
ADRIAN EMPIRE IMPERIAL ESTATES MEETING March 23 - 24, 2002

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PRESIDENT'S REPORT

Greetings, good Estates. Welcome to Esperance. We have just a few things to say before we roll up our sleeves and get to work. You'll notice Sir Karl is not here today. His Majesty wishes me to say a couple of things so that this will truly be an Imperial Estates Meeting. We agree with him – it would not be official unless these things were said.

- "If you people don't pay attention, I swear I'm going to dance nekkid on this table."
- "You are wrong, and you will continue to be wrong until you agree with me."
- "Dame Roawyn, you're out of order."

Karl Health Update

Sir Karl has had diabetes for a long time. One side affect of that disease is poor blood circulation in the feet. He had an infected toe, and with no circulation, the toe died. When he went into the hospital to have it removed, they discovered serious heart and circulation problems. It called for a heart bypass! Once that was done, they went to amputate the toe, but ended up having to take the entire foot. Sir Karl is fine with that because this way he can have a prosthesis. And finally, he had a vein bypass to get around a blockage in his abdomen, which was the cause of the poor circulation. It wasn't the diabetes after all. As far as recovery, he's home for the weekend. Monday he'll be transferring to a rehab hospital for another 3-5 weeks, then he'll be home for good. **NOTE: This information was good when it was written on Friday. By Monday morning, however, it had changed. Sir Karl will be home for a whole month, and is already in and out of a wheelchair. Please join me in rejoicing!** The results are that he fully expects to be at the lists before Imperial War – at the very least spears at the barrier. The results are also that we here at the Estates have to really watch ourselves. He actually *could* be dancing nekkid on the tables at the July meeting.

Website Investigation

At our last Imperial Estates Meeting, it was learned that the Imperial Heraldry website had been taken down by the provider. It was housed on a free site, which had received a report that there was pornography on the site. Had they investigated, they would have found nothing of the kind. But their policy is to permanently remove entire site without investigation. The Imperial Estates holders were incensed at such an outrageous attack on Adria, and in particular, the Sovereign of Arms. If the perpetrator of the false allegation had been found, and was an Adrian member, they were going to have to

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answer in the strongest possible way for their actions. The Imperial Crown was tasked with the investigation. What we have learned is that the site provider will not release any information without a subpoena. The site was a personal site, maintained by the Sovereign of Arms, who felt it would have probably been a dead-end and accomplished nothing. It would have not re-established the website. We have used it as an opportunity to centralize the Imperial information on the Imperial website, so that this does not happen in future. More details about this will be in the Webmaster's report.

Sicily And Insurance

Also at the last Estates Meeting, the situation in Sicily was discussed. Adria could not find insurance to cover their participation because they were outside the continental USA. Since that time, Sicily has also tried and failed to find a carrier. We cannot hold Adrian events in Sicily at this time. However, the SCA has a presence there. The Sicilians participate in the SCA activities and request conversion of the points, as allowed in the bylaws. The SCA permits their own arts, shinai and renn tournaments to be held according to Adrian standards, which makes the conversion that much easier. There is no provision for rattan, steel or archery. And the SCA has not been responsive about their own insurance details, so We have not been able to contact their carrier about insuring Adria. These members are military personnel. In keeping with bylaws, and current policy, they may assign their memberships to an appropriate Adrian subdivision. Currently, they are recognized as Umbrians and are subject to Umbrian rule.

Information Push

We hope that everyone is by now aware of the "information push." It is Our goal to have as much information as practical online and available to the Empire. Many of the manuals and guides have been updated, reformatted, and placed online. The rest are in process. There are a number of documents that did not have a wide distribution. An example of that is the Chancellor's Guide. Sir Nikolai put together some wonderful thoughts on Imperial Estates Meetings and how they are run in Adria. It went to the Imperial Chancellors. It is now being updated and formatted and will be on the web, too. It has great information of use to every person in this room!

