

# The Looking Glass



Michaelangelo

## November

Newsletter of the Barony of Glymm Mere  
AS LVIII (Gregorian 2023)

# 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 November's newsletter is due first Tuesday of October.

**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 November 2023 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](#)"

**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)  
Baron Alasdair Mac Roibeirt OL [GlymmMere.Baron@antir.org](mailto:GlymmMere.Baron@antir.org)

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**Deputy:** Laeriel Fayrehale

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**Provost of Fence:** [OPEN] - [GlymmMere.Rapier@antir.org](mailto:GlymmMere.Rapier@antir.org)

**Cut and Thrust Marshall:** [OPEN] - [GlymmMere.Cutandthrust@antir.org](mailto:GlymmMere.Cutandthrust@antir.org)

**Equestrian Marshall:** [OPEN] - [GlymmMere.Equestrian@antir.org](mailto:GlymmMere.Equestrian@antir.org)

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**Deputy for Regalia:** [OPEN]

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**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)

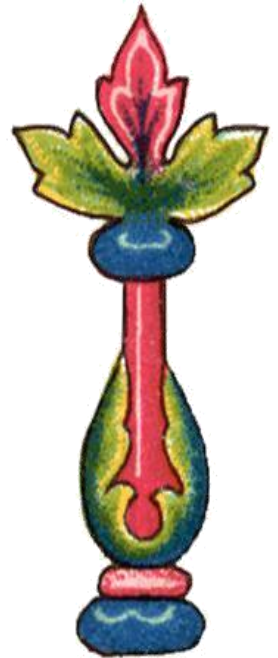
**Youth Activities:** [OPEN]

## 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  
Master Gryphon the Black, Yeoman Emeritus  
HL Duihinn Mac Faolan, Courtier Emeritas  
HL Rosamund Wynder, Courtier Emeritas

## Baronial Champions:

**Arts and Sciences:** Paullus Quintilius 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 Vasilius (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

- Crow's Feast – Oct 28
- BAO Harvest Feast Nov - 4

## Business Meetings

First Tuesday of the Month at 7 PM via Zoom or at St Benedict's Episcopal Church (910 Bowker St SE Lacey) - 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.

3<sup>rd</sup> Thursday of the Month at Lion Gard Games in Aberdeen is the Canton of Caladphort Business Meeting at 5:30 pm

## Weekly events

Wednesday fight practices at Garfield Elementary in Olympia starting at 6 pm

- 2<sup>nd</sup> Wednesday Potluck dinner night
- Last Wednesday of the Month are garbed court & mini tourney

Friday fight practices at Lion Gard in Aberdeen starting at 5:30

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

4<sup>th</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.

**Oct 3, 2023 -  
Financial Committee meeting**  
Open at - 6:44pm

**Attendees**

Natasha Orionova  
Aleksi Zateev  
Master Erik  
Volk the Gray  
Melissa of Dalmatia  
Wolfegar Von Rothenberg  
Olivia X of Glymm Mere  
Gisla van Windkeep  
Disa I Birkilundi  
Ysmiralda di Astria

Tamsyn l'Argent  
Lady Catrine le Crosetiere  
Isabella de Walingeford  
Sir Brehan  
Valentine l'Argent  
Wolfegarson  
Lariel  
Alistair MacRoibeirt – and Goose  
Tomasso Dragonetti  
Snorri

**Exchequers Report**

We have money – for specifics please reach out to the Seneschal or Exchequer  
Waiting for PayPal for rose and thorn, Gobal PortaPotties to cash their checks.

**New Business**

- Ysmiralda to be Exchequer deputy for Glymm Mere
  - Add the deputy to the signature card so that way we don't have to try to get that added on if/when
- Approx. totals for Rose and Thorn is approx. total attendees – 155, Approx. \$3000 taken – final numbers will be next month.
- Catrine and Theodora would like to do July Coronation out in Oakville.
  - 20 porta-potties are on site
  - Golf carts aren't on the bid – or possibly mini vans?
  - Possibly not using dumpster
  - Looks relatively good
- 

Ended 7:11

Business Meeting  
Opens – 7:12

**Attendees**

Natasha Orionova  
Aleksi Zateev  
Master Erik  
Volk the Gray  
Melissa of Dalmatia  
Wolfegar Von Rothenberg  
Olivia X of Glymm Mere  
Gisla van Windkeep  
Disa I Birkilundi  
Ysmiralda di Astria

Tamsyn l'Argent  
Lady Catrine le Crosetiere  
Isabella de Walingeford  
Sir Brehan  
Valentine l'Argent  
Wolfegarson  
Lariel  
Alistair MacRoibeirt – and Goose  
Tomasso Dragonetti  
Snorri

Minutes were approved

**Harvest Tourney – Sept 9**

- Had about 140-170 folk we talked to
- Will have new-comers night on Sept 12 – saw 7 family groups
- Site is actually the North Side of Tivoli Square across from the cross walk across Capitol Blvd

