

## ADRIAN EMPIRE IMPERIAL ESTATES MEETING July 20-21, 2002

# REPORTS

President's Report .....	1
Chronicler.....	2
Rolls.....	2
Steward.....	3
Webmaster.....	3
Joust and War, Crown Marshal.....	4

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## PRESIDENT'S REPORT

### *Information Push*

At the last estates meeting, we spoke of our intention to get information updated, online and accessible to everyone. As of this meeting, all manuals and guides are done for all ministries. Charters for **all** (but one) regions are online. We are now working on guilds and orders, as well as the New Members' Guide and other informational brochures. In addition, there are a growing number of FAQs to easily explain many of the questions that members have.

### *University*

Also at the last meeting, we introduced the University. Since then, we have begun to integrate the colleges into Adrian life. We had a number of classes offered at the last Imperial War and this Banner War. We are currently accepting offers for teaching this coming Imperial War. All of these were coordinated by Dame Maud, the Dean of the College of the Arts of Peace.

### *Charters*

In March, the Imperial Estates confirmed the charters for a number of new shires. One of these shires had the memberships mailed, but not received. I should not have offered the charter for that shire for confirmation. I should have announced it as a "charter pending." True to Murphy's Law, the memberships went awry and it took a couple of months to correct. My apologies to the Estates for asking you to endorse the cart before the horse.

### *Sir Karls' Health*

Perhaps the biggest single piece of news to report is a happy one. The estates will not have to tolerate Sir William Baine's poor imitation of Sir Karl. His Imperial Majesty will call you out of order in person.

*NOTE: Sir Karl's health is now better than it has been in 20 years, by his own admission.*

### *In Closing*

Other than these tidbits of information from me, you will hear the rest of the good tidings from the ministers themselves. Our financial status is strong, our membership is growing, and we have many positive things to look forward to.

*Dame Maedb Hawkins, Empress, Adria (Vicki Eldredge, President, The Adrian Empire, Inc.)*

July 20-21, 2002

## CHRONICLER

The position is open. The number of hard copies required monthly has decreased, so even with increased postage, we are still within budget. *NOTE: The Chronicler was recognized by the Estates for their good work.*

*Presented by Dame Maud de Clayton*

## ROLLS

First off I'm going to say that I have asked all subdivisions to send the hard copies to Dame Brynna, but all computer generated copies are to be sent to both of us. This is very important we both need to know what's going on.

Next, we are using Crown reports only, no databases. If you need a copy of the crown report we use please let me know and I'll send you a copy. I even have a paper on how to figure your points if you need it.

We still are not seeing a lot of reports come in although there has been some improvement. I truly think that there ought not to be any Knighthoods approved unless their paperwork is in. Our bylaws state that the final approval rest with the Imperial Minister of Rolls, how can we do that if there is no paperwork. I'm sure if the populace knew that they could not receive their Knighthood unless the paper work showed it was due it would put pressure on the MORs of the subdivisions to get their reports in.

We have some divisions that are really working hard to get their paperwork straight.

Those people deserve credit because they are having to do extra work to catch up. My report shows who's turned in their reports. I understand Dame Brynna has gotten some she says she has 1 report from Sangrael, Brandenburg is keeping current.

Here is a copy of our subdivisions and what I have as of now. I will send an update as I get the reports.

Reports from the Minister of Rolls												
Date - 2002	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
			R		Y							V
Shire of Andorra												
Kingdom of Aragon	X	X	X	X	X							
Duchy of Brandenburg				X	X							
ArchDuchy of Caerleon		X	X									
Duchy of Castilles												
Shire of Cambridge	X	X	X	X	X							
Duchy of Chesapeake	X	X	X	X	X	X						
Duchy of Dragon's Mist												
Shire of Dunvegan												
ArchDuchy of Ekaterinegorod				X	X	X						
Kingdom of Esperance	X	X										
Shire of Fire & Ice												
Shire of Norddrafn												
Shire of Rathlin Isle					X	X						
Duchy of Sangrael	X	X	X	X								
Shire of Slivowitz												
Shire of Somerset			X	X	X	X						
Kingdom of Terre Neuve	X	X	X	X	X							
ArchDuchy of Tierra del Fuego												
Kingdom of Umbria												
Kingdom of York	X	X	X	X	X							

*Dame Etaine Llywelyn, Imperial Minister of Rolls (presented by HIM Maedb)*

July 20-21, 2002

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## STEWARD

Here are the topics that will be discussed during our report:

### ***Insurance***

Due in August and is not expected to change significantly. The only way to reduce cost is to go with iffy fly-by-night carriers.

