

For the October 2006 meetings, printed January 17, 2006

To all the College of Arms and all others who may read this missive, from Elisabeth Laurel, Jeanne Marie Wreath, and Margaret Pelican, greetings.

For information about future scheduling, please review the status table located on the Web at <http://www.sca.org/heraldry/status.html>.

The October Laurel decisions were made at the Pelican meeting held on Saturday, October 7, 2006 and the Wreath meeting held on Sunday, October 15, 2006. The meetings considered the following Letters of Intent: Gleann Abhann (12 Jun 2006), Middle (12 Jun 2006), Ansteorra (21 Jun 2006), Drachenwald (21 Jun 2006), West (21 Jun 2006), Atlantia (22 Jun 2006), Æthelmearc (22 Jun 2006), East (24 Jun 2006), Meridies (26 Jun 2006), Siren LoItUP (26 Jun 2006), Lochac (27 Jun 2006), Outlands (27 Jun 2006), Palimpsest (27 Jun 2006), Atenveldt (28 Jun 2006), and An Tir (30 Jun 2006).

The November Laurel decisions were made at the Pelican meeting held on Saturday, November 11, 2006 and the Wreath meeting held on Saturday, November 4, 2006. The meetings considered the following Letters of Intent: Laurel (8 Jul 2006), Middle (12 Jul 2006), Artemisia (15 Jul 2006), Ansteorra (19 Jul 2006), Atlantia (20 Jul 2006), Æthelmearc (20 Jul 2006), East (20 Jul 2006), Drachenwald (23 Jul 2006), Gleann Abhann (26 Jul 2006), Caid (26 Jul 2006), West (26 Jul 2006), Northshield (27 Jul 2006), Outlands (27 Jul 2006), An Tir (28 Jul 2006), Ealdormere (28 Jul 2006), Palimpsest LoItUP (29 Jul 2006), Atenveldt (30 Jul 2006), Meridies (30 Jul 2006), and Trimaris (31 Jul 2006).

The December Laurel decisions were made at the Pelican meeting held on Saturday, December 9, 2006, and the Wreath meeting held on Sunday December 10, 2006. The meetings considered the following Letters of Intent: Laurel LoPaD (12 Aug 2006), Artemisia (22 Aug 2006), Drachenwald (22 Aug 2006), Gleann Abhann (22 Aug 2006), Caid (23 Aug 2006), Ansteorra (25 Aug 2006), Atenveldt (25 Aug 2006), Outlands (27 Aug 2006), East (28 Aug 2006), Meridies (28 Aug 2006), An Tir (29 Aug 2006), East (29 Aug 2006), and Atlantia (30 Aug 2006).

The January Laurel decisions will be made at the Pelican meeting held Sunday, January 28, 2007 and the Wreath meeting held on Sunday, January 21 2007. The meetings will consider the following Letters of Intent: [Middle (11 Sep 2006)], Lochac (12 Sep 2006), East (18 Sep 2006), Drachenwald (19 Sep 2006), Artemisia (20 Sep 2006), Caid (20 Sep 2006), West (20 Sep 2006), Æthelmearc (21 Sep 2006), Ansteorra (21 Sep 2006), Loyall (21 Sep 2006), Trimaris (23 Sep 2006), [An Tir (27 Sep 2006)], [Outlands (27 Sep 2006)], Atlantia (28 Sep 2006), Atenveldt (30 Sep 2006), Palimpsest (30 Sep 2006), and Siren (30 Sep 2006). **Original commentary on these letters should have been in the College's hands no later than November 30, 2006. Responses and rebuttals to commentary must be in the College's hands no later than December 31, 2006.**

The February Laurel decisions will be made at the Pelican meeting held on Sunday, February 11, 2007 and the Wreath meeting held on Sunday, February 25, 2007. The meetings will consider the following Letters of Intent: Northshield (6 Oct 2006), Laurel LoPaD (15 Oct 2006), Gleann Abhann (16 Oct 2006), Lochac (16 Oct 2006), [Artemisia (22 Oct 2006)], [Drachenwald (22 Oct 2006)], East (23 Oct 2006), Ansteorra (24 Oct 2006), West (25 Oct 2006), Æthelmearc (26 Oct 2006), [Caid (26 Oct 2006)], Loyall (26 Oct 2006), Middle (27 Oct 2006), [Outlands (27 Oct 2006)], Atlantia (29 Oct 2006), [Trimaris (29 Oct 2006)], [An Tir (30 Oct 2006)], Calontir (30 Oct 2006), [Meridies (30 Oct 2006)], Palimpsest LoItUP (30 Oct 2006), and Atenveldt (31 Oct 2006). **Original commentary on these letters must be in the College's hands no later than December 31, 2006. Responses and rebuttals to commentary must be in the College's hands no later than January 31, 2007.**

