



**The Adrian Empire  
Imperial Estates Meeting  
March 13 and 14, 2021  
Minutes**

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# TABLE OF CONTENTS

<b>I. SIGN IN.....</b>	<b>5</b>
<b>II. CALL TO ORDER.....</b>	<b>5</b>
<b>III. ROLL CALL.....</b>	<b>5</b>
<b>IV. APPROVAL OF MINUTES.....</b>	<b>5</b>
<b>V. REPORTS.....</b>	<b>5</b>
<b>VI. CROWN BUSINESS.....</b>	<b>6</b>
CRB1. Charter Amendments.....	6
CRB2. 2020-2021 Imperial Budget Review.....	7
CRB3. Reduction of membership dues for 2021 renewal .....	7
<b>VII. CHANCERY BUSINESS.....</b>	<b>8</b>
CHB1. Court Reports.....	8
CHB2. Vote on Successful Completion of Reign for HIM Dame Etoile and HIM Sir Eric. ....	8
<b>VIII. OLD BUSINESS.....</b>	<b>9</b>
OB1. Clarification of Codex Adjudicata regarding Breach of Sentence or Mediation.....	9
<b>IX. NEW BUSINESS.....</b>	<b>9</b>
<b>X. DISCUSSION ITEMS.....</b>	<b>9</b>
<b>XI. NEXT MEETING OF THE IMPERIAL ESTATES .....</b>	<b>10</b>
<b>XII. ADJOURNMENT .....</b>	<b>10</b>

## GENERAL MEETING INFORMATION

**Location:** Remote meeting through Zoom. Log in information will be provided prior to meeting.

**Date and Time\*:**

Sat, 13 March:	7:00 – 8:00	Sign In and Registration
	8:15 – 4:00	Imperial Estates Meeting
Sun, 14 March:	8:00 – 4:00	Imperial Estates Meeting (as needed)

**Airport:**

Not Applicable

**Reservations and Rates:**

Not Applicable

**\* - All times are local time (PST)**

**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: 8:40AM PT

## III. ROLL CALL

- A. Seating of qualified members and written proxies: *38 present, 35 proxies, 73 total*
- B. Petitions to waive as per Article VI.E.6. *Simple Majority 37, Super Majority 49*  
*(Requires 2/3 to approve.)*

## IV. APPROVAL OF MINUTES: APPROVED WITHOUT OBJECTION

- A. Approval of the minutes of the November 2020 IEM *Approved Without Objection*  
*(Requires majority to approve.)*

## V. REPORTS

### A. Executive

1. Crown(s) – *Patience with ministers for their services. They are doing all they can balancing work, COVID, these responsibilities, and we appreciate their work. If there is a question, submit a private message to them rather than submitting a public complaint. We are hoping to reopen an event before July. Crowns, Rory, and Flint are part of the reopening committee working to open responsibly and meeting everyone's standards and expectations between differing state and country regulations.*
2. President and Board of Directors - *Facing tax issues. Small committee including crowns to find a solution. In progress.*

### B. Ministers

1. Archery – *Nothing to report at this time.*
2. Arts and Sciences – *Receiving reports. Projects are in motion. Kingdom of AF taught 5 classes during a collegium (via Zoom).*
3. Chancery – *Working to provide manuals available in an edited format. Minor changes from last year, but have not received many reports outside of required documentation (i.e. Local Estates Meetings).*

4. Hospitaler – *Adria has not re-opened, so not much to report. Planning a year's worth of media campaign*
5. Joust and War – *Nothing to report at this time.*
6. Physicker – *Nothing to report at this time.*
7. Publishing (includes Imperial Webmaster, Chronicler, etc.) – *See hospitaler.*
8. Rolls and Lists – *We have several ministers from chapters reporting. We do have chapters who have done collegiums but who have not turned in the required documentation, so if you are missing points, that may be why. Knighthoods have been taken this last year (one requesting and receiving an audit).*
9. Sovereign of Arms – *Working on latest LORR.*
10. Steward – *Working on getting all taxes caught up. 2017-2018 and 2018-2019 have been filed. Currently working on 2019-2020 taxes. Have not received a notice from the IRS, but it can take months for this to be received. AZ, CZ, NV, and FL are up to date on annual reports for trust filings. Appreciation to all who have been sending stewardship reports. Any subdivision that is behind, please send in. Bank accounts are still doing well. Canadian insurance policy is to be renewed.*  
*Lady Moira – our Amazon Smile group can be redefined as an educational website rather than recreational. Dame Anne will follow up*  
*Sir Baine – Again requesting a published report for all to see. Dame Anne recommends following up with the crowns. Until now, this current level of disclosure in the meetings have been sufficient. Crowns agreed this is something that can be explored.*  
*Dame Rose – reminder that chattle reports need to be submitted*
11. Other Officers – *None at this time.*

