



**The Adrian Empire  
Imperial Estates Meeting  
July 20, 2024  
Agenda - **Minutes****

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Prepared and submitted by:  
Mourngrym – Arawn de Mordington, Imperial Chancellor

# TABLE OF CONTENTS

- I. SIGN IN.....5**
- II. CALL TO ORDER.....5**
- III. ROLL CALL.....5**
- IV. APPROVAL OF MINUTES.....5**
- V. APPROVAL OF EMERGENCY BUSINESS FROM MARCH iem. ....5**
- VI. REPORTS.....5**
- VII. CROWN BUSINESS.....6**
  - CRB1. Charter Amendments .....6
- VIII. CHANCERY BUSINESS.....7**
  - CHB1. Court Reports.....7
  - CHB2. Award of Successful Completion of Reign for HIM Gabrielle III and HIM Callon I.....7
  - CHB3. Approval of Eligibility for Imperial Crown Contenders.....8
- IX. OLD BUSINESS .....8**
- X. NEW BUSINESS .....8**
  - NB1. Creation of the Imperial Order of the Knight Esteemed .....8
  - NB2. Creation of a standard for Rangemaster qualification.....9
  - NB3. Set a timeframe for location of War sites for Imperial Banner War and Imperial Crown War weekends.  
10
  - NB4. Update Lex Adria Imperium to follow a uniform timeline regarding Imperial Coronation and November  
IEM. 10
- XI. DISCUSSION ITEMS.....11**
  - DI1. Statement of Work Proposal for the Adrian Empire Database, connectivity to the Empire website, and security features for both. .... 11
  - DI2. Allowing use of plastic shields in Waster combat as well as Shinai..... 11
- XII. NEXT MEETING OF THE IMPERIAL ESTATES .....11**
- XIII. ADJOURNMENT .....11**

## GENERAL MEETING INFORMATION

**Location:** Remote Meeting via Zoom.

**PLEASE NOTE: THIS IS A REMOTE ONLY MEETING.** Those who cannot attend in person are encouraged to send their proxy with an attendee of their choice or to submit a directed proxy to the Chancellor.

**Date and Time\*:**

Sat, 20 July, 2024:	7:00 – 8:00 PDT	Sign In
	8:15 – 4:00 PDT	Imperial Estates Meeting

**Airport:**

N/A

**Reservations and Rates:**

N/A.

\* - All times are local 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. All proxies, including carried proxies must be emailed to the Chancellor no less than 72 hours before the meeting. Proxies submitted after this time will not be accepted.

# AGENDA

## I. SIGN IN

## II. CALL TO ORDER

8:28 AM

## III. ROLL CALL

A. Seating of qualified members and written proxies

## IV. APPROVAL OF MINUTES

A. Approval of the minutes of the March 2024 IEM

Approved Unanimously

*(Requires majority to approve.)*

## V. APPROVAL OF EMERGENCY BUSINESS FROM MARCH IEM.

*(Requires 2/3 majority to approve.)*

Approved Unanimously

## VI. REPORTS

A. Executive

1. Crown(s) – **Gathering ICW bids. Site for SW, but no autocrat. Travelling to many regions. Good growth on East coast. Crown Writ posted about award corrections. Only received about 60% of chapter reports.**
2. President and Board of Directors – **Working on DataBase security features. RFP for website will be submitted in November**

B. Ministers

1. Archery – **No concerns stated. All going well**
2. Arts and Sciences – **Delayed responses due to issues with email. Working on a possible Advanced Judging collegium.**
3. Chancery – **Sir Siegfried is now deputy. Rosters are still a problem. Roster and Proxy information is lacking.**
4. Hospitaler – **Will be posted**
5. Joust and War – **Combat is happening. Synthetic polearms being tested in Glynmore.**

6. Publishing (includes Imperial Webmaster, Chronicler, etc.) – **Static Web pages being updated as requests come in. Plans to publish ministers for incoming Crown**
7. Rolls and Lists – **Working on getting old events added. Some chapters not reporting or not reporting correctly.**
8. Sovereign of Arms – **Up to date on LORR. Working on rough draft of Worthy nomination forms. Having email issues, so if no response, please reach out.**
9. Steward – **Report posted to Imperial Website.**
10. Other Officers

## VII. CROWN BUSINESS

### CRB1. Charter Amendments

*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:

*(Requires majority to approve.)*

1. Archduchy of Alhambra. Current membership 47/50 **51 members.**
2. Archduchy of Cathair Na Caillte. Current membership 45/50 – **Table to November**
3. Archduchy of Esperance. Current membership 33/50- **Reduced to Duchy**
4. Archduchy of Stirling. Current membership 47/50– **Table to November**
5. Archduchy of Var Heim. Current membership 48/50 – **Merging with Connacht. Both removed from list**
6. Duchy of Connacht. Current membership 7/20- **Merging with Var Heim. Both removed from list.**
7. Duchy of Thinairia. Current membership 17/20– **Table to November**
8. Duchy of Wolfendorf. Current membership 6/20 – **Reduced to Shire**