**Yule – Dec 2**

- Gate Pre-Reg going up soon,
  - Barony, Royals, and MIC will go up first
- Lots of classes
  - Kate McKim will run a Rapier marshal class for youth
  - Lists class with Baronessa Alessandra
  - Games classes
- Gregorio is MIC for Rapier and C&T
  - Last mouse standing
- Volk is Armored MIC
  - Toilet Paper tourney?
- 30<sup>th</sup> Glymm Mere birthday party
  - Table decorating contest – most glymm mere-ian table
- Charity Auction
  - Gabi's Kids
  - And Essentials
- Mystery Auction – for new Baronial Thrones
  - Artisans will be the only known item – won't know what they're presenting
- Dirty Half Dozen Largess Competition
  - 6 items of the same thing.
  - Populace Vote and Baronage Choice
  - No Necklaces, thread conditioner, smelly or perishable

**Rose and Thorn – Sept 29-Oct 1**

- Met folk from Drachenvald and other out kingdom folk
- 2024 will happen at the hotel – same contract as this year.
- Names from folk for helping for next year
- Survey responses have nothing negative to say.
- Booked 80 rooms through the Hotel

**Crow's Feast – Canton of Crow's Gate– Oct 28<sup>th</sup> starting at 1pm**

- Journey to our mystical masquerade bearing the dishes which your skills have made. If your persona name begins with:
  - A-E, please bring an appetizer or side dish
  - F-L, please bring a dessert or drink
  - M-R, please bring a salad, fruits, or veg



- S-Z, please bring a main dish
  - Please remember serving utensils and feast gear – extras are welcome to help new members participate. All dishes should be labeled with ingredients. Kindly take special care to note allergens. If your interests do not extend to matters culinary, store-bought additions are also permitted.
- This event includes these contests three, for skill, for rhyme, and subtlety:
  - Skill: Largesse Competition! Contribute at least two pieces of largesse to the competition. The winner gets to have one piece of largesse from each competitor, with the remainder contributed to the Barony's supplies.
  - Rhyme: Bardic Competition! Sign up for a 15 minute slot during dinner to perform a scary song, rhyme, riddle, or short story. The winner gets bragging rights as the Crow of Crows, and all participants will receive a small token of the audience's esteem.
  - Subtlety: Craft your most marvelous treats for your peers to devour! Attendees can vote on favorites with pebbles, with the winner getting a gift and participants receiving a small token of thanks.
- This event will open at 1pm on October 28<sup>th</sup> at the Newaukum Grange in Chehalis, at the intersection of Old Hwy 603 and Brown Rd E (46.623366, -122.971571). The site fee is \$15 for adult non-member guests, and \$10 for adult member guests. Gremlins (or children, if you prefer) eat free. Money should not be an obstacle to participation – please contact the event steward if you would like to request sponsorship to offset the event fee, or if you need help finding a ride to the event.
- Board games, instruments and activities are all welcome to help us while away the hours. There will be classes and dancing on offer. Please contact the event steward to volunteer your services to teach.
- The Event Steward is Gracia Abrabanel (mka Grace Amundsen Barnkow), and she may be contacted on Facebook, by phone at 253-389-6086, or by email at [graceak01@hotmail.com](mailto:graceak01@hotmail.com). Additional site information is available on the event's Facebook Page.
- Pre-registration is not required for this event.

## Officer Reports

### Chamberline

- No Report

### Web minister

- No Report

### Youth Activities

- No report

### Lists

- Nothing done this month

### Scribal

- No Report

### Archery

- Archery practices began in Sept. Three were held with 20 people in attendance at the first one and 16 at the 2nd. Last session was in the rain and had only 3 stalwart souls :) Practices will be held the last 3 Sundays of October, weather permitting.
- Range storage/carport and target covers are done.
  - The 10x10 popup we used for shade and thrown weapons is a casualty of a thermal 'dust devil' that spawned on an otherwise clear, calm day, which ripped up the anchors and threw it 100' into a tree. Replacement one will be in the budget request for 2024
- My Senior Marshal promotion paperwork was turned in after Autumn War, but has not yet been updated in the Lists database.
- Jr Marshal for Thrown weapons was submitted in early Sept as well - but also has not yet been updated.
- Tristan Blackthorne was authorized as a Jr TAM at our mid-Sept practice - waiting for his paperwork to be recorded in the lists as well.



- Prelude to War details were previously reported by Volk the grey; I was not MIC

## Herald

- As one of Dexter Gauntlet's pick-up team of OP editors I continued helping enter honors from court reports she receives, making it a point to snag any that relate to Glymm Mere courts (and also Blatha an Oir and Dragons Lair).
- I'll be attending the An Tir Kingdom Heraldic and Scribal Symposium this upcoming weekend, which will provide me an opportunity to meet with a number of the other heralds in-person and chat, which I'm looking forward to.
  - Hopefully there will be classes I'll learn useful stuff at, given the changes in how everything works since I'd last been involved with SCA Heraldic activities.
  - The opportunity to put faces to the names I've interacted with on Discord is what I'm most looking forward to, truth to tell.
- An event this month saw the first bestowal of a new Glymm Mere Honor, the Balm of Glymm Mere; honor name currently in submission.
- Continued thanks to Laeriel Fayrehale for her work in compiling and sending Their Excellencies' Court Reports to Dexter Gauntlet (and copying me with them; as an OP Editor this makes it much easier to ensure that I'm the one entering them in the An Tir OP. 😊)
- A reminder to any reading this missive that I am available via the office email to provide assistance with creating names or arms for use within the SCA; I'm a poor artist myself, but I'm fairly knowledgeable about the process within the SCA and have decent research skills. Discounting my own device, I've a high success rate when it comes to registration of names and devices I've assisted with. I can generally recognize when I'm over my head and it's time to reach out to other heralds with more expertise in a given area and the connections to do so.