## VI. CROWN BUSINESS

**CRB1. Charter Amendments: Chancery Note: These listings are based on the Membership Summary as of the date of publication.**

*Crowns have decided to take no action at this time.*

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

**B. Crown decision regarding Shires with fewer than 5 members:**

1. Shire of Sherwood  
Current membership: 3

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

*(Requires majority to approve.)*

*None received*

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

*(Requires majority to approve.)*

*None received.*

**CRB2. 2020-2021 Imperial Budget Review:**

*(Requires majority to approve.)*

*Dame Katelyn motioned to accept budget as is. Baron Lucifer seconded. Unanimous approval.*

Due to 2019-2020 Finance actuals being unavailable at the November 2020 Estates Meeting, the Estates approved the budget pending review at this meeting. The actuals from 2019-2020 are shown in Appendix A, and the proposed 2020-2021 budget is shown again in Appendix B.

*Sir Baine: Is it possible to reduce our insurance expense since we have not been hosting events? Anne reports she intends to follow up with insurance about adjusting this expense.*

*Queen Elizabeth: Why is our 2021 budget more expensive than the 2020 budget? TIM we have invested more in trying to open, including taking on media expenses. We also have a line regarding penalty and interested for the IRS billing us for past-due findings. We are hoping to reopen and want to be prepared if we are fined.*

*HRG Mira Angel: On the actuals, AZ was paid out of pocket. When it was submitted she was not provided a receipt and has chosen to accept that charge. Any place on the Pay Pal that is regarding HIM but has her name, the account is under her name and is for him.*

*Dame Kailene: Requested insurance information from the crowns so you have access to the 501C3*

*Sir Robert: On the budget for 2021, is it possible to note what items are a placeholder versus what we must pay, because we are unsure if any events are going to happen and that accounts for over 10k. HIM reviewed the budget and specified what expenses are certain versus what are placeholders.*

*Sir Kerrigan: Can you define the term media? Web, advertisements, etc.*

**CRB3. Reduction of membership dues for 2021 renewal**

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

Due to the continuation of the Covid 19 pandemic, it would be nice for a free renewal for March 2021. However, the Adrian Empire, while a volunteer organization, does have regular expenses to maintain, inclusive of (but not limited to) accounting, web fees, taxes and insurance. Therefore, we propose a one time renewal fee for 2021 to be 50% of the regular fees. This would only apply to current members who are renewing prior to the end of the 30 day grace period.

Any members who are currently set for expiration of 2022 are also extended this offer to extend the membership to 2023.

**Authors and Sponsors: HIM Etoile, HIM Eric, Dame Katelyn, Sir Kraxen**

**Author Note: The proposed budget of fixed expenses, not including wars, coronations, IEMs, or travel comes to \$18,270. This reduced membership income will not cover all expenses, but will cover most of it.**

*Queen Elizabeth: Are these charges necessary since we are closed? Sir Baine, point of order, proposed to make an amendment that the dues be dropped to zero. This was accepted as a friendly amendment. Discussion included that many people have not benefited from Adria this year, so charging them an additional year may not be conducive. We are at risk of losing members if we are charging without providing timelines estimating openings. Would it be possible to have a 50% option available to everyone and those who wish can pay 100% to cover those who want to apply to pay 0%? Proposed, but not discussed in detail. Queen Ishild: Could we prorate the cost after we reopen, so the membership is free while we are not meeting? HRG Mira: Even though we offered free membership, we still dropped members. We also still have bills and fees that our group must pay. Sir Rory: Many Renaissance reenactment groups are still charging full price. We have insurance and expenses. So if you want to do 50%, do 50%, but we cannot set a hard reopening date anyway.*

Sir. Gregor called the question. Baron Lucifer seconded.