#### B. Crown announcements regarding Shires

*(No approval required. Crowns are providing notification to the Estates.)*

1. Shire of Burgundy to be dissolved. - **Dissolved**

*Commentary from Princess Aislynn: “I am officially requesting that you close the shire of Burgundy and I submit the lands back to the Empire with love and gratitude.”*

2. Shire of Hallowed Hills to be dissolved. - **Dissolved**
3. Shire of Gloucester to be dissolved. - **Dissolved**
4. Shire of Stonehaven to be dissolved. - **Dissolved**

**C. Requests for change in chartered territory**

*(Requires majority to approve.)*

1. The Kingdom of Terre Neuve has requested that their Charter be changed to restore their borders to include all of both San Diego County and Imperial County. These were the borders which existed before the creation of Brandenburg in 2002. – **Passed with 10 objections. Objections conceded without need for formal vote.**

*Petitioners' Commentary: We the Estates of the Kingdom of Terre Neuve humbly request the Imperial Estates to restore the borders of our Kingdom to include all of San Diego County and Imperial County. We have numerous members of our Kingdom who live in these Northern lands, including our current Crowns who wish to be physically inside our borders again. In addition, we have Ramona State Faire which has been a very successful demo in those lands that we have been running for years.*

**D. Elevate the following Chapters in status:**

*(Requires majority to approve.)*

1. The Shire of Leicester has requested to be elevated to the status of Duchy.  
Current membership: 44      **Passed without objection**

## VIII. CHANCERY BUSINESS

### CHB1. Court Reports

#### A. Judicial Courts

*No notices or judgments received.*

#### B. Civil Courts

*No notices or judgements received.*

### CHB2. Award of Successful Completion of Reign for HIM Gabrielle III and HIM Callon I.

*(Requires majority to approve.)* **Approved with 3 objections and 3 abstentions. Objections conceded.**

*Chancellor's Note: This item of business is typically voted on during the March IEM, but was left off the agenda. There is no change to the handling of this piece of business other than it being delayed to this meeting.*

**CHB3. Approval of Eligibility for Imperial Crown Contenders.**

***(Requires majority to approve.)- Approved with 4 objections. Objections conceded without need for formal vote.***

1. Sir Puck, mundanely known as James Sheppard.

*Letters of Intent are attached as Appendix A.*

**IX. OLD BUSINESS**

*None. All New Business from the March meeting was withdrawn by the authors or is being submitted again as New Business due to substantial rewrites.*

**X. NEW BUSINESS – SIR TAILAN REQUESTED DISCUSSION ON ALL NEW BUSINESS ITEMS BE LIMITED TO 30 MINUTES.****NB1. Creation of the Imperial Order of the Knight Esteemed – Item to be rewritten by author and submitted at later meeting.**

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

. To become a member of the Imperial Order of the Knight Esteemed, one must have earned 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> level knighthood in a discipline by qualifying using only the highest level of participation in that discipline. This requires a total of 89 Knight's List Tournament Wins (or Masterworks) for Archery, Combat or Arts plus 7 Masterworks for Arts, and 116 DIs for ministry; 25 discipline related DIs for Ministry, and 16 Participations as a Range Master, Minister of Arts & Science, Minister of War & Joust or Crown Marshal, or Autocrat, or their assistant (e.g. marshal, judge, ...), as appropriate for the discipline, at wars.

An individual can become a Knight Esteemed each of the 4 disciplines.

This order bestows precedence equal to an Imperial Baron or Baroness.

Members of this order may augment their arms or wear the badge of the order\* for the discipline(s) for which they are a member:

Combat: A fleur-de-lis enfiled of a sword Or\*\*

Arts: A fleur-de-lis enfiled of a paint brush bendwise Or

Ministry: A fleur-de-lis enfiled of a quill bendwise sinister Or

Archery: A fleur-de-lis enfiled of an arrows fesswise Or

***Author:*** HG Gregor Pent Graf von Schongau, Knight Premier

***Sponsors:*** HIH Sir William Bain, HE Dame Sibylle D'Viginti von Schonjau

***Author Commentary:*** It has been said that there is no "goal" for a knight once they have reached 3<sup>rd</sup> level. This order would give knights that goal and recognize those few who have "gone the extra mile" to "prove their worth".



