

May 2014

Vol. XXV, no. V

Clyff Notes



Barony of Dun Carraig

To each member of the Barony of Dun Carraig,

For the past 6 months, I've had the pleasure of being your Vicar. It has been an fascinating ride, and I've had so much fun playing a part. As we welcome back our Baron and Baroness, I would like to take this time to thank a number of people who have helped me: Matthew and Adriana helped me at a number of events, setting up a dayshade and baronial space, helping with a dayboard and generally making me feel more together than I probably really was. Sir Theron was my guard while I was Vicar, and I am very thankful for his company while I got to sit in Court and his offer to act in this capacity from the moment I was to be Vicar. Those who were there to make Dun Carraig look good at War of the Wings: Elizabeth, Mathew and Adriana (again), Gormr, Sir Theron, Jonathas and Amalia. Ceridwen, for her offer of assistance whenever I needed it, and to Their (soon-to-be-again) Excellencies for their gracious guidance, and flexibility to let me do some things as I wanted. But, most of all to my husband for putting up with my having to be at more events that we normally would have chosen, and for supporting me for this time. It would not have run so smoothly without your help. I love you.

I know there are others, but my memory can be a terrible thing, so if I've neglected to mention you, please know that it's not because I don't appreciate it.

These past 6 months have given me a great opportunity to sit in seats (literally and figuratively) I otherwise wouldn't have had the chance to. I would not have had that opportunity if you, the Barony, and Their Excellencies did not have confidence in my ability to do the job. I can only hope that I fulfilled your expectations. I'm sure I could have done some things better. But, hopefully this will be a taste of something more to come for me, when the time is appropriate. For now, I welcome their Excellencies back to their thrones, as they were (almost? ;)) when they stepped up.

Thank you!

Regards,

Isolda de Crosthwaite

Unto the Practitioners of the Various Combat Arts within Dun Carraig,

If you do not already have a marshal's warrant for your particular combat art I would urge you to consider working towards one in the upcoming year. It is not a difficult process and if you are warranted and show up to a practice you will always be able to practice! I need to get rapier done myself. Nothing is more frustrating than showing up to a practice and not being able to practice because you don't have the right kind of marshal!

Parents! If you have children who are, or wish to, participate in youth combat/rapier activities, consider getting a marshal's warrant for it. Same reasons as above, if you bring your child to a practice they will actually get to practice because you already brought the marshal!

Something to think about.

If you need help negotiating the process, please contact me and I will do what I can to help.

Yours in Service,

Sir Harald Brandarm Olafssen
Knight Marshal, Dun Carraig



Our Baronial Financial Policy was approved by the Atlantia Exchequer on March 31, 2014, and is our working policy effective April 1, 2014. A full copy is attached at the end of this newsletter. There are numerous changes from the old policy; it would be in everyone's interest to read it through as soon as possible.



April Business Meeting Minutes

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April 1, 2014

In attendance: Ysane, Chris, Cadfan, Lynette, Karl, Adriana, Matt, Serena, Amalia, Isolda, Gormr, Mary, Richard, Ragnarr, Harald

Old Business:

Financial policy (Serena): is approved as of April 2014. The approved new financial policy is included at the end of this issue of the Clyffe Notes.

Note to event stewards: budgets required at least 3 months before event.

Business Meetings are held on the first Tuesday of each month, 7:00pm at Big Larry's Comic Book Cafe, Leonardtown, MD 20650. For directions go to duncarraig.net/directions.shtml

Uttermost West: a couple of spots need assistance. Children's events 1-2:30 needs a 2nd adult. Cadfan needs kitchen help, see Cadfan. Troll needs help, see Serena. Finance committee voted to approve fundraiser lunch (chicken & apple stew, bread, cheese). In future, fundraiser events need to be included in event budget (can be amended). Mary offered to teach Cantigas class.

Storage shed is installed! Receipts submitted at meeting. Lights installed, gravelled by entrance, got wood for the shelves. Have not spent all of approved amount yet.

Coronation 2015: have proposed budget

New Business:

Baronial Birthday - any volunteers to autocrat? If no volunteers, Ysane will autocrat. Probably October 11. No theme yet - may be Elizabethan or other late period.

Mid-May demo at Lusby community center event? Will get details on e-list.

Where is rapier loaner armor? Jen has it.

Serena proposed buying a stamp for checks at troll, for \$22. Populace approved.



Vicar's Report

Four more days as Vicar. Posted letter to e-list (printed above)

Seneschal's Report

Report due this month. Posted to list about vacancy in Chatelaine position. Nominations open till at least the 25th.

Chronicler's Report

Quarterly report in. Reminder from Kingdom on releases. Renewed warrant was accepted.

Herald's Report

Need to check how deputy is doing.

Chatelaine's Report

No report.

Quartermaster's Report

Working on inventory page on website, organizing by bin.

Minister of Arts & Sciences Report

Next class Wed. 30th at practice, on poetry, with Ceridwen. Did banners for Uttermost West.

Minister of Minor's Report

No report.

Minister of the Lists' Report

No event no report. Ceridwen will MOL Uttermost West.

Knight Marshal's Report

Welcome back KM Harald!

Thank to Chris for practices. Have been having practices, including minors, one with some skill.

Chirurgion's Report

No report.

Webminister's Report

Some updates to do (correct types). Matt set up database, Adriana working on filling in data.

Exchequer's Report

After today's checks, have \$5000.29. Last year had a high of about \$7800. Would like to have a cushion, for example for pavilion.

Coming down to the last couple of quarterly reports, need deputy to train.

Will inventory and move stuff when shelves are ready in shed.

Chronicler's Choice

This section is intended to highlight interesting, copyright-expired books that are available for free download.

A History of the Art of War

The Middle Ages, From the Fourth to the Fifteenth Centuries.

With maps, plans, and illustrations.

Author Charles Oman, M.A., F.S.A, Fellow of All Souls College, Oxford. Published in 1898.

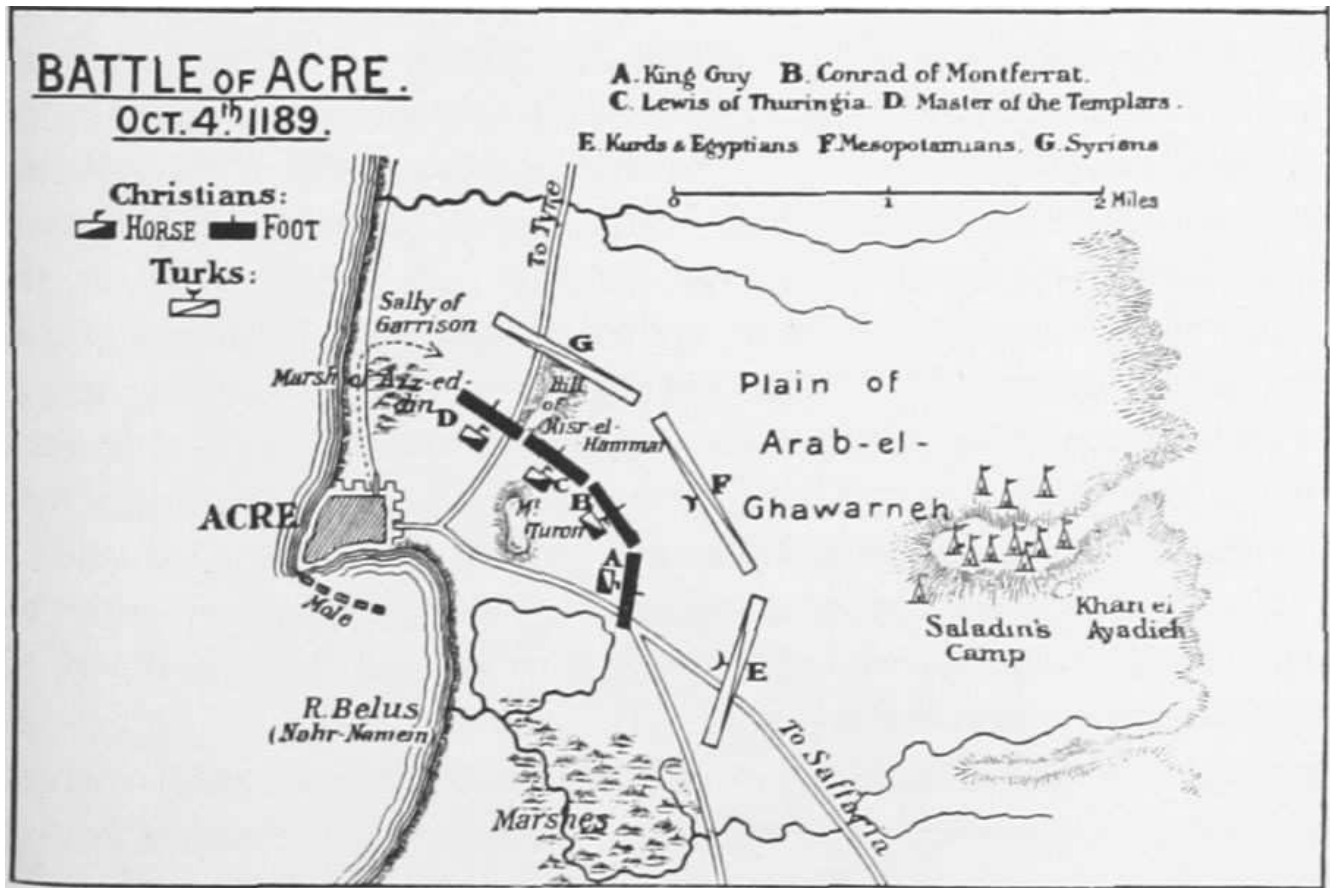
<http://archive.org/details/historyartofwar00omanuoft>

A shorter version:

The art of war in the Middle Ages

A. D. 378-1515 (1885)

<http://archive.org/details/artofwarinmiddle00omanuoft>



Part of plate 10 from *A History of the Art of War*

MAY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Archery Practice 7:00 PM Baron Jonathas' house Spring Crown	3 Spring Crown Tournament Booneville, NC
4 Spring Crown Tournament Booneville, NC	5	6 Baronial Business Meeting 7:00 PM Big Larry's Leonardtwn	7 Fighter Practice 7:30 PM Southern CC	8	9 Archery Practice 7:00 PM Baron Jonathas' house On Target	10 On Target Lochmere Annapolis, MD
11 Mother's Day On Target Lochmere Annapolis, MD	12	13	14 Fighter Practice 7:30 PM Southern CC	15	16 Archery Practice 7:00 PM Baron Jonathas' house	17 Sargeants & Scholars Roxbury Mill Clarksburg, MD
18	19	20	21 Fighter Practice 7:30 PM Southern CC	22	23 Archery Practice 7:00 PM Baron Jonathas' house Ruby Joust	24 Ruby Joust Caer Mear Amelia, VA
25 Ruby Joust Caer Mear Amelia, VA	26 Memorial Day	27	28 Fighter Practice 7:30 PM Southern CC	29	30 Archery Practice 7:00 PM Baron Jonathas' house Garb Wars	31 Garb Wars Spiaggia Levantina Denton, MD

Baronial Progress

Key:

(BnB) – Baron Ragnarr and Baroness Lynette

(B) – Baron Ragnarr

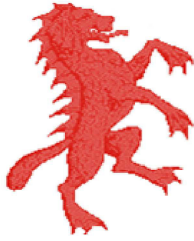
(Ba) – Baroness Lynette

If you would like to receive Clyffe Notes in printed form, please email me at chronicler@ducarrraig.net. Please send your SCA and modern name(s) and your address.

The Baronial Calendar displays events at nearby locations. It is not a schedule of all Atlantian events. For all scheduled events go to www.atlantia.sca.org

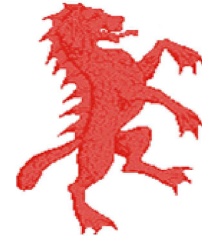
Does something need correcting? Please let me know. Email me at Chronicler@ducarrraig.net and I'll correct it in the next newsletter.

Baronial Regnum



Baron and Baroness

Ragnarr Blackhammer and
Lynette Semere
c/o Charles Kane and Jynette Mead
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BnB@DunCarraig.net



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Chancellor of the Exchequer

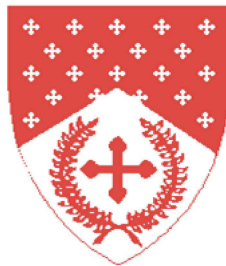
Cadfan ap Morgan
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Herald

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Historian

Vacant

Mistress of the Lists

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Chatelaine

Vacant

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webminister@DunCarraig.net

Baronial Champions

Rapier: Larissa Mikhailovna
Armored: Theron Andronikos
A&S: Elizabeth Redding
Archery: Chris (Kryss?) (full name TBA)

Baronial Marshalate

Archery: Jonathas Reinisch
Rapier: Khadir bar Yosef
Thrown Weapons: Khadir bar Yosef

Dun Carraig Financial Policy
Approved: April 2014

I. Concerning this Policy

- A. All provisions of this Policy are subject to Kingdom Law & Corpora.
 - 1. The Financial Policy for the Barony of Dun Carraig is established in order to provide adequate control of the financial transactions of the Barony. This Policy is superseded by Kingdom Exchequer Policy, Kingdom Financial Policy, Kingdom Law, Society Exchequer Policy, Corpora, State, and Federal Law.
- B. This Policy may be amended as follows:
 - 1. A proposed amendment must be submitted to the Financial Committee for review.
 - 2. After review by the Financial Committee, all amendments must be presented to the populace at a Baronial business meeting with the Financial Committee's recommendations. A vote will be taken of the entire populace present who are paid members residing in Dun Carraig aged 16 years or older of the Society for Creative Anachronism, Inc. each having 1 vote. (See IV-B-1-e).
 - 3. When approved by the populace, it then is forwarded to Regional and Kingdom for final approval. When approved by Kingdom, the amendment shall take effect upon publication in the next issue of the newsletter.