For: 59 Against: 13 Abstain: 1

Motion approved by Super Majority

## VII. CHANCERY BUSINESS

### CHB1. Court Reports

#### A. Judicial Courts

*No notices or judgments received.*

#### B. Civil Courts

*No notices or judgements received.*

### CHB2. Vote on Successful Completion of Reign for HIM Dame Etoile and HIM Sir Eric.

**(Requires majority to approve.)**

Queen Elizabeth motioned to table the vote until July. Seconded by Lucifer.

Motion Denied For: 11 Against: 58 Abstain: 4

*Sir William motioned to discuss, with one discussion per person. Seconded by Lady Moira.*

*TIM worked to get the Adrian Empire current with its required taxes to maintain our compliance with the IRS. Continuation was filed for this year to give us more time as we catch up. As such, while people may not have been traveling or doing the fun activities of archery, fights, arts, etc, they have made sure Adria hasn't fallen. Collegiums have been held via Zoom. Meetings continue to be held.*

Lucifer motioned to vote and Sir Thomas seconded.

Motion Passed For: 60 Against: 6 Abstain: 7



## VIII. OLD BUSINESS

### OB1. Clarification of Codex Adjudicata regarding Breach of Sentence or Mediation.

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

Amend Codex Adjudicata Article IV.K to the following:

A special magistrate shall be appointed by the Crown to investigate and rule whether a breach of sentence has occurred. The ruling of the special magistrate is subject to an appeal.

A member who is found to be in breach of sentence or mediated agreement will be immediately put on Judicial Ban preventing participation within the Adrian Empire. A panel shall be convened using the guidelines described in the Bylaws – Article III.A.4 no later than the next IEM to determine possible membership and participation suspension within the Adrian Empire.

Sentencing options for the panel are as follows:

Time served – The Special Panel may determine that the Judicial Ban leading up to the Panel being convened is sufficient and choose not to add any additional punishment.

Suspension for up to one year from the date of the Special Panel's determination.

Revocation of Adrian membership.

The Special Panel's decision may be appealed to the Imperial Estates.

*Authors/Sponsors: HG Sir Mourngrym, HIH Sir William Baine*

Baron Lucifer motion to vote and Dame Anne seconded.

Motion Passed For: 69 Against: 1 Abstain: 3

## IX. NEW BUSINESS

*None Received.*

## X. DISCUSSION ITEMS

Discussion regarding the current state of the upgrades for the rolls database and the Empire website.

*Proposals are for an interactive database interface design that is secure and usable on the web for any platform. Different bids come with different timelines for completion. Both companies are competent so it is more about meeting our needs because we are confident with either. The database would not be changed, for those who are concerned. If we have an ex-Adria member, they likely should have the bid first because of their familiarity with the system. There is question regarding how the database is going to be changed. Will it be too complicated for other members? We have many who are complaining about our current system. We need individuals with bids to properly describe what they would offer so we can make a fully informed*

*decision. Some recommend avoiding third party contributors due to cost. Others shared that because follow-through and data protection is so important, ensuring a licensed professional is the one completing the assignment allows for quality control. Volunteers often mean well but even if they are skilled, that doesn't mean the follow-through occurs. How do we move forward to work together to specify the bids to ensure we get what Adria needs. Katelyn shared she is open to other people joining the group to help better define the details needed for a proper bid. Several individuals volunteered. HIM requested all volunteers contact her immediately and she will organize and communicate when the next meeting takes place.*

