

Clyffe Notes

February 2022
Volume XXXIII
Number 2



Barony of Dun Carraig
Kingdom of Atlantia

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Attachment: Draft Financial Policy with edits	

January Business Meeting Minutes

January 11, 2022
12 in attendance.

The February business meeting will be held on Zoom at 7 PM February 1, 2022.
The March meeting will be on Zoom March 1 at 7 PM

Old Business

Closing out Birthday - checks signed, report coming. All closed out on Crown Tourney.

New business

Dun Carraig's storage shed at Pennsic - it is usually paid for from entry fees, but the shed fee was not paid for 2 years because Pennsic was canceled. Lore paid for the past 2 years, has asked for donations to cover the cost (and has received some). Since this is Baronial storage, the Barony should cover it - passed a motion to reimburse Lore for the balance of fees not already covered by donations, contingent upon her providing a receipt for the Baronial records. Will look into making a change to the Financial Policy for this in the future.

Baronial Charter & Policy are at Kingdom now.

Officer Reports

B & B's Report

[Baroness Ceridwen ferch Owain, Baron Harald Brandarm Olafssen]

We were glad our Baronial Birthday was a full in-person event. We hope everyone has power and heat now (after last week's snowstorm). Twelfth Night and the next University are virtual, so there are things to do from your house.

Seneschal's Report

[Christopher Mac Coning]

Quarterly report submitted. Officers - do yours. All in-person events are shut down through Jan. 21. Reminder, don't broadcast medical info on e-list (*for example, don't say someone has covid - Chron.*). Our Baronial Birthday was the first full in-person event with feast since the start of the pandemic (*it was just before the omicron variant arrived - Chron.*)

Chronicler's Report

[Mary Poschet]

Newsletter out. Will check Kingdom site to see if there is a link to the "Event Flyer PDF" there, if not will send it to Webminister to put on web site.

Herald's Report

[Caitilín Inghéan Uí Ruiadhri]

Not much to report. Quarterly report in, event court report in. Still need to talk to some more experienced heralds re registration of out baronial awards. Armored champion's device now registered. Still looking for a deputy.

Chatelaine's Report

[Coblaith of Dal Riata]

No Chatelaine activities. Molly has offered to be the next Chatelaine.

Will have to move to California within the next year - need a deputy to prepare for takeover of Exchequer when the move happens.

Quartermaster's Report

[Richard Poschet]

Did all items from the shed get returned after Birthday? Need to contact Lore & Jonathas, who did the putting-away. The broken list post was tossed, has not yet been replaced.

Minister of Arts & Sciences Report

[Alexina mac Suibhne]

No report

Youth Minister Report

No report.

Minister of the Lists' Report

[Lore Bubeck] No report.

Knight Marshal's Report

[Marguerite de Lyon]

No report.

Webminister's Report

[Matthew of Summerdale]

Web site still there.

Exchequer's Report

[Valdr Arisson]

Current balance \$6184.18. Received check for Fall Crown. Doomsday report is about half done.

Kingdom has requested barony update the financial policy. When draft is ready, will post in newsletter and discuss at February meeting. Hopefully we can vote on it in March.



Chronicler's Choice

I've been thinking about embroidery lately. Not that I actually want to do it myself.

But other people like it, and I can certainly admire their handiwork.

So, for beginners, here are a couple of books from the Royal School of Art-Needlework at South Kensington, England:

Hand-book of embroidery (1880)

<https://archive.org/details/handbookofembroi00maso>

Art-needlework for decorative embroidery:

a guide to embroidery in crewels, silks, appliqué, etc. (1879)

<https://archive.org/details/artneedleworkfor1879sava>

And for inspiration, a book in Russian and French, on Russian folk ornament.

Русский народный орнамент. Выпускъ первый. Шитье, ткани, кружева / издание Общества поощрения художниковъ; съ овянительнымъ текстомъ

В. Стасова

(Russian folk ornament. Release the first. Embroidery, fabrics, lace / publication of the Society for the Encouragement of Artists; with descriptive text. V. Stasova)

(1872)

<https://archive.org/details/ruskiinarodnyio01stas>



FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Virtual Baronial Business Meeting 7:00 PM	2	3	4	5 Online Winter University
6 Online Winter University	7	8	9	10	11	12 Bright Hills Baronial Birthday <i>not clear if this is virtual or in Manchester MD</i>
13	14	15	16	17	18	19
20	21	22	23	24	25	26 Day of Love II Marinus Virginia Beach, VA
27	28				Coming up: Kingdom A&S 3/5 Gulf Wars 3/12-20 Defending the Gate 3/26	

The Baronial Calendar (normally) displays events at nearby locations.