## Canton

- Set a date to go over all the canton rules – going to determine that at the Oct Business meeting
- Extending the exchequers warrant
- New populace member attended

## Master of Stables

- September was a good month for our fighting community. New fighters in both heavy and rapier have joined us, and some folks are looking at learning both styles. There have been no injuries and no damage or loss of equipment. The Barony and Canton have both been visited by folks from out of area, to much welcome and rejoice.
- There is ongoing discussion about winter practice, both viability and location. A few options are being explored. Need to discuss with actual people what the options are for use.
  - Olympia Center
  - Farmers Market
  - Percival Landing

## Arts & Sciences

- Harvest Tourney and Demo was a success. Thank you to all the folks that brought their Arts & Sciences projects to share with the public.
- A&S nights at House Ravenhart was well attended. We had another wonderful session with our Tristan O'Shea walking us through the process of making Cider.
- Stay tuned for another silk banner workshop scheduled for October 29th and a potential follow-up blacksmithing workshop coming in November.

## Armored Combat

- We've been graced by knights from other groups on a regular basis, and we've been lucky in seeing a rotating cast of newer fighters eager to learn. We're now averaging 10-12 fighters every week!
- With the beginning of rainy season, and the loss of light, we'll be transitioning back to the shelter of the basketball courts.
- Rose & Thorn II is coming up this weekend, and it is promising to be even better than the premiere of the event last year.

- We have a Baronial Armoring Day coming up on 10/7, and we hope to get armor built for some of our newer members.
- I have gotten two new and smaller helmets ready, as we've been getting fighters with smaller heads.
- I bought 1 stick of rattan for \$24 for the Baronial stock, which I'll need to be recompensed for at the Financial Committee meeting next week. I also sold the third set of knees to Raven, and I'll bring the \$50 cash for deposit to the Financial Committee meeting next week.
- No injuries or damaged equipment, and things just keep getting better!

### **Chatelaine**

- Attended Demo September 9th on the Capital grounds an estimated 150 people came through.
- September 12th attended Newcomers night with about 10 newcomers in attendance.
- Newcomers attended Fighter Practice, Archery, A & S night
- Answered Email from Ellen R and Madison Lerud about Newcomers night., Aodhan about archery.
- Would like to step down as Chatelaine

### **Gold Key**

- No Report

### **Chronicler**

- October was published - just
- Remember to Submit things for publication in the following month before the business meeting

### **Exchequer**

- See above report from the Financial Committee
- We have money
- For specific numbers reach out to the Seneschal or Exchequer
- We found the convention center check for KAS – finally returned it

### **Seneschal**

- Exciting steps for Youth Armored Combat
  - Background checks are in for new marshals!
- Looking forward to seeing Her Grace Sir Rafna come to Glymm Mere fight practices
- Kingdom C&T and Rapier Marshals are looking at getting lots of new fighters and anyone who wants authorized for Junior C&T Marshals.

### **Their Excellencies**

- Rose and Thorn was amazing
- Beginning of finding replacements has started
- Court night has ended for the season until better weather starts up
- Need award recommendations
- Contact information form for holiday cards from the BnB is posted

### **Good of the Barony/Old Business**

- Valentine: Poling voting function for second Rapier practice went up – interest does not seem to be there to support a second Rapier fight practice
- Catrine: July Coronation
  - The Rochester grange and the 200 acre site are owned by the same family
  - Primitive site (no water, or permanent restrooms)– but animals are welcome
  - Fire depends on local burn bans
  - Access to both sides of the road and river
  - Biffy's are on site but we need to pay for cleaning
  - Going up to kingdom
    - Rumor has it this might be the only bid for July Coronation
  - Unanimous vote to put the bid forward to Kingdom

Meeting Closed – 8:09



## Customary of the Barony of Glymm Mere

### Proposed Changes Sept 2023

**Scope:** These are the rules of governance of the Barony of Glymm Mere, as permitted by Corpora I.A., a branch of the Society for Creative Anachronism, Inc. It is not a corporate publication of the Society for Creative Anachronism, Inc., and does not delineate corporate policies. These rules are superseded by Federal, State, and local Laws and Ordinances, the Governing Documents of the Society for Creative Anachronism, Inc., and the Laws of the Kingdom of An Tir. These rules may be amended by an action of the members of the Barony.

**Preamble:** The Customary of the Barony of Glymm Mere is designed to provide insight into the Customs and Traditions of the Barony and so that future Coronets, Officers and Members of the Populace shall have a record of what has gone before. The intent is to identify and maintain those practices which have become “tradition” within the Barony, not to be interpreted as law.