There are also some changes being made in regard to the Estates Meetings. I'm sure you all noticed there was a chancellor's report published. It contained all the legal action at the Imperial level. So now everyone knows what clarifications were made, what civil courts were held – information germane to running the Empire, even at the subdivision level. In the future, the other's ministers' reports will also be published ahead of time. For this meeting, most the reports are short, so We didn't worry too much about prior publication. However, all the reports **will be** on the web. The minutes of this meeting will also be on the web. And a new copy of the bylaws with any changes we make, will be on the web. And it will happen within 30 days. We are hoping to set a precedent that will last after Our reign.

Another way that we are improving and streamlining the communications is with e-lists. We are setting up e-mail lists for Imperial and subdivision Ministers to correspond with each other. It provides a way to make official announcements, have unofficial discussions, and to easily share knowledge. As of this meeting, there are lists for chancellors, archery ministers, marshals, the College of Arms, and rolls ministers. Stewards and Crowns are next.

Also available on the web will be the charters for all the subdivisions - as well as their codicils, customs and traditions. We encourage each and every one of you to explore the website. If you see a blank spot that you can fill, let Us know immediately.

This brings Us to another important issue. All local writs, and codicils need to be forwarded to the Imperial Chancellor for review. As We were organizing the information for public access, it became blatantly clear that this is not being done. This was also mentioned at the last Estates Meeting. We have consulted with Our Chancellor, who is working with the regions. If it is not on the Imperial website, We don't have it. If We don't have it, it does not exist. If it does not exist, We cannot enforce it. This isn't meant to scare you, just to inform you. Please work with the Imperial Chancellor.

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University

The Chancellor ensures the "legality" of our estates. But who will tell us of historical law? The Minister of Joust and War monitors the tournaments to be sure everything is done properly. But who will teach us of the battles of old? Or show us the techniques and styles of fighting? The Minister Arts and Science focuses on the tournaments. But who will teach us about the things we are recreating? The ministers are the administrators of the Empire. They have their hands full. Besides, they were chosen for their skills at administrating, not necessarily their knowledge of history.

Adria is one of the rare groups that tolerates excellence. As a group, we are open to the idea of participating at many levels of accuracy. We have found a way to accommodate those who thirst for knowledge without overtaxing our existing ministers.

We are creating the Adrian University, which will focus on history and education. There will be the College of Arts of War, and of the Arts of Peace. Guilds will be a part of the University system. The University will work alongside their ministry counterparts, just with a different focus. We are looking forward to such things as articles in the Herald, collegia, on-line classes and archive libraries.

Masters Of Defense

We are also introducing a new Imperial Guild, the Masters of Defense, which is dedicated to historical swordplay and technique. Sir Trakx Greenwood of York has labored long and hard to create and organize this. There are already local chapters set up and ready to roll. The charter and rules for the Masters of Defense will be available on-line.

Growth

Even as we are working toward straightening out and simplifying what already exists, we are finding ourselves with lots of interest all over the United States. We have chartered four new shires, with interest (and memberships) in several other areas, as well. The Empire is strong, and getting stronger. In summary, let Us say simply that we hope to accomplish a lot this year. Even though we had a setback with His Majesty's health, We are well underway.

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

ROLLS

Presented by Dame Brynna nan Tolman, Imperial Minister of Rolls, West Deputy **NOTE: At the meeting, it was decided that these forms are for reference, and that the Webmaster and the Rolls Minister will finalize the forms and place them online for everyone to access.**

Description of Duties for the Office of Rolls

The tracking/recording duties to be performed by the Office of Rolls within the Adrian Empire, Inc. (ADRIA) are as follows:

- Participation points for paid members of ADRIA
- Knightings and knighthoods, to include:
 - Date of knighting
 - Field of knighthood received
 - Level of knighthood
- Recipients of recognized awards, specifically:
 - The Imperial Nebula
 - The Imperial Comet
 - The Royal Star

Note: Subdivisions can track awards that are awarded at a local level, but the Imperial Office of Rolls is not required to keep report of them.

