



**The Adrian Empire
Imperial Estates Meeting
July 29, 2023
Minutes**

Published August 28, 2023

Prepared and submitted by:

Edelinne d'Orsay, Imperial Chancellor

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GENERAL MEETING INFORMATION

Location: Electronic - Zoom

Date and Time*:

| | | | |
|---------------|---|-------------|--------------------------------------|
| Fri, 28 July | : | 17:30 | BoD Meeting |
| Sat, 29 July | : | 8:00 – 9:00 | Sign In |
| | | 9:00 – 5:00 | Imperial Estates Meeting |
| Sun, 30 July: | | 9:00 – 5:00 | Imperial Estates Meeting (as needed) |

Meeting Information:

Topic: Imperial Estates Meeting

Time: Jul 29, 2023 08:00 Pacific Time (US and Canada)

Join Zoom Meeting

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*** - Pacific Daylight Time (PDT)**

Legend:~~Deleted or replaced text~~Added or new text*(Requirements for actions and approval)**Chancery notes, comments, and explanations.**Author's commentary**Imperial Crown commentary***Requirement for Written Proxies (Lex Adria Imperium, Article VI.H.)**

It is the right of any member entitled to a vote to give a written proxy to any other Adrian member attending the meeting.

1. Written proxies are effective when presented to the Chancellor.
2. The proxy-holder may present a copy to the Chancellor when signing in for the meeting, or
3. The proxy-granter may mail or electronically submit a copy to the Chancellor, provided it is received at least 72 hours prior to the meeting.

If a proxy is not presented to the Chancery Office by the end of Roll Call, the vote will not be counted.

AGENDA – MINUTES

I. SIGN IN

II. CALL TO ORDER

9:41 A.M.

III. ROLL CALL

53 present; 34 proxy; 87 total

A. Seating of qualified members and written proxies

B. Petitions to waive as per Article VI.E.6.

(Requires 2/3 to approve.)

a. March of Ides seated; none opposed. Roll call amended; final count noted above.

IV. APPROVAL OF MINUTES

Approved

A. Approval of the minutes of the March 2023 IEM

(Requires majority to approve.)

Objection by Lady Moira with respect to some specific conversation points missing from minister reports section, as well as request for additional detail regarding disposition of CRB2.A. and NB2. Motion to table until November failed; motion to approve with objection noted and research will be done to amend March minutes accordingly passed.

V. REPORTS

A. Executive

1. Crown(s)

- Imperial steward/secretary issue. Instructed steward to file ACC paperwork to include Krystal Norman board secretary as Secretary. Putting forth business in November to amend Bylaws to add and clarify Secretary-Treasurer and Board Secretary as separate person/roles. Proposing that Estates will elect ALL officers not just President.
- Looking at Steward manual in accordance w/will of estates at last meeting, revised manual has been submitted for approval at this meeting. Thank you all for polite and knightly discourse re: manual edits.

- 3 bids approved for ICW: SE Leicester, SW Featherly Park in Esperance, NW Alhambra w Dame Alyssandra as autocrat. Bid in progress for NE, touring site this weekend. Hope to have all these approved and announced by first august; if NE comes in late, they will consider the bid but only if reason and notice are given. No bid from Canada. August 3 is the waiver of notice date. If they get one in, it will be reviewed and approved if viable.
- There is a volunteer to publish an online newsletter; ask all crowns to include something for the newsletter
- Reporting – 62% reporting – really great on-time reports. Feb had 100% reporting but a couple chapters were late. A couple resignations from the BoD; vacant seats have been filled by crown appointment. In talks with Leicester to start SE annual combat tournament, to hopefully mirror Las Vegas IST. Currently March 2-3, during 8-week fair. Contact Adeline of Leicester for more information.
- Survey funds: \$730 distributed back to chapters. Several survey requests are being acted upon. Boffer achievement levels are in review with WOJO. SE regional combat tournament is being acted on. Separating BoD secretary and treasurer. Creation of Imperial Order of Shakespeare given to someone who stays in character during events, including fully-fledged character, speech, garb; precedence of Baron. Newsletter in progress.
- Shortly before MIEM, announced rolls database was live for entry. Database has now been up and accepting events for over 4 months. Still a slow process, but events are getting entered and approved and showing up on website.
- New sign-in form for events in progress; being play-tested at ICW. Trying to reduce number of forms needed for each event. Longer, but with more space to write. Crowns and rolls please get a copy and try it out at ICW. Any rolls people on Facebook page can find it there or they can contact Her Imperial Majesty or Dame Katelyn.

2. President and Board of Directors

- Published separately.

B. Ministers

1. Archery

- People are shooting archery and having lots of fun
2. Arts and Sciences
 - Sir Tailan's report has been published to IE group; he read his report to the Estates.
 3. Chancery
 - Agenda items condensed to avoid duplicating discussion; this may have resulted in confusion. Our apologies.
 - Bylaws have a number of updates needed, including election schedule for the BoD and the BoD role as updated in 2020 and clarified via recent Civil Court.

Motion to suspend order of the day; motion carried. Motion to withdraw OBI because there are too many changes to be considered old business; would be better served to be addressed as New or Crown Business. Opposed: 39. In Favor: 38. Motion fails; OBI remains as Old Business. Back to the order of the day.

4. Hospitaler

- Involvement with a few exceptions has been lackluster. Even getting a national calendar together for events, there have been only 2 responses. Eventually had to go onto each site and pull all the info themselves. Please go back to your hospitaller team and get them involved with the imperial hospitaller.
 - National marketing campaign has been started; has been under reevaluation, want to make sure they're using the resources the best way possible.
 - Have started rebuilding the foundation and working heavily on the landing page idea. Great to put name out there and get a hook, but if there's nothing to reel them into, it won't work. They have a team that does this professionally working together. Website currently designed for current members database side of things but it sucks as an outside person looking in. Would like to have good landing page, then pages for each knighthood.
 - Contact pages. Chapters – please reach out to people that the imperial hospitallers send to you – do NOT ignore new prospective members. Response by local hospitaller is often dismissive (“they can reach out to me, I’ll get back to them...”)
- rather than proactive outreach. They've built up a strong social media structure,

Instagram, but it's useless if we don't have buy-in from the chapters. Reach out to Desmond for help with this.

- Soon, there will be a new newsletter coming out; will no longer just be the Imperial Hospitaller doing all things; it's a team now.
- Brochures coming out soon. There were some technical errors/conversion issues, which they're working their way through now. Went out for new bids for larger production run due to demand from chapters. These are in production now and will be out shortly.
- Hospitallers please continue to reach out w/calendar info for upcoming events.
- Shout out nationally to Sir Marcus of Umbria – absolutely amazing, wishes he has a dozen of Mark.
- Sir Tailan: used to be considered poor form for a local chapter to advertise an event that conflicts with an imperial event; some people reflexively forget to push those events. Sir Desmond: publicly-facing events, we don't care about stepping on an internal estates meeting in favor of promoting these things. If we want to grow, need to prioritize mundanes over internal politics.
- Lady Moira: in March meeting we approved promotional items budget. How are we coming along with kitsch (lanyards, koozies, etc?) from this budget; how are we coming along with a calendar widget on the website? Sir Desmond: His office is not involved in promotional items; no info to give. As far as webpage, that is an aspect of the redesign. They're working on this once they are able to get website launched. New site would be very different for old members because it will be geared toward recruitment. Dame Saynsbury and Sir Desmond have looked at low-cost items for members, including ibuprofen shirts and new flags. He is getting samples from flag vendors. Would like ideas/concepts for stuff like this

5. Joust and War

- Combat is happening around the empire. No major issues. Gets emails with questions on a weekly basis from smaller chapters. Wants to bring to IE attention that war scenarios have been posted; these were kept deliberately simple to minimize any conflicts on the field during a contested war. Please make sure

everyone knows that these scenarios are NOT to be changed. They need to remain uniform.

- Lady Moira: Has team been able to get up and running with recording combat tests? Sir Razzial: has been a back and forth given computer issues. He has received some, and these are being notated. Please put in your game name! Or even Member ID number. Empress Gabriele: Contact lists and they will give you corresponding names if he cannot find them. Sir Razzial: Was able to track these down from members directly thus far.

