



**The Adrian Empire
Imperial Estates Meeting
November 3 and 4, 2018
Agenda**

Published December 4, 2018

Prepared and submitted by:

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TABLE OF CONTENTS

- I. SIGN IN.....4**
- II. CALL TO ORDER 10:40 A.M., 11/3/184**
- III. ROLL CALL 74 (20 Present, 54 Proxy).....4**
- IV. APPROVAL OF MINUTES APPROVED4**
- V. REPORTS4**
- VI. CROWN BUSINESS.....7**
 - CRB1. Charter Amendments **NONE**7
- VII. CHANCERY BUSINESS.....7**
 - CHB1. Court Reports **NONE**7
 - CHB2. Election of Board of Directors President **JUDITH KING**7
 - CHB3. Consideration of amendments to the 2017-2018 Imperial Budget **NONE**8
 - CHB4. Consideration of the proposed 2018-2019 Imperial Budget **SEE TEXT**8
 - CHB5. Review of Associate Membership Dues per the Bylaws III.B.4 **NONE**.....8
- VIII. OLD BUSINESS8**
 - OB1. Requirements for 2nd and 3rd Level Combat Knights **APPROVED**8
- IX. NEW BUSINESS9**
 - NB1. Revision of the Imperial Calendar **TABLED**9
 - NB2. Expenditure of Imperial Funds for Travel **DISCUSSION**.....11
- X. DISCUSSION ITEMS.....12**
 - D1. Imperial Archives **DISCUSSION**.....12
- XI. NEXT MEETING OF THE IMPERIAL ESTATES MARCH 30-31, 201913**
- XII. ADJOURNMENT 2:18 P.M., 11/3/18.....13**

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

I. SIGN IN

II. CALL TO ORDER

10:40 A.M., 11/3/18

III. ROLL CALL

74 (20 PRESENT, 54 PROXY)

A. Seating of qualified members and written proxies

Petition to seat Sir Kraxen, K3, approved. Amended roll call: 75 (20 Present, 55 Proxy)

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

(Requires 2/3 to approve.)

IV. APPROVAL OF MINUTES

A. Approval of the minutes of the July 2018 IEM

APPROVED

(Requires majority to approve.)

V. REPORTS

A. Executive

1. Crown(s)

a. It was a good year for us. Performed well per the budget. TIM noted that there was a previous request for help, or input into areas including the budget from TIM and it appeared much of the discussion was started right before the estates meeting. Encouraged the populace to contact TIM throughout the year not just right before or after the IEMs.

i. Request/Discussion- request from the populace that TIM initiate the discussions as needed to help direct the conversation and knowing the deadlines in advance would help with the discussion items ahead of time so the discussion could then be relayed onto the agendas for the IEM.

b. One project TIM would like to implement this next year will be to help support the shires by shifting funds to the shires to help them obtain the necessary equipment to hold lists, or complete demos for the public which will help them build their chapters growth.

c. Hospitaler- this is a position that has struggled a bit this last year. Still on the search throughout the chapters for people who could help with the website and with the hospitaler/social media aspect

d. Imperial Challenge- The program financially is working, however, requesting more involvement from the chapters as a whole and not necessarily cherry-picking, or selecting only certain members to win the Imperial Challenge at the chapter level

each round. TIM need help locally because the energy cannot only be coming from the national level.

- e. MARCH IEM 2019- March IEM will be at Featherly Park. There will be tournaments, collegia, in addition to the meeting. Dates are March 30-31. Check in March 29 and check out Feb 1. Will need SW chapters to help bring out large pavilions to help with the meeting. This will be an experiment for something that has been talked about for a while. IF this is going to work, we need to make it work by stepping up and helping make sure these extra events run smoothly. For people who are local, will need to help make sure there is equipment and other things needed by out of town guests to make their stay possible/comfortable.

POLICY ANNOUNCEMENT:

- TIM will not be generating a policy to audit online memberships in general.
- Red flags, such as mass membership enrollments in a short period of time, will be investigated as TIM are made aware
- As a note- when you sign someone else's name on a legal document there could be legal issues including forgery- even online- must have permission in writing to sign someone else's name
 - o "Brandon Grider on behalf of xyz"- possibility
 - o Some chapters methods to make sure all of them have the actual people sign their names on the forms themselves in paper and online payments.
- **For Children-** during cases of minors who are signed up, if the other parent contests the membership, the membership will be removed until the parents can prove who is allowed the legal right to enroll the child.

2. President and Board of Directors

To be published separately.

B. Ministers

General Discussion of minister's reports and the lack of reports for the meeting

- Encouragement of Imperial ministers to post their reports in public open forums so that the populace can know how their ministers' offices are doing.
- Discussion regarding making sure local ministers are more involved in the war sites.
- It is the imperial minister's directive from TIM to work on reaching out directly to the local ministers and attempt to post reminders for deadlines, etc. (realizing that not all Imperial ministers have the time to micro-manage the deadlines even though they are helpful).

TIM will be enforcing the deadline for Imperial ministry reports (30 days prior to meeting).

TIM request that reports be submitted to them rather than published prior to their review.

1. Archery

Imperial Archery Minister is missing reports from many chapters. No report received.

2. Arts and Sciences

No report received.

3. Chancery

While the Chancery does not presently require monthly reporting, we do require each chapter to submit its Estates minutes for conflict check. This also allows us to verify that chapters are holding regular Estates meetings as required by Imperial law. We have not received many Estates minutes from chapters; it is unknown whether local Estates meetings are taking place, but delaying submission of minutes can easily lead to confusion if conflicting rules are put into effect at the chapter level.

We have established a closed Facebook group for chapter Chancellors to communicate with us and one another. However, we need the chapters to let us know when they change Chancellors in order to maintain communication. Goals for the upcoming year include publication of the Chancery calendar early in the year and publication of more reminders as deadlines approach.

4. Hospitaler

Vacant position; no report received.

5. Joust and War

Minister has been receiving more reports than usual, largely through increased outreach from the Imperial minister. Generally, there have not been many issues; there was one safety issue during a demo that was handled. Still working on getting the online tests updated.

6. Physicker

Nothing significant to report.

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

Website revamp project is on hold due to health and other mundane complications.

8. Rolls and Lists

Published separately.

9. Sovereign of Arms

No report received. TIM are planning improvements to the way arms are submitted and approved.

10. Steward

No report received. Per TIM, actuals from the 2017-18 regnal year worked out to a surplus of approximately \$14k, versus the projected deficit of approximately \$10k.

11. Other Officers

a. Justicar

No report received. Some justice actions pending.

VI. CROWN BUSINESS

CRB1. Charter Amendments

NONE

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

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

None.

Shires Normandy and Gloucester have been facing challenges in recent years. Discussion of ways to offer greater support to our Shires.

B. Elevate the following Chapters in status:

(Requires majority to approve.)

None.

Wolfendorf has expressed interest in elevation, but missed the business deadline for this meeting. This will be on the March agenda.

We expect additional chapters to also petition for elevation in March.

VII. CHANCERY BUSINESS

CHB1. Court Reports

NONE

A. Judicial Courts

No information received.

B. Civil Courts

None.

CHB2. Election of Board of Directors President

JUDITH KING

(Requires majority to find acceptable.)

The following BoD members have expressed interest in serving as President:

Judith King (HIH Gabriele Silverhand)

Judith King elected by voice.

CHB3. Consideration of amendments to the 2017-2018 Imperial Budget
(Requires majority.)

None.

CHB4. Consideration of the proposed 2018-2019 Imperial Budget **SEE TEXT**
(Requires majority.)

Published separately.

Line item “Estates Meetings” amended to a projected expense of \$3,000.

Line item “Administration” amended to a projected expense of \$1,500.

These amendments bring the projected total expense to \$36,870, for a projected surplus of \$680.

Discussion of last year’s surplus and the need for more accurate, realistic budgets rather than a “wish list” or worst-case scenario. Projections should be much more accurate, with Estates notification and express approval required prior to reaching the “worst-case” numbers.

APPROVED AS AMENDED.

CHB5. Review of Associate Membership Dues per the Bylaws III.B.4 **NONE**
(Requires majority to approve Imperial Crown decision or modify dues.)

Chancery Note: The dues for Associate Members are set by the Imperial Crown, and are subject to review by the Imperial Estates during the November meeting. The Estates may approve or modify the level of the dues at this time.

VIII. OLD BUSINESS

OB1. Requirements for 2nd and 3rd Level Combat Knights **APPROVED**
(Requires 2/3 to approve.)

If passed, this proposal would remove the distinction between rapier and steel in terms of wins and participations needed for advancement to 2nd level knighthood in combat. *Rewritten following July 2018 meeting.*

Authors’ proposed verbiage:

Amendments to Lex Adria IX.D.1. “Combatant Roll”:

- e. Knight Banneret
 - i. Participation in 18 additional Knights’ Lists (eight must be in the armored or rapier Knights’ Lists), at Crown events.

