

Extraordinary Meeting Minutes

Date: 5 August 2024

Time Opened: 18:35

Chair: Rebecca Taylor

Attendees:

- Rebecca Taylor
- Julia Jamieson
- Rachel Thorpe-Jones
- Andrew Wilson

Motion:

- **Accept Proposal:**
 - **Moved by:** Rebecca Taylor
 - **Seconded by:** Julia Jamieson
 - **Absentee Votes for Acceptance:**
 - Janet Coath
 - Asmodea Barton
 - Warren McArdle
 - Leanne McArdle
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DOHJ Event Timetable:

- **9:00 AM** - Open for set-up
 - **11:00 AM** - Event start; open for populace
 - **11:30 AM** - Court
 - **11:45 AM** - Fencing Inspections
 - **12:00 PM** - Fencing Tournament
 - **1:30 PM - 2:30 PM** - Lunch Break
 - **2:00 PM - 3:30 PM** - Heavy Tournament
 - **5:00 PM** - Hall open for populace
 - **6:00 PM** - Service begins
 - **6:30 PM** - Court and Choral Performances
 - **8:00 PM** - Dessert and Dancing
 - **10:00 PM** - Closing and Bump Out
 - **11:00 PM** - Hall to be vacated
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Key Roles for the Event:

- **Steward:** Warren
- **Feastocrat:** Leanne
- **Herald:** Maree
- **Evening MC:** Cormac
- **Marshal:** Muireach
- **Constable:** Erin & Ysabel
- **Feast Preparation:** Cathy
- **Royal Liaison:** Janet
- **Bookings:** Maree

Estimated Income							
Ticket type	Quantity	Rate	Income	Kingdom Levy	Event Insurance	Group Keeps	
Adult member (tourney only)	25	\$20.00	\$500.00	\$27.50	\$0.00	\$472.50	
Adult member (whole day)	80	\$60.00	\$4,800.00	\$88.00	\$0.00	\$4,712.00	
Adult member Free (eg B&B)	4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Adult non-member (tourney only)	1	\$20.00	\$20.00	\$1.10	\$10.00	\$8.90	
Adult non-member (whole day)	1	\$60.00	\$60.00	\$1.10	\$10.00	\$48.90	
Child member (tourney only)	2	\$15.00	\$30.00	\$2.20	\$0.00	\$27.80	
Child member (whole day)	5	\$30.00	\$150.00	\$0.00	\$0.00	\$150.00	
Child non-member (tourney only)	1	\$15.00	\$15.00	\$1.10	\$5.00	\$8.90	
Child non-member (whole day)	1	\$30.00	\$30.00	\$1.10	\$5.00	\$23.90	
Total	120		\$5,605.00	\$122.10	\$30.00	\$5,452.90	

Estimated Expenses			
	Quantity	/head	Expense
Venue hire			\$485.00
Food costs – Lunch	100	\$15.00	\$1,500.00
Food costs – Feast	90	\$30.00	\$2,700.00
Food costs – children	5	\$30.00	\$150.00
Cleaning products			\$30.00
Decorations & misc			\$50.00
Tokens			\$45.00
Square transaction fees			\$0.00
Other (specify)			\$0.00
Contingency allowance [suggest 10%]			\$0.00
Total			\$4,960.00
* A venue bond is required			\$1,000.00
Estimated Profit for Group			\$492.90
Breakeven Point	65		

Motion carried.

Next Meeting:

- **Date:** Sunday, 11 August 2024
- **Time:** 7:30 PM
- **Platform:** Zoom

Time Closed: 18:40