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- Members of recognized Imperial Orders, specifically:
Imperial Order of the Table Round
Imperial Order of Saint Joan
Imperial Order of the Protectors of the Dream
- Members of recognized Royal Orders, specifically:
Royal Order of the Crown Companion
Royal Order of the Queen's Guard
- Members of the Noble Orders created by the Great Estates, currently:
Noble Order of the Crown Guards
- Copies of Charters for all created subdivisions
- ALL estates within each subdivision, including:
Date Estate formed
Date Estate dissolved
- ALL Estate leaders for purpose of tracking Estate votes

Minister of Rolls (Imperial)

The Minister will compile, on a MONTHLY basis, a Crown Participation Report for any Imperial activity.

Also, this office shall act as an Archive for all paperwork pertaining to the Rolls of the Adrian Empire.

All regional reports submitted will be compiled into an Imperial format which will include points for all members of the Adrian Empire.

This format shall be published and available for use by any member of ADRIA.

Minister of Rolls (Local)

The Minister is to compile, on a MONTHLY basis, and using the attached format, a Crown Participation Report. This report will summarize the points awarded for that month to any member of ADRIA within that Subdivision or Region.

This Report, along with copies of all other paperwork turned in to their office, shall be forwarded to the Imperial Rolls Minister for recording and archiving.

We ask that the copies be sent for the specific purpose of a backup archive in case of any incident where the original paperwork might be lost or damaged, or for use when a member questions some discrepancy in their points.

The following should be included in this package:

- Crown Participation Report
- Approved Event Report
- Ministers and Estates Holders Participation Report
- Knightings, Titles, Awards, Honors and Orders Report
- Copies of all new Estates Forms or changes
- Copies of new divisional Charters
- All event paperwork:
 - Sign-In or Registration
 - Ministry Performance Forms
 - Combat Tournament Forms (showing combat trees & winners)
 - Arts Tournament Forms (showing scores & winners)
 - Archery Tournament Forms (showing scores & winners)
- All Estates Reports(House, Barony, County and March)

Imperial Crowns

Imperial Crowns must submit monthly, the following reports or information to the Imperial Minister of Rolls:

- **Approved Event Report**
This report is a complete list of all Imperial sanctioned events or activities held within the Empire and should be submitted MONTHLY. If no event occurred that month, then they can submit with the comment of "No Activity".
- **Ministers and Estate Holders Participation Report**
This report will show MONTHLY if the Imperial Ministers, Subdivisional Crowns or Leaders have been awarded their EP.
ALL Ministers, Crowns or Leaders (such as a Viceroy) shall be listed in this report. Should a point be withheld for some reason, valid reason for that denial must be shown on this form.
- **Knightings, Titles, Awards, Honors and Orders Report**
This report will show MONTHLY what of the above list were awarded or received, and what the date of the occurrence. If there was no Imperial Event during that month, this report shall be turned in with the note of "No Activity" shown.
- **Copies of any new Subdivision or Region Charters.** (This includes any changes within any existing Subdivision or Region.)
- **Copies of any point conversions done for new members.**

Subdivisional Crowns or Leaders

Regional Crowns or Leaders must submit monthly, the following reports to both the Local and Imperial Minister of Rolls:

- **Approved Event Report**
This report is a complete list of all Crown sanctioned events or activities held on a MONTHLY basis.
There is a dual purpose for this report:
 1. Verification to the Imperial governing body that the subdivision is holding events as prescribed in the Bylaws under *Article V: Meetings of the Membership*.
 2. Verification of the events within the region that were Crown sanctioned.
This is important should someone hold an event that is not sanctioned, but wants to apply points toward their knighthood. An example of this would be a demo or collegium that did not meet the criteria for some reason, and was not sanctioned for that reason.
- **Ministers and Estate Holders Participation Report**
This report will show MONTHLY if the local Ministers and Estate Holders have been awarded their EP.
ALL Ministers under that Crown or Leader (such as a Viceroy) shall be listed on this report. Should a point be withheld for some reason, valid reason for that denial must be shown on the form.
- **Knightings, Titles, Awards, Honors and Orders Report**
This report will show MONTHLY what of the above list were awarded or received, and what the date of the occurrence. If nothing was awarded or done, then this report should be turned in with a note of "No Activity" shown.

