

**The Adrian Empire
Board of Directors
Meeting
March 23, 2018**

Agenda

Prepared and Submitted by:
Leslie Burgess, Secretary

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I. General Meeting Information

MEETING CALLED	Notice posted by IEM autocrat on Adrian Empire Facebook Group. FEB 8			
TYPE OF MEETING	March BoD Meeting			
PRESIDENT	Christina Cox			
VICE PRESIDENT	Thomas Wilson			
RECORDING SECRETARY				
	TERM EXPIRES	BOARD MEMBER	PRESENT IN PERSON	PRESENT ELECTRONICALLY
STEWARD	Nov 2018	Lawrence Moura		
AT LARGE	Nov 2018	Christina Cox		
AT LARGE	Nov 2018	Ashton Worrall		
REGION 1	Nov 2019	Leslie Burgess		
REGION 1	Nov 2018	John Caldwell		
REGION 2	Nov 2019	Lindsey Oleson		
REGION 2	Nov 2018	Erik McKiver		
REGION 3	Nov 2018	Sarah Huizenga		
REGION 3	Nov 2018	Thomas Wilson		
ADVISORY, IMPERIAL CROWN	Nov 2018	Michelle Kout		
ADVISORY, IMPERIAL CROWN	Nov 2018	Brandon Grider		
ADVISORY, PREVIOUS IMPERIAL CROWN	Nov 2018	Judith King		
ADVISORY, PREVIOUS IMPERIAL CROWN	Nov 2018	Anthony Derivi		
ADVISORY	Nov 2018	Jeffrey Kout		
OBSERVERS				
SPECIAL NOTES				

II. OPEN GALLERY DISCUSSION

- a. Director Responsible: Christina Cox
- b. Time Allotted: *30 Minutes*
- c. In order to better answer all questions of the membership, all Directors and Directors-Elect are hereby formally invited to participate in this discussion.

DISCUSSION		
A)		
CONCLUSIONS		
A)		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

III. REVIEW OF NOVEMBER 2017 MINUTES

- a. Director Responsible: Christina Cox
- b. Time Allotted: *2 Minutes*
- c. Requires Majority Vote to Accept – Christina Cox

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

IV. STANDARD MEETING DAY

- a. Director Responsible: Christina Cox
- b. Time Allotted: *2 Minutes*
- c. Announcement of internal policy:
 - i. Standard, In-Person meetings will be planned to be held on the Friday evening prior to each non-emergency Imperial Estates meeting. Meetings are called by the President or Designee in cooperation with the Imperial Crown. Conflicts/requests to change meeting day need to be brought to the attention of the President no less than 3 weeks in advance of the meeting in order to coordinate scheduling with Crown and autocrat. Any board member, autocrat, or chancery may request a change of meeting schedule.

- d. In order to allow everyone to plan travel accordingly, an “expected time” is beneficial. However, I fully acknowledge flexibility may be necessary due to chancery proceedings or unexpected conflicts. This also allows the autocrat and members of Adria to plan accordingly. – Christina Cox

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No action needed. This is simply and announcement.		

V. REVIEW OF IMPERIAL BUDGETS

- a. **Review of Imperial Budget OUTGOING (Actuals were not finalized in November, but we requested for this meeting**
- b. **Review of Current Expenses (placeholder/no concerns have been presented. Action only if questions are raised.)**

- i. Director Responsible: Lawrence Moura
- ii. Time Allotted: *5 Minutes*
- iii. Summary of Budget

As Per Bylaws V.C.:

POWERS OF THE BOARD OF DIRECTORS

The Board of Directors shall only have the power to review budgets and expenditures proposed by the Imperial Crown or Their designee for the purpose of making recommendations and commentary thereon to the Imperial Estates.

DISCUSSION		
We had requested actuals to review, which were not yet finalized in November. No concerns have been raised about the current budget, but the placeholder will remain listed.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VI. REPORTING POLICY

- a. Conclusion and policy for publication of reports, agendas, and minutes; needs to be made.
 - i. Person Responsible:
 - ii. Time Allotted:
 - iii. Deadline:
 - iv. From the November, 2017 meeting minutes:
 - v. "Minutes are to be submitted to the Chancellor (copies also being sent to the Imperial Crowns, BoD President and the BoD Yahoo Group) with any corrections, within 7 days of approval. The Chancellor will then publish within 30 days to the Adrian Empire website. If necessary, a redacted version will also be provided to the Chancellor for publication on the Adrian Empire website.

DISCUSSION		
Where are we on a more efficient system?		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VII. REPORTS ON SPECIAL PROJECTS

Time Allotted: *20 Minutes*

a. BoD Archive

- i. Archive of previous minutes into a central location.
 1. Person Responsible: Leslie Burgess
 2. Deadline: Ongoing

DISCUSSION		
Leslie had not made substantial gains due to personal reasons, and this is more work than one person can be expected to take on. We need a team on this.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

b. Draft BoD publication policy.

1. Person Responsible: Brandon Grider, Michelle Kout
2. Deadline: 12/3/2017

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

c. BoD Handbook

- i. Review commentary and make second draft.
 - 1. Person Responsible: Christina Cox
 - 2. Deadline: ASAP

DISCUSSION		
The only commentary received wa request for clarity that this is a guideline not a law. This will be submitted to the Estates for commentary and review. I am not sure we want to make it more than an internal BOD guideline at this time. I welcome thoughts.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

d. Conflict of Interest Policies: Travel Funds

- i. Conflict of Interest Guidelines (Imperial Travel Funds) – guideline draft
 - 1. Person Responsible: Lindsey Oleson
 - 2. Deadline:

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

e. Fundraising Options

- i. Vet fireworks booth as viable fundraising option
 - 1. Person Responsible: Ashton Worrall
 - 2. Deadline: ASAP

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

f. Request for review: Possible Removal of Physiker Position

- i. Are there potential liability issues by removing the Physiker position?
 - 1. Person Responsible: Sarah Huizenga
 - 2. Deadline:

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

g. Arbitration – “How To” Guide

- i. Research and find documentation from Attorney on how to do this.
 - 1. Person Responsible: Leslie Burgess and Lawrence Moura
 - 2. Deadline: March 2018

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

- ii. Write up guide draft based on the document(s) from the Attorney.
 - 1. Person Responsible: Lawrence Moura
 - 2. Deadline: March 2018

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

h. Photo Liability

1. Request for photos by host sites – Crown and BOD Pres were asked to review a request by a host site to take and use photos in promotional materials. Decision made: Allow the request. Announce that posing for said pictures is tacit approval of use of your image. Members not wishing to be in photos should make themselves known to autocrat and photographer, and make effort to remove selves from area in view of camera
2. Photo Releases – Crown would like see if we need to readdress photo release policy in general

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VIII. GOAL SETTING

- a. What goals and projects does the BoD see as necessary, within the confines of our limitation of powers, but also within our scope as an advisory board?

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

IX. NEXT MEETING

DISCUSSION		
No discussion made.		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE