

## - Minutes for Officers Meeting

<b>Group Name</b>	Stowe on the Wowld		<i>Notes Column:</i>
<b>Meeting Date/Time</b>	12 <sup>th</sup> September 2018 8:08pm		
<b>Meeting Location</b>	Toongabbie Scout Hall		
<b>Meeting Attendees</b>	Barry, Emma, Tina, Rebecca, David, Natasja, Christina, Craig, Gayle, Karra, Ellie, Daniel, Kim, Sara via Skype, Kel via facebook chat		<i>NB - Has everyone signed in?</i>
<b>Apologies from absent members</b>	Jacqueline		
<b>Quorum Met?</b>	Yes		<i>NB – Quorum to a meeting is 3 officers</i>
<b>Proceeding minutes</b>			
	Motion to accept by		
	Seconded by		
	Carried?		
	Previous minutes signed by two members who attended both meetings?		
<b>Officers reports:</b>			<i>Attach detail on reports if these are lengthy on separate pages.</i>
Seneschal	Very little to report as I have been away. Thank you to everyone who stepped up and took care of things while I was away especially the meeting.		
Reeve	July and August reports as July was not completed. July no expenditures and took in August out \$775.74 in \$ 92.51 loss Waiting on reports for newcomers and winterfest \$800 to be deposited by Andrew Beattie re Winterfest Three new tables bought (already approved) Quarterly hall hire due \$5993.16 31/08/18 current bank account		<i>Include name of officer in first column.</i>
Arts and Sciences	No report – possible email issue		<i>If there is no officer report being presented then please write N/A.</i>
Marshall	Not in attendance and no report received		
Herald	Nothing much to report. Helping with two submissions		
Constable	Hall has been opened, money has been collected, ditto last month		
Hospitaller	While I have been in hospital I have spoken to hospitaller from Rowany and we are going to work together on some plans for hospits for the barony and the canton, working on a resource folder to help with newcomers that are interested in different activities and newcomers seemed to go well. Not sure if anyone has turned up to the meetings as I haven't been there but everyone seemed to enjoyed themselves including the newcomers I sat with during the night. Christina – may have some resources to help Want to develop a resource that covers the Sydney basin including down to Wollongong and the mountains to help retain members. Will be coming up with a plan and some research as I		

	<p>am stuck here for a while. Physically I will be out of action for the next month but behind the scenes I will be able to do some things.  Sara – is there a deputy?  No there isn't. Something to consider but seneschal can take care of it in the meantime.  Details to be passed onto Kel if any newbies turn up so Kel can contact and touch base via facebook.  Sara – Scouts want to visit for a medieval night</p>	
Webwright	I have access to the website and been doing updates. There are two sets of minutes and will be putting up the financial policy	
Chronicler	Haven't started the newsletter as wanted to sort out website first. Looking at doing a quarterly instead of monthly newsletter. Events and minutes will continue to be placed on website. Emma – its been good that Sara has been letting people know through facebook that things have been up on the website	
Chirurgion	MIA	
Officer Appointments and vacancies		List any changes to group officers.
<b>Events</b>	<b>Waiting on Stowe Newcomers and Winterfest reports – on the way</b>	
Details on events run since last meeting:	Name of Event	
	Steward Name	
	Event Report	
	Financial issues:	
	Financial Profit or loss	
	Was a petty cash float provided?	
	All receipts banked?	
	Attendance level ___ 12+8kids shire members and friends	
	Event issues and successes:	
	Name of Event	
	Steward Name	
	Event Report	
	Financial issues:	
	Financial Profit or loss	
	Was a petty cash float provided?	
	All receipts banked?	
	Attendance level _5 adults, 3 kids Shire members	
	Event issues and successes:	
Upcoming events		
	Name of Event: Stowe All Hallows 3 <sup>rd</sup> November 2018	
	Steward:	
	Has budget been submitted and approved? No	
	<p>Planning issues discussed in meeting:  Confirming the rebooked date of the hall. Hall was booked the 27<sup>th</sup> October and needs to be changed According to Rowany seneschal it is too close to an event that the college is running.</p> <p>Stowe Sundays potential dates 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup> September.  1<sup>st</sup> or 3<sup>rd</sup> Sunday of the month preferably the 3<sup>rd</sup> Sunday  Wednesday 26<sup>th</sup> for the scouts demo – they probably want it in</p>	Attach extra page if needed

	<p>garb. Post to be put up on facebook about it and see what can happen.  3<sup>rd</sup> Sunday of October will be a Stowe Sunday. Hopefully will turn into a monthly thing. Possibly booking it for the next 6 months.  Christina gives go ahead for booking the next 6 months. Only \$40 for the hall each time.</p>									
<p>Timetable for upcoming events:</p>	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>									
<p>Other business arising</p>	<p>Vote in paying the \$300 laundry expense for the table cloths.  What has happened has happened but we all need to be aware of our financial policies. Anything over \$100 needs to be quoted and brought to a meeting to be approved. The financial policy is going up on the website and is available on facebook and everyone needs to be aware of it.  David – all purchases need to be approve so it allows for alternatives to be put forward etc  Karra – should we attach the finacinal policy to the event proposal form and sign off on it as being read before they run an event.  Emma has already brought up this idea linking the financial policy and the event forms so that the steward is aware of the implications.  Craig – is then going against policy?  Christina – no we are logging this in our minutes and we are making sure that it's done properly  One abstains the rest agree to paying the \$300 for the laundry bill  Tina – possibly a revision is needed for the financial policy to put in a penalty when someone does not follow the financial policy  David – Possibly post event things not put under a time constraint so it allows for other quotes or assistance with the matters  Christina – if in doubt go see the seneschal or reeve  Forms need to be voted on?  Karra – new forms brought to the next meeting perhaps</p> <p>Karra – speaking of events we have been kicking about an idea of bringing back Stowe Fair. 25<sup>th</sup> – 27<sup>th</sup> January. Proposal is currently being written up. Kimberley has got financials sorted  Stowe Faire used to be a signature event with A&amp;S, rapier, fighting, archery, etc. We would like to run it out of Bundella. It would be a two day event. Both the small halls are airconditioned and it is the one time of the year when we are not clashing with other groups.  What is the shade and water availability – plenty and really good shade. There is airconditioning inside and covered areas.  Children events would like to be incorporated so to help encourage families eg water fights – knights vs the children  Have lots of volunteers.</p>									

	<p>The most expensive part is the bunks. \$21 per bunk, per person.  40 people event would cost \$4165  Only outlay is \$500 and the rest would be paid after the event. At  40 paid people all members all adults break even point  \$105 per person  Booking and deposit required asap as they have another group  has the same date in their sights  Tina – contact the Rowany seneschal to see if the date clashes  We could cancel up til the 21<sup>st</sup> November and get our deposit back  Feast capacity of 300 people easy  Deposit approved as long as there is clearance of the dates and  the budget is approved. All in favour</p> <p>Kim would like to apply for Aquistor. Seconded by Christina  2weeks commentary to begin</p> <p>Karra- does anyone object to a survey being run re which nights  suit who for attendance? All good.</p>	
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With no further business the meeting was declared closed at \_9:05pm\_\_\_ (time)

Signed as a true and correct record of the meeting:

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Chairperson \_\_\_\_\_ Date

<i>Minutes published on:</i>	<i>Website</i>	<i>Newsletter</i>
	<i>Facebook</i>	<i>Other _____</i>
<i>Minutes ratified at following meeting</i>	<i>Signature:</i>	
	<i>Date:</i>	