## **XI. NEXT MEETING OF THE IMPERIAL ESTATES**

July 2021 – Dates and location TBD

## **XII. ADJOURNMENT: 1:57PM PT**

*Lucifer motioned to adjourn and Kerrigan seconded. – No Objection.*

# APPENDIX A

## 2019 - 2020 Budget Actuals

Amount USD	Date	Reimbursed to	Expense	Classification	
"Per Local Estates" - added to Chesapeake PayPal account					
\$ 200.00	1/3/2020	Louis Rodriguez	for petty cash; originally intended for local Coronation Feast	Expenses	
\$ 100.50	1/6/2020	Brandon Grider	Nov IEM gas	Imperial Travel	
\$ 96.46	1/18/2020	Sara Grider	gas receipts for trip from Las Vegas to Phoenix for Coronation	Imperial Travel	
\$ 55.00	1/19/2020	Angela Akins	travel reimbursement	Imperial Travel	
\$ 100.00	1/24/2020	NV Secretary of State	Annual reporting for Nevada	Expenses	
\$ 80.15	2/23/2020	Angela Akins	gas reimbursement	Imperial Travel	
\$ 400.00	2/24/2020	Deborah's Mobile Archery Range	1,000 Adria 2020 site tokens	Expenses	
\$ 292.00	3/3/2020	Leslie Burgess	March IEM reimbursement	Imperial Travel	
\$ 127.00	4/1/2020	USPS	renewal of Bullhead City PO Box	Expenses	
\$ 1,248.30	4/24/2020	Johnston Meier Ins Agency	annual insurance premium for Canadian chapter coverage	Expenses	\$1,750.00 CAD
\$ 3,417.97	5/28/2020	Frances L Dean & As	Accident & Liability insurance policy -coverage for 1 year	Insurance	
\$ 245.98	6/29/2020	BlueHost	Web hosting for adrianempire.org	Expenses	
\$ 427.54	7/10/2020	Hotel Reservations	July IEM travel for Brad Sawyer	Imperial Travel	
\$ 19.99	7/13/2020	Reservations.com	July IEM travel for Brad Sawyer	Imperial Travel	
\$ 41.18	7/19/2020	Angela Akins	1 month Wufoo subscription- to format the \$0 membership extension online file	Membership	(per Sara Grider email)
\$ 216.00	7/23/2020	Chase Bank	bank fees for returned/stop paid checks?	Expenses	
\$ 802.00	8/25/2020	Schweickert & Co	renewal of Directors/Officers Liability Insurance policy	Expenses	
\$ 61.25	9/10/2020	FL Dept of State	AE corp annual report filing fee	Expenses	
\$ 50.00	9/28/2020	NV Secretary of State	AE corp annual report filing fee	Expenses	
\$ 1,000.00	9/28/2020	Schanel & Assoc	CPA retainer fee for 2017-2020 tax years prep/filing svcs	Expenses	
\$ 10.00	11/16/2020	CA Franchise Tax Board	tax owed for 2017-2018 fiscal year filing	Expenses	
\$ 25.00	11/24/2020	CA Secretary of State	AE corp annual report filing fee	Expenses	
\$ 74.95	12/19/2020	Sara Grider	Zoom subscription Jul-Nov 2020 monthly charges for IEM virtual meetings	Expenses	
\$ 18.71	12/19/2020	Cymbre Feliciano	Refund of AE Family membership payment	Membership	
\$ 519.04	12/31/2020	QuickBooks	Online 1-year subscription to QuickBooks for Steward's office	Minister	
\$ 8.40	12/31/2020	Angela Akins	USPS postage to ship archive hard drive to IRM in Florida	Expenses	
\$ 9,637.42					

# APPENDIX B

## 2020 – 2021 Budget

Memberships:	29,000.00				
<b>Imperial Events</b>					
Canada Imperial Crown War	100.00				
NE Imperial Crown War	500.00				
NW Imperial Crown War	500.00				
SE Imperial Crown War	500.00				
SW Imperial Crown War	750.00				
Canada Banner War	200.00				
North East Banner	500.00				
South East Bannder	500.00				
NW Banner War	500.00				
SW Banner War	750.00				
Imperial Coronation	1,250.00				
Imperial Challenge	1,200.00				
IST	2,500.00				
<b>Total</b>	<b>9,750.00</b>				
Imperial Travel	10,000.00		2019 - 2020 Proposed		\$35,570.00
Corporate Travel	1,500.00		2020 - 2021 Proposed		\$40,570.00
Estates Meetings	5,000.00				<b>(\$5,000.00)</b>
Administration	3,000.00				
Change Over	300.00				
Contingency	1,000.00				
Legal	1,200.00				
PO Box	320.00				
Website	500.00				
Quick Books	350.00				
Media	1,000.00				
State Registrations	200.00				
Accounting CPA	1,500.00				
Penalty and Interest	5,000.00				
Insurance Directors & Officers	800.00				
Canadian Insurance	1,400.00				
Insurance Liability	5,000.00				
Chapter Development	2,000.00				
Shire IEM Assist	500.00				
	<b>40,570.00</b>				