**Territory:** The Territory of Glymm Mere shall consist of the cities and towns of Thurston, Mason, and Grays Harbor Counties as defined by the United States Postal Service in the State of Washington. Oakville (98568) was traded to the Shire of Fire Mountain Keep in return for Rochester (98579). Upon the creation of the Canton of Caladphort, Oakville was returned to them as it fell within the borders of Grays Harbor County. In 2023 Fire Mountain Keep requested to become a canton of Glymm Mere adding Lewis County to the baronial territory.

**Recommendations for Baronage:** It is the intent that the populace of Glymm Mere be able to express opinions as to who is best suited to the positions of Baronage of Glymm Mere. This shall occur through a polling conducted in accordance with the requirements of the Laws of the Kingdom of An Tir. The populace of Glymm Mere consider the following conditions to be appropriate for any polling related to the selection of a new Baron and Baroness:

The polling shall be conducted of all paid members of the Society for Creative Anachronism Inc., residing within the territory of Glymm Mere 12 years of age and older.

Members of the Society residing outside the territory of Glymm Mere, who wish to express their opinion on polling may contact the crown directly.

### **Baronage: ie the ruling pair :**

The Baronages have the following duties and responsibilities:

The Baronage shall be the representatives of the Crown of An Tir in Glymm Mere. The Baronage are the voice of the barony to the Crown. The Baronage shall have seats on the Council of Glymm Mere The Baronage shall have final approval of the recommendation to the kingdom superiors for applicants to offices in Glymm Mere having Kingdom superiors, and final approval for officers not having such superiors. The Baronage shall bestow such awards and honors as they deem appropriate, subject to the following provisions: One of the ruling pair (historically the baroness) bestows the honor of martial Sergeant; including Sergeant, Yeoman, Gallant and Lancer. The other of the ruling pair (historically the Baron) alone bestows the honor of non-martial Sergeant.

This division is at the discretion of each pair of Coronets.

The Baronage have final approval of and confer the baronial awards.

Traditional Awards and Recognitions include:

- Order of the Crystal of Glymm Mere: Awarded for outstanding Service to the Barony.
- Order of the Ewer: Awarded for continued outstanding service to the Barony.
- Order of the Beacon of Glymm Mere: Awarded for long term dedication and service to the Barony.
- Order of the Red Hart: Awarded for proficiency in the Arts and Sciences.
- Order of the Golden Bell: Awarded for continued excellence in the Arts and Sciences.
- Order of the White Spring Awarded to children for Service.
- Golden Wolf: Awarded for excellence, chivalry and leadership in heavy armored combat.
- Hunting Horn: Awarded for excellence, chivalry and leadership in archery and thrown weapons.
- Glimmering Gauntlet: Awarded for excellence, chivalry and leadership in rapier combat.

- **Balm of Glymm Mere:** The Balm of Glymm Mere is awarded to those who take the good of the barony and its people to heart. Those who focus on inclusion and community building and strive to make a safe and welcoming place for all.
- **Baron's Favor:** Awarded for service to the Baron
- **Baroness' Favor:** Awarded for service to the Baroness
- **Sweet of Glymm Mere:** Presented at Mayfaire, this is an important recognition of deeds that are considered to be extraordinarily noble. This recognition is selected by the current bearer. Those selected for recognition are entitled to use the appellation "Sweet" or "the Sweet" during the year of their tenure. The Sweetest Deed was created by Founding Baroness Gwendolyn Fitzalan at an early shire Mayfaire she autocrated to encourage courtesy. It was given by her as autocrat in consultation with others present at the event. In time it became tradition to call the person who received the "Sweetest Deed" by adding the word "Sweet" to their name. The original token was a strawberry potholder that Baroness Gwendolyn created.

The Baron and Baroness may appoint a Court to consist of such persons as they deem appropriate. The Champions of Glymm Mere have traditionally been given a place in the Baronial Court as a privilege of their status. The Glymm Mere Court traditionally includes:

- The Champion of Glymm Mere
- The Shield of the Barony
- Rapier Champion
- Arts and Sciences Champion
- Bardic Champion
- Protector (Archery Champion)
- Captain of the Beevairians
- Lieutenant of the Beevairians
- Thrown Weapons Champion
- **Brewing Champion**

## Champions

Glymm Mere Champions listed above are selected at various events throughout the year. Qualifications and entry requirements for each championship are traditionally published well in advance of the event in the Looking Glass and may also be available from the current champion, responsible officer or minister, the Baron and Baroness, and the event steward. It is also recommended that these qualifications and requirements be announced at the beginning of the competitions. Champions of Glymm Mere are expected to represent the Barony throughout the Kingdom and the Known World by displaying their regalia and participating in the pursuits of their specialty in the Barony's name. They are also urged to sponsor displays, demonstrations and competitions, as well as teaching their skills and sharing their knowledge with the people of Glymm Mere and the Known World. Champions of Glymm Mere are expected to comport themselves as nobles, keeping in mind that by their actions they represent the Barony wherever they may be.