6. Publishing (includes Imperial Webmaster, Chronicler, etc.)

- Empress Gabriele: Mostly what Sir Desmond commented on wrt public-facing website they're working on as well as brochures. Empire business card templates being made and will be sent digitally to chapters so they can be edited and printed as needed.
- Sir Gregor: What info should be submitted for the newsletter other than just upcoming events? Empress Gabriele: anything unique about the chapter, things going on there, what you'd like to share with the organization. Get a feel for those chapters' culture, spread information amongst the chapters, celebrating successes. The volunteer has some excellent ideas and enthusiasm to contribute.

7. Rolls and Lists

- Moving along well with entries to the database. Total of 56 due for some kind of review. Prior to HRM of Umbria adding to the list, there were far fewer. Will not touch older entries until they have some kind of paperwork. Older events (2018) now being entered. Close to having all the backlog completely entered. Just a few chapters still behind, working through communication issues on this.
- Still gathering wish list items for the RFP (request for project) for the new database. For ICW, because it's contested, would like those who are running rolls to get into touch with him so they can all be on the same page.
- Empress Gabriele: thank you for stepping into this position; you've done an exemplary job! Great job working with your team. Sir Sean: could not do it without his team; Dame Katelyn and other ministers across the country are helping.

8. Sovereign of Arms

- SOA reports are current; July's should be released sooner than usual.
- Crowns, please audit your members. There have been some members that haven't been a member for over 5 years, and their heraldry is still listed. Please let them know what heraldry can be released. Same with dissolved landed estates.
- Worthies – there are a handful that have been nominated in local chapters and have not gone through imperial procedure to protect their arms.
- Sir Tailan: If someone was nominated but it was a long time ago and they don't recall which chapters nominated them, how to handle? Dame Ashlynn: send the info to her and they'll confer with TIMs.

9. Steward

- Written report published separately.
- Yesterday, budget figures were uploaded to AE Library website. Reach out to her if you have any questions.
- Still working w/IRS. They have assured her verbally that they're current on tax returns. However, because some returns are not showing on their public website, she was concerned. She was told there are several separate websites where this info can be found. She received a letter from them asking for more time to verify and get back to her. She is also working on having a previous penalty waived/refunded.
- There are ongoing issues with California; she sent in requested info and then received request for add'l info and has submitted this. She has asked for clarification on what to do next; they would like some historical return documents and statements for several years in the past. Penalty was authorized by TIMs to be paid, and filings have been done. Extra two weeks have been granted (to Aug 31) to get everything remaining together and submitted.
- All other tax filings are current.
- Calendar of dates that was formulated has been extremely helpful to ensure these are done on time.
- Working on getting sales tax exempt status in Nevada.
- New members still trickling in; reminder you have multiple options for payment, could use credit via PayPal or over the phone, or cash/check to local steward, or

check mailed in to imperial steward. If members lapse beyond 30 days, there may be stipulations for reinstatement. Please relay this to members so they understand.

- Budgetary info is unofficial statement of accounting; still 3 chapters pending for June, and a few things she's following up on for clarification.
- Chattel goods inventories due this month; trickling in slowly. It's not just a listing of what it is, it also includes how much it is worth. It is a line item on the tax return that has to be filled.
- Zeffy platform has been working well for chapters; if you want in, reach out to her for info on how to set up.
- Old email files have been reviewed slowly to extract and archive old tax returns to a hard drive and possibly a second location that can be accessed by everyone.
- Steward's manual, a lot of work went into this, it's been backburnered for years, and our stewards need a guideline. Would love it to be an IEW, but if not, would really want it to carry forward as a CCW.
- Lady Moira: Shire assist fund was "discovered" – was it lost?? Legal fees – how does the math add up? Lastly, were states being contacted on advice from our CPA or is this "an individual thing"? Dame Katelyn: reports to states have been filed for years, are required due to our participation in those states. Shire assist fund was addressed at last IEM; when Desmond and Babette were crown they had a fundraiser \$1500-1600, but this was never used. When TIMs stepped up, they asked Dame Katelyn to find out what happened to that money and she did. Emperor Callon: The hours listed for legal in budget are to correspond with the total budget amount, not the actual use.
- Sir Tailan: way back when, there was a requirement to have an address listed in California. He was asked to use his address for this. Is that still the case? Dame Katelyn: Yes, this is still a requirement; Emperor Callon is now listed as resident contact for the state. Sir Tailan: No need to research when this happened; just wanted to know. Dame Anne Arwenia: was changed when she was steward.
- Dame Anne Arwenia: Are insurance policies paid and up to date? Dame Katelyn: Yes.

- Empress Gabriele: Big thank you for all of your work – she stepped up to help with rolls and backlog as well as doing all the steward manual.
- Dame Katelyn: Lady Moira did ask a question about the states – Dame Anne’s answer on the states was much more thorough.
- Lady Moira: Why do we even have a CPA if you’re doing all this? Dame Katelyn: We don’t have a CPA. When she first stepped up into this position, they were helpful but let us know that the person who was handling our account was retiring at the end of the year and they were downsizing their firm. Other CPAs they reached out to didn’t think we needed a CPA. If we get into legal questions or need backup clarification in the future, we may want to push to find a new CPA.

10. Other Officers – none.

Lunch break taken 12:04 to 13:05.

VI. CROWN BUSINESS

CRB1. Charter Amendments

Chancery Note: These listings are based on the Membership Summary as of the date of agenda publication.

A. Consider reducing the following Chapters in status due to insufficient numbers:

- | | |
|---|-----------|
| 1. Archduchy of Cathair Na Cailte <i>(Requires majority to reduce)</i> Current membership: 40/50 | Tabled |
| 2. Archduchy of Esperance <i>(Requires majority to reduce)</i> Current membership: 44/50 | Tabled |
| 3. Archduchy of Stirling <i>(Requires majority to reduce)</i> Current membership: 38/50 | Tabled |
| 4. Archduchy of Var Heim <i>(Requires majority to reduce)</i> Current membership: 34/50 | Withdrawn |
| 5. Duchy of Constantinople <i>(Requires majority to reduce)</i> Current membership: 11/20 | Tabled |
| 6. Duchy of Thinairia <i>(Requires majority to reduce)</i> Current membership: 14/20 | Tabled |
| 7. Duchy of Wolfendorf <i>(Requires majority to reduce)</i> Current membership: 14/20 | Tabled |

Motion: take all 7 and table to November; seconded. Emperor Callon: clarified – Var Heim has made numbers; table all except Var Heim. Agreed to amendment. Opposition concedes; tabled.

B. Crown announcements regarding status of Shires

1. Shire of Beauwood
Current membership: 4
 2. Shire of Brandenburg
Current membership: 7
 3. Shire of Burgundy
Current membership: 5
 4. Shire of Drachetor
Current membership: 7
 5. Shire of Gloucester
Current membership: 1
 6. Shire of Lancaster
Current membership: 6
 7. Shire of Leicester
Current membership: 12
 8. Shire of Stonehaven
Current membership: 6
 9. Shire of the Salted Moors
Current membership: 10
- TIMs would like to leave all shires in their current state. No desire to get rid of any shires. The exception is Brandenburg. They have put a Lady Protector in charge of Brandenburg for the last several months. She has been setting up regular events and trying to get people to come out and has had absolutely no one step up and show up. If they do not hear from anyone in Brandenburg willing to step up and do the work by the end of this meeting, then Brandenburg will be dissolved. Everyone except Brandenburg is in communication and trying their best.
 - Empress Gabriele: Planning to submit a new law that will allow shires to do events 6 of 12 months rather than monthly. This is because starting up a new chapter is very difficult to not burn out people at the top. Forcing monthly events is very burdensome to those in charge.
 - Sir Coda: when Shire is dissolved, what happens to Land? Empress Gabriele: Brandenburg would become Imperial lands and allow others to play there and keep growing Adria.

Meeting recording belatedly resumed.