- ii. Five additional wins in the Knights' Lists (three must be in the armored or rapier Knights' Lists), at Crown events.

Amendments to affected manuals, tests, and forms, as necessary for consistency.

Authors/Sponsors: HG Tailan Bran McNeil; Sir Vincenzo Grimani, KCh; HG Uther von Hopf; HG Mourngrim-Arawn de Mordington; HIM Desmond Wallace.

Motion to discuss failed, many against to few in favor.

Chancellor advised Estates that the right to request clarification or further information on the proposal was still allowed by Point of Information motions. No such motions were made.

APPROVED, 53-21.

IX. NEW BUSINESS

NB1. Revision of the Imperial Calendar

TABLED

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

Several alternatives to the current Imperial Calendar have been proposed, and are illustrated in Appendix A.

Option 1:

- In-Person Imperial Estates Meetings in January and July
- Imperial Wars on Memorial Day and Labor Day weekends

Option 2:

- In-Person Imperial Estates Meetings in April and November
- GoToMeeting Imperial Estates Meeting in August
- Imperial Wars on Memorial Day and Labor Day weekends

Option 3:

- In-Person Imperial Estates Meetings in March and November
- GoToMeeting Imperial Estates Meeting in July
- Imperial Wars on Memorial Day and Labor Day weekends

Authors' commentary: A Facebook poll indicated that the majority of members prefer keeping the Imperial Wars on Memorial Day and Labor Day weekends. The Option 1 calendar keeps the July IEM, although the dates for this meeting can be fluid within the month to adjust for conflicts with large local demos. The Option 2 calendar moves the IEM out of March, which is traditionally a terrible traveling month for all areas weather-wise, and removes the summer IEM in favor of a GoToMeeting IEM. The Option 3 calendar is the current calendar but with the substitution of a GoToMeeting for the July IEM.

Authors/Sponsors: HG Tailan Bran McNeil; HIH Gabriele Silverhand; HG Anne Bryce of Kinncraig; HG Uther von Hopf.

Discussion:

- Option 1- events appear to be more bunched up however due to the busyness of the end of the year might be the best. For some people this could be an issue with travel due to weather and the short turn around sometimes needed when coming in for the meeting.
- Concerns regarding expenses to the chapters not just the empire
- Concerns regarding the people who are not literate in technology/computers
- Concerns regarding the experience of trying to be in the GoToMeeting experience from BOD meetings.
- There are ways technologically we could help with the moderating of the discussion.
- Our cost for GoToMeetings would have to also increase. Although there are options that could be explored that may provide better options.
- Logistics would have to be explored in depth to the capability of holding electronic meetings
- The discussion could happen via GoToMeeting options; however, the voting could be done via another method like a poll etc
- July is still in law as a mandatory meeting
- Concern regarding the ability of the chancellor to control those meetings, and make sure the votes are being recorded the right way.
- The meetings provide vital time for people in other chapters to get to know each other, develop relationships
- IF this happens, newer and smaller groups are going to have a harder time getting the support they may need.
- Can we test various platforms prior to making the decision?
- Would people be amenable to playtest for a year prior to making a permanent change.
- Interest from BOD to determine the actual cost of what the cost is for meetings to the chapters or individuals to help with the data and would get us more information to make decisions.
- If we change the meetings to include additional events during the week that would help with the comradery but also may change the cost of how much it is costing to bring out the equipment.
- Concerns for wars still being held during the long weekends for people who work in tourist areas that are unable to get off of work.
- Concerns that the basis of these changes for the calendar are due to cost when it could be possible to be cheaper
- Could also limit the meeting to only 1 day, have it during the same time as wars.... Etc.
- Belief that March and November are the most important for in person due to what is generally on the agenda even though July attendance is required.

- Even though there was a Facebook poll about when to move the weekend. Recently there have been some appetite about “if the entire region wants to move it can we move it?”
- Example of SW- has ¼ of the population in the empire and many in that region work in hospitality and would be unable to go due to the weekend.
- Sometimes the people who are committed are going to be committed regardless and even when concessions are made it may not actually make any difference
- Are people enthusiastic about changing the calendar that it would be feasible to come to a solution or is it something we will have to tolerate/amenable to a change.
- May know more information after March meeting due to the changes in the format.

Motion to table for further discussion in March passed without objection.