- **Champion of Glymm Mere**
  - **Duke Thorin Njallson:** Duke Thorin was chosen by acclamation of the populace of the shire of Glymm Mere after winning the annual Mayfaire tournament to select a Lord Defender for the Shire for several years in succession. He was offered the title of Lord Defender of Glymm Mere for so long as he chose to keep it, which he accepted. When Glymm Mere was made a Barony and could name a champion by right or by contest, Duke Thorin was offered the title of Champion of Glymm Mere, for so long as he chose to keep it. Once again he accepted, and remains the Champion of Glymm Mere for so long as he chooses to continue. Each new Baron and Baroness have reconfirmed the title to him at their investiture.
- **Shield of the Barony (Heavy Champion):** Selected at Mayfaire
- **Lord Protector of Glymm Mere:**
  - **Master** Gerald de Huntingdon: HL Gerald was named the Lord Protector after blowing away the competition at our Thrown Weapons Championship for several years running.
- **Thrown Weapons Champion**

- Rapier Champion
- Arts and Sciences Champion
- Bardic Champion
- Protector (Archery Champion)
- Captain and Lieutenants of the Beevarians While not precisely champions of the Barony, these martial positions are chosen by the Baronage for skill at arms, tactics, and leadership on the field of battle.

## Meetings

A. **Monthly meetings of the Populace of Glymm Mere** for the purpose of conducting Baronial Business; traditionally takes place on the first Tuesday of the month. This meeting is known as the “Populace Meeting” (“Baronial Business Meeting”) is chaired by the Seneschal. These meetings are open to all.

B. **Financial Committee Meetings** are normally held immediately prior to the Populace Meeting, and are open to all. Votes of the Committee members are taken to recommend expenditures to the Populace. Such matters are then brought to the attention of the Populace at the Populace Meeting. This meeting is chaired by the Chancellor of the Exchequer (**Exchequer**).

C. **Emergency meetings** of the Financial Committee, or the general populace may be called to consider urgent matters. To be considered urgent, the matter must have an immediate or potentially harmful or negative impact on the well being of the Barony. In extreme situations, telephonic or electronic contact may suffice if a majority of the Financial Committee can be reached for a vote. Any time an Emergency Meeting is called, a report shall be made at the next Populace Meeting.

## Events

Events which traditionally have taken place in Glymm Mere are listed below. New events may be proposed at any time.

- Sergeants Trials: time and location chosen by the **Baronage**.
- Mayfaire: Held as close to the first of May as possible
- **To be named Summer event**
- ~~Honey War: Summer event~~
- Lyceum: Held in Spring
- Yule Feast: December event, winter Baronial court and feast

## Appendix

**Awards: The following awards have been given historically and are still valued:**

- Order of the Amber: Awarded for Service to the College of Wittanhaven, an SCA branch for the Evergreen State College within the Barony of Glymm Mere. The Order was founded by Baron David and Baroness Sancia. College groups by their nature come and go, but perhaps one day another group will arise at Evergreen, the birthplace of Glymm Mere.
- Mmmmm: Awarded for Service to the Barony via cooking or autocrating. The Mmmmm stands for Mary Margaret McInnes' Marvelous Munchies. HL Mary was the 3rd seneschal of the Shire of Evercleare and known for her yummy culinary production. The award was a nordic rosette cookie form (such as pictured in the attached image) strung from a blue ribbon. Given for culinary excellence in the Shire in honor of this founding culinary wizard. It was usually given at feasts by the autocrat to recognize tasty treats.
- “Orden de la Conquistador: Awarded for excellence, chivalry and leadership in youth armored combat.”
- Hunting Hawk & Hunting Hound: Additional levels awarded for excellence, chivalry and leadership in archery and thrown weapons.
- Golden Dragon and Golden Boar: Additional levels awarded for excellence, chivalry and leadership in heavy armored combat.
- “Heap o’ Tanks: Awarded for Service to the Barony. This is given by the event steward to a person who  
...
- Orden de Maria, Orden de Juana, and Orden de Rodrigo: Given for excellence in Youth Armored Combat

- Order of the White Chalice, Order of the White Fountain, Order of the White Well:” with “Order of the White Spring
- Champions: The following champions have existed historically:
- Ensign of the Beevairians: Selected at Mayfaire at the same time as the Captain and Lieutenant. This position was created by Baron David and Baroness Sancia. The intent was to select someone to bear the banner of the Beevairians as a position of honor.
- The Big Bard: During the first year as a barony, Glymm Mere held bardic gatherings and a proposal by Damaris (now Duchess Dagmaer), created a baronial troop, like the Beevairians, made up of anyone who wished to support the barony with bardic skills. Being a silly place, it was suggested to name the group the Hummingbards. Keeping with the bird theme, our first champion was known as The Big Bard and wore a yellow feathered caplet.
- Brewing Champion: Selected at various events.