*When I first proposed this in a discussion, complaints were made that the version of the war point requirement did not show proper prowess or was “too political” as being the Range Master, MoWJ, Arts Minister, or Autocrat for a war was a “political” appointment. I suggest that, by not requiring them to be the “politically appointed” person-in-charge, there should be more than adequate opportunity for 3rd level knights to serve in these positions regardless of who is Crown. Or, if this body feels that being the “assistant” is not adequate and that the Crowns will be, as they should, fair enough to give any qualified knight the opportunity to serve in these positions, at “fun” wars especially, and given that each chapter is authorized to hold up to 4 wars/year and service can be rendered in other chapters and the Empire.*

*The only problem I see at this point is the need to verify that the (demo replacing) DIs and War Points were “discipline related”. This requirement was put in to show that the knight has been “teaching what they know”, not just learning to improve their prowess. Again, I am open to (read that as “I am requesting”) suggestions to “make this work”.*

*\* These badges have not yet been approved by the ISoA and may be subject to change.*

*\*\* Or is the heraldic term for Gold.*

*Additional information for this item of business can be found as Appendix B.*

**NB2. Creation of a standard for Rangemaster qualification. – Discussed. Recommendations and concerns were mentioned. Author will be submitting an example test to go with this item.**

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

As no current law exists regarding qualification for Rangemasters, it is proposed that the following be added to IEW 52 in Section I.D between items 1 and 2.

Rangemasters at Adrian events must have completed a Rangemaster qualification course with the following requirements.

1. Pass the archery written test with a minimum score of 90%
2. Pass the Rangemaster test with a minimum score of 90%
3. Assist a qualified Rangemaster with range safety at a minimum of 3 events.
4. Take a Rangemaster class..

Seated Crowns are exempt from the qualification requirements. To maintain Rangemaster qualifications, a member must attend a Rangemaster class and participate in a Rangemaster capacity at least once every two years. If a member allows their qualification to lapse, they will be required to repeat the qualification glass and range master written test before they can be reinstated.

Rangemaster cards must be signed by a local Crown, Archery Minister, or qualified Rangemaster.

**Author: Sir Einaar Arvakenson**

**Sponsors: Sir Mourngrym**

*Author Commentary: If passed, the Imperial Archery Minister, with the input and assistance of the Estates and Ministers will create a range master test and qualification card to submit for Estates approval no later than the next IEM. It is requested by the author that this law, if passed, go into effect at the time of the IEM following approval of the test and qualification card.*

*Possible examples of the qualification card can be found as Appendix C. An example of a possible test will be uploaded separately.*

**NB3. Set a timeframe for location of War sites for Imperial Banner War and Imperial Crown War weekends.**

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

The Imperial Crowns shall ensure that war sites for Imperial Banner War (Memorial Day weekend) and Imperial Crown War (Labor Day Weekend) shall be secured no less than 9 months prior to the events in the following five regions: Canada, Northwest, Southwest, Northeast, Southeast, as well as any additional sites that are desired. While it is expected that support will be provided by the local regions in submitting bids for these sites, it is ultimately the responsibility of the Imperial Crowns to have sites scheduled and reserved.

*Author: Sir Puck*

*Sponsors: Sir Fafnir, Sir Desmond, Sir Razzial, Sir Seigfried, Sir Tailan*

*Author Commentary: We know that these wars are going to happen every year. We should be planning better than waiting until a few months beforehand to get something found and scheduled. Most sites book a year in advance and we should be striving for that.*

**NB4. Update Lex Adria Imperium to follow a uniform timeline regarding Imperial Coronation and November IEM. – Discussed with possibly friendly amendments proposed. Authors will provide a more streamlined item for November OB.**

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

Under Article VI.E.3, Meeting Date, November, it is listed that the Imperial Estates shall meet on the second Saturday of November, and the following day if needed.

Under Article XIV, Terms of Office, Section A, it states that the Emperor/Empress shall rule from Coronation (The first weekend of November of the year of ascent to the Throne) until the Coronation of the Imperial Heirs Apparent (the first weekend of November in the following year.)

Under Article XIV Term of Office, Section F.4 it states With regard to Imperial Heirs Apparent determined at regular Imperial War on Labor Day Weekend, coronation shall occur on the first weekend in November.

The following options are presented as means to provide a uniform timeline for the November IEM and Coronation.

Option 1: Coronation and Imperial Estates meeting shall happen on the first weekend of November.

Option 2: Coronation and Imperial Estates meeting shall happen on the second weekend of November.

Option 3: Coronation shall happen on the first weekend of November, and the November Imperial Estates Meeting will happen on the second Saturday of November as a virtual meeting.