NB2. Expenditure of Imperial Funds for Travel

DISCUSSION

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

This proposal was drafted at the request of the Board of Directors, to offer guidance on Imperial decision-making with respect to government travel.

I. Imperial Estates Meetings

A. During planning of Imperial Estates Meetings, the following should be taken into consideration, in order of descending precedence:

1. Regional rotation set forth in Imperial Estates Writ 21
2. Bids received from chapters and members
3. Cost-effectiveness

B. Cost-Effectiveness

Both direct and indirect costs must be taken into account in evaluating bids and venues for Imperial Estates Meetings.

1. Direct Costs

These are the costs reimbursed or paid directly by the Adrian Empire.

2. Indirect Costs

These are the costs incurred by individual chapters and members. While chapter expenses are not directly taken from the national bank account, their funds are ultimately Imperial funds and should be afforded the same consideration.

II. Other Travel

Periodically, the Imperial Crowns and/or their representatives may be called upon to travel throughout the Empire, independent of Imperial Estates Meetings.

A. Reasons for Travel

1. Attendance of Imperial Crown Wars outside the region of residence, when in-region participation is restricted by Imperial Law.

2. Arbitration/mediation of disputes, where telephonic or other remote intervention has been attempted and failed.
 3. Chapter support
- B. Frequency of Travel
1. It is anticipated that the Imperial Crowns and/or their representatives may need to undertake a total of up to 5 trips per regnal year, in addition to the Imperial Estates Meetings.
 2. Additional travel must be approved in advance by a majority vote of the Imperial Estates.

Author: HG Edelinne d’Orsay, on behalf of the Board of Directors

Discussion:

- Interest expressed in this being put forth as a guideline rather than law; concern that it would be possibly over-restrictive if it is law
- Proposal originated from requests to the BoD for legal restrictions on the expenditure of Imperial travel-related funds, irrespective of the approval of the budget. These requests arose from concerns over potential role of self-interest in selecting IEM sites rather than good-faith efforts to act in the interests of the organization
- Interest in amending to remove part II.B., as long as expenditures remain within budget.
- TIM interested in an increase in the number of times they can travel to increase support to various subdivisions.
- Some of the travel from TIM have not been billed to the Empire, in cases where they could afford to personally absorb the cost
- Concept of making sure the travel funds are spent appropriately is a good one, however using it like a checklist may provide too many limitations. (particularly part II.B.)
- Discussion of how the travel funds also relates to the overall budget. More realistic budgets could perhaps go a long way toward eliminating these concerns as Estates would have better oversight to prevent spending the body feels is excessive or inappropriate

X. DISCUSSION ITEMS

D1. Imperial Archives

DISCUSSION

Over the past several years, efforts have been underway to produce and store an electronic copy of the Imperial archives. As this project nears completion, several questions arise:

- What is to be done with the physical paperwork?
- On what timeline should physical documents be destroyed?
- How are the electronic documents to be stored and backed up?

- How are the electronic documents to be accessed?

Discussion:

- TIM approved purchase of a portable drive to store the electronic versions- not sure why this has not been implemented versus use of personal data storage device(s).
- Supposed to have at least 2 copies electronically- one for R&L and one for Archivist
- Portable storage- how long does it last, is it going to be corrupted?
- Cloud storage is also an option to help mitigate the decomposition of the electronic formats
- Only for R&L- no financials in the paperwork- when does the physical copy cease to be of use?
- Three reasons records are kept, legal, membership protection, and history. Each of these sections could have their own tiers regarding what priority should they be kept and destroyed.
- Questions of when the archivist is being used for the old paperwork. Most new memberships and paperwork have been already scanned and put into the system and everything is more updated.
- Consulting with the attorney to make sure that there is no legal requirement that we would need to comply with.

XI. NEXT MEETING OF THE IMPERIAL ESTATES

March 30-31, 2019

Featherly Park, Yorba Linda CA

The Imperial Estates Meeting will be part of a larger camping event that weekend, to include tournaments and collegia. Parties interested in teaching a collegium are encouraged to contact TIM.

XII. ADJOURNMENT

2:18 P.M., 11/3/18

APPENDIX A

NB1. Revision of the Imperial Calendar

Current Imperial Calendar

Option 1

Calendarpedia Your source for calendars

January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31					

Calendarpedia Your source for calendars

January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31					

Option 2

Option 3

Calendarpedia Your source for calendars

January	February	March	April	May	June	July	August	September	October	November	December
1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24
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25	26	27	28	29	30	31					