
MINISTER'S REPORTS

This document contains the Minister's Reports given at the Imperial Estates Meeting in March, 2003. All documents relating to this, or any other, Imperial Estates meeting may be found online at <http://www.adrianempire.org>.

The President's report is contained in a separate document: [2003March_president.pdf](#)

The Chancellor's report is also contained in a separate document: [2003March_chancellor.pdf](#)

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I. Office of Rolls and Lists

Greetings Gentles All,

We're very pleased to report that the Crown subdivisions of the Adrian Empire are all either completely in compliance or in communication and working with the Rolls Office Team to meet their reporting goals. There are several subdivisions working towards the goal of getting back reports compiled and forwarded to the Imperial Rolls Office.

The level of communication between the Imperial Rolls Office and the subdivisions rolls officers and Crowns is very high and the result has been a greater understanding of the responsibilities of the subdivisions and a greater level of reporting to the Imperial Office Rolls and Lists Empire wide.

The level of enthusiasm and support of the procedures by the subdivisions officers and the level of reporting compliance has allowed this office to meet one of it's very important goals in tracking the points and merits awarding across the Empire.

We've met our goal of getting the subdivisions in communication and in compliance or working towards meeting the compliance requirements. The other goal was to see the Imperial Rolls policies and practices published in Manual form. This too has been achieved.

Our continuing endeavor to get more people trained in the Rolls and Lists processes and educated in the Imperially accepted standards and practices is supported by offering training in the form of classes offered at Imperial events and in maintaining our on-line question and answer forum on the Yahoo! Rolls List.

We would like to thank all the subdivisions Rolls officers who've worked so diligently to serve their subdivisions and the Empire with the efficient managing of their paperwork. We would also like to acknowledge the members of the Imperial Rolls and Lists Team Dame Etaine of Castilles and Sir Rhys of Brandenburg who've worked so well together to keep the Imperial Rolls Office running efficiently.

In Service,

Dame Marcella Visconti

Imperial Minister of Rolls and Lists

Alhambra	AL	IP
Andorra	AND	complete
Aragon	AR	IP
Brandenburg	BB	IP
Cambridge	CAM	complete
Castilles	CAS	complete
Chesapeake	CHES	complete
Dragon's Mist	DM	n/a
Dunvegan	DUN	n/a
Ekateringorod	EKG	incomplete
Esperance	ESP	complete
Raithlin Isle	RI	complete
Sangreal	SAN	complete
Slivowitz	SL	n/a
Somerset	SOM	complete
Terre Nueve	TN	complete
Tierra del Fuego	TdF	IP
Umbria	UMB	IP
York	YORK	complete

II. Steward's Office

Our insurance policy is a one million dollar policy, not two. When we renew in August, we will be persuing a two million dollar policy as we are being shut out of parks throughout the Empire due to us not having a two million dollar policy.

Subdivisons are generally doing a great job of getting their reports in on time except for the month of March when I only received reports from Cambridge, Esperance, Umbria, Aragon and Andorra. York is two months behind in reporting. Tierra del Fuego does not ever have to report as they handle no money and bank with the Empire. Please make sure that all Stewards report on a monthly basis or at least send a message letting me know they are going to be late and when I should expect a package. Please do not assume that I know your package is going to be late.

Deadline for reporting is the 10th of the month. If you're going to be late, notify the Steward so she can work around it.

The letter from Richard Suarez that HIM Elisabeth talked about in her report will be available from me for the rest of the meeting and upon request.

Dame Lenora Scott Greyphis, Imperial Steward

If you are on the Steward's member list, you **are** a member; if you aren't on the list, you **may** be a member.

HIM Karl von Katzburg

III. Sovereign of Arms

No reported provided

IV. Office of Joust and War

Read the manuals - they are enforced.

Sir Erick the Aweful

V. Office of Arts and Sciences

Unto the Most Sovereign Imperial Estates of the Adrian Empire, Greetings:

The process of getting reports from the various regions is still underway. It is part of the duties of the local Arts and Science Ministers to send a monthly report to their Imperial counterpart. That would be myself on the West Coast and Mistress Toiressa McBride on the East Coast.

A majority of the regions do not send in reports on a regular basis. Only three out of the 21 regions listed on the Imperial website send reports in a timely manner every month: Somerset, York and Umbria. My sincerest thanks to those ministers.

Please know that when documents are misplaced or lost proof of participation can be a frustrating process. Keeping the arts reports in good order is another way to help the membership realize its goal of knighthood.

Respectfully submitted,

Dame Aleta O'Barry van Hansard, Imperial Arts and Science Minister

VI. Office of Physicks

No reported provided

VII. Publishing Office

For now, the duties of newsletter (chronicler), internet (webmaster), and manual publication have been consolidated into one office, that of Imperial Publishing. This is not to say that all these functions will be done by one person, just overseen by one office.

As you hopefully have noticed, the website is being renovated. The site will be easier to use, and will provide more ways to get to your final destination (no need to try and figure out how the author was thinking, when he created the maze). The site will also use more information, especially in the regional pages. We need input from the regions for this!

All of the manuals were formatted for a standard look, and have been online for quite some time. This has painfully pointed out in some instances that the manual is in dire need of updating. This has already happened with the Rolls Manual and is in process with the Physicker's Manual. It will continue to happen with other manuals that need it. The process has been to create a committee of people who want to be involved in the process. The result is a manual that has been thought through by a number of people, with different perspectives. We hope that process lessens the bugs that are inevitable in any new publication.

The newsletter has undergone a few changes as well. We are trying for loosely "themed" newsletters. Again, we depend on input from the regions for this.

To make it easier to provide input, and to get information out to the regions, we have created a publishing e-list (adria-publishing@yahoogleroups.com). This is for all chroniclers and webmasters of the Empire. If your region has these positions filled, please encourage them to join this e-list. It is a wonderful way to communicate, disseminate information and policies, and discuss situations that may arise.

*In service,
Maedb Hawkins, Imperial Office of Publishing*

END OF MINISTER'S REPORTS