

# The Looking Glass



Saint Nicholas Resuscitating Three Youths – Bicci de Lorenzo 1433-1435  
(<https://www.metmuseum.org/art/collection/search/435669>)

## December

Newsletter of the Barony of Glymm Mere  
AS LIX (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 day of the business meeting 1 hour before the financial committee meeting. For example – Content for January's newsletter is due first Tuesday of December 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 December 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:** 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 are of 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.

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 Tamsyn l'Argent [GlymmMere.Baroness@antir.org](mailto:GlymmMere.Baroness@antir.org)

Baron Valentine l'Argent [GlymmMere.Baron@antir.org](mailto:GlymmMere.Baron@antir.org)

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**Marshallate**

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

**Seneschal:** Lady Theodora Pleustissa - [caladphort.seneschal@gmail.com](mailto:caladphort.seneschal@gmail.com)

**Exchequer:** Seraphina Quintana - [Caladphort.exchequer@gmail.com](mailto:Caladphort.exchequer@gmail.com)

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**Scribe:** Patricia neyn Andrew

**Marshal:** [OPEN]

**Rapier Marshal:** [OPEN]

**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 Emeritas  
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:** Daniella Zantiel (Lyceum 2024)  
**Archery Protector:** Fina Wythebowe (Autumn War 2024)  
**Bardic (Hummingbird) Champion:** Lucrezia De Alanis (Lyceum 2023)  
**Equestrian Champion:** Ivan Leskov (Honey War 2019)  
**Rapier Protector:** Corey the Impatient (May Faire 2024)  
**Rapier Champion Caladphort:** Lord Valentine l'Argent (May Faire 2022)  
**Heavy Weapons (*Shield of the Barony*):** Mikael MacLeod (May Faire 2024)  
**Thrown Weapons Champion:** Leo Lefirse (Autumn War 2024)  
**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)

## Financial Committee Members

HL Isabella de Walingeford – Exchequer  
HL Tamsyn l'Argent – Baroness  
HL Valentine l'Argent - Baron  
Sir Seumas mac Brehon – Seneschal  
Melissa of Dalmatia – Member at Large



# Glymm Mere Calendar

## Baronial Coronet Progress

### 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 Monday at the Hoquiam Timberland Library at 5:30 is the Canton of Caladphort business meeting

2<sup>nd</sup> 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 (on hiatus for the month of December)

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

3<sup>rd</sup> Tuesday Family Activities and Social St Benedict's Church Lacey starting at 6pm

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

<p>*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.</p>
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## Financial Committee Meeting

Melissa of Dalmatia	Isabella de Walingeford
Mikael of MacLeod	Aleksei Zateev
Volk the Grey	Patricia neyn Andrew
Jane Eagle	Barbara de La Medewe
Wolfegar von Rothenburg	Cole
Zanetta Zavata	Vende of Glymm Mere
Theodora Pleustissa	Sir Brehan
Tamsyn L'Argent	Valentine L'Argent
Morgan Staghold	Sybil Strangewdyes
Tyr Macdonald	

Meeting Opens November 12: 6:39

### Finance Report

- We have money!
- We have not yet received a check for Autumn War,
  - But the report from their exchequer is that it will be for \$1,961.70.
  - We contributed \$1848.75 for a profit of \$112.95. We should be getting it soon.
- Rose and Thorn:
  - Adults: 148 Youth: 2
  - Members: 135 Non-members: 9 Comps: 4
  - Profit/Loss has not been calculated yet for Rose & Thorn
- Exchequer should have a list of all people who have keys to Glymm Mere's storage
- My Warrant is up for this office. I have volunteered to extend for one year. The paperwork must be signed.
- Showed event profit/loss from 2021 to current for all Glymm Mere events
  - These graphs and data's will show during business meetings
- Need to get better signatories on the back account – especially since it's so cumbersome.