**Author: Sir Puck**

**Sponsors: Sir Fafnir, Sir Desmond, Sir Razzial, Sir Seigfried, Sir Tailan**

*Author Commentary: We have a conflict of dates that needs to be updated to reflect the timeline we as an organization desire. If option 3 is desired it would allow for more effort to be put forth for a large coronation event to include tournaments and collegia instead of a business meeting. Either way, the time lines need to correlate to what we as an Empire want.*

*Chancellor Note: The Imperial Estates voted to move the November IEM to the second weekend in November to avoid potential conflicts with Halloween. Coronation was not specifically voted on, but it was a part of the same discussion.*

## XI. DISCUSSION ITEMS

**DI1. Statement of Work Proposal for the Adrian Empire Database, connectivity to the Empire website, and security features for both.**

**Information only. This item is BoD business, but wanted to update as to current status.**

*Documentation for this discussion item is listed as Appendix D.*

**DI2. Allowing use of plastic shields in Waster combat as well as Shinai.**

**Item to be submitted as NB in November.**

Prince William and Their Imperial Majesties would like to present the following for discussion as a possible future amendment to the Combat Manual, IEW 17

IEW #17 – section I. SHIELDS 2. SHIELD CONSTRUCTION e. High-Impact Plastic

- May be used for shinai and Synthetic Waster combat only
- Must be covered by canvas or leather
- Must be edged as described for wooden shields

## XII. NEXT MEETING OF THE IMPERIAL ESTATES

November 2024 – Dates and location TBD

## XIII. ADJOURNMENT – MEETING ADJOURNED AT 12:25 PM.

## **APPENDIX A**

### **Letter of Intent to vie for the Imperial Crown**

**Greetings unto the Chancellor and Populace of the Adrian Empire, I, Sir Puck, do hereby declare my intention to vie for the Imperial Crown this year. I am running alone with no co-ruler or consort. I have selected Sir Siegfried Von Aschaffenburg of Terre Neuve as my Chancellor.**

**I know that I will have to manage quite a bit and I am prepared to do such and will also make sure that I have a strong group of Ministers to aid in keeping the Empire running smoothly.**

**I have had two successful reigns as Duke of Vingulf and a successful reign as King of Umbria. I am a Knight Champion and Knight Premiere.**

**Instead of boring everyone with a long declaration letter. If you have questions, concerns, recommendations, or just want to wish me condolences on my life choices, please feel free to contact me or get my attention and I will be happy to hear what you have to say.**

**Thank you,  
Sir Puck**

# APPENDIX B

## Requirements for Order of the Knight Esteemed

Order of the Knight Esteemed Earnings

	Archery	Arts	Combat	Ministry
List Wins/MWs/DIs	89	89+7	89	99
Wars	16	9	16	16
Demos	25	25	25	0

Order of the Knight Esteemed Earnings

	Archery	Arts	Combat	Ministry
List Wins/MWs/DIs	89	89+7	89	99
Wars	16	9	16	16
Demos	25	25	25	0

Count Detaileds

	Archery Sgt												Arts (& Science) Sgt												Combat Sgt												Ministry Sgt											
	EP	L	K	L	K	L	K	L	EP	L	K	L	K	L	EP	L	K	L	K	L	EP	L	K	L	K	L	EP	D	K	D	K	L	K	D														
List Win	8	1	1	1	1	5	3	1	8	1	1	1	1	5	3	1	8	1	1	1	1	5	3	1	8	1	1	1	5	3	1	8	1	1	1	5	3	1										
MW														1	2	4																																
War			1		5		1				1		3		5				1		5		1						1		5		1															
DI	2		3		5		1		2		3		5		1		5		2		3		5		1		2		3		5		1		2		3											

## APPENDIX C

### Samples of the Rangemaster Qualification card.

Sample card:

Front

<b>Name</b>	<b>Game Name</b>		
	<b>Date</b>	<b>Signature</b>	<b>Chapter</b>
Archery Test			
Rangemaster Test			
Range Safety			
Range Safety			
Range Safety			
Class			

Back

	<b>Date</b>	<b>Signature</b>	<b>Chapter</b>
Class			
Class			
Class			
Class			

# APPENDIX D.

## Statement of Work/Request for Proposal for Member Information Database

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[Contact Information to be added here]

### Contents

- Introduction: ..... 16
- Purpose:..... 16
- Scope of Work: ..... 16
- Database Setup:..... 16
- Website Connectivity..... 20
- Emailing ..... 21
- Appendix A: Security ..... 21
  - Access Level Definitions and access allowed..... 21
- Appendix B: Checks and Balances..... 23
  - Error Trapping ..... 23
  - Change Logs ..... 23
  - Database points to webpage ..... 23
- Appendix C: Glossary..... 24
- Appendix D: Sample files and web pages ..... 25
  - StKs: ..... 25
  - Sample Member/Persona Page: ..... 25
  - Adrian Empire Membership Summary Page: ..... 25
- Appendix E: Screenshot Examples of Pages ..... 26

**Introduction:**

The Adrian Empire is a 501c3 not-for-profit educational organization specializing in medieval recreation. We are an international organization with approximately 1000 members in local chapters in regions throughout the United States of America and Canada.