- Baroné Lucifero: Looking at numbers, why are we keeping shires of 2 and 1? What kinds of events can these people have? Empress Gabriele: We do have people in those areas; due to extenuating circumstances, they have not been able to recruit, but because they're in communication and dedicated to growing the area, want to continue letting them do this.
- Sir Puck: When the land for Brandenburg was granted by TN was there ever a caveat that the lands would revert to TN? Sir Tailan: That wasn't done at the time. Umbria was the landmark for creating that approach.
- Sir Robert: Are the people who are currently in Brandenburg going to become members at large or are they going to other chapters? Empress Gabriele: individual members will get to decide. Emperor Callon: One has asked to be moved to a particular chapter and haven't heard from anyone else. Dame Edelinne: by default are they going to members at large? Emperor Callon: Yes.

*Empress Gabriele reiterated decision on Brandenburg so it will be on the recording.
Dame Edelinne reiterated actions regarding part A.*

C. Elevate the following Chapters in status:
(Requires majority to approve.)

None

None received.

CRB2. Imperial Estates Review of Crown Writs

(No action required. Requires majority to adopt as IEW; requires majority to reject modifications to ICW. With no action, item will remain ICW.)

A. Bonus Points in Arts

Adopted into Arts Manual

Awarding of bonus points in judging arts entries is at the sole discretion of the judge, to the maximum indicated on the judging forms. A submission does not need to receive full marks in a category in order for bonus points to be awarded in that category.

This item was tabled in March for consideration at the July meeting.

Motion: Sir Tailan – for this to be approved as estates writ and incorporated into the arts manual, and the rolls manual updated accordingly.

Opposed: 6

Opposition concedes; approved.

VII. CHANCERY BUSINESS

CHB1. Court Reports

B. Judicial Courts

None received.

C. Civil Courts

1. Scope of the Board of Directors

No Action

(The Estates may adopt the ruling as Writ or reject the ruling, with a majority vote.)

Report in **Appendix A**

Jarl Bjorn: Rhanwenn left a note regarding this item – as one of the civil justices that helped to render this decision, I would make the following personal statement. Please note that while I stand with the decision of the court, the Estates should consider amending CHB5 (from 2020) to reflect the Estates' intent. Suggests this decision be taken as recommendation for further action. Concerned that this decision as a new law will lead to problems down the line

Lady Moira: propose resolution to create a committee to look at separation, ramifications, and wording to make proposed amendment to bylaws; seconded. Sir Tailan: Needs more structure before we have a resolution, including timeframe and format. Lady Moira: Amenable to this type of discussion. Will talk about more in D1.

Dame Isobel: Saving it for D1.

Puck: Motion to adopt ruling as IEW. Seconded.

Lady Moira: if we adopt this as IEW, would we need 2/3 vote? Dame Edelinne: If it's just a writ it would be simple majority.

Motion to discuss by Tailan. Seconded. Motion carries.

Tailan: Grave concern about adopting this actually as writ and coming out with something on our law telling a mundane authority that our board of directors has no executive power. Thinks this will be a grave error to do this; might put us into conflict with mundane law. Thinks we should leave it alone and keep as case law while we work toward something better. This could void our BOD insurance.

Sir Puck – withdraws motion to adopt. Second – withdraws.

Sir Puck – Move to take no action; seconded. If no action taken, remains case law, interpretation will stand.

None opposed; ruling stands as case law while Estates draft/consider clarifying legislation.

CHB2. Consideration of Acceptability of Imperial Crown Contenders

(Requires majority to find acceptable.)

Letters of Intent have been published by the contenders, and eligibility has been confirmed for all candidates.

Tailan: Motion to allow statements and move to discussion. Seconded. None opposed.

A. HIM Callon Bryncorey and HIM Gabriele Silverhand

Approved

Empress Gabriele: as current Crowns, have been working diligently all year to put things in motion to further Adria. One of the things that was high on the list was how to actively grow the empire. We are on a downward spiral for new membership and need to reverse this. Focus on marketing, getting people active again, helping shires, funding/equipment for shires, has been part of this focus, but majority has been on marketing. Did survey to see what people wanted and got lots of feedback, have been working on giving the people what they want. That's something that even as a former IC that's something she's never seen before. Thanks to Prince William Baine for the suggestion; it's been a great tool, and she has lots of ideas for the next survey to get more visibility into how the populace is feeling.

B. Sir Eric McKiver and Lady Moira Pritani

Approved

Lady Moira: would like to address issues that have been kicked down the road a long time (commercial database issues, etc), several resolutions they'd like to address that they feel have not been adequately addressed. She's good at being behind the scenes and researching and "paper-pushing" and Sir Eric is a social presence. Feels they'll get some things moving.

Discussion:

- Fafnir: For Sir Eric, not a secret that ppl talk around the water cooler about these things. Concern that he's heard is that he's coming off 3 years and taking only one year off and getting right back into it. How would you address this/prevent burnout? Sir Eric: he's still very much involved in this game and involved in the well-being of the empire. Not getting burned out is finding things to keep him involved and keep him energized. He believes some of the things Lady Moira have engaged him to do so.
- Dame Anne Bryce: You alluded to issues that have been kicked down the road. Give specifics of what issues you have seen kicked down the road? Lady Moira: Database storage, there's several issues and several resolutions, each

one of them, I think there's like seven of them, she can look them up for us. The biggest on everyone's minds right now is the database.

- Didn't the Estates already address the database question? Lady Moira: The resolution that the Estates adopted was to get the database into a commercial database system, but we keep going proprietary to proprietary. The idea is to be able to get each crown to actually get to choose a minister for web admin, not rely on the few people who are familiar with the system. [Read off some resolutions.]
- Dame Edelinne: point of clarification – I think we took care of abuse of makeup events resolution. Sir Tailan: Then COVID got things postponed. Dame Edelinne: now it's back as it was in law. Dame Katelyn: May not have been adopted.
- Sir Fyodr: To Sir Eric – during your last reign, communication seemed to be an issue. Upon request, it took a while for an answer to be rendered. How would you make it better if you do this again? Sir Eric: he'll admit that his ability to get back to people was not great. All I can tell you is that as long as it's during normal business hours, I will give you an answer or at least give you an acknowledgement that it was read/received. He intends to correct this moving forward.
- Sir Fyodr: To Lady Moira – I have noticed that you step away from your roles in the empire as a minister. How can you assure me that you will not step away from Empress? Lady Moira: her role was not doing the job she thought she was doing, so she felt there was no purpose being there. When I'm not allowed to serve or grow in that role, there's no reason for me to be there. I have yet to rage quit away from anything, I have always stood before people and said that this is not for her any longer. If I'm not able to learn or help others learn, there's no reason for me to be there. Sir Fyodr: so hypothetically, if you can no longer educate or be of service halfway through your reign, you'd say forget it? Lady Moira: I don't see how this could happen as a crown.
- Sir Tailan: To Lady Moira – you mention the database, seems to be your primary concern. Your assertion that these Estates have not addressed that resolution he feels is incorrect; the Estates did, but they rejected it. What you've put on the boards does not show me a new pathway to get it done, but rather the same pathway that didn't work last time. What would you do differently? Lady Moira: she thought they were going to be inviting back their guest speaker machinist to write an RFP. Emergency estates could be called, and things could be done faster.
- Sir Tailan: To Lady Moira – you had a policy as IMROL to never respond when a local minister sent you something. In his case specifically, this ran into an issue where they were listed in arrears in reporting because of this practice. In his opinion, this is a very poor way to handle. Lady Moira: Before resigning, she had changed her policy to send an auto response saying that doc had been

received. They kept records of what was/wasn't received. She did respond to things that weren't emails.

