



Mentor

The corporate newsletter of Arisia, Incorporated

Volume 10, Issue 79

late December 1997

Minutes of the EBoard Meeting

Time: December 7, 1997, 4:03 PM

Location: Doubletree Suites Hotel, Boston MA

In Attendance: Brendan Quinn, Skip Morris, Paul Selkirk

In the absence of the President, the Vice-President chaired the meeting.

Skip proposed a Harassment Policy to be printed in the program book. Given the imminent press deadline for the program book, it was decided that Skip should talk to our lawyer at the first opportunity about whether we need such a policy, and to get opinions on wording.

The meeting adjourned at 4:19 PM

Minutes of the December Meeting

Time: December 17, 1997 at 7:33 PM

Location: Building 66, MIT, Cambridge MA.

In Attendance: Drea Brandford, Amy Chused, Scott Cobb, Joel Herda, Jeff Jordan, Ben Levy, Pat McCormack, Elka Tovah Menkes, Skip Morris, Ailsa Murphy, Brendan Quinn, Paul Selkirk, Nick Sheckman, Cris Shuldiner

- **Corrections to the November Minutes**

It appears that there was an Eboard meeting at a restaurant before the November business meeting. No prior notification was given, and no notes were taken.

- **Proxies**

Dave Cantor to Skip Morris, Kyle Hollingsworth to Brendan Quinn, Walter Kahn to Drea Brandford, 'Zanne Labonville to Paul Selkirk, Rachel Silverman to Ailsa Murphy, Kim Van Auken to Pat McCormack

- **Membership Transfers**

Nick Sheckman and Adam Gratun were transferred to General Membership.

- **President's Report**

Our Internet search has ended with a generous offer from The Forge.

A letter has been sent to Mr. Agassi.

I briefly met with the Security team to discuss convention issues.

I would like to remind everyone that it's not too early to throw your hat in the ring for conchair of Arisia 2000.

I would like to see an Arisia 1999 budget by early spring.

- **Vice President's Report**

The Grant Committee has not been able to meet due to holiday madness.

- **Treasurer's Report**

We have filed returns and paid sales tax for the last 3 Arisia's; however we got a dunning letter from the state for some quarters in which we didn't have any sales.

We're all paid up on storage, but we got a bill with a positive balance because their system doesn't print minus signs, and the hand-written minus sign didn't make it through to our copy of the statement.

The conversion from credit card manual to terminal processing continues (i.e., from the kerchunkers/ knuckle busters to swipe boxes). Up to now, we've been paying a service charge rate of about 4.9 percent. This translates to about \$850.00 in service charges last year (this in ADDITION to the approximately \$500.00 in spoiled charges due to errors). The new rate will be about 3.5 percent. This will mean a drop in service charges of about \$250.00, plus we can count on eliminating all missed charges due to errors.

We've also obtained merchant account numbers for both American Express and Discover/Novus. AMEX and Discover transactions will be processed normally (i.e., just like MC/Visa) and forwarded by our bank to AMEX & Discover. The AMEX service charge will be 3.25 percent plus \$0.20 per transaction charged by our bank. Discover will charge a service charge of 1.9 percent plus the \$0.20 per transaction. The upshot of this is Discover is cheaper for almost all charges (i.e., anything above \$7.75). AMEX is more expensive than MC/Visa for small transactions, and cheaper for larger transactions (i.e., for an at-the-door registration, AMEX will be 10 cents more expensive, for

charges \$80.00 plus AMEX is cheaper).

Dealing with AMEX/Discover was surprisingly easy. I just spend 15 minutes on the phone with each to set things up.

For any credit card transactions we'll receive the money in two business days by direct deposit. For AMEX/Discover the service charge will be deducted from the deposit. For MC/Visa our account will be debited the following month for the service charge.

Overall, this is a big win for our finances. We'll pay less money and we'll get the money quicker. The difference in service charges is not significant for most things (except for very large Art Show sales where the lower Discover/AMEX service charge would cost us less).

[Side Note: When setting the Art Show rates next year, we need to take in account the cost of credit card processing.]

We could also pass checks through a check guarantee service, and do other things like all people to use their ATM cards to get cash... but all that requires more complicated (and expensive) credit card terminals.

I've obtained three terminals, two with printers and one for backup use that doesn't have a printer. (If the printers die, we use the swipe box to process the credit card, and use the kerchunker to make an imprint of the card and get a customer signature.)

Hopefully all this will be on-line the first week in January. WestBank uses Fleet for CC processing. They forwarded the paperwork to Fleet 2 weeks ago, and it's normally takes about 3 weeks to take effect. If they don't come through soon, WestBank promises me they'll call and impress upon the people at Fleet the importance of getting us on-line by the convention.

We haven't been getting merchant statements from WestBank because they've been going to Allan Kent's home address. I straightened that out as well while I was on the phone with them.

- **Clerk's Report**

Everyone is reminded to sign in.

Everyone who is giving a report is requested to submit it in writing or email to the clerk, or suffer transcription errors.

- **Budget Committee**

No report. The president wants a report by the February meeting.

- **Arisia 1997**

It's almost almost done. A number of BankBoston statements have been re-ordered. Arisia '97 has \$5553.42 in BankBoston, not sure how much in WestBank. When all this is over, I'm going to write up a continuous balance sheet noting which departments

stayed within their budgets.

- **Arisia 1998 (Cris Shuldiner reporting)**

Things are moving right along.

- **Arisia 1998 Treasury**

The calculator that was used to compute the budget was dying at the time, and the numbers are all wrong. After applying some intervening adjustments for expenses which have already been cut, we're sort of within parameters. We have expenses of \$56,500, and our expected loss is a little shy of \$10,000.

We have \$13,200 in the checking account, and \$1,085 in charges are being processed, so we should have enough cash on hand for upcoming expenses.

Receipts are about 90% of our budgeted income, so we're not doing too badly on that side.

MOVED to allocate \$300 for a cash register. TABLED to New Business.

MOVED to buy a hand-operated adding machine for the treasurers. Ruled to be part of the stone age, and unrelated to Arisia.

- **Arisia 1999 Hotel Search Committee**

Skip visited or called every place within about two hours of Boston with facilities that would suit Arisia.

The meeting moved to a committee of the whole, with a straw poll to see which options were worth pursuing further. There was considerable interest in all the downtown Boston hotels, moderate interest in Providence, some interest in Newport, and no interest in Springfield or Hartford.

- **Arisia 1999 Treasury**

MOVED to authorize expenditure of \$500 for Arisia 1999 prior to setting an Arisia 1999 budget. Motion PASSED.

- **Arisia 1999 Report**

We're still trying to nail down an Artist Guest of Honor, and