The March Laurel decisions will be made at the Pelican and Wreath meetings held in March 2007. The meetings will consider the following Letters of Intent: Laurel (13 Nov 2006), Lochac (13 Nov 2006), [Atenveldt (17 Nov 2006)], [Ealdormere (18 Nov 2006)], [Drachenwald (20 Nov 2006)], Ansteorra (21 Nov 2006), [Æthelmearc (22 Nov 2006)], [Caid (22 Nov 2006)], [East (22 Nov 2006)], Atlantia (27 Nov 2006), [Meridies (27 Nov 2006)], Northshield (27 Nov 2006), [Outlands (27 Nov 2006)], [An Tir (28 Nov 2006)]. **Original commentary on these letters must be in the College's hands no later than January 31, 2007. Responses and rebuttals to commentary must be in the College's hands no later than February 28, 2007.**

Not all letters of intent may be considered when they are originally scheduled on this cover letter. The date of mailing of the LoI, date of receipt of the Laurel packet, or other factors may delay consideration of certain letters of intent. Additionally, some letters of intent received may not have been scheduled because the administrative requirements (receipt of the forms packet, receipt of the necessary fees, et cetera) have not yet been met.

REMINDER: Until all administrative requirements are met, the letter may not be scheduled.

FROM LAUREL - Bids for KWHSS 2008

For those considering bidding for the Known World Heraldic and Scribal Symposium in 2008, the deadline is March 1, 2007. This will give us time for consideration and still be able to make an announcement of the bid's award at KWHSS this year in Caid. See the Laurel web site for a detailed discussion of the bid process, or contact me if you have any questions.

FROM LAUREL - Administrative Policy Change Regarding Letters of Intent

The September 2006 Cover Letter addressed changes to the Administrative Handbook so that distribution of commentary via OSCAR is now 'official' distribution to the College of Arms.

Logically, then, Letters of Intent on the OSCAR system should be considered as distributed to the College as well.

The following quote from the Administrative Handbook, V.B.2.f., addresses distribution of the Letter of Intent

Timely Distribution - All letters must be distributed to all commenting members of the College of Arms in a timely manner. If a delay in excess of one week occurs between the completion of a letter and the time it is mailed, each letter must be appropriately redated.

Per the Administrative Handbook VIII.B.8, "Any changes in administrative rules or procedures must be published in a cover letter to the letter of acceptances and returns." Therefore, as of the date of publication of this letter, the phrase 'distributed to all commenting members of the College of Arms in a timely manner' shall be interpreted to include distribution via OSCAR. No wording change to the Administrative Handbook is necessary.

So what does this mean? External submissions heralds who post their Letters of Intent to the OSCAR system may now consider that they have fulfilled their distribution obligations. No paper copies of the Letter of Intent need be mailed to the College, if it appears on OSCAR. All requirements regarding format, content and other features of the Letter of Intent outlined in the Administrative Handbook remain in force.

If a kingdom elects to continue issuing hard copies of LoIs as well as putting the LoI on OSCAR, the later date between the two will be the date that controls for purposes of the Admin Handbook's requirement for re-dating. If only an OSCAR issue, or a hard copy issue is published, the date of posting on OSCAR or the date of the postmark will control. This will be in effect only as long as hard copy LoIs are still being accepted.

Again, as soon as it is logistically feasible, the next step will be phasing out paper Letters of Intent entirely. Please be sure you are ready for this, whether as a commenter, submissions herald or Principal Herald. If you have any questions or problems with this, I am entirely at your service.

Send What to Whom

For all Letters of Intent, Comment, Response, Correction, et cetera, send one paper copy directly to each of the Sovereigns of Arms, Laurel, Pelican and Wreath at their mailing addresses as shown on the College of Arms Roster.

Send Laurel office copies of all submissions-related paper, including

- Letters of Intent, Comment, Response, Correction, et cetera (note: such paper copies are *in addition to* the personal copies for Laurel, Pelican and Wreath mentioned above)
- Submission packets (**one** copy of each name form plus documentation, including petitions; **two** colored copies of each armory form plus **two** copies of any associated documentation, including petitions)

to the SCA College of Arms, PO Box 31755, Billings, MT 59107-1755.

Send the required electronic copies of all submissions-related files to submissions@sca.org. This applies to all LoIs, LoCs, LoRs, et cetera.

Cheques or money orders for submissions, payable to "SCA Inc.-College of Arms" are to be sent directly to the CoA Chancellor of the Exchequer, at Laurel Chancellor of Exchequer, 4N400 Church Rd, Bensenville, IL 60106-2928.

Send roster changes and corrections to Laurel. College of Arms members may also request a copy of the current roster from Laurel.

For a paper copy of a LoAR, please contact Laurel, at the address above. The cost for one LoAR is \$3. Please make all checks or money orders payable to "SCA Inc.-College of Arms". For subscriptions to the electronic copy of the LoAR, please contact Laurel at herald@sca.org. The electronic copy is available free of charge.

For all administrative matters, or for questions about whom to send to, please contact Laurel.

Pray know that I remain,

In service,

Elisabeth de Rossignol
Laurel Principal Queen of Arms