- Sir Tailan: To Lady Moira and Sir Eric – you've addressed your goals but have not in any way addressed ongoing issues with attendance, retention, advertising, encouragement, etc. and have come out against electronic meetings, which save the empire significant money. He'd like to know from Eric and Moira how to address these things. Lady Moira: Electronic meetings, she's all for it. She would look into other free programs that our non-profit could participate in and we could improve our hybrid model and have more hybrid meetings rather than electronic only. Do not want to exclude anyone. ElectionBuddy with pre-registration we should be able to get reduced or free. If we're reducing numbers of people in person, then maybe we could do community centers for low costs. Sir Tailan: This would still include travel costs though. He would prefer to be spending money on populace rather than estates meeting. Tailan: would like to hear answers to recruiting/membership topic. Lady Moira: Researchers have shown that young people want something with service value and not just an athletics club/social group. Wants to focus on giving people an opportunity to serve instead of just being a number. Sir Tailan: What is your golden key to accomplish this? How are you actually going to make our organization more attractive? Lady Moira: Would like to reinstate an educational minister and recording syllabi and schedule information. Would forward masterwork info to arts minister for sharing. Not just A&S, but also school demos, senior centers, bringing medieval/renaissance history to the public.
- Sir Coda: Clarifying some terms. We do not have a proprietary database. We used to have an external database client that was Terrin's and put out of commission. Our present database is SQL, which is highly commercially available. Sir Cagar has offered options to recreate a database. The database is fine, it needs tweaks but fields could be easily added. Left because of a hostile work environment b/c prior MORL was difficult to work with. She stepped down and removed a bunch of people from chats she administrated, so it's unknown if any of that information/dialogue is still present. Someone proposed use of a screen scraper to build a database, but this is a very dangerous practice. If this person does take over, they need to not use a screen scraper. Band-aids were requested instead of a complete overhaul, because ministers still needed to do their job.
- Dame Edeline: what was the impetus behind withholding feedback/suggestions for options, like electronic meeting I, as a platform for a contested war rather than bringing these forth to the administration? Lady Moira: Many of these suggestions have been presented to TIMs and to IE. She suggested Election Buddy and google email for non-profits, etc., during the last meeting in LV.

Motion to allow Dame Asheen to speak; seconded; none opposed.

- Dame Asheen: Regarding in-person meetings; she'd love them, but these things cost money. Would the smaller group meetings mean limiting who can come and then having virtual for everyone else? Sir Eric: They will be talking about hybrid meetings for all meetings instead of just one way or the other. Dame Asheen: in-person meetings are fun to host. Sir Eric: Would still have in-person meetings, but also have electronic to keep accessible to larger number of people.
- Sir Blackbird: Talking about a lot of money being spent on certain things. Here in the SW, everyone always goes to CA. It's starting to get very expensive for people to travel to CA. Why aren't other areas being considered to host wars? Sir Eric: They're absolutely interested in having wars and all over the empire if they get bids in. The trouble is getting the bids. If no one bids, they cannot be approved. Emperor Callon: The more war sites, the better. They asked Sir Sean to put in a bid because they weren't getting any bids. They already had the site in Esperance aligned for September Crown War as of January because it's hard to get parks lined up on short notice on a holiday weekend. In the meantime, another park was identified (where IBW SW was held).
- Sir Puck: Is there something in the documents requiring bids for wars? Dame Edelinne: I don't think so. Sir Puck: Being this is not required in law, what would each set of contenders do to ensure all subdivisions are equally represented if no bids come in? Empress Gabriele: would fall to them to find someone to run it, and if Sir Sean had not stepped up then they would have had to make it happen. If there's areas where they don't have much access/established site, it's much more difficult, all they can do is encourage locals to find a site and then give them as much support as they can. Lady Moira: Agrees w/HIM; want to try to avoid people feeling overwhelmed by putting in bids/running events. It's like being a regular minister and the crowns have to approve. Up to the crowns to get assistance. We see where people have events and what kind of events they hold, could proactively reach out to the crowns to put something together. Emperor Callon: NW war is 2.5 hours away from Canadian border, and Canadians could be coming down to Alhambra for the war. Sir Eric: Feels TIMs have made as much effort as possible to make this happen.

Motion to find Group A acceptable; seconded; none opposed. Group A found acceptable.

Motion to split Group B; seconded. 49 opposed; motion failed.

Motion to find Group B acceptable; seconded. 30 opposed; 38 in favor. Recorded abstentions: Emperor Callon (1), Dame Kathlin (2); Empress Gabriele (4); Countess Kathryn (2). Group B found acceptable.

VIII. OLD BUSINESS

OB1. Adopt Revised Stewards Manual, IEW3 (Requires majority to approve.)

Adopted as IEW3

Re-adopt and amend by substitution of CCW #8 as Imperial Estates Writ #3, with all approved laws approved since our repeal of Imperial Estates Writ #3, for Chancery review.

Amended Stewards Manual in **Appendix B**

Authors' commentary: Under Prince L'Bete & Princess Gabrielle's former reign, we repealed IEW#3 for review and implemented CCW#8. We have had no updates on the review of IEW#3, and believe we need to implement something that is standard across the Empire, even if it must be revised later. This item has been a continuing writ through Prince L'Bete and Princess Gabrielle, Prince Demond and Princess Babette, & Prince Eric and Princess Etoile's reigns, with minimal revision and we believe it has withheld long enough to become actual law.

Authors/Sponsors: HIH William, Lady Moira Pritani, Mira Angel of Hart

Motion for discussion limited to 15 minutes not including authors and TIMs. No objections

Lady Moira: they don't feel that this magnitude of changes can be adequately addressed in this timeframe. Does not think "vendors at Adrian events" should become law without discussion.

Motion to review Lady Moira's 17 items – she would agree to withdraw this motion if it's tabled. Would like her motion to be a subordinate motion.

Motion by Sir Tailan to table until November and continue the 15 minutes of discussion.

Sir Puck: Countermotion once discussion is concluded to approve as IEW3 and then each item the Estates wish to change can be submitted as new business at future meetings. Sir Tailan withdrew motion. Sir Puck's motion seconded. Nays concede; manual adopted as IEW3.

Motion to implement immediately; would make no difference as ICW was already in immediate effect upon publication; motion withdrawn.

OB2. Restore Mundane Names to Public Website (Requires majority to approve.)

Failed

We request that mundane names and numbers be included on the member section of adrianempire.org, and our Glossary definition of Privacy be included in IEW#7.

Authors' commentary: While we understand that our Lex Adria Imperium glossary doesn't rise to the level of law, it is informative and provides a framework for expectations. To accommodate a theoretical mundane situation we have yet to currently encounter (having recently received no restraining orders or police reports of threats, stalking, etc...), we wonder

if it wouldn't be easier (legally & game-wise) to comply with the individual situations, as we have done in the past, without including all members of our organization in a worse-case scenario?

If we want to arbitrarily start adjusting our website, should we not do it to remove event activity and game names, as that information tells more about where a person plays and when if someone is actually seeking information towards nefarious ends?

Authors/Sponsors: Mira Angel of Hart, Lady Moira Pritani

Lady Moira: this was ruled out of order in March and they wanted it back as OB now after civil court. There was a ruling in 2002 that said that member names and expiration dates were public information. Would like to see things put back the way they were and then make the BoD make a case for removing this information from public view.

Sir Tailan: do we have anyone who CAN put these back up? Edeline: not sure we have anyone who WILL. But we probably have someone who CAN. Sir Tailan: would this be a direct violation of the BoD advice? BoD President Oleson: Yes.

Sir Tailan will abstain from discussion and vote on this item to reduce his personal liability.

Sir Fafnir: was the decision made on the advice of the attorney or in conjunction with any legal advice of any kind? Emperor Callon: No. Sir Fafnir: Do we currently have the functionality where we can put this information behind a log-in wall? Emperor Callon: Yes, some ministers can. Sir Fafnir: could we give members of our organization a log-in to see this information? Emperor Callon: it's more work than it sounds like, but the answer is yes. Sir Fafnir: This is the ONLY way he would vote for this item.

Sir Siegfried: putting these names up there for anyone to see is a violation of people's privacy, so technically we will be violating some laws in some states and countries. Secondly: he's a knight in the SCA, they are very similar to us, and they have a membership login and there is NO personal private information put out anywhere. The only way we even do this is if there is password protection. Putting this out there for anyone and their mother to find is asinine and ignorant. This issue should be dead. The BoD made a recommendation, and this was done with the intent of protecting our members. I understand there was a ruling in 2002 but laws and times have changed.

Sir Puck: We can do gate lists for venues that require membership listing so they can do their check to make sure those people are acceptable rather than putting this information out to the public. Having this mundane information out there on our open site can put police officer members' lives at risk. That's a risk he would never want to put any of our members in.

