no budget has been submitted and the officer subsequently incurs expenses for that office, the officer must submit the expenditure for review and approval by the

Financial Committee and members at the Baronial Business meeting before reimbursement can be made.

(D.1.d) Any costs in excess of the approved budget or items not included in the budget will need to be submitted to the Financial Committee for approval.

(D.1.e) Each officer will be expected to maintain a list of assets purchased with Baronial funds including what the item is, where it is located, and the condition of the item. A copy of this list should be provided to both the Seneschal and to the Chamberlain.

#### D.2. **Events**

(D.2.a) Event requests/budgets will be brought before the financial committee.

(D.2.b) Event budgets will be reviewed by the Financial Committee for adequacy, need and reasonableness.

### V. **Property**

1. Regalia: must be checked out by signature from the Barony at the start of an officer or champion term of office. The receiving party is responsible for proper care and return of the Barony property. The Chamberlain sends a copy of the inventory to both the Seneschal and the Exchequer.
2. Officer Items
3. Baronial Property
4. Removal of Property
  - a. Items no longer used may be discarded/Disposed/Removed from the Baronial inventory using the An Tir guidelines as found in the Exchequer handbook

### VI. **Expanding the Barony**

Should a college, canton or shire be established the finances shall be tracked in the records. All monies will be held in the baronial accounts, until such time that the entity requests their own account

### **Appendix:**

#### Kingdom of An Tir PAYPAL POLICY

##### 1. Requirements:

a. Each group wanting to use PayPal for accepting reservations must submit a request form that has to be approved by both the Kingdom Exchequer and the Deputy Kingdom Exchequer in charge of PayPal. This request must also include the event copy for the event. Those not up to date with financial reports or NMR will not be considered.

b. The Kingdom has created a specific PayPal email alias: [epay@antir.org](mailto:epay@antir.org). The alias will be used as the email address of the PayPal account owner. This alias must cascade to at least two officers' email addresses in separate (modern) households. The standard protocol will be the Seneschal, Exchequer, and Deputy Kingdom Exchequer in charge of PayPal.

c. The Kingdom has created a business checking account specifically to handle PayPal funds using the email alias, and a secure, robust password. Knowledge of the password is restricted to the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal, and Kingdom Seneschal. The password must be changed every time any these officers change.

d. The Kingdom must have a warranted Deputy Kingdom Exchequer in charge of PayPal. This ensures a check and balance system regarding electronic funds. Transfers will require approval of the Kingdom Seneschal and the Kingdom Exchequer before transfer can occur.

e. PayPal supports the creation of subsidiary user accounts and passwords so that individuals can process payments without having access to account settings. This will allow us to set up individual users prior to each event and then deactivate them 24 hours after the event is over. Either the Deputy Kingdom Exchequer in charge of PayPal or the Kingdom Exchequer will set up these individuals. At no time will anyone other than



the Kingdom Exchequer, Deputy Kingdom Exchequer in charge of PayPal and Kingdom Seneschal have administrative rights to the PayPal account.

f. The Kingdom PayPal Account will be set up to transfer proceeds to the SCA Group account about 10 (ten) days prior to an event and immediately after an event that PayPal was accepted.

g. The Kingdom's PayPal account is linked to the Kingdom's PayPal bank account, so that money collected can be automatically transferred from PayPal to the Kingdom of An Tir account. The Deputy Kingdom Exchequer in charge of PayPal will submit an approval request to both the Kingdom Seneschal and Kingdom Exchequer via email to transfer any funds from PayPal to the Kingdom bank account.

h. If an attendee disputes a transaction, PayPal can withdraw money from a linked bank account to credit back to that attendee pending resolution of the dispute. The linked checking account will maintain a negligible balance and funds will be moved out of that account promptly to remediate that threat.

i. Refunds to attendees will be given by the Hosting Group's paper check. Request for refund of pre-event credit card payment must be made via email or US mail and should be made or postmarked 48 hours prior to the start of the event. A valid postal mailing address must be included with the request.

j. If a group miscalculates an attendee's gate fee there will be no penalty on their refund.

k. The Kingdom Exchequer shall review the Kingdom PayPal account on a regular basis for unauthorized transactions. Such review shall occur no less than monthly.

## **2. At-event payments:**

a. Gate staff will need a smartphone or tablet, Internet connection (via either cellular or wireless Ethernet, a hotspot, a tethered smartphone, or other), and a PayPal card reader. The person processing the payments will log onto PayPal, enter the amount to be charged, then swipe the customer's card through the reader. The user will see and approve the amount to be charged, decide if they want a receipt (which will be texted or emailed to them by choice), and sign the screen with their finger. A transaction-reporting email will be sent to the account's email address. At no time may a credit card number be typed (manually entered) into PayPal.

b. Each individual accepting payments must have a current SCA membership, will have their own unique login and shall be responsible for all transactions created with the login. Logins will be disabled within 24 hours after the close of the event.

c. Per PayPal policy, those individuals must be of legal age of majority (at least 18 years of age in the U.S. and 19 in Canada).

## **3. Pre-reservations:**

a. Reservations can be accepted through PayPal. A link will be created on the event page that will allow a reservation request to be submitted to the Deputy Kingdom Exchequer in charge of PayPal. The request shall contain only: Modern name, SCA name, membership number (if applicable) and an email address plus the request for services (event fees, feast, etc.).

b. An Tir will maintain a log of who paid via PayPal, and the amount charged; the log shall be reconciled with the emails and the transaction history. Further testing will be required to identify the best 14 of 14 practices for identifying the purpose of payments (not only who they are from, but what they are for; if one account processes payments for all groups in a kingdom, some standardized tracking process needs to be in place.)