For more scheduled events in Atlantis go to [WWW "dot" Atlantic "dot" sac "dot" org "slash" calendar](http://WWW.dotAtlantic.sac.dot.org/calendar)

For more virtual events in Atlantis go to [WWW "dot" Atlantic "dot" sac "dot" org "slash" calendar](http://WWW.dotAtlantic.dot.sac.dot.org/calendar)

NOTE: there have been many recent changes to Atlantis's URLs, including changes to the Kingdom Calendar location and format.

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

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If you would like to receive Wycliffe Notes in printed form, please email me at [chronicler"at"duncarraig.net](mailto:chronicler@ducarrraig.net)

Please send your SCA and modern name(s) and your address.

Baronial Regnum



Baron and Baroness

Harald Brandarm Olafssen
and
Ceridwen ferch Owain
c/o John & Linda McLaughlin
BnB@DunCarraig.net



Seneschal

Master Christopher Mac Coning
Seneschal@DunCarraig.net

Chancellor of the Exchequer

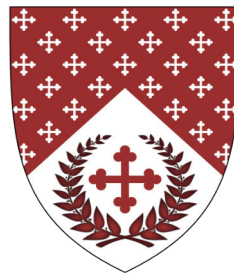
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Knight Marshal

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Webminister

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c/o Matthew Keck
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Baronial Champions

Armor: Lord Galfrid atte Grene
Rapier: Lady Marguerite de Lyon
Archery: Sir Jonathas Reinisch
Thrown weapons: Lord Ethan
Adenwaldsson
Arts & Sciences: Baroness Lore Bubeck
Bardic/Performance: Lady Adriana
Michaels

Historian

Lady Serena Giovanna de Verona
[Historian @DunCarraig.net](mailto:Historian@DunCarraig.net)

Financial Policy for

Barony of Dun Carraig

1. Composition of the Financial Committee

- a. ~~The Barony's Financial Committee shall consist of the Exchequer, the Seneschal, and all adult (18 years or older) paid members of the baronial populace in attendance of any committee meeting.~~
- b. 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, **no more than one member of the Baronial leadership (i.e., Baronage), and three either 2 or 4** other Baronial members.
 - b.i. Any paid SCA member residing in Dun Carraig aged ~~16~~ **18** 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.
 - b.ii. 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.~~
 - b.iii. A financial committee member may step down at any time, and must step down if ~~he or she~~ **they** no longer meet s the requirements (e.g., membership lapses, moves out of the barony).

2. Terms of Financial Committee Members

- a. Exchequer: Until end of warrant.
- b. Seneschal: Until end of warrant.
- c. Group Populace: Adult (18 years or older) paid members residing within the borders of the Barony of Dun Carraig until the end of their memberships.
- d. ~~If one a~~ member of the financial committee needs to be removed, that member may be removed by full agreement between the Seneschal, Exchequer, and Baronage.

3. Timeframes and Methods for Meetings

- a. Normal business of the Financial Committee shall be conducted at the following:
 - a.i. The published Baronial monthly business meeting (Held on the first Tuesday of every month unless otherwise noted).
 - a.ii. Any published special event planning meeting.
 - a.iii. ~~Financial Committee meetings are open to the populace.~~
- b. ~~Financial Committee meetings are held for approving event budgets and for appropriating funds as outlined in section IV-B-3 a. Time and place of meetings-~~

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~~are determined by the Exchequer, and will be publicized on the Baronial e-list.
Financial Committee meetings are open to the populace.~~

4. Timeframes and Methods for Action Approval Under Normal Circumstances

- a. Members of the Financial Committee shall have one vote each and abstain from voting on any financial decisions in which there is a conflict of interest or appearance of impropriety.
 - a.i. The minimum number of votes to authorize the appropriation of funds shall be ~~3~~: **a simple majority of the committee members present**. The Seneschal and Exchequer must be present.
 - a.ii. In the event of a tie, the issue at hand will be decided by the Seneschal.
 - a.iii. No proxies will be accepted, written or otherwise.
- b. The Financial Committee shall review all proposed expenditures for approval.
- c. The Financial Committee shall review all proposed event budgets for approval.
 - c.i. Event budget approval shall grant permission for all expenditures within the submitted budget.
- d. **Authorization for disbursement of funds**
 - d.i. **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.i.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.**
 - a.i.b. **Purchases or obligations for the Barony which do not exceed \$50 require approval by the Seneschal and the Exchequer.**
 - a.i.c. **Purchases or obligations for the Barony in excess of \$50 but which do not exceed \$300 require approval by the Financial Committee.**
 - a.i.d. **Purchases or obligations over \$300 require approval by the populace at a Baronial business meeting.**
 - a.i.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.**
 - a.i.f. **Disbursement of funds ~~in IV-B-1-b and IV-B-1-e~~ may be approved at a Baronial business meeting.**
 - a.i.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.~~