Dame Isobel: Also in social work/other fields, there are issues with people who are unable to draw boundaries showing up. The laws have changed since 2002. Every state and every country has different laws. BoD should look into these laws and possibly contact attorney(s) on this. Doing this would be ill-advised.

Empress Gabriele: Did reach out to a number of people across the Empire on this and had to make an immediate decision to protect the membership. They are sorry everyone got upset about it because they did it the wrong way, but this was for protection of our membership. As Imperial Crowns, they take that job very seriously, and they were willing to risk their own popularity to do the right thing. The BoD gave its recommendations and oppose putting this back. It's not safe. It's their responsibility to protect us; it's unfortunate that it's inconvenient but we cannot put people back at risk.

Sir Coda: General populace does not have a place to sign in; only ministers. Ministers have access to search functionality allowing them to access all information they need for their job. The people administering an event will have the ability to access these names and vet the gate lists. Names on the site can be screen-scraped, and that would put members at risk. He has the capability to put the names back but he will not do it.

Dame Anne Bryce: Also wants to go on record as abstaining and not voting on this issue out of concerns for mundane liability.

Sir Sean: more than ministers and crowns maybe should have this information, but it should not be put back without there being a log-in wall. Agrees with Sir Coda that this could be expanded to all members but that it would not be easy. Initially he was all for this, but now upon consideration, he would not want his information public and not secured. It can be a pain to get the information, but all Rolls ministers can do this and he will help. It's not always convenient, but he can do this as part of his job.

Lady Moira: would be amenable to accepting an amendment to put this behind a password protection. Voters would need to be public. Dame Edelinne: public doesn't really mean it has to be openly visible to anyone. Lady Moira: agreed.

Emperor Callon: We did ask lawyer about whether we HAD to have the names on the website. She said no. A member who has been a member for 6 months can inspect and copy it, but it is not public. For people who argue it should be their choice, he agrees with this – however, our website does not support this option at this point. At least one person has added “mka [real name]” if someone really wants to.

Sir Gregor: finding his name on that membership list does not give you anything that would let him be found because there are 3 of him in that town and several of him in Las Vegas. Possibly if you can find one's exact name and the town you might be able to find someone if they show up that day. And you have to know to find them on that database or use Google search. We're going about this half-informed, half-baked, half-planned; need legal opinion as to what we have to post and what we cannot post, what rights members have to obscure name, and call for the vote.

Sir Fafnir: With all due respect, it's wonderful you have a common name, but some of us don't. Data mining is so sophisticated that it's not hard to find someone with a common name and a location and an activity that they do. He could do this many years ago with skip-tracing; tools now are much more sophisticated. Would not be willing to vote for this item until it's resubmitted with more details in the proposal.

Lady Moira: would like to include amended requirement for password protection and inclusion in an RFP. Dame Edelinne: not sure we can amend this right now.

Sir Puck: Where can we see the RFP? Emperor Callon: It doesn't exist yet. Sir Sean: Still working on a wish list. He may be the only person on the committee now.

Empress Gabriele: Membership login was one of the first things they added to the RFP when they changed the website. It just couldn't be handled at that specific moment.

Sir Robert: point of order, IEW7 does not have a glossary. Lady Moira: right, they wanted to move this to IEW7 from the glossary.

Motion to vote by Sir Gregor, seconded by Lady Moira.

In favor: 21. Opposed: 49.

Noted abstentions: Prince Eric and HIH Etoile, Sir Tailan and Dame Anne Bryce. All proxies carried by Sir Tailan also to be named on the record as abstaining.

Proposal Failed.

OB3. Imperial Event Bids **Failed; Recommendation**
(Requires 2/3 to approve.)

Add the following to Lex Adria Imperium Article VI. Part A:

Their Imperial Majesties shall make Imperial Event bid submissions available to the Imperial Estates as part of their Crown Reports.

Authors' commentary: Now that we have passed legislation that electronic meetings are allowable by law in the absence of valid bids, we would like to see what bids are being presented and better understand what criteria was used to determine why they may not have been valid.

Authors/Sponsors: Mira Angel of Hart, Lady Moira Pritani

Tailan: move to discuss; seconded.

Tailan: why does this need to be written in law instead of just a polite request?

Call to question; seconded; motion carried.

In favor: 50. Opposed: 28

Fails.

Motion for this to be a recommendation for future imperial crowns – no opposition.

Estates hereby recommend Imperial Crowns make event bid submissions available to the Imperial Estates as part of their Crown Reports.

IX. NEW BUSINESS

NB1. Points for Compound Events

Withdrawn

(Discussion automatic. Requires 2/3 to consider and majority to approve.)

This item was tabled in March for further discussion and revisions. Revised verbiage that is relevant to this topic may be incorporated into the revised Agenda.

Amend the Rolls and Lists Manual (IEW 34), Part III “Earning Points,” Section C “How Are Points Granted” as follows:

4. Compound Events:

- a. A Crown Event consists of scheduled tournaments. As such, archery, combat and arts tournaments held at a Crown Event are part of the Crown Event. One sign-in sheet shall govern all tournament activities at a Crown Event.
 - i. A tournament scheduled outside of a Crown Event is considered an event in and of itself, and shall have its own Event sign-in sheet.
 - ii. An off-site arts judging, such as judging an alcohol-based entry which cannot be performed at a Crown Event held at a dry site, is part of the Crown Event for which the arts entry applies.
- b. A Crown Event and a Crown-sponsored War are considered separate events unto themselves and, as such, will have separate Event sign-in sheets even if they occur on the same day.

OPTION 1

- c. Collegia held at a Crown Event are part of that Crown Event. The Crown Event sign-in shall be used for attendance at the event as normal. Each collegia shall have their own collegia sign-in to determine who attended the collegia, but attendees must also be signed in on the Crown Event sign-in.
 - i. Multiple collegia held separate from a Crown Event but as an event unto themselves (*Blue Rose Collegia weekend, for example*) shall be treated as part of the over-arching event. There will be a main Event sign-in, and each collegium will maintain a collegium sign-in to determine who attended which collegium.
 - ii. Collegium attendees and instructors will be awarded points as set forth in III.C.3.

OPTION 2

- c. Collegia shall be considered their own event. There is no need for a main Collegia event sign-in; each collegium sign-in shall determine attendance at the collegium. Collegium attendees and instructors will be awarded points as set forth in III.C.3.

Option 1 means that events like the Blue Rose Collegia Weekend (multiple collegia over 2 days) would be considered an event unto itself, in addition to the Dis and DPs awarded to instructors and attendees of the individual collegia. The autocrat for the event would be eligible for a DI.

Option 2 means that events like the Blue Rose Collegia Weekend would not be considered an event in itself; rather, the sole points awarded would be the Dis and DPs awarded to instructors and attendees of the individual collegia. There would be no autocrat DI available for organizing the event.

Authors/Sponsors: Their Imperial Majesties Callon and Gabriele

Sir Sean – move to remove this item; as the database presently exists, the events must be added as separate events. Multiple seconds.

Emperor Callon: Sir Sean is correct to a point; was going to suggest we table but would be happy to remove. You can do multiple demos in one event as long as they're separate disciplines. But generally he's right. Since DB doesn't support doing this, then he's ok with just getting rid of it automatically

Empress Gabriele: suggest putting this into RFP Sean: it's in there.

Sir Tailan: even if we could do this, constraining chapters to doing it one way or the other is a mistake; should be up to local crowns and rolls ministers. Could bring more clarity to do separate events separately, but sometimes it's more efficient and that's important.

Sir Robert: Old DB had summary capability. Dame Edelinne: we no longer can do this.

Emperor Callon: to Sir Tailan – if we had collegia day, each collegium would be 1 event and you could get multiple events in 1 day. Empress Gabriele's experience was that this would be just 1 event. The whole point of this proposal is to bring clarity/consistency across the empire.

Sir Coda: define an event?

No opposition to removing this item. Removed.

X. DISCUSSION ITEMS

D1. Role of the Board of Directors

The Civil Court Justices have requested that the Estates address the scope and role of the Board of Directors and amend the Bylaws accordingly to reflect their decision. The Board of Directors seeks the input of the Estates, and would like to discuss the following topics:

- What are the responsibilities of the Board of Directors?
- What is the purpose of the Board of Directors?
- What types of actions should the Board of Directors be able to take?