**Events: The following events have been held historically:**

- Court of Love: February event, held near Valentine’s Day. The first court of the Baron & Baroness of Glymm Mere was held at a February event shortly after 12th Night to honor Saint Valentine's Day and the courts of love in the medieval tradition.
- Summer Seafood: Small local event in August. The Summer Seafood Feast was held for many years during our Shire and early Barony period. The main purpose was to celebrate summer and our local seafood culture in a small, mainly local event that was laid back. Usually it was a simple picnic in a park or field with some bardic entertainment and fighting if we felt like it.
- Seafarers: Held in late summer it was an event focused on period sea faring and related activities
- **Honey War: a summer war**



**Governing Document of the Barony of Glymm Mere**  
a Branch of An Tir,  
a Kingdom of the Society for Creative Anachronism, Inc.  
**Proposed Changes Sept 2023**

- I. Scope: These rules are superseded by Federal, State and local Laws and Ordinances, the Governing Documents of the Society for Creative Anachronism, Inc., and the Laws of the Kingdom of An Tir.
- II. Name: The name of this group shall be the Barony of Glymm Mere.
- III. Official Address: The Barony of Glymm Mere shall maintain an address with the United States Postal Service, where all official correspondence will be received. The Barony shall maintain an official website. Electronic mail addresses for Baronial positions can be found on the website.
- IV. Territory: In matters concerning the change of baronial borders, a committee comprising the Coronets and **seneschals of Glymm Mere and all associated territories** shall make recommendations to the Crown and Kingdom seneschal as needed.
- V. Officers
  - A. Selection and Changeover of Officers
    1. Openings of Offices shall be published as a summons in at least 2 of our public platforms including the Looking Glass by the seneschal.
    2. Officers wishing to step down from their Office shall notify their Kingdom Superior (if applicable) the Coronets and the seneschal. The notice of intent to step down is to run for at least two consecutive months in the Looking Glass prior to the anticipated date of step down. This requirement may be waived by the seneschal in consultation with the Coronets under circumstances where delaying the replacement of the Officer endangers baronial status.
    3. Parties who are interested in assuming an Office shall submit a letter of intent to the Coronets, the Baronial Seneschal, and the current Officer.
    4. Time permitting, candidates for Office are to be announced at the Baronial Council Meeting prior to the selection to allow the populace an opportunity to comment.
    5. The Coronets, after consulting with the seneschal and council, shall have final approval of Officers.
  - B. Duties of Officers The officers of the Barony of Glymm Mere shall be as expressed in Kingdom law,
    1. The Duties of the Officers of Glymm Mere shall be in accordance with Corpora, Kingdom law, and other SCA publications pertaining to their office and maintained in a format to be passed to their successor.
    2. The officer will collect information relevant to the duties of the office from Corpora, Kingdom Law, **any official handbooks for that office**, and other SCA publications pertaining to their office.
    3. The officer shall familiarize him/herself with the baronial customary, financial **policy** and governing document.
    4. The officer shall contact their Kingdom Superior, if applicable, immediately upon accepting the office.
    5. The officer shall designate a contingency deputy to ensure the security of baronial records and assets. The officer shall provide the seneschal with the deputy's information (SCA and modern names, phone, email and membership number).
    6. The officer is expected to attend in person or digitally all Baronial Business Meetings.
    7. The officer or their deputy will report monthly to the council and populace at the Baronial Business Meeting. Officers will provide a written report to the chronicler, Coronets and the Seneschal at or before the meeting and an oral report at the meeting. Failure to attend three consecutive meetings and/or submit a written report will result in a review of officer standing with the Coronets and seneschal.
    8. The officer shall provide the Coronets and Baronial Seneschal with a copy of each quarterly report submitted to the Kingdom superior. If there is no Kingdom Superior, the officer shall provide the Coronets and the seneschal with a written quarterly report.
    9. It is the responsibility of the officer to see that all duties of the office are performed.

10. Officers must maintain an active membership for the entirety of their term of office

C. Removal of Officers

- 1.The removal of an officer shall be in accordance with Corpora, Kingdom law.
- 2.Should an officer fail to administer their office to the satisfaction of the Coronets, seneschal, and, if applicable, their Kingdom superior, they will be removed from the office, or a request for removal will be sent to kingdom.

VI. Champions

A. Selection and Changeover of Champions

- 1.Champions shall hold their position for one year, or until the championship competition to determine their successor is held.
- 2.An announcement of the Championship competition shall be published in the Looking Glass.
- 3.Persons who are interested in competing for the Championship shall contact the Coronets prior to entering the competition. The Coronets shall determine the competitor's acceptability.
- 4.The changeover of the champion's title and regalia shall take place at the first court following the championship contest.

B. Duties of Champions

- 1.To swear an oath of fealty or pledge of service to the Coronets, at the discretion of the Coronets.
- 2.To sign for regalia received, promising to care for and return said regalia to Coronets at the appropriate time.
- 3.To defend the honor and prestige of the Coronets, the Barony of Glymm Mere, and the Kingdom of An Tir, whenever such is challenged.
- 4.To attend the event to determine their successor, unless that champion receives prior permission from the Coronets not to attend.
- 5.To maintain membership in the SCA during the champion's term of service.
- 6.To speak or act in the Coronets' name when delegated to do so.
- 7.To further the interests of their area of endeavor within the Barony and **associated territories**.
- 8.To consult with the Coronets and assist in determining the nature of the competition to select their successor.