### ***Current year coming to a close***

It is critical that information gets put on the Steward's forms (*available online*). These forms are required from everyone, even if they bank with the Empire (the forms include memberships and petty cash transactions).

### ***Check signatures***

Checks require two signatures. This is not a mundane requirement. It is an Adrian requirement.

### ***Detailed information on regional reporting***

### ***Memberships***

Checks are to be forwarded to the Empire as is, but cash must be converted to check or money order.

Regions may NOT require members to pay their dues locally.

### ***Chattel goods***

Working on detailed chattel-goods procedures.

### ***Paypal***

The steward's office will be looking into Paypal as an option and will report more fully in November.

### ***Chattel goods***

Working on detailed chattel-goods procedures.

*Sir Terrin Grayphis, Dame Lenora Scott Greyphis, Imperial Stewards*

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## WEBMASTER

### ***Planned and/or In Process***

There are still a number of items on my to-do list, as well as a large number of "wish list" items that are being researched. In no particular order are items from both lists below:

**Add a functional, usable calendar for both Imperial and subdivision events.** *Status: Further testing is being done before bringing this item out to the public, the interface of the calendar differs from the web site and needs to be fine tuned to present a consistent look and feel.*

**Set up sub-hosting for other Imperial Ministries (Rolls, Steward, etc.) and subdivisions.** *Status: The support from SiteTurn has been less than desirable on this issue. The issue is still open and pending.*

**Add regional Library pages for Charters, Codicils, etc.** *Status: The basic structure is up and running. Most areas have their charter online (only missing two) and additional information is being processed and made available online as it is completed.*

**Create a database (MySQL) of crowns and ministers to automatically update pages via PHP.** *Status: Still in process.*

July 20-21, 2002

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**Re-organize Discussion Groups page with Table of Contents (TOC).** *Status: Still in process. The list of discussion groups changes nearly monthly with new additions and some deletions. The revised page with the groups currently available (July 2002) will be online before the July Imperial Estates Meeting.*

**Add a Church of Adria page/pages with contact information.** *Status: This, along with a few other guilds, domains, and such will be made available before the Imperial Estates Meeting in July. These will be initial setups and will require further fine tuning.*

**Create an Arts and Sciences research page/pages to include searchable index, links, and documents.** *Status: Still in process in the research mode. No content as yet provided, since there is no way to provide/present the content.*

**Add more merchant links.** *Status: Adding links as made available. Many merchants are unaware of the purchasing power of the Adrian Empire. Further, many Adrians have little idea of the merchants available to them. This is a slow ongoing process of education.*

**Fine-tune Adrian Links page.** *Status: Have updated the page since the March 2002 Meeting and will continue to do so.*

**Set up online memberships and Imperial event payments.** *Status: Still in research mode.*

**Make frequently asked question (FAQ) guides available online and downloadable.** *Status: Completed as a part of the reorganization of the Library section. Will be adding additional FAQs as they become available.*

### **Contact List**

There is no real change to the creation of the Contact List to report. The mailing list is being handled by Pegasus, again a freeware application, which works better than the previous program "Reggie" did. I am still looking for the right program that will help automate the process from start to mailing.

### **Miscellaneous**

Subdivisions with a web site that also keep a mirror copy of the manuals and forms are asked to frequently check for updated documents at the Imperial web site. The Imperial web site is the official distribution point of all online documents. An easier method would be to provide a link to the Imperial web site Library pages.

### **Web Site Statistics**

For those interested, here is a short list of the statistics for the Imperial web site from August 2001 through July 12, 2002:

	<b>Hits</b>	<b>Files</b>	<b>Sessions</b>	<b>KB Sent</b>
<b>Total</b>	550,245	349,508	52,868	7,498,009
<b>Average</b>	45,853	29,125	4,405	624,834

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## **JOUST AND WAR, CROWN MARSHAL**

Sir Coda reiterated that the manuals are living documents.

Authorizations cards will be coming soon.

Since the Marshal's Manual was authorized for playtest – start certifying NOW! The Marshal's Manual was offered up to the Marshal's e-list some time ago, but input was slow in coming. Comments are starting to pick up now, though.

**END OF MINISTER'S REPORTS**

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