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e. **Budget Process for events**

- e.i. Potential Autocrat determines a rough outline (bid) for an event with potential dates, sites (with costs), and head cook already named.
 - e.ii. Potential Autocrat proposes event bid at a Baronial meeting. A Baronial majority vote is required to proceed.
 - e.iii. Autocrat must Spike Event per Kingdom policy.
 - e.iv. 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.
 - e.v. Financial Committee meets with Autocrat and head cook (if available) and finalizes the budget. ~~When the~~ **To finalize 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.
 - e.vi. 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.
 - e.vii. 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.
 - e.viii. ~~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.~~
- f. **Site Deposit Process for events**
- f.i. 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.

5. Timeframes and Methods for Meeting and Approval in Emergencies

- a. Time-sensitive necessary business may be conducted by an Emergency Financial Committee.
 - a.i. The Emergency Financial Committee will consist of the Exchequer, the Seneschal, and ~~any warranted Baronial officer in good standing.~~ **any one of the other financial committee members.**
 - a.ii. The Emergency Financial Committee may authorize any time sensitive necessary expenditure up to \$1,000.00. Any expenditure over \$1000.00 must be referred to as normal business at a Financial Committee meeting. The only exception to this rule is that emergency spending for a Kingdom event site fee is permitted up to \$2,000.00, which requires a unanimous vote.
- b. Emergency Financial Committee meetings may be conducted in person, by telephone, by e-mail, or by other video/audio conferencing media. Votes may not be conducted through social media sites.
- c. The Exchequer shall record the purpose and results of any time-sensitive necessary Emergency Financial Committee meeting and report this to the populace at the next group monthly business meeting.

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6. Reporting Schedule

- a. Event Reports must be within 14 days after an event closes.
- b. Non-Member Registration (NMR) must be submitted within 10 working days after an event closes.
- c. Quarterly reports shall be done cumulatively through the year:
 - c.i. Quarter 1 (1/1 to 3/31) due 4/30
 - c.ii. Quarter 2 (1/1 to 6/30) due 7/31
 - c.iii. Quarter 3 (1/1 to 9/30) due 10/31
 - c.iv. Quarter 4/Doomsday (1/1 to 12/31) due 1/31

7. Requirements for Baronial Reports

- a. The Exchequer shall comply with reporting guidelines established by Society and Kingdom Financial Laws and Policies. This shall include but is not limited to event financial reports and quarterly financial reports.
 - a.i. Event reports must include but is not limited to:
 - Event financial report form
 - Receipts for all expenses
 - Records of all deposits
 - Records for reconciled advances
 - Gate check in roster
 - Non-Member Registration (NMR) submission (Required only if a site fee is charged)
 - a.ii. Quarterly reports must include but is not limited to:
 - Current Excel version of financial report completed, along with a pdf copy of the entire report with appropriate pages signed by the Exchequer and Seneschal.
 - The entire quarter's bank statements must be reviewed, and reconciliation completed with all pages signed by the Exchequer and Seneschal.
 - Account ledgers for the quarter.
 - Property and item inventory for the quarter (if applicable; inventories must be submitted at minimum annually)
 - Any event reports that have occurred in the reporting quarter.
 - Any expense receipts for the quarter that have not already been reported.
 - Any deposit records for the quarter that have not already been reported.

8. Timeframes and Methods for Review and Revision of the Financial Policy

- a. ~~This document shall be reviewed by the Financial Committee and then submitted to the populace for comment and approval or disapproval by populace vote at the next published group monthly business meeting.~~ Any

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modifications or proposed changes shall follow those procedures outlined in Baronial Policy.

- b. This document is superseded by:
 - b.i. Kingdom Exchequer Policy
 - b.ii. Kingdom Financial Policy
 - b.iii. Kingdom Law
 - b.iv. Society Exchequer Policy
 - b.v. Corpora
 - b.vi. State and Federal Law
- c. This policy will be reviewed annually during the 1st quarter of the year. It also may be reviewed and/or revisions allowed to be submitted at any group monthly business meeting.
- d. This policy will be submitted to the Kingdom Exchequer for final review and will become effective upon final approval of Kingdom Exchequer.