II. The Chancellor of the Exchequer

- A. The Exchequer shall maintain a checking account with appropriate signature cards for the group; file all quarterly and event reports as required by Kingdom and Society law and policy; enforce and maintain the group's financial policy; serve as chairperson of the group's Financial Committee, and communicate the Committee's actions with the populace.
- B. The Exchequer shall, upon written request, provide access to the group's financial reports and books to any member of the group; and shall report to the group the specifics of the quarterly reports, and the annual doomsday report.
- C. The Exchequer shall pursue any NSF checks received by the group according to the policy outlined in the Society Exchequer's Handbook.
- D. The Exchequer is responsible/accountable for the custody and safekeeping of all assets and regalia for their group. The Exchequer can delegate this to a chamberlain/quartermaster if the group has one. If the group does have a chamberlain/quartermaster that tracks the property of the group, this office falls under the office of Exchequer.

III. Financial Committee Section

- A. The Barony shall have a Financial Committee, constituted by an odd number of members, which is chaired by the Exchequer and consists of the Exchequer, Seneschal and three other Baronial members. Any paid SCA member residing in Dun Carraig aged 16 years or older may volunteer to serve as a financial committee member, subject to approval by majority, by a populace vote at a Baronial business meeting. A minimum of two alternates will be chosen in the same manner. No two financial committee members or alternates may be married or live in the same household. Only one member of sitting baronage may be on the financial committee. A financial committee member may step down at any time, and must step down if he or she no longer meets the requirements (e.g., membership lapses, moves out of the barony).

1. The minimum number of votes to authorize the appropriation of funds shall be three. The Exchequer and Seneschal must be present.
 2. In the event that one of the financial committee members cannot attend the financial committee meeting, an alternate (as officially published) will attend in their place.
 - (a) No proxies will be accepted (written or otherwise).
 - (b) Under no circumstances will any single member carry more than one vote.
 3. In the case of any tie votes, the issue at hand will be decided by the Seneschal.
 4. In the event that one member of the financial committee steps down, the Seneschal and Exchequer must be notified immediately. Then, the need for replacement will be announced publicly and a replacement will be voted on at the next Baronial business meeting.
 5. If one member of the financial committee needs to be removed, that member may be removed by full agreement between the Seneschal, Exchequer, and Baronage.
- B. Financial Committee meetings are held for approving event budgets and for appropriating funds as in section IV-B. Time and place of meetings are determined by the Exchequer, and will be publicized on the Baronial e-list. Financial Committee meetings are open to the populace.
- C. Emergency Financial Committee
1. Emergencies are defined per the Exchequer and/or Seneschal as financial decisions that need to be made before the next Baronial business meeting.
 2. This Committee shall consist of the Exchequer (Chairperson), the Seneschal, and any one of the other financial committee members.
 3. Members of the Emergency Financial Committee shall have one vote each. Should a member recuse himself/herself from a vote in which there is a conflict of interest or appearance of impropriety, another financial committee member shall cast the third vote.
 4. Spending limits are as follows:
 - (a) Emergency spending approval is permitted up to \$1,000 by a majority vote.
 - (b) Emergency spending approval for a Kingdom event site fee is permitted up to \$2,000 and requires a unanimous vote.
 5. Written records of all Emergency Financial Committee meetings must be kept by the Exchequer. These records must be presented at the next Baronial meeting. No required ratification by the non-emergency financial committee is needed after the fact.

IV. Disbursement of Funds

- A. Signatories on all Baronial accounts shall be the Exchequer & Seneschal. Up to two additional persons will be designated by the Exchequer and Seneschal as alternate signatories.
- B. Authorization for disbursement of funds
 1. Disbursement for routine expenses (e.g. rental of meeting rooms) incurred through scheduled events, newsletter publication, or contractual obligations will be authorized in the following manner:
 - (a) Purchases of supplies for an Office which do not exceed \$25 may be made without prior approval; however, the Exchequer retains the right to withhold reimbursement. This decision may be appealed to the Seneschal.