The Adrian Empire was founded in 1987 by medievalists interested in practicing live steel combat.

**Purpose:**

The Adrian Empire is a merit-based organization, meaning that certain progression is achieved by participating in events or gatherings in multiple ways, which is tracked and counted (“points”) towards a specific goal. A database is required to accurately keep track of and show that participation.

**Scope of Work:**

The vendor shall create and/or set up and maintain a secure database containing member information including legal information and pertaining to their activities within the Adrian Empire.

The database must be compatible with information in the current database so as not to lose any information currently on record and to mitigate, as much as possible, any challenges in training current users on the new database. Current table examples that do not contain protected information will be provided upon request. Any table or tables containing protected/proprietary information shall not be released until successful signing of a contract.

The database tables will be compatible with the same technology as the organization’s website to allow members to view their personal information as well as expectancies as outlines further in this document (under the section titled “Website Connectivity, in particular). The vendor shall create a front-end connection to the organization’s website to allow authorized users to update the database.

The vendor will provide reasonable technical support options for issues that may arise in the normal operation of the database. The vendor will provide the ability to access and append the database to select members of the Adrian Empire with varying access requirements that will be outlined within this document.

The work shall include but is not limited to the following and may require linking to other database sources.

**Database Setup:**

Service Item	Service Requirement
--------------	---------------------



A. Member Table Requirements		
A1.	Basic Member Information	Member ID Member Last Name Member First Name Member Middle Name Member Date of Birth Member email address Member User Access Level
A2.	Extended Member Information	Member Game Name Member Chapter Membership Type -Associate -Participating -Family -Lifetime - Inactive Membership Expiration Date Date Membership Dues Last Received
B. Database Functionality - General		
B1,	Requirements (These options are available once a rolls minister logs in) -Access to certain options need to be restricted based on the user's access level	Maintain/Create Event logs Manage Member Awards, Orders, and Titles Maintain/Create Member Awards, Orders, and Titles Maintenance of Personnas (Adding and maintaining various knighthoods) Rolls minister maintenance Chapter Maintenance Generate change log report Generate and export report of events (Allow report to select a date range and include the chapter, event date, event status, and event name) Generation and Export of Membership Reports
B1a.	Event Maintenance - General Overview (For specifics, please see individual section for event entry) - All items on this list will only be visible to users with the proper access level.	Create new events Edit existing events to correct and/or complete them. Add Members to events to record their specific participation Edit Members currently listed on event rolls Remove Members from event rolls Export event report to show event participation
B1b.	Manage Member Awards, etc.	Show current awards, orders, and titles held by a member Dropdown menu list of awards available by chapter Date award was received Edit Member Award (Access level dependent) Delete Member Award (Access level dependent)

		Text box allowing the entry of who granted the award.
B1c.	Award Maintenance -Users without proper access can view information but not edit	Add Award Edit existing award information such as which chapter it belongs to or its name and/or description. Delete Award
B1d.	Persona Maintenance -Users without proper access can view information but not edit	Edit Persona Name - Text box Add or Edit Title - Text box Add knighthoods attained Edit Knighthood information
B2.	General Website Connectivity - Translating database entries to show on website	Show events on individual member page Show awards on individual member page Show Knighthoods on individual member page
B3.	Searching for Specific Member during event, member, or persona management	Member search by member ID, Last name, or persona name Allow searching with minimum of 3 characters/letters Allow special characters like space or apostrophe in the name Create drop-down menu for results with multiple responses
B4.	General Member Search	Search functionality to allow a member to search for another member as long as the member searching past the login wall
B5.	Rolls Minister Maintenance - Options visible will be dependent upon user access level	Add (or activate) New Minister - Add a check to ensure that duplicate entries are prevented (Example, pop up stating that the member is already an active rolls minister. Edit Current Minister Deactivate Minister - removes all rolls database permissions Chapter Assignment - Defaults to member's current chapter but allow a specific chapter or multiple chapters to be assigned. Assign Role (Local Deputy, Local Minister, Local Crown, Imperial Deputy, Imperial Minister, Imperial Crown) - These roles will have individual database permissions (See Appendix A)
B6.	Chapter Maintenance	Create New Chapter Activate Chapter Deactivate Chapter (Moves any current member to the default chapter "Members at Large" Set Chapter Size (Automatic or Manual) - Each chapter should default to a designation (Kingdom, Arch Duchy, Duchy, Shire) based upon the number of members in the chapter, but this will override that allowing a designation to be manually entered. Add Member to chapter