### Rose and Thorn for Calaphort 2025 – Oct 3-5 2025.

- Shilo Inn will discount us for \$300 for mess up this year
  - We lost a third of the space because the internal calendar didn't have our event on the right weekend.
- Ballroom is \$500 a day if we book it a year in advance
- Site tokens \$115
- Site fee is \$1900
- Break even is 103
- Estimated expenses \$2595
- We can have a live archery range – we could do royal round and thrown weapons range

Rose & Thorn feedback (15 people responded)

Meeting closed at 7:09

## Business Meeting

Melissa of Dalmatia	Isabella de Walingeford
Mikael of MacLeod	Aleksei Zateev
Volk the Grey	Patricia neyn Andrew
Jane Eagle	Barbara de La Medewe
Wolfegar von Rothenburg	Cole
Zanetta Zavata	Vende of Glymm Mere
Theodora Pleustissa	Sir Brehan
Tamsyn L'Argent	Valentine L'Argent
Morgan Staghold	Sybil Strangewdyes
Tyr Macdonald	

Opens November 12: 7:11

Minutes were approved

### New Business

#### **Calaphort's bank account -**

- Figure out how to partition out the funds so that way it's clearly Calaphort's funds
  - Could do a separate bank account (would need kingdom feedback)
  - Or a separate Journal – for accounting.

#### **Zoom link for review of Governing, Customary, & Financial**

- November 26<sup>th</sup> 6pm - 8pm
- There's a FB event
- Link can be found by emailing Social media officer

#### **Officer Vacancies**

- Can we post officer openings regularly on facebook and other socials
  - Social media will post 1x a month
- If needed we can get a equestrian marshal

#### **Baronial Trailer**

- Axels are greased
- Weather stripping for the trailer – doesn't seem to need anything extra

### Recent Events:

#### **Rose and Thorn**

- There was a feedback form

#### **Crows Feast**

- Highly recommend folks go
- Was a homey fun event

### Upcoming Events:

#### **Yule**

- Cooking Days to be scheduled by the feast steward by this weekend.
  - Will probably be 2 cooking days total.
- Laeriel is heading up décor and table arrangements for day of.
- Brehon is MIC for the tourneys.
- Elizabeth and Elanor will be providing background music during the feast.
- Will be working with event team and the Baronage to set a schedule for the day to be published to the event.
- Toys for Tots tourneys
- Silent Auction for Pizza Clatch
- Dirty Half Dozen largess contest

#### **Lyceum:**

- Paperwork bits are done other than Crier copy.



- Will start recruiting teachers for A&S classes sometime after 12<sup>th</sup> Night.
- Possible Garb swap!

### **Mayfair/Tournament of Gold**

- Went to the site in Mason County (closer to Union than Shelton)
  - Site owner wants to keep it rustic
- Sigmund is going to look at local locations for the events
  - Hoping to do 5 man mele tournaments

### **It's only a Garden Party**

- Isabella and Thomas are looking at putting a bid together
- Looking at the evergreen sportsman club
- Other alternative is Thurston County Fairgrounds
- Looking at one day event, archery, thrown weapons, and a picnic!
- Will be asking for volunteers once bid gets going.

## **Officer Reports**

### **Exchequer**

- We have money
- For Autumn war – was the effort worth the return?
  - We made a profit
- Haven't calculated total monies for R&T
- Look at getting more copies of storage unit keys

### **Arts & Sciences**

- A&S evening at House RavenHart was attended very well.
- Scribal activities are now combined with the monthly A&S gatherings.
- A&S position expiring in January.
- Paulus has volunteered to take on the office.
- I will remain as deputy and House RavenHart will continue to host A&S activities.

### **Herald**

- Rose and thorn symposium saw a consult table set up.
  - HL Adrian, Couronne Rouge herald, came down and worked with several members of the populace to start their heraldry.
  - Several more conversations were had with others to get their heraldry and names started.
- The baronial heraldic banners were used at Crows Feast and will be seen at Baronial Yule.

### **Heavy**

- No Complaints or injuries

### **Provost of Fence**

- Pretty consistent attendance for the practice
- Newer fighters are being taught fun things about combinations with secondaries
  - Tentatively planning a London Mastery tourney
- A very new fighter joined (minor)
  - Youth rapier fighter – but we don't have official minor fighting

### **Archery**

- No practices held in October.
- Targets are put away inside the carport and gear is stowed out of the rain.
- Carport is now showing some slight damage after the windstorms we had in the past two weeks, and the popup shelter needs a replacement top after it split due to sun rot in late Sept, and the first Oct storm finished shredding it.
- Those issues will be addressed in spring when the season starts up again.
- There will be no further activity reports until then

### **Thrown**

- Open Position

### **Youth Combat**



- No Report yet

## **Lists**

- Open Position

## **Chronicler**

- Was published end of October
- Volk flashed the Baroness (with the flashlight on his phone)

## **Chatelaine**

- Email has been locked out but we have a solution!