- What procedures should be followed for the Board of Directors to take any action?
- What should the approval process look like for Board of Directors actions, proposals, or recommendations?
- What processes would be appropriate to override a Board of Directors action or recommendation?
- What processes would be appropriate for the Board of Directors to override an action or decision made by the Imperial Crown or by the Imperial Estates?
- Under what circumstances should the Board of Directors be able to act?
- Under what circumstances should the Board of Directors NOT be able to act?

Please submit further questions or topics for inclusion in the revised agenda.

Parties who are especially interested in this topic are encouraged to volunteer to take part in a committee to draft proposals in advance of the November meeting of the Imperial Estates. This is a matter of utmost importance to our corporate health and structure. **ALL perspectives are needed.**

Sir Tailan: He was initially part of the experiment in separating the Bod president from the imperial crowns; they made a mistake. What they should have done was list a simple set of duties that was to be undertaken by the BoD. Then, several years later, he was part of a group assigned by the Estates to come up with a list. The Estates then refused to take this up. His recommendation is that if we're going to put something like this together, task a specific group with presenting it to the Estates within a short period of time, like next estates meeting, let them reference whatever mundane authorities they need to do so. Make it short and sweet and a list. Don't try to do policy or wish lists. Just keep it to very clean mundane responsibilities first. If that works, then maybe you can start working on some policies. Used to not be allowed for BOD to have a section in the agenda. Even now, recommendations can be viewed questionably

Sir Fafnir: Would want BoD to handle ANY mundane obligations. IE could then handle game matters.

Dame Isobel: She views IE as the shareholders of the organization, get vote in game matter. Every other company she knows of has a BoD to handle legalities and all the mundane stuff. Tax filings, corporate, etc. Should the BoD have to move quickly on a legal issue, they'd have to convene an emergency IEM etc. and that's out of line with best practices for a business. Will our insurance cover us if the IE becomes the BoD?

Sir Puck: All matters that are considered mundane – banking, financial, taxes, legal issues, contracts, knowing what different areas/laws requirements/compliance, whether we can legally operate in locations. Checkis and balances: having a line item with regularly scheduled estates meetings outlining all actions that were taken and giving estates ability to say the BoD was out of line on that matter and not protecting the interest of the organization and removing the director(s). Must have a boD that can act

fast. If we were to remove the BoD, then we'd have to submit everyone with a vote as a director to the ACC, makes a long list.

Sir Gregor: if it's a matter of legality, safety, liability, finance, it should be BoD. If it's authenticity, history, advancement within our rules, it's game/IE. Exception would be budget oversight, which would still fall within purview of the estates.

Dame Edelinne: how would we handle financials? Split into 2 secretaries? Sir Puck: 2 budgets – one for BoD and IE/game; both overseen by the IE. Dame Edelinne: should we have another accounting person other than our Imperial Steward? Sir Puck: BoD financial could be external CPA while game is Steward

Dame Anne Arwenia: Would agree separation of mundane (BoD) and game (IE); a caveat that if the IE doesn't find this suitable could we at least make the BoD have a due diligence checklist in a financial capacity?

Sir Tailan: As part of the mundane authority, do not forget the hiring and firing of mundane professionals. Including accountants, lawyers, insurance agents. Does not mean IC cannot sit in on these decisions and make suggestions, but this should be a board decision.

Dame Anne Arwenia: Agrees that IC should be included in BoD decisions

Sir Tailan: BoD meetings, open-ended reporting, open BoD meetings for people to observe, then absolute reporting at each estates meeting, to follow decisions. Monthly if not more for reporting to IC.

Baroné Lucifero: ICs are on TIM so wouldn't they know? Sir Tailan: Would want written reporting for reference, not just relying on TIMs being present. Beyond just the minutes.

Sir Tailan: Best way for BoD decisions to be overseen would be to keep BoD relatively independent but keep Estates ability to remove directors. This is normal for corporate structures. If we start having crises, we might need to step this back. Would be ideal for BoD to be able to handle things that come up on a monthly basis rather than waiting for IEM. Need IE to focus on game and recruit.

Dame Anne Arwenia: BoD has tried to operate w/one hand tied behind its back b/c people say we need permission to do things first, the whole point of this proposal would be to grant the board a level of autonomy to address mundane issues. They will still be held accountable for what they do by revoking their seats.

Lady Moira: Similar to ratification for crown writs/court decisions, etc. She would like something similar with the BoD so they can take some kind of a mundane action. More regular BoD meetings.

Puck: bad form to have split authority of the IE over the BoD. Who's actually in control needs to be made clear. If IE can ratify the action, the IE is the BoD.

Sir Tailan: if there's discomfort w/giving BoD complete independent actions, start with a smaller list and grow it as trust grows.

Volunteers to help – please reach out to Dame Edelinne. *(Several volunteers have come forward since the meeting. If you would like to be involved, it's not too late – send me an email!)*

TIMs: Wanted a Chivalry Round today but too late. Sunday Aug 13 at 5 pm Pacific Daylight Time to discuss how to maintain friendships and ensure no hard feelings in a contested war. Invite will be posted.

XI. NEXT MEETING OF THE IMPERIAL ESTATES

November 11-12, 2023

Location TBD – will be in region 2. No bid as of yet.

XII. ADJOURNMENT

5:07 P.M.

APPENDIX A

Report of Civil Court re: Scope of the Board of Directors

Unto the Empire:

Let it be known that on May 21st, 2023 a civil court was held to determine the scope of the powers granted to the Board of Directors (“BOD”) by the Imperial Estates pursuant to CHB5 in November 2020.

The judges who served on the court were HG Sir Fafnir Hallgrim of Umbria (Presiding Judge), HRG Sir Cagar cu Mara of Esperance, and HRG Dame Rhawen MacDonald Grypernicus of Chesapeake.

Background:

CHB5 reads as follows: “In accordance with the 2013 Amended Articles of Incorporation, Article V, the Board of Directors of the Adrian Empire requests the Imperial Estates to grant the ability to oversee the mundane obligations of the Empire for the purpose of insuring corporate compliance and safeguarding our 501c3 status.”

The minutes from the meeting reflect as follows: “This item was approved with a friendly amendment clarifying that the BoD shall have unlimited access to all Empire records, they may review those records and report to all bodies their recommendations. This power shall specifically apply to all taxes, insurance issues and questions, and all legal filings.”

After hearing several rounds of testimony and having questions answered, the judges convened to render a verdict.

Verdict:

CHB5 from November 2020 was the most recent item approved by the Imperial Estates which addresses the powers of the BoD. The judges determined that the core matter to be ruled upon was “Does CHB5 give any additional authority or ‘power of execution’ to the BOD?”

HIH Sir Eric Mckiver testified that the intention of the original proposal was to award authority over “financial matters” to the BOD. The judges noted that nothing related to financial matters per se appears in CHB5 as written.

The word “oversee” is defined by Oxford dictionary as “supervise (a person or work) especially in an official capacity.” Meriam-Webster defines “oversee” as “to watch over and direct (an undertaking, a group of workers, etc) in order to ensure satisfactory outcome or performance.” The court noted the difference between “supervision” and “execution”.

While it is possible that it was the intent of both the author of the proposal and those who voted for it to award authority or “power of execution” to the BOD in matters of mundane obligation, **it is the findings of the court that the proposal as written does not support this notion and does not in fact grant the BOD any additional authority or execution powers.**

Recommendation of the Court:

It is the recommendation of the court that this matter be addressed by the Imperial Estates as soon as allowable by law. The reasons are as follows:

1) To further remove any remaining ambiguity by delineating in the clearest possible terms the separation of authority (if any) between powers and responsibilities retained by the Imperial Estates and the powers and responsibilities granted to the BOD. If the BOD is to be awarded any additional authority or execution powers, those powers should be clearly enumerated.

2) As noted in testimony, there are times the Empire may have to act with alacrity to take action to limit risk or exposure, and many expressed that having such matters solely handled by the Estates may often times be impractical.