		Remove Member from chapter Edit Chapter Name
<b>C. Event Maintenance</b>		
C1.	General Requirements	<p>Ability to create events with sequential numerical event IDs</p> <p>Ability to sort existing events by multiple criteria including "Month/Year", "Date Range", "Chapter", "Event Status", "Event ID"</p> <p>Ability to view/edit event rolls for events not locked</p> <p>Ability to edit event information for events not locked</p> <p>Ability to add notes to event for events not locked</p> <p>Ability to export/print a report of the event summary</p> <p>Change log export function for the event being accessed</p>
C2.	Event Creation -Options not available based on user access level will be read only and greyed out to prevent changes	<p>A field that will auto populate the event ID once the event has been created</p> <p>The chapter designation should be set to the user's default chapter or a dropdown menu for users with access to multiple chapters</p> <p>Check boxes to allow the selection of the type of event. - Allow checking multiple event types</p> <p>A text box to allow the name and specific location of the event to be entered</p> <p>A text box to allow the name of the autocrat(s) of the event to be entered.</p> <p>A calendar/date selection to choose the event is scheduled for (must be able to choose both past and future dates)</p> <p>A text box for any notes for the event</p> <p>A check box to indicate the event is part of an Imperial Exception and allow the points to be counted even if members attending this event have attended another event in the same month.</p> <p>Button to allow creation of event rolls</p> <p>Button to cancel event creation page - deletes any work not saved and returns to previous menu</p> <p>Button to restart event entry - deletes everything in the event except the event ID</p> <p>Button to delete event - to remove events entered in error</p> <p>An automatic check for adding multiple events for the same chapter in the same day to prevent accidental event duplication. (Allow the user to confirm their intention and continue to enter the event)</p> <p>Ability to export an event report to file or printer with a summary of attendees and their activities.</p> <p>Ability to choose whether to show or hide event attendees as the event is processed</p>

		Ability to choose whether to show or hide event attendees as the event is processed
C3.	Event Rolls	<p>Ability to add a member or guest to the event rolls.</p> <p>Checkbox that indicates whether the member can be considered physically present at the event per Adrian Empire rules (If this box is not checked, any points entered on this page will not roll to member's page)</p> <p>Roll lists for each discipline (Archery, Combat, Ministry, Robe) -See Appendix E for example of event rolls page.</p> <p>Designations for each discipline for the type of event (Tournament, War, Demo) with the ability to select multiple types for a single member/discipline.</p> <p>Check box in each section with a tournament (See Appendix E) to mark participation and/or win. Allow both to be checked.</p> <p>Check database for duplicate winners for each discipline - Pop-up or new window, allowing user to confirm the double entry. This will account for events with multiple tournaments in the same discipline.</p> <p>Check box for the type of point being awarded (EP/War) -Allow multiple selections</p> <p>Text box for any notes pertaining to the individual member</p>

### Website Connectivity

The database entries need to connect to each member’s persona page in a manner that summarizes their participation by each discipline with the ability to expand each discipline section to view the complete event and participation list for that event.

Adrian Empire Laws indicate that except in certain circumstances, only one event or war point may be achieved per month in any of the disciplines. The webpage interface from the database must reflect and accurately show those rules. See Appendix

The page should be able to calculate when a step on the member’s StK has been achieved, ensuring that the member is automatically made aware of the achievement.

The knighthoods and awards recorded in the database should be visible on the same page.

The member should be able to export the information under each discipline into an excel file.

## Emailing

Once an event has been created or its status has been changed to “Local Review”, “Imperial Review”, or “Imperial Acceptance” an email should be automatically generated to the email addresses associated with that event or the option to send an email indicating the change has been made.

An email dropdown can be added to each event creation/management page to designate who gets the email pertaining to that event.

## Appendix A: Security

All members will need to log in to the site to have access to view anything. Guests or members who do not log in will not be able to see anyone’s legal name or personal details and will be limited to seeing only persona names and unsecured pages.

Access to the database is secured through password protection. The login to the database is through the following page [Can be changed depending on whether any new website uses a different address]  
<https://www.adrianempire.org/ministers/minRolls.php>.

Upon initial access granting, an email with a new username and password will be automatically sent to the member email address listed in the database. Usernames can be changed by persons authorized by their access authority, but they should not be able to view individual member passwords.

Upon initial login after granting access, the user should be prompted to change their password from a default password created by the system.

A multi-factor authentication protocol will be required for password retrieval with a random password auto generated by the system.

### **XIV. Access Level Definitions and access allowed.**

The access levels are listed in ascending order with “Guest” being the lowest level.

- Guest
  - No password required.
  - Not a member.
  - Able to access and view public pages and sections.
    - Default views, such as in a chapter member list will not show member legal (mundane) names but will show game names.
  - Cannot see members’ legal names or any private information.