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- Copies of any new Estates formed within the Subdivision or Region.

This information MUST be submitted to Rolls after the Estate is approved. The Rolls Office should also be kept apprised of any changes in membership within an Estate, including if the Estate Holder is replaced or changed.

(I have a very rough form that can be used for Estate Formation. This form is only a rough, but we do need to begin using something along these lines when forming new Estates.)

- Copies of any and all new divisional Charters issued.

Copies of Charters issued within a Subdivision for new Cantons should be copied to the Rolls office.

Date: _____		The Adrian Empire, Inc.		Page _____ of _____	
Approved Event Report					
Region: _____		Month of: _____			
Crown(s): _____					
EVENT DATE: _____		DATE APPROVED: _____		1ST DATE PUBLISHED: _____	
LOCATION: _____				AUTOCRAT: _____	
EVENT TYPE					
<input type="checkbox"/> - Crown Event/Tourney <input type="checkbox"/> - Demo <input type="checkbox"/> - Collegium <input type="checkbox"/> - Feast <input type="checkbox"/> - Other: _____					
EVENT DATE: _____		DATE APPROVED: _____		1ST DATE ANNOUNCED: _____	
LOCATION: _____				AUTOCRAT: _____	
EVENT TYPE					
<input type="checkbox"/> - Crown Event/Tourney <input type="checkbox"/> - Demo <input type="checkbox"/> - Collegium <input type="checkbox"/> - Feast <input type="checkbox"/> - Other: _____					
EVENT DATE: _____		DATE APPROVED: _____		1ST DATE ANNOUNCED: _____	
LOCATION: _____				AUTOCRAT: _____	
EVENT TYPE					
<input type="checkbox"/> - Crown Event/Tourney <input type="checkbox"/> - Demo <input type="checkbox"/> - Collegium <input type="checkbox"/> - Feast <input type="checkbox"/> - Other: _____					
EVENT DATE: _____		DATE APPROVED: _____		1ST DATE ANNOUNCED: _____	
LOCATION: _____				AUTOCRAT: _____	
EVENT TYPE					
<input type="checkbox"/> - Crown Event/Tourney <input type="checkbox"/> - Demo <input type="checkbox"/> - Collegium <input type="checkbox"/> - Feast <input type="checkbox"/> - Other: _____					
EVENT DATE: _____		DATE APPROVED: _____		1ST DATE ANNOUNCED: _____	
LOCATION: _____				AUTOCRAT: _____	
EVENT TYPE					
<input type="checkbox"/> - Crown Event/Tourney <input type="checkbox"/> - Demo <input type="checkbox"/> - Collegium <input type="checkbox"/> - Feast <input type="checkbox"/> - Other: _____					

Adrian Empire, Inc. Approved Event Rpt

Subdivisional Estate Holders

Household

All Estate holders within a subdivision or region will submit to the Local Minister of Rolls, on a MONTHLY basis, a report showing the activity of its members.

Attached is a detailed *Household Report Form* that we recommend be used by the House Lords/Ladies in the Empire for the basic reason of the amount of detail that will be retained. This report should be submitted to the next level Estate. It is also recommended that you send this form directly to your Local Minister of Rolls at that time.