## **Gold Key**

- Washing of the garb is happening
- In need of plain white tunics for under tunics
- Or plain white cotton for tunics to be made
- Around 5 outfits on loan
- Plan a garb swap party – possibly at Lyceum.

## **Scribe**

- No Report yet

## **Family Activities**

- We had a YAFA night
- We're having another YAFA night next week
- Resources are coming in for folks to use!

## **Chamberline**

- Open Position

## **Web minister**

- Website is up to date with software updates.
- Updated any new events that have come up such as sewing days.
- Added the Glymm Mere governing docs to the website under the Policies menu item.
- Uploaded most recent newsletter once PII was removed.
- Waiting for Black Friday / Cyber Monday sales to price shop plugins with budget approved recently.
- Still need updated Chatelaine text/photo from new Chatelaines.
- Will email again as I the office has changed hands again.

## **Social Media**

- Discord things were posted on FB

## **Cantons**

- Caladphort
  - Oct was a good month for the Canton.
  - We had rose and thorn symposium that went really well.
  - The business meeting we approved the bid for next year.
  - A&S has been going well.
  - Rapier practice has been suspended until we can find a winter site. Checked out the park that was suggested unfortunately no cover or lighting for a winter practice, possible spot for a demo.
  - Have sent an email to the Westport chamber of commerce to inquire about a demo for pirate daze in June.

## **Seneschal.**

- Would like to see more of our members who are not officers to show up at things/events and volunteer.
- Practice in December? We're still discussing

## **Their Excellencies**

- There's been an update to the bullying policy
- Baronial Gift exchange – will be through elfster app

## **Old Business**

- Fighter practice winter site

- Not as big an issue that it could be
- Really need restrooms/light/safety/covered
- Revisit

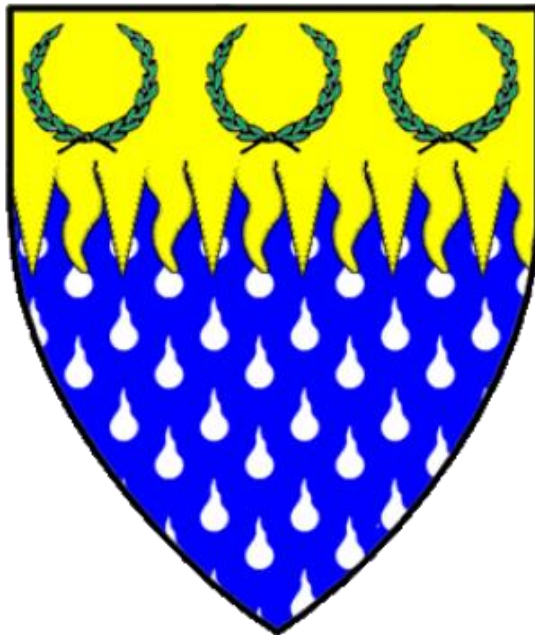
#### **New Business**

- Next Saturday (Nov 23) Volk will be going to the Wyewood archery practice
- A&S night is this week instead of Thanksgiving and will be the same plan for December

#### **Good of the Barony**

- Anyone have photos of R&T please send Theodora and Sybil!

Meeting Closed – 8:25



## Customary of the Barony of Glymm Mere

Revised November 2023<sup>34</sup>

**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~~ Caladphort 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. the Canton of Fire Mountain Keep (in the process of changing its' name to Crows Gate), occupies the areas of Lewis County and a small portion of Thurston County.

**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:

1. The polling shall be conducted of all paid, ~~members~~ at the age of majority of the Society for Creative Anachronism Inc., residing within the territory of Glymm Mere, and its' cantons of Caladphort and Fire Mountain Keep ~~12 years of age and older.~~
2. Members of the Society residing outside the territory of Glymm Mere, who wish to express their opinion on polling may contact the crown directly.

**Commented [GS1]:** I confirmed that it's adults only.

### Baronage: ie the ruling pair:

The Baronages have the following duties and responsibilities:

1. The Baronage shall be the representatives of the Crown of An Tir in Glymm Mere.
2. The Baronage are the voice of the barony to the Crown.
3. The Baronage shall have seats on the Council of Glymm Mere.
4. 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.
5. The Baronage shall bestow such awards and honors as ~~†~~They deem appropriate, subject to the following provisions:

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- a. One of the ruling pair (historically the Baroness) bestows the honor of martial Sergeant; including Sergeant, Yeoman, Gallant and Lancer.
- b. The other of the ruling pair (historically the Baron) alone bestows the honor of non-martial Sergeant.
- c. -This division is at the discretion of each pair of Coronets.

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

1. 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:

- a. The Champion of Glymm Mere
- b. The Shield of the Barony
- c. Rapier Champion
- d. Arts and Sciences Champion
- e. Bardic Champion

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- f. Protector (Archery Champion)
- g. Captain of the Beevairians
- h. Lieutenant of the Beevairians
- i. Thrown Weapons Champion
- j. ~~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~~

Glymm Mere Champions 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 Beevairians 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.-a

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Commented [GS2]: Singular or plural?

## Meetings

A. **Financial Committee Meetings** are normally held immediately prior to the Business 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 Business Meeting. This meeting is chaired by the Chancellor of the Exchequer (Exchequer). ~~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). **Monthly meetings of the Populace of Glymm Mere** for the purpose of conducting Baronial Business; traditionally occurring on the first Tuesday of the month. This meeting is known as the “Business Meeting” (“Baronial Business Meeting”) and is chaired by the Seneschal. These meetings are open to all.

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C. **Emergency mMeetings** 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~~**Business** 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 ~~S~~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 autocrattng. 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

Commented [GH3]: Mmmm or Mmmmm?

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.  
November 202~~3~~4

- 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~~two of our public platforms, including the Looking Glass by the ~~Baronial~~ sSeneschal.
    - ~~2.~~ Officers wishing to step down from their Office, shall notify their Kingdom Superior (if applicable) the Coronets and the ~~Baronial~~ sSeneschal.
      - ~~a)~~ 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.
      - ~~b)~~ 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.
    - ~~2-3.~~ Parties who are interested in assuming an Office shall submit a letter of intent to the Coronets, the Baronial Seneschal, and the current Officer, if one exists.
    - ~~3-4.~~ Time permitting, candidates for an Office are to be announced at the Baronial ~~Council~~Business Meeting prior to their selection to allow the ~~populace~~Business an opportunity to comment.
    - ~~4-5.~~ The Coronets, after consulting with the ~~Baronial~~ sSeneschal and council, shall have final approval of Officers.
  - B. Duties of Officers The duties of 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 ~~eOfficer will~~shall collect~~comply with 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~~themselves with the ~~bBaronial~~ eCustomary, ~~Ffinancial~~ pPolicy and ~~eGoverning~~ dDocument.
    4. The officer ~~shall~~is encouraged to contact their Kingdom Superior, if applicable, ~~immediately~~ upon accepting the office.

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5. The officer ~~shall~~ is strongly encouraged to designate a contingency deputy to ensure the security of baronial records and assets. The officer shall provide the Baronial ~~s~~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~~ shall report monthly to the ~~council and populace~~ Business at the Baronial Business Meeting. Officers ~~will~~ shall provide a written report to the ~~e~~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, Chronicler, 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 Baronial ~~s~~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- and Kingdom law.
  2. Should an officer fail to administer their office to the satisfaction of the Coronets, Baronial ~~s~~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 ~~C~~hangeover 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~~ embody 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.