C. Rights and Privileges of Champions

- 1.To stand near the Coronets at all Events with appropriate regalia, when practical.
- 2.To be at the side of the Coronets in war.
- 3.To bear and display the regalia of their position when practical.
- 4.To receive complimentary admission to the event at which the champion's successor will be chosen.

D. Removal of Champions

- 1.Champions serve at the pleasure of the Coronets.
- 2.Should a champion resign or be removed, the Coronets may choose to hold another Championship competition, leave the championship vacant for the remainder of that Champion's term, or choose an acting replacement.

VII. Event Stewards and Events

A. Selection of Event Stewards

- 1.Potential Event Stewards submit event budgets and project plans to the Financial Committee for approval.
- 2.The seneschal, after consulting with the Coronets and the financial committee will select the event steward.
- 3.Unless deemed necessary by the seneschal in consultation with the Coronets, no person will steward two consecutive events.
- 4.If a prospective event does not have an acceptable bid four months prior to the date of the event, the seneschal, after consulting with the Coronets, shall decide whether the event will occur.

5. The event steward is a temporary deputy seneschal for the duration, planning, execution and finalization of the event.

B. Duties of Event Stewards

1. Contact all baronial champions if the event will include the choosing of their successor to discuss event responsibilities.
2. Select a **gate lead** within 30 days of event approval with the duties and responsibilities as laid out by the financial policy and approved by the exchequer.
3. Contact all baronial officers that may have duties or responsibilities at the event.
4. Attend or send a representative to council meetings monthly to report on the progress of the event.
5. Maintain paid membership in the SCA through the end of the event.
6. Provide seneschal with contracts for signature and provide a second copy for the event file.
7. Ensure that all required event paperwork is filed in a timely manner. This would include date reservation forms (if the date is not already saved), EIF forms and Crier copy if applicable.
8. Ensure that all applicable permits and insurance certificates are acquired and present at the event.
9. Coordinate with both the seneschal and financial liaison as indicated in the financial policy. The person chosen as gate leader must be approved by the exchequer and the seneschal.
10. Ensure that all proceeds and gate forms are delivered to the Exchequer or their deputy after the site officially closes within 7 days.
11. **Submit all signed event waivers to the Kingdom Waivers Deputy no later than 14 days after the close of the event.**
12. Submit a final report no later than thirty days after the event closes, or inform the seneschal and exchequer why the report is late. The seneschal and exchequer will determine if the reasons are sufficient. Failure to submit a final event report will bar the event steward from bidding future events until a final report is filed and accepted.
13. Check out, be responsible for, and return any baronial gear to the baronial chamberlain

C. Removal of Event Stewards

1. Should an event steward fail to administer the duties listed above to the satisfaction of the Coronets seneschal, and exchequer, the seneschal may remove the event steward.
2. If the event steward is removed, the seneschal, after consulting with the Coronets and the council, may decide to appoint another event steward, or cancel the event.
3. If an event steward is removed the seneschal shall report to the council at the next meeting.

D. Complimentary Admissions

1. The Crown and Royal Heirs of An Tir are admitted to all Glymm Mere events without charge.
2. Champions of Glymm Mere are admitted to the event where their successors are chosen. This admission includes only fees charged by the barony including feast fees if applicable. Any fees charged by site owners or any other person(s) are the responsibility of the champion.
3. The Champion of Glymm Mere is admitted to Mayfaire without charge.
4. The event steward may choose up to 3 of the event staff, including themselves, for complimentary admission.
5. Any other admissions without charge must have approval of the financial committee prior to the event.

VIII. Grievance Procedure The Grievance Procedure for the Barony shall be as published in Kingdom Law.

IX. Harassment and Bullying The Harassment and Bullying procedure for the Barony shall be as published in Kingdom Law.

- A. <https://antirsca.sharepoint.com/sites/library/Documents/Forms/AllItems.aspx?id=%2Fsite%2Flibrary%2FDocuments%2FSeneschal%20Public%20Web%20Documents%2FLaws>

- X. Review: The Governing Document and Financial Policy are subject to a review annually by the Barony of Glymm Mere using the following procedures.
- A. A committee, headed by the seneschal, will facilitate the process and present any proposed changes to the populace.
  - B. All proposed changes to the governing document thus will be published on the official baronial web page and in the Looking Glass for two consecutive months, with paper copies upon request. The baronial populace is invited to comment on the changes during this time. If upon receipt of the populace commentary the governing document committee feels additional changes are required the new changes will appear on the official web page immediately and in the next edition of the Looking Glass.
  - C. A vote of the baronial populace to approve the document will take place at the first business meeting following the two month commentary period.
  - D. Members of the SCA who are 16 years of age or older in attendance at the business meeting may vote.
  - E. A simple majority is needed to approve the document.
  - F. If the document fails approval, a new process will begin as in XA.

# Financial Policy of the Barony of Glymm Mere

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

January 2021

### I. The Financial Committee

#### A. Purpose

A.1. The Financial Committee 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 Baronial Council

#### 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 request submitted or revised since the previous meeting.

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.

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 Council 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 Autocrats for Events are strongly encouraged to attend the Financial Committee meeting at which the budget request for their office or event is discussed.

B.6. 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.