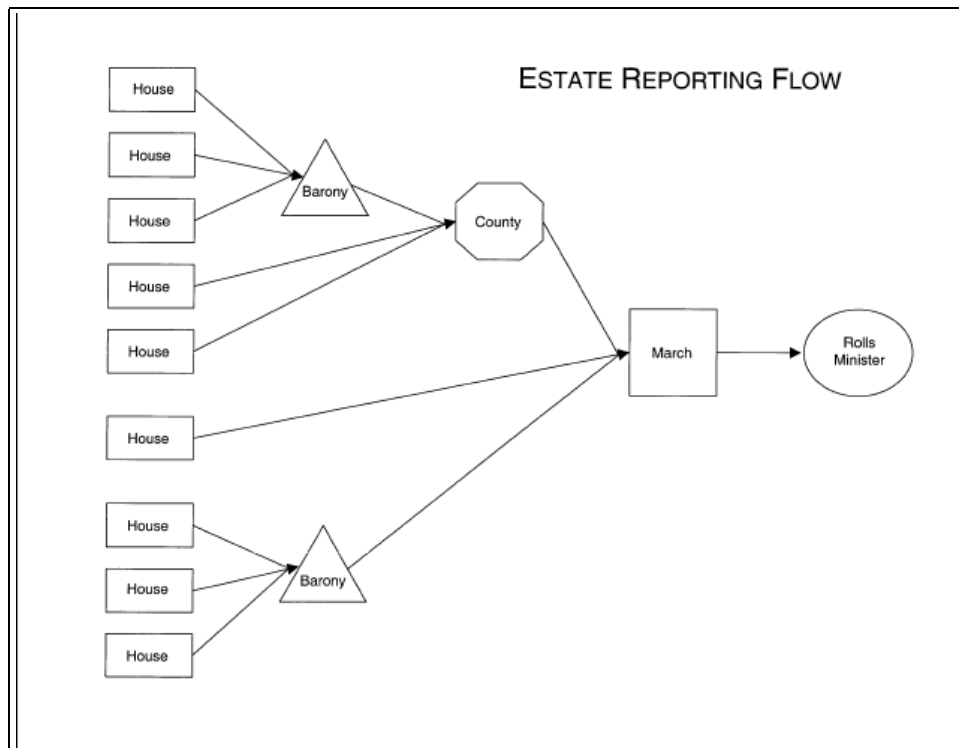
(NOTE: Depending on the votes and decisions for the Arts Manual(s) in the March 2002 Imperial Estates Meeting, this Form may need revision.)

Baronial, County and March Estates

For the Estates of Barony, County and March, the Estates Checklist found with the Rolls Description may be used to check in all reports received.

These estates should be receiving reports from the Estates under them, recording receipt of those reports, and forwarding copies of both those reports along with their Checklist to the next Estate above them. The highest level Estate should then forward a copy of that entire package to the Local Minister of Rolls.

(See the attached flowchart.)



SOVEREIGN OF ARMS

Presented verbally by Sir Nigel of Seymour, Imperial Sovereign of Arms

At long last, after much delays and much trauma in the mundane arena that puts the writers on "All My Children" to shame, I have released the LoRR!

The raw data is up at <http://www.adrianempire.org/heraldry/lorr0202.html>

I will be fleshing this out later. I will also be contacting the Ministers of Arms for the subdivisions that had items returned, so we can work towards getting them registered. Once again, I apologize for the delays.

In service, Nigel, Fleur-de-Lis

It was also discussed that there are procedures being implemented to prevent this type of delay from happening again. The Imperial Deputies may be called upon to take on more of these duties. The College of Arms has already been empowered to act in the approval process, but has not yet been very active or vocal. Stay tuned for more details.

JOUST AND WAR, CROWN MARSHAL

These two ministries presented their reports in tandem, with Sir Frederik von Burg and Sir Coda der Drachesohn doing the honors.

These two ministers introduced the proposed combat manual revisions, and fielded a few questions. They also spoke of the Marshal's Guide, which will be out within a couple of weeks. Questions, comments and suggestions about combat will be spearheaded by Sir Frederick, and the same about marshaling will be spearheaded by Sir Coda.

Sir Coda also introduced boulders and rocks. Fun!

WEBMASTER

Current Status

The Adrian Empire web site remains online and receives continuous updates for ministers, crowns, and documents. A few minor problems have occurred due to added "functionality" by the hosting service, SiteTurn, but were corrected quickly and did not impact the overall availability of the web site. The minor problems experienced are listed below:

- Lost Imperial e-mail addresses (i.e., minister@adrianempire.org). Unknown cause. Corrected by manual replacement of the e-mail addresses. No loss of e-mail noted during problem.
- Unable to upload files (all file types). Caused by SiteTurn adding new anti-piracy software to all of their servers. This software was detecting false positives and temporarily prevented uploads of updated or new files. Corrected by having SiteTurn remove the software from the Adrian Empire web site.