9. Methods for Controlling Cash Receipts

- a. Cash receipts is income in any form of cash currency, check, or money order, or authorized electronic transfer of funds received for in regard to, but not limited to:
 - a.i. Event income of all types
 - a.ii. Money collected from advertised fund-raising endeavors
 - a.iii. Donations
 - a.iv. Money from the sale of goods purchased with baronial funds
 - a.v. Newsletter sales and subscription income
- b. Cash receipts of any type must be deposited into the group bank account no later than 14 calendar days after the receipt by an officer of the SCA. Undeposited income of any type is prohibited from being used for refunds, reimbursements, or expenses.
- c. Use of online credit card or electronic payment services is restricted to approval by the Society Chancellor of the Exchequer. As an SCA branch, the barony is not to use the personal credit card or electronic payment acceptance account of an individual or other business under any circumstances.
- d. Event Gatekeeper / Troll / Reservationist
 - d.i. The Head Gatekeeper / Troll / Reservationist shall be an adult (18 years or older) warranted baronial officer designated by the Autocrat of an event and approved by the Exchequer, and will be ultimately responsible for accounting for all funds that pass through the gate.
 - The Head Gatekeeper / Troll / Reservationist shall be recognized as a temporary deputy of the office of the Baronial Exchequer.
 - Adult (18 years or older) paid members of the SCA may assist or function as the Gatekeeper / Troll at an event. And an An adult (18 years or older) paid member of the SCA

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must always be present and in charge of Gate / Troll where SCA money is collected.

- Minors may assist at the Gate / Troll but are not allowed to handle any monies at any time.
- Site owners may observe the Gate / Troll operations, but the final responsibility for the funds collected in the name of the SCA must remain with an authorized, paid SCA member who ~~is does not have a financial or material interest in the ownership of the site itself~~ **a designated representative of the office of the Baronial Exchequer.**

d.i..a. **The representative of the office of the Baronial Exchequer may not have a financial or material interest in the ownership of the site itself.**

10. Policies Regarding Event Admission Charges, Refunds, or Complimentary Passes

- a. Normal admission charges shall apply to all event attendees with the following exceptions:
 - a.i. All current Royalty (Crown and Crown Heirs) **and their minor dependents** shall have all event **and feast** fees waived.
 - a.ii. Current ~~Baronage~~ **Baronial Leadership** shall have event site- **and feast** fees waived.
 - a.iii. Autocrat and Head cook shall have all event **and feast** fees waived.
 - a.iv. All minors (under 18 years of age) attending may have a reduced event site fee. **Feast fees may not be reduced.**
 - a.v. All children of the age of 5 years and under may have all event fees waived.
- b. There will be a family cap for event site fees only, being capped at \$50.00. Feast fees must still be paid by all required (i.e., age 6 years and older).
- c. Event Refunds
 - c.i. If a person has paid for a Dun Carraig event, but is unable to attend, they may request a refund, in writing, from the Barony within 7 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 Exchequer, the Seneschal, and the event autocrat.
 - c.ii. When determining whether to issue a refund, the refund committee will consider the following:
 - ~~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).~~
 - 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).
 - Any/all refunds will be sent no later than 14 days after event report completion.

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- c.iii. All refunds shall be paid by check from the Barony's checking account.

11. Policy Regarding Asset Management and Control of Inventory

- a. Items belonging to the barony, shall be stored, and maintained by an officer in the barony **as covered in Baronial Policy**. ~~Gold Key (Loaner-Garb) which shall be maintained the by Chatelain.~~
- b. ~~All items apart from Gold Key shall be inventoried by the Exchequer or a warranted deputy to the Exchequer (Chamberlain, or Quartermaster) at a minimum annually. This includes consumable items such as paper goods and cleaning supplies which will be listed as consumable and will zero out and be removed from inventory when depleted.~~

12. Prohibited Activities

- a. Raffles and online auctions are prohibited.
- b. Fireworks: The purchase, ownership or sale of fireworks is prohibited. The purchase of professional fireworks services is permitted, with approval by the Board of Directors. To request permission from the Board, the barony must request approval through the Kingdom Seneschal and the Kingdom Exchequer who will contact their Society Superiors for instructions.
- c. Purchase of alcohol ~~other than small amounts~~ **except for alcohol** used for cooking.

13. Policy on Sales Tax

- a. Not applicable in the Kingdom of Atlantia.

14. Special Purpose and Dedicated Funds

- a. Not Applicable.

Barony of Dun Carraig

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Statement of Ownership

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