- **Member**
  - Basic Member level.
  - Password required.
  - Able to access and view public pages.
  - Able to access and view member pages.
  - Can see legal names and some private information.
  - Can request audit of their StK from their member page.
  - Can export data from a member page for StK review.
  - Can search for other members.
- **Local Rolls Deputy**
  - Same access as “Member” level. Must be a registered member with password to be eligible for this access level.
  - Ability to access rolls database.
  - Can create an event for any chapter(s) to which they are assigned.
  - Can change event status from “Entry” to “Local Review” or vice versa.
  - Can view events of any status for the chapter(s) to which they are assigned.
  - Can add awards to a member from the chapter(s) to which they are assigned.
  - Can add knighthoods to a member from the chapter(s) to which they are assigned.
- **Local Rolls Minister**
  - Same access as any lower level.
  - Can add a local deputy to any chapter(s) to which they are assigned.
  - Can export event reports for the chapter(s) to which they are assigned.
  - Can create, edit, and delete local awards.
- **Local Crown**
  - Same access as any lower level.
    - Exception – cannot create new events, can only review.
  - Can change event status to any status, up to “Imperial Review”.
- **Imperial Rolls Deputy**
  - Same access as any lower level.
  - Can view/edit/create events in any chapter.
  - Can mark the “Imperial Exception” box (see C2. Under Database Setup)
  - Can change event to and from any event status.
  - Can add Imperial (Chapter: Adria) to any member.
- **Imperial Rolls Minister**
  - Same access as any lower level.
  - Can export event list containing all chapters.
  - Can create/edit Imperial awards.
  - Can edit or remove awards on any member.
  - Can assign roles to any member (Access Levels), creating, editing, or removing access to rolls database.
  - Can export current member list for all chapters.

- Imperial Crown
  - Administrator – level access equal to all lower level.
    - Exception – Cannot enter events, can only review.

## Appendix B: Checks and Balances

### XV. Error Trapping

This section applies to event creation and maintenance as well as the member and persona management sections to give the user a way to double-check their work and confirm its accuracy before the record is saved to the database.

During the above processes there is currently a button, “Confirm” that is clicked, which brings the user to another screen with the information in a reviewable format with another “Confirm” button to click to save the information.

The first “Confirm” button should be “Review” which will bring the user to a review screen with text or a pop-up stressing the importance of making sure the information is correct before proceeding.

### XVI. Change Logs

Any time a change is made to a database item a log needs to be made recording what change was made, which user made that change, and when it was made.

A report needs to be able to be pulled of these logs, dependent on the access level of the user. (Example, local rolls minister or crown can see their own events and members and imperial ministers or crowns should be able to pull the change logs of everything)..

### XVII. Database points to webpage

**The following is taken from our rolls manual to describe the one point per month limitation. It is for reference to help explain how points show up on the website (see Appendix D: Sample Member/Persona Page for examples)**

Per the Adrian Empire Lex Adria Article V.F. only one participation point (Event Participation (EP) or War Participation (WP)) and Tournament Win (TW) counts towards advancement to knighthood in each discipline (Archery, Arts, Combat, and Ministry). Demo Participations (DP’s), Demo Initiations (DI’s), and

Arts Masterworks (MW's) are not subject to this limitation. The exceptions to this are Imperial Tournaments (EPs and TW's), Imperial Wars (WP's), and Imperial Estates Meetings (Ministry EPs) which may be counted in addition to a local participation or win in the same month.

Rolls ministers should always record the facts as they occur. The check for multiple points in to be verified and prevents possible point losses due to certain corrections that may occur. Furthermore, this method easily allows situations such as a Combat EP at one event and an Archery EP at a different event within the same month to both be counted. The same category should be done as part of an audit. The Imperial Database report automatically marks these points. Following this procedure allows things such as minimum tournament participants.

Only the Imperial Rolls office may enter Imperial Events into the Imperial Database. When entering an event that qualifies as an exception to the one-point-per-month rules, it shall be marked accordingly (Imperial Exception indicator). This will automatically allow the additional points to show up on each member's rolls report web page.

## Appendix C: Glossary

[Can be added to if anything was missed or need to be entered]

**Bowman's List:** This is an archery list for beginner or less experienced archers.

**Chapter:** Chapter is used to designate a specific group within the Adrian Empire that meet in one area and

**Discipline:** The Adrian Empire has four divisions which are labeled "disciplines". They are Archery, Combat, Robe (Arts & Sciences), and Ministry. Each discipline has its own methods for earning points.

**Entry:** This is the default event status upon creation of the event and denotes that a rolls minister is currently in the process of entering the event information.

**EP:** Event Point. This is a point for attending the event and participating in that discipline.

**Event Status:** The status of an event (Entry, Local Review, Imperial Review, Imperial Acceptance). See individual entries for explanation of each status.

**Huntsman's List:** This is an archery list for more experienced archers who have progressed through participation, normally with at least one or two tournament wins achieved.

**Imperial Acceptance:** This is an event status that indicates that the event has passed final imperial review, and the information can be displayed on the member pages.