The Imperial College of Arms web site, formerly hosted by Sir Nigel on a personal web site, was quickly integrated into the Imperial web site after the November 2001 Imperial Estates Meeting. This allows the College of Arms to receive the same services and benefits as the Imperial web site. Sir Nigel has continued to update and expand the College of Arms site independently of the Imperial web site.

The Imperial web site has a very stable structure and is being fine-tuned for usability from user feedback. It is important to note that some areas have not been completed (i.e., the guilds, domains, etc. areas) due to a lack of information. As soon as information is made available, these unfinished areas will be updated.

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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: a Perl script program is being readied for testing that might provide the solution. It will need user feedback for debugging and fine-tuning.
- Set up sub-hosting for other Imperial Ministries (Rolls, Steward, etc.) and subdivisions.
Status: working with SiteTurn on set up and security concerns. Current setup of College of Arms is not as secure as it should be, but working.
- Add regional Library pages for Charters, Codicils, etc.
Status: working with Imperial Crowns for information to include. Where available, information is being updated, but needs fine-tuning.
- Create a database (MySQL) of crowns and ministers to automatically update pages via PHP.
Status: learning PHP and MySQL to be able to implement properly.
- Re-organize Discussion Groups page with Table of Contents (TOC).
Status: updating current list of Yahoo Discussion Groups for Adria, then update Page, then create TOC.
- Add a Church of Adria page/pages with contact information.
Status: need to obtain a current list of Church members for contact list. Description and short history completed.
- Create an Arts and Sciences research page/pages to include searchable index, links, and documents.
Status: researching search engines/CGI forms. Will need to work with A&S ministers and users to provide content.
- Add more merchant links.
Status: links are being added infrequently at the request of merchants and users. All links are verified monthly.
- Fine-tune Adrian Links page.
Status: getting updates for the subdivision web sites. Will update the page with new information soon, including a re-organization by subdivision.
- Set up online memberships and Imperial event payments.
Status: requires further information about SSL and Certificates – possible cost for secure certificate. Also need to coordinate with Imperial Steward's office.
- Make frequently asked question (FAQ) guides available online and downloadable.
Status: awaiting finished FAQs.

Contact List

The monthly updates of the Crowns and Ministers Contact List has been moved away from using the Yahoo e-mail address. This was due in part to reduced capability by Yahoo to send e-mail to more than a few mail recipients at a time (the Contact List has a recipient list of over 95 people). Yahoo additionally uses methods to secure private information on its users and their habits for use in marketing strategies and advertising. The Contact List creation is still being done using Microsoft Word 97 and is then converted to a PDF. The mailing list is handled by a freeware program called “Reggie” that keeps the list in a database and allows “newsletters” to be written and mass mailed to those in the list. At present, no single application has been found that combines all the separate steps involved in each monthly update of the Contact List. It is possible that the same database on the web site for crowns and ministers (MySQL) can be used to also update the Contact List. This option is being explored, but has not produced any viable solutions as yet.

Miscellaneous

Questions have been asked about providing a standard style/content guide for the regional subdivision's web sites. At present there is none, but it can be worked out if there is enough interest in such a guide.

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 June 2001 through March 17, 2002 (ten months):

	Hits	Files	Sessions	KB Sent
Total	360,352	224,680	38,238	4,402,465
Average	30,029	18,723	3,186	366,872

ARCHERY

The Imperial Minister of Archer has stepped down from his position. The Imperial Crown is accepting applications. Contact them quickly! Sir Connor O'Riordain, Imperial Minister of Archery, West Deputy, shall assume the duties on an interim basis.

Sir Connor discussed plans for a year-long postal shoot, as well as ideas for other types of tournaments. There does not seem to be much interest in archery that he is hearing about, and he would like to stir up some interest and participation.

Also, since everything that flies in the air should be considered archery, the archery manual will need to be updated to include boulders and rocks.

END OF MINISTER'S REPORTS