**Commented [GS1]:** Do we do this consistently?

**Commented [GS2R1]:** Discuss at meeting intent to begin doing this consistently going forward.

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 ~~E~~vents 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 ~~C~~hampionship 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 ~~Baronial s~~Seneschal, after consulting with the Coronets and the ~~F~~inancial ~~e~~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.~~
- ~~4-3.~~ If a prospective event does not have an acceptable bid four months prior to the date of the event, the ~~Baronial s~~Seneschal, after consulting with the Coronets, shall decide whether the event will occur.
- ~~5-4.~~ 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 ~~F~~inancial ~~p~~olicy and approved by the ~~Baronial e~~Exchequer.
3. Contact all baronial officers that may have duties or responsibilities at the event.
4. Attend or send a representative to ~~council meetings~~the Business meetings of the ~~monthly~~ to report on the progress of the event.
5. Maintain paid membership in the SCA through the end of the event.
6. Provide ~~the Baronial s~~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 Baronial sSeneschal and financial liaison as indicated in the financial policy. [The person chosen as gate leader must be approved by the Baronial eExchequer and the Baronial sSeneschal.]
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 Baronial sSeneschal and eBaronial 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, bBe~~ responsible for, and return any baronial gear ~~to the baronial chamberlain.~~

**Commented [GS3]:** Have we been doing this explicitly? Does it need to be recorded in the Populace Meeting minutes?

**Commented [GS4R3]:** This has not been happening consistently - discuss at the Business meeting.

**Commented [GS5]:** We are definitely not consistently abiding by this.

#### C. Removal of Event Stewards

1. Should an eEvent sSteward fail to administer the duties listed above to the satisfaction of the Coronets, Baronial sSeneschal, and Baronial eExchequer, the Baronial sSeneschal may remove the eEvent sSteward.
2. If the eEvent sSteward is removed, the Baronial sSeneschal, after consulting with the Coronets ~~and Baronial Exchequer and the council~~, may decide to appoint another event steward, or cancel the event.
3. If an event steward is removed the Baronial sSeneschal shall report ~~to the council~~ at the next Business 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 eEvent sSteward may choose up to ~~3~~three of the event staff, including themselves, for complimentary admission.
5. Any other admissions without charge must have approval of the fFinancial eCommittee prior to the event.

#### VIII. Grievance Procedure

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

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#### IX. Harassment and Bullying

~~IX.~~ The Harassment and Bullying procedure for the Barony ~~shall be as~~ published in Kingdom Law, which is accesible through the Kingdom Library.

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• ~~https://antirsea.sharepoint.com/sites/library/Documents/Forms/AllItems.aspx?id=%2Fsites%2Flibrary%2FDocuments%2FSeneschal%20Public%20Web%20Documents%2FLaws%2FBullyingandHarassmentPolicy%2Epdf&parent=%2Fsites%2Flibrary%2FDocuments%2FSeneschal%20Public%20Web%20Documents%2FLaws&p=true&ga=1~~

- 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 ~~Baronial s~~Seneschal, will facilitate the process and present any proposed changes to the ~~populace~~Business.
  - 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~~Business ~~is~~are invited to comment on the changes during this time. If upon receipt of the ~~populace~~Business 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~~Business 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~~ at the age of majority 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 ~~bullet~~ XA.

**Commented [GS6]:** Confirm numbering correct.

## **A.1. Financial Policy of the Barony of Glymm Mere**

~~A.2.~~

## **A.3. A Branch of An Tir, A Kingdom of the Society for Creative Anachronism, Inc.**

~~January~~November 2024

~~A.5.A.1.~~

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## **H.1. The Financial Committee**

### **A.B. Purpose**

~~A.1.B.1.~~ The Financial Committee advises the ~~Baronial~~ 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.

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### **B.C. Meetings**

~~B.1.C.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.C.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~~ ~~e~~Committee may make needed decisions via phone or electronic messages. Any such action must be detailed as part of the next regularly scheduled ~~Financial~~ ~~C~~ommittee meeting.

~~B.3.C.3.~~ Minutes shall be taken by the ~~Baronial~~ 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.

**Commented [GS1]:** Strong preference that Chronicer remain the permanent designee.

~~B.4.C.4.~~ All meetings of the Financial Committee shall be open to all ~~members of the Barony of Glymm Mere~~those wishing to attend.

~~B.5.C.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.

### **E.D. Responsibilities of Financial Committee Members**

~~E.1.D.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.