3) There appears to be at least some appetite from members of the body to have “BOD handle mundane” and “The Estates handle game”. This sentiment was expressed by multiple witnesses who gave testimony during the trial.

YIS,

Sir Fafnir Hallgrim

Sir Cagar cu Mara

Dame Rhawen MacDonald Grypernicus

APPENDIX B



CONTINUING CROWN WRIT #8

STEWARD'S MANUAL

JUNE 1992

AMENDED July 2023

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Anyone is welcome to point out any error or omission that they may find.

Imperial Steward ImperialSteward@gmail.com

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I. CIVIL DUTIES

A. IMPERIAL STEWARD

1. Advise the Imperial Crown on matters concerning the Imperial treasury and status of members of the Empire.
2. Advise the Imperial Crown, Imperial Estates General, Crowns/Ruling Nobles and Chapter Stewards on matters concerning the registration of members, receipt and disbursement of dues, and the accounting policies and procedures of the Empire.
3. On a monthly basis;
 - a. Make deposits, pay bills, and update the general ledger
 - b. Report to the Imperial Crown
 - c. Update the Imperial membership register
4. Audit the treasury records of each Chapter twice per year.
5. Prepare and file the yearly reports, including but not limited to-
 - The Arizona Corporation Commission
 - The Internal Revenue Service.
 - The California tax reporting
 - The California Statement of Information
 - The Oregon Department of Justice
 - The Florida Corporate and Exempt Status
 - The Arizona Trade State
 - The Nevada annual.
 - Update state reports as needed when Officers/Directors change.
6. Act as the Secretary/Treasurer of the Adrian Empire, Inc.
7. Assist the Chapter Stewards.
8. Ensure the collection of taxes and site fees at Imperial Events.
9. Keep an inventory of all chattel goods owned by the Empire.

B. CHAPTER STEWARD

1. Advise the Crown/Ruling Noble and Estates General on matters concerning the Chapter's treasury, the status of members of the Chapter, the registration of members, receipt and disbursement of dues and the accounting policies and procedures of the Empire.
2. On a monthly basis;
 - a. Make deposits, pay bills, and reconcile checkbook
 - b. Send the following reports to the Imperial Steward
 - i. Income and expense journal,
 - ii. New memberships

- iii. Membership renewals to the Imperial Steward.
3. Advise the Crown/Ruling Noble of the membership status of the members when asked.
4. Ensure the collection of taxes, site fees or any other fees that may be payable at Chapter events.
5. Keep an inventory of all chattel goods owned by the Chapter.

II. PARLIAMENTARY DUTIES

A. IMPERIAL STEWARD

Report to the Imperial Estates General on the status of the Adrian Empire, Inc., the treasury, and the chattel goods to include, but not limited to the following:

- All tax and exempt status reports, State and Federal.
- Balance Sheet
- Income Statement
- Statements of Cash Flow
- Inventory listing of the chattel goods

B. CHAPTER STEWARD

Report to the Estates General on the status of the treasury and the chattel goods.

III. PROCEDURES

A. OPENING A CHECKING ACCOUNT FOR THE CHAPTER

1. Each Chapter may only have one checking account, which is setup by the Imperial Steward. Estates of the Chapter (i.e.: Marches, Counties, etc.) must work through the Chapter bank account. Chapter bank accounts will be setup under the Imperial bank account as a separate "company" in order to keep track of each Chapter's funds and expenses. The local steward will produce a consolidated statement for the Imperial Steward each month.
2. To set up the account the following information is required:
 - i. The name for the account will be in the format of "Adrian Empire, Inc. - <Name of Chapter>." As an example, the account name for a Chapter named Navarre would be "Adrian Empire, Inc. - Navarre").
 - ii. The Driver's License or State ID Numbers of the people who will be the signatories on the account who will be:
 - a. The Imperial Steward
 - b. A local member, such as the Chapter Steward or the Chapter Deputy Steward. There may be multiple signers. However, this is not necessary or even recommended.
 - c. NOTE: The Crown/Ruling Noble and Chancellor are not allowed to be signatories.
 - iii. Bank accounts are held at Chase Bank, which is the same bank as the Imperial bank account.
3. Once you have received the account
 - i. Select your check style and quantity.

- ii. Request a deposit book, if needed, as some business checks do not come with deposit slips.
 - a. There will be a bank charge for the checks/deposit book so make sure that the account has sufficient funds to cover these expenses.
 - b. This is an automatic expense incurred with business of the club, the Estates General cannot disallow it.
 - c. The Chapter Steward may request an ATM or debit card for chapter use.
 - d. You should now have your account opened, ready to conduct the business of the Chapter.

B. OPENING A CHAPTER PAYPAL OR OTHER FUNDING/MONEY ACCOUNT

- 1. Must be requested of the Imperial Crown
- 2. The Imperial Steward will open and have access to Account
 - i. Chapters can use the Account in multiple ways. They can put it on their website for donations, RSVP payments for feasts or upcoming events, site fee payments.

C. AUTHORIZATION FOR EXPENDITURE OF FUNDS

- 1. Check Requests:
 - a) An approved signed check request (see Forms on Adrian Empire website forms library) from either the Crown/Ruling Noble or the Estates General which is signed by the Chancellor on behalf of the Estates is required to disburse funds.
 - b) Funds may only be disbursed for authorized expenditures, as proven by the check request form.
 - c) Check requests for reimbursement will be accompanied by receipt(s) from the original vendor.
- 2. Expense Advancement
 - a) Members may submit a Check Request for funds to be disbursed prior to the purchase of items. This is a common practice for feasts and other large expenditure events.
 - b) The Check Request will proceed through the same process described in Article III.C.1. However, the receipt will not exist to accompany the request.
 - c) The Steward will disburse the funds to the requestor when presented with approved the Check Request form.
 - d) The member requesting the funds is responsible for providing receipts to the Steward for all money spent in this manner.
 - e) Unspent funds and receipts for spent funds will be turned into the Steward within two (2) weeks of the event for which the funds were disbursed.
 - f) The total of the unspent funds and receipts will at least equal the funds originally disbursed for the event.
 - g) Any shortfall of funds is the responsibility of the person requesting the funds.

3. Receipts: All reimbursements requests, or settling of advanced funds, require receipts except for the following:
 - a) Adria Business Travel: There are two ways to be reimbursed for Adria-related travel using a personally owned vehicle:
 - i. Provide gas receipts
 - ii. Provide a Google Maps (or similar) route which lists the mileage of the trip taken. Receipts are not required, but mileage will be reimbursed at the IRS Charitable Organization rate as defined and periodically updated by the IRS. As of April, 2023, the Charitable Organization rate is 14 cents per mile.
 - b) These travel reimbursements are meant for Employees/Officers of the Corporation, or certain expenses authorized for members. Membership attendance to events and meetings may be tracked by the member and applied to their personal tax return. Consult with your tax advisor.
4. Unallowable Expenses
 - a) Business Meals: The Adrian Empire, Inc. does not reimburse members for meals consumed during travel.
 - b) Rental Cars: The Adrian Empire, Inc. does not reimburse member for rental car expenses incurred during travel.
 - c) Air Travel: Coach class fares will be reimbursed with a valid receipt. Air fare for travel in excess of coach class will be reimbursed at coach class prices with a valid receipt and documentation of the coach class fare. The traveler is responsible for paying for any air travel over and above coach class.

D. REGISTRATION OF MEMBERS

The Chapter Steward is responsible for insuring that as each member pays their dues, their mundane name, address, type of membership, (if family membership the names of the family members), date paid is included on the Membership Form. The Crown/Ruling Noble and their ministers use this information; please keep it as accurate as possible. The Chapter Steward will send a registry form along with the membership forms to the Imperial Steward each month. **Only the Imperially authorized membership form is acceptable.** The Imperial Steward will issue membership numbers for each member.

Members whose membership is up for renewal are given a thirty (30) day grace period in which to pay their dues. If they pay after the thirty (30) day grace period, treat the membership as if it was a new membership.