#### C. Responsibilities of Financial Committee Members

C.1. Each member of the Financial Committee shall be responsible for maintaining paid membership in the Society for Creative Anachronism, Inc. while a member of the committee.

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 autocrat or co-autocrat of the event.

C.4. All members of the Financial Committee shall provide a copy of their SCA Membership card 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 Autocrat in the creation of a budget.

#### D. Financial Committee Structure and Appointment

D.1. The Financial Committee shall consist of eight members casting a total of 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) Any other Greater Officer of the Barony of Glymm Mere (ex officio)

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

(D.1.e) Three (3) At Large members of Glymm Mere.

#### D.2. Ex Officio Members

- (D.2.a) Ex-Officio members of the Financial Committee shall hold membership on the committee as long as their Kingdom superior warrants them.
- (D.2.b) If no Greater Officer is available or able to serve, a Lesser Officer of the Barony may serve until such time as a Greater Officer is available.
- (D.2.c) Continued membership on the committee for the Greater or Lesser Officer shall be reviewed every two years in January absent other convening circumstances.

**D.3. At Large Members**

- (D.3.a) At Large Members shall hold membership on the Committee for three year terms. If a vacancy occurs during the term, a new At Large member shall be appointed in accordance with Paragraph I.D.4 to fill the remainder of the term.
- (D.3.b) If there are no other interested parties, At Large members shall be permitted to succeed themselves as At Large members once, for a total time of service as an At Large member of 6 years. Following the end of the second term the At Large member shall not be eligible for membership as an At Large member for one year.
- (D.3.c) If an At Large member becomes an ex officio member of the Financial Committee during the member's term, the At Large term will be considered vacant and the remainder of the term will be filled as set forth in Paragraph I.D.4.

**D.4. Selection of At Large Members**

- (D.4.a) Replacement Appointment: Any time a vacancy occurs among the At Large members, whether through resignation, expiration of term, movement to an ex officio position, or removal, all ~~names~~ *membership cards* of qualified applicants shall be placed in a container and the Baron or Baroness shall draw singly as many names as there are vacancies on the committee. This selection will take place at the first Baronial Council meeting following (1) the vacancy, and (2) publication in the Looking Glass.

D.5. 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 reviewed for removal by the financial committee. The committee shall consider circumstances such as excused absence due to illness and use common sense in making their decision.

**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.

**F.1. Responsibilities**

- (F.1.a) 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.b) 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.
- (F.1.c) To review Event Report forms and provide assistance to 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.d) Be familiar with all timelines and procedures regarding the financial management of events and assist the Event Steward in meeting those requirements.

**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.

#### 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 large 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. A then current copy of the Kingdom PayPal policy should also be attached to the event application so that the then current policy is documented and can be followed.

The financial committee may use other electronic payment systems approved by corporate as long as the appropriate and then current policies are followed.

Baronial policy limits the use of hardware and accounts related to electronic payments to current blue card holders 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

## 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.
- C.3. No two signatories may reside at the same address, be in a legal or meretricious relationship or domestic partnership.

### 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 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. This provides a 30-day waiting period before these expenditures can be approved.

(E.1.c) 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.

## III. Review

A. **Period of Review** - review shall take place annually beginning in January each year 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.

D. **Structure of Review**

D.1. **Commentary Period** - All proposed changes to the Financial Policy shall be published on the baronial web page for two consecutive months with paper copies available upon request. The baronial populace is invited to comment on the changes during this time. If upon receipt of Baronial populace commentary the Financial Policy Review committee feels additional changes are required the new changes will be published on the web page immediately.

D.2. **Publication Period** - At the end of the commentary period the final draft will be published in the Looking Glass for two consecutive months.

D.3. **Voting to approve the revisions** by the Baronial Populace will take place at the first council meeting following the second full month of publication to approve the document.

D.4. **Members of the Society** who are over sixteen years of age in attendance at the Baronial Council Meeting may receive a ballot. No absentee ballots are permitted. A simple majority is needed to approve the document.

D.5. If the document fails to pass, a new process will begin as in IIIC.

**IV. Expenditures and Reimbursements**

A. The Glymm Mere Exchequer shall maintain a log of authorized expenditures for both the barony and canton as approved at Baronial Council 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 which have been authorized either 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 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 reflecting:

(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 Council or 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 receipt of the check.

- C.5. Projects that have been approved by the Baronial Council should be completed within 90 days. In the event that 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 to the Baronial Council until the project is completed.
- C.6. Receipts for expenditures that have been approved by the Baronial Council, 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. In an attempt 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 Council, shall be reviewed by the Seneschal and the Exchequer prior to being signed. The Seneschal shall have sole authority to sign contracts not associated with sites for events. Any member of the Barony entering into a contract on behalf of the Barony that has not been reviewed by the Seneschal and Exchequer and signed by the Seneschal shall be responsible for any financial liability incurred as a result of such contract.

#### **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 by the October Council 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 the Baronial Council 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 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 should be brought before the financial committee no more than one year in advance and no less than 4 months prior to the proposed event date.
- (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 developed the finances will be tracked in the records. All monies will be held in the baronial accounts, until such time that the entities request 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 preevent 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.)