~~E.2.D.2.~~ All members of the Financial Committee are expected to attend all regularly scheduled meetings of the ~~Financial~~ ~~e~~Committee.

~~E.3.D.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.

**Commented [GS2]:** This should be assigned/decided when the event bid proposed/accepted.

~~C.4.D.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.

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

Commented [GS3]: Something that we need to start doing regularly.

## ~~D.E.~~ **Financial Committee Structure and Appointment**

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

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

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

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

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

### ~~D.2.E.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 as currently exist on the Financial eCommittee. Selection will be done at the first Baronial Business meeting following (1) the vacancy, and (2) publication in the Looking Glass.

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

## ~~E.F.~~ **Removal of Financial Committee Members**

~~E.1.F.1.~~ The removal of a Financial eCommittee 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.F.2.~~ Any At Large member missing three (3) meetings in a twelve-month period shall be considered for removal by the Ffinancial eCommittee. The Financial eCommittee shall consider circumstances with all due common sense and on an individual case-by-case basis.

## ~~F.G.~~ **Financial Liaison**

The Financial Liaison is the primary contact between the Event Steward and the Financial Committee. This person is ~~recruited by the Event Steward and approved~~assigned by the Baronial eExchequer. The eEvent Liaison must be a member of the Ffinancial eCommittee and is the primary contact between the Event Steward and the Financial Committee.

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

~~(F.1.a)~~(G.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)~~(G.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)~~(G.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 Baronial eExchequer final Gate monies and gate sheets after gate has been officially closed.

~~(F.1.d)~~(G.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.H. Event Advances / Gate Seed**

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

G.2.H.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 ~~fi~~nancial eCommittee on an emergency basis.

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

#### **H.I. 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 ~~F~~inancial ~~com~~eCommittee 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~~bid needs to include the use of PayPal-Fees or other electronic payment systems in the budget documents.

The ~~F~~inancial ~~e~~Committee may use other electronic payment systems approved by 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 ~~f~~inancial ~~e~~Committee.

I.3. Refunds will be sent by check drawn on the Baronial bank account minus any electronic fees.

### **III.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 Baronial 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 businessFinancial Committee meeting and will be voted on at the next businessFinancial Committee 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 for three consecutive months, a special investment review should take place by the Financial eCommittee.

### **IV.III. Review**

#### **A. Period of Review - Rreview shall take place annually beginning in January to meet kingdom requirements.**

#### **B. Scope of Review –All forms generated and used by the Baronial Exchequer or Financial eeCommittee 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~~ have reached the age of majority 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.

#### V-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 actual 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 Baronial 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 Baronial Exchequer may pay reimbursements for expenditures which have been authorized and for which receipts have been provided.

C.1. Receipts should be printed or digital 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

Commented [GS4]: Check to see if numbering is correct.

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. ~~Expenditures~~Projects that have been approved at the Baronial ~~Business~~Financial Committee 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~~Financial Committees~~ meeting, and which relate to a ~~project~~expenditure, must be submitted to the Baronial Exchequer for reimbursement no later than 90 days after the completion of said project. To facilitate reimbursement, the Baronial 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~~Financial Committee Meeting, shall be reviewed by the Baronial Seneschal and the Baronial Exchequer prior to being signed. The appropriate Seneschal shall have sole authority to sign contracts.

Commented [G55]: Chew on at the FC meeting.

#### D. Baronial Budgets

##### D.1. Officers

- (D.1.a) Each officer expecting to use Baronial funds, outside of 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 Baronial Financial Committee and members at the Baronial ~~Business~~Financial 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~~ Baronial Seneschal, ~~Baronial Exchequer, and and to~~ the Chamberlain.

##### D.2. Events

- (D.2.a) Event requests/budgets will be brought before the Baronial ~~Financial~~ ~~e~~Committee.

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

#### VI.V. Property

1. Regalia: ~~m~~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~~y~~ial 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 ~~d~~Discarded/Disposed/Removed from the Baronial inventory using the An Tir guidelines as found in the An Tir 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.

**Commented [GS6]:** This has not been done for over 7 years - discuss at meeting.

## **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>. 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.)