1. Members that have lapsed beyond the 30 day grace are treated as new members with a new member id and no prior ranks, title, participation, attendance. If submitting for membership renewal after the lapse, they may at the time of, or prior to, submission, request reinstatement of prior participations, ranks, titles and awards. This reinstatement would be directed to the Imperial Crowns (with a copy to the Imperial Steward for information). A member submitting renewal/reinstatement will pay the full annual rate as opposed to the prorated rate of a new member. This will not allow for participation credit during the lapse period.
2. Members who have lapsed for greater than 13 months may request prorating of the membership renewal dependent upon when they renew.

Remember, there are offices which have time requirements as "a member in good standing". Once someone has expired and gone past the grace period, the timer starts over.

Membership forms are available from the local or Imperial Steward, or on-line at:

- **Paper Membership Form:** <https://adrianempire.org/documents/forms/MembershipForm.pdf>.
- **Online Membership Form:** <http://www.adrianempire.org/paypal/>

E. RECEIPT OF DUES

The dues for each type of membership are set by the Imperial Estates; only the Imperial Estates can change this. Local Stewards receive dues from new and renewing members. The Steward must have everyone fill out a membership application. Checks must be made payable to the "Adrian Empire, Inc." The current dues table is printed on the membership form, and is prorated for new members only, based on when they join and pay their dues.

F. ACCOUNTING POLICIES

The Empire conforms to the generally accepted accounting principles.

G. REPORTS AND DOCUMENTS TO BE PREPARED BY A CHAPTER STEWARD

The reports and documents are due to the Imperial Steward by the 10th of each month. The Chapter must conform to these reporting requirements; there are penalties for not doing so:

- Failure to comply for a single month; the Steward is automatically given a public censure and is not credited with a civil participation for that month.
- Failure to comply for two consecutive months; the Steward is removed from office, placed under judicial ban for 1 year and the Chapter Crown/Ruling Noble finds a competent replacement for the Steward.
- Failure to comply for three consecutive months will result in automatic revocation of the Chapter Charter and reduction to an Imperial Shire.

The reports and documents required are:

1. INCOME AND EXPENSE JOURNALS

Journal pages for both income and expenses are included for the use of the Steward, please fill out all information. If there is no activity, send the report stating such. These are, simply put, a chronological order of the income and expenses of the Chapter.

<http://www.adrianempire.org/documents/forms/Steward%20Monthly%20Report.pdf>

2. UPDATED REGISTER & MEMBERSHIP FORM

Update register of new members, membership renewals and site fees.

<http://www.adrianempire.org/documents/forms/StewardEventRegister.pdf>

<http://www.adrianempire.org/documents/forms/MembershipForm.pdf>

3. DUES

All membership dues are to be sent to the Imperial Steward or deposited in the Chapter Bank Account within 7 days. If deposited in the Account, the Imperial Steward is to be notified within 10 days of the deposit. The funds will then be transferred from the Chapter account to the Imperial Account. Notification will be provided to the Crown/Ruling Noble as well as the Chapter Steward when this is completed. Do Not Send Cash. Cash is to be converted to a Money Order or Cashier's Check prior to sending to the Imperial Steward. Memberships will be processed upon receipt of the completed membership form.

4. INVENTORY OF CHATTEL GOODS

Update Inventory of Chattel Goods and provide updated copy to Imperial Steward, this should be done when the Crown of the Chapter change hands or yearly for Taxes June 30th.

H. INVENTORY OF CHATTEL GOODS

It is the responsibility of the Steward to maintain the inventory listing of any chattel goods owned by the Empire/Chapter. This is both for the Imperial Steward and Chapter Stewards.

A. Chattel goods may include items such as:

1. Crowns
2. Banners
3. Tents
4. Armor and Weapons
5. Archery Equipment
6. Other unconsumed items that were either purchased or donated to the Adrian Empire.

B. The Report must show the following:

1. Date of purchase or donation.
Please state whether the item was purchased by the chapter or donated.
2. Asset description
3. Initial Value – Actual Price
 - a. If the Initial Value is unknown, provide an estimated value
 - i. Usually the average of three (3) quotes is sufficient.
4. Depreciation of item – Initial Value divided by Life Expectance of item. Example: \$1200.00 Tent / 15 Years = \$80.00 a year
5. Market Value of item – Initial Value-Depreciation (at the time) = Market Value or (3 Quotes and Avg.)
6. How much it would be to replace item.
7. Condition of Items
8. New or Destroyed items.

C. Chapter Crowns

1. Must conduct an annual review of all chattel goods including where it is being held and what the current condition is.

D. Disposal of Chattel

The following are the acceptable practices for disposal of chattel. The Imperial Steward shall be informed in writing of any change in status of condition of any property or equipment. In extraordinary circumstances, such as damaged caused by weather, acts of god, destruction by non-member, chattel shall be disposed of in accordance with these policies. Instances shall be recorded and reported.

1. Sale at market value
 - a. Sale must be done at the highest market value.

- b. Determination is done by either;
 - 1. Cost of Item or resale value for constructed goods (whichever is higher)
 - 2. Average of three comparable bids
 - 3. Salvage Value (the cost of base materials)
 - 4. Resale Value
- 2. Donation to Non-Profits.
 - a. Chattel may be donated to other non-profit organizations.
 - b. Receipts of donations must be obtained from the receiving organization listing fair market value of items donated and the receiving organizations contact information.
 - c. Original receipts will be sent to the Imperial Steward when reporting. Copies are to be kept at the chapter level.
- 3. Destruction
 - a. To ruin the structure, organic existence, or condition and use of.
 - b. Record of approval and destruction will be sent to the Imperial Steward when reporting.
 - c. To get rid of especially as useless or unwanted. (Must not go to Membership)
 - d. Record of approval and disposal will be sent to the Imperial steward when reporting.
- 4. Discard
 - a. To get rid of especially as useless or unwanted. (Must not go to membership.)
 - b. Record of Approval and disposal will be sent to the Imperial Steward when reporting.
- E. Chattel Rules Governing Membership
 - 1. Chattel may never end up in the possession of membership unless purchased for fair market value.
 - 2. Record of sale will be sent to the Imperial Steward when reporting
- F. Conflict of Interest
 - 1. Voting members must abstain from votes regarding sale of items concerning the Empire and themselves, family members or members of their household where financial interest apply.
 - 2. Financial Interest is defined as any situation where money, property or employment can perceivably be affected.
 - 3. A family member is defined by blood or marriage
 - 4. Members of household will be defined as anyone who maintains the same household for over a year.

I. Vendors at Adrian Empire events/activities-

1. Autocrat is to confirm in writing that the hosting site will allow vendors.
2. Any costs incurred in the site for the vendor is the responsibility of the vendor
3. Liability insurance is not provided for the sales activity.
4. All vendors must submit an outline of their merchandise to be sold and site/shop set up for approval by the Ruling Crown of the event (dependent on Imperial or local event) prior to the approval of the vendor.
5. A small vending fee may be negotiated dependent upon the product, location, and duration of the event. This will be determined by the Ruling Crown at time of submission.
6. Vendor fees are paid to the sponsoring Chapter/Empire. Imperial events would go to the Empire. If it is a local chapter event, the funds would go to the Chapter.
7. Additionally, should the Vendor choose to share/donate some of their profit, it would be distributed as noted in 6.
8. The Adrian Empire is not responsible for the reporting of the sale of goods by the approved vendor. This is the sole responsibility of the vendor
9. This constitutes an agreement between the Adrian Empire and the vendor.

J. Transitioning of Steward

Whether being done at the Imperial level or the local level, it is important that this transition be accomplished efficiently.

Please take the time to train the new minister and be available to them should they have any questions. Have all information and materials ready for your replacement. If you are asked to continue, you will still need to have all your information and materials gathered together for review. Thank you for all your hard work.

Prior to leaving office, the Steward should compile all email addresses, bank accounts and passwords related to their position. The Imperial Steward should have available copies of tax returns and filings.

Begin working, if possible, with the incoming Steward at least one month prior to transition. This should allow for any questions that may arise regarding things you are currently doing automatically.

As the outgoing Steward, you have worked hard. You have developed systems and shortcuts. You are familiar with the processes. As the incoming Steward, you may have a different way of doing things. This is fine, as long as the integrity of all items in relation to the office is maintained.