- (b) Purchases or obligations for the Barony which do not exceed \$50 require approval by the Seneschal and the Exchequer.
 - (c) Purchases or obligations for the Barony in excess of \$50 but which do not exceed \$300 require approval by the Financial Committee.
 - (d) Purchases or obligations over \$300 require approval by the populace at a Baronial business meeting.
 - (e) For purposes of determining eligibility for voting in financial matters, voters must be 16 years of age or older, and a current SCA membership card must be available at the time of vote.
 - (f) Disbursement of funds in IV-B-1-b and IV-B-1-c may be approved at a Baronial business meeting.
 - (g) For event related expenses, the Autocrat is considered to be a deputy to the Seneschal. Before funds can be disbursed, the Autocrat must specify to the Exchequer where on the budget that the expense falls.
 - (h) No proxies will be accepted for anything financial.
2. For reimbursements, all receipts for event related expenses shall be turned into the Exchequer within seven days of the event completion.
 3. For cash advances, all receipts and remaining cash shall be turned into the Exchequer within seven days of the event completion.
 4. The Exchequer must report all approved expenses or obligations at the Baronial business meeting following their disbursement.
 5. There will be no *special funds* maintained by the group. All money will go into the general funds and be used accordingly.

V. Event Section

A. Budget Process

1. Potential Autocrat determines a rough outline (bid) for an event with potential dates, sites (with costs), and head cook already named.
2. Potential autocrat proposes event bid at a Baronial meeting. A Baronial majority vote is required to proceed.
3. Autocrat must Spike Event per Kingdom policy.
4. Autocrat notifies Exchequer when he/she has a proposed budget and is ready to meet with the Financial Committee to finalize it. The Exchequer then arranges the Financial Committee meeting.
5. Financial Committee meets with Autocrat; head cook if available; and finalizes the budget. When the budget is believed to be ready, the Financial Committee will vote to approve it no less than three months prior to the event. Budget changes can be made afterwards by the financial committee.
6. The Exchequer prints out the finalized budget on the official budget form, then gets it signed by the Seneschal; Autocrat; and Exchequer. Copies are given to the Seneschal and Autocrat.
7. Autocrat notifies Exchequer of who will specifically be budgeted for each expense (i.e. prizes; decorations; tokens; etc.). Autocrat notifies each person as to what their budget is.
8. Anyone budgeted who needs a cash advance must fill out a "cash advance request form" that is available on the duncarraig.net website (files section) and gives that to the Exchequer for approval.

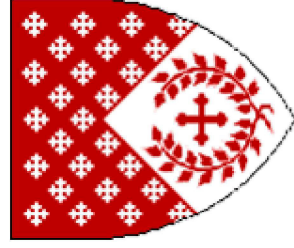
B. Site Deposit Process

1. No site deposit checks will be written until the event budget has been approved by the Financial Committee and the site contract has been reviewed and accepted by the Seneschal and Exchequer.
- C. Event Reports are completed on the Event Report Form by the Exchequer, and then presented to the Autocrat and Seneschal for discussion/approval; finalization; and signatures.
- D. When there is an over-budget event expense(s); these will be handled as per usual financial disbursement of funds procedures. (Section IV-B).
- E. Event Refund Policy
1. If a person has paid for a Dun Carraig event but is unable to attend, he or she may request a refund, in writing, from the Barony within seven days of the event completion. The Barony may, at its discretion, issue a full or partial refund. Such decisions will be made on a case-by-case basis, by a refund committee consisting of the following; the Exchequer, the Seneschal, and the event autocrat.
 2. When determining whether or not to issue a refund, this refund committee will take into account the following:
 - (a) Did the event make a profit? (No refunds will be issued for an event that did not turn a profit, nor will refunds be issued that cause the Barony to take a loss for any event).
 - (b) What is the nature of the situation that caused a refund request? (Higher priority will be given when circumstances beyond a person's control prevent his or her attending the event or feast).
 - (c) Any/all refunds will be sent no later than 14 days after event report completion.
- F. Waiving Event Fees
1. Event site and feast fees will be waived for the following event attendees; the King, Queen, Prince, Princess, Dun Carraig Baronage, Autocrat, and Head Cook. Children age 5 and under are not required to pay fees. Fee waivers must be specified on the event budget. To waive the fees of additional attendees, the waiver of fees must be approved by the Financial Committee with justification/documentation for the additional names in writing and added to the Final Event Report. Site fee waivers of children age 5 and under should be included information on the event flyer.
 2. There will be a family cap for event site fees only, being capped at \$50. Feast fees must still be paid by all required (i.e. age 6 and older).

Barony of Dun Carraig

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