**Amtgard BOD Meeting March 19, 2025**

**Sec. Chris Sapolu prepared notes during meeting:**

Attendance:

* Prez Ethan
* VP Karl
* KMonarch Jackson
* KPM Leon
* Treasurer Royce
* Liaison Ginger
* Sec Chris
* Alternate Athena

Guest Attendance:

* Ben Smith, James Anderson, Brian, Jack Kiernan.

**Color Key**:

Black Type: Agenda Info

Red Type: Add on for Minutes recorded.

**Agenda**

1. **Reading of Minutes of Last meeting**
* Motion made for minutes read. Prez goes over the minutes.
1. **Monarch Providing Credit for Attendance?**
* KMonarch grants permission for meeting.
1. **FOG final documents – Review (Royce)**
	* Finishing the audit of the accounts as there is a discrepancy
		1. $469.39 received more than we have documentation for
	* Table until March so Royce can finish the Audit of the documents.
	* Treasurer: Extra money found but no idea as to where it came from or is accounted from FOG event.
	* All receipts have been accounted for; request for it to be conducted faster and processed faster in the future.
2. **2025 proposed budget – Discussion (Royce)**
	* To be done by Treasure
	* Aim to add to April Althing.
	* Treasurer: “Does anyone have any objections to the proposed budget?”
	* Budget proposal was displayed digitally for BOD meeting to witness.
	* All the accounts were displayed and “finger quotes” expected income.
	* Treasure: ”Estimate a break even instead of losing money in the past. I do not estimate losing money in the future.”
	* Prez: “We should probably do a rolling average for this in the future.”
	* Treasure: Getting an average will help with better predictable. Estimates for Darkshore and FOG’s from last year is presented on the income listing for accountablitly.
	* Listings of items on account: Web hosting CaAmtgard.com, Google Storage, Amtgard International Annual Payment, ipostal, Zoom, Est Darkshore cost, Est FOG cost, Spring Midreign cost, Fall coronation cost, Spring coronation cost, Fall coronation cost, and trailer storage contract. Total: $18,518. Ending Balance $27,721.
3. **WM event audit form – Review (Ethan)**
	* Ethan to upload to the BOD wiki page.
	* Write a corpora amendment for April.
	* Prez: Took time to update our Westmarch Wiki Page. Brian: “What a great page, what a load of useful information.”
		+ EIN, Tax statement.
		+ Incident complaint form.
		+ Event review form is on here too. One for FOG and one for Darkshore.
		+ Reviewed the Althing proposal
4. **Director and officer insurance. – Review (Ginger)**
	* Preparation for April Althing.
	* Prez: Looking at other options for insurance.
		+ Ginger: “I am looking into a company to support us.” Currently standing by for the company.
		+ Prez: Looked around through Non Profit webpages within CA, and passed on information to BOD Liaison to see what would be relevant to us.
	* Event insurance: We currently pay $900 a year for event insurance. We want something that pays for the year and covers all lands. Motion for liability insurance to cover all kingdom. Even insurance must be covered and bundled with liability insurance. Proposal: If we do this for a year it will be $1,400 per year. Accident Coverage is additional $425 and Medical is $100 per year. Vehicle Rental Liability is $250 per year.
	* Examples of not covered: Pillows, Knocker Ball, Zorb Ball
	* Prez: Recommend BOD insurance liability.
		+ Do we have general liability insurance?
		+ Do we have a harassment policy; the corpora for example.
		+ Do we have a fiduciary?
	* Althing reminder: The first weekend of April.
	* Liaison: Concern: Could we just get insurance for events?
		+ Treasurer: Liability covers our local parks.
		+ Liaison: One can just get an event insurance.
		+ **Liability or Event insurance must** be one or the other and present for events.
		+ Prez: Example: “Attendee was at an event that is ran by a corporation, Let’s see if they have insurance.”
5. **501c3 update - Follow up (Ethan /** **Brian)**
	* Special liaison Brian Ouellette to discuss.
	* Milan will give a speech update: We were approved, we are officially 501c3 update. Congratulations! Many thank you so much to everyone who contributed.
		+ We can now outreach to organizations for charitable donations. Now a receipt can be given from us for a tax deduction. It has to be signed off by “someone” in power.
		+ We want to ensure we update and stay on our records as we can be audited. The person who gave the donation can be audited if there’s no record of this.
		+ As a C3 we are able to have access to things: example: Zoom discount. Microsoft reduce pricing. Google has non profit for Google Spaces.
		+ Most business in California allow one to be paid for 8 hours of 501c3 volunteering (larping) as long as you help.
6. **Ethereal Hollow and Stonehearth contract updates (Ethan)**
	* Valley of the Fallen changed name to Ethereal Hollow
	* Mistyvale changed name to Stonehearth.
	* Sent new contracts to the lands.
		1. Ethereal Hollow sent it back immediately
			1. Waiting on BOD to sign.
		2. Have not heard from Stonehearth, will attempt to contact again.
	* Both lands needed to update their contract since they changed their land name in WM. Ethereal Hollow immediately finished the paperwork. Stonehearth Monarch remains not finishing up the paperwork.
	* Motion closed for anything further.
7. **2024 taxes – Reminder (Royce)**
	* <https://wiki.amtgard.com/Westmarch_BoD#Link_to_SoP_for_Westmarch_Tax_submission>
	* Make sure you fill out the statement of information otherwise the BOD can become individually liable.
	* This must be done every year before May 15th
	* Royce now has access and is able to finish anything related to taxes.
8. **Should Westmarch have an emergency management plan. - Follow up**
	* Previously voted it was unnecessary. However, Milan plans to make one because it’s a good idea.
	* Milan may have left.

Walk Ons

Athena w/Darkshore: What would the BOD like to know about the Darkshore event? Day to day things to Athena, but insurance and money goes through Paul Wilkins (Etah).

* Reservation is set.
* Insurance will need to be double checked.
* Alcohol and Bathrooms. Paul Wilkins has more direct contact with such things.
* Beware of Rangers, Park Staff, and Auto campers who may be present on Darkshore events.

Next Meeting:

April 16th and 6:30pm and also Darkshore discussion. No Objections noted for the date.

Zoom meeting.

Topic: Westmarch BOD Meeting

Time: Apr 16, 2025 06:15 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84024894343?pwd=uWlgaTf0lPLPnS8ATVpFc3lUPqjeFj.1>

Meeting ID: 840 2489 4343

Passcode: 649047