**Imperial Exception:** This is a check box in an event to allow the event to bypass the one event per month rule.



**Imperial Review:** This is an event status that indicates that the local crowns have reviewed the event for accuracy and that it is ready for the Imperial Rolls Minister (or deputy) and/or Imperial Crowns to conduct a final review of the event, before closing it.

**Knight's List:** This is a combat list for fighters who are more experienced who have progressed through the sergeant's list and typically have a tournament win or two. It is the only list that steel combat can be competed on.

**Local Review:** This is an event status that indicates that a rolls minister has finished entering the event information and it is ready for the local crowns to review the event for accuracy.

**Rolls:** Like roll call, a list of attendees for an event and any specific discipline within an event.

**Sergeant's List:** This is a combat list for younger or less experienced fighters. It is the only list in which shinai can be competed on.

**StK:** This stands for "Steps to Knighthood". It is how the Adrian Empire compiles the participation and achievements of its members. Each discipline has a requirement to reach one of three levels of knighthood. The database helps us to track those accomplishments to properly celebrate a member's achievements.

**WP:** War point. This is a type of point awarded participating in a particular discipline at a war event.

## Appendix D: Sample files and web pages

**StKs:** [Prior to finalization of SOW/RFP and sending out for vendors, perhaps updating the StK format to latest MS Word versions or even converting to Google Docs if needed]

Combat: <https://adrianempire.org/documents/forms/StKCombat.xlsx>

Archery: <https://adrianempire.org/documents/forms/StKArchery.xls>

Robe (Arts & Sciences): <https://adrianempire.org/documents/forms/StKArts.xls>

Ministry: <https://adrianempire.org/documents/forms/StKMinistry.xls>

### Sample Member/Persona Page:

<https://adrianempire.org/members/rolls.php?id=10025>

### Adrian Empire Membership Summary Page:

<https://adrianempire.org/members/>

## Appendix E: Screenshot Examples of Pages

### Event member rolls

[Return to Event Master](#)  
New event rolls record will be added upon commit.

(10025) John Bragna  
Earl Sean O DubhGhail

[Remove](#)  this rolls record.

Physically Present

<p style="text-align: center;"><b>Archery Roll</b> Definition: <a href="#">Artillery</a> fun link: <a href="#">Article</a></p> <p style="text-align: center;"><input type="checkbox"/> Tournament <input type="checkbox"/> War <input type="checkbox"/> Demo</p> <p><input type="checkbox"/> Stepdown <b>Bowman's List</b> <input type="checkbox"/> Authorized <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p><small>If "Stepdown" is checked, this Huntsman's list archer stepped down and participated on the Bowman's list.</small></p> <p><b>Huntsman's List</b> <input type="checkbox"/> Authorized <input type="checkbox"/> EP <input type="checkbox"/> Win</p>	<p style="text-align: center;"><b>Combat Roll</b> Definition: <a href="#">Combat</a></p> <p style="text-align: center;"><input type="checkbox"/> Tournament <input type="checkbox"/> War <input type="checkbox"/> Demo</p> <p style="text-align: center;"><b>Sergeant's List</b> <input type="checkbox"/> Authorized <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;">Shinai <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;"><input type="checkbox"/> Stepdown <b>Sergeant's Rapier</b> <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;"><input type="checkbox"/> Stepdown <b>Sergeant's Synthetic/Waster</b> <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p><small>If "Stepdown" is checked, this Knight's list combatant stepped down and participated on the Sergeant's list.</small></p> <p style="text-align: center;"><b>Knight's List</b> <input type="checkbox"/> Authorized <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;">Rapier <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;">Synthetic/Waster <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;">Cut and Thrust <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p style="text-align: center;">Steel <input type="checkbox"/> EP <input type="checkbox"/> Win</p>
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<p style="text-align: center;"><b>Ministry Roll</b> Definition: <a href="#">Ministry</a></p> <p style="text-align: center;"><input type="checkbox"/> Event <input type="checkbox"/> War <input type="checkbox"/> Demo</p> <p style="text-align: center;"><input type="checkbox"/> D.I.</p>	<p style="text-align: center;"><b>Robe Roll (Arts &amp; Sciences)</b> Definition: <a href="#">Humanities</a> <a href="#">Synonyms</a> <a href="#">Earliest use</a></p> <p style="text-align: center;"><input type="checkbox"/> Tournament <input type="checkbox"/> War <input type="checkbox"/> Demo</p> <p><input checked="" type="radio"/> Judged <input type="radio"/> Non-Judged <b>Journeyman's List</b> <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p><input checked="" type="radio"/> Judged <input type="radio"/> Non-Judged <b>Knight's List</b> <input type="checkbox"/> EP <input type="checkbox"/> Win</p> <p><input type="checkbox"/> Masterwork <input type="checkbox"/> Masterpiece</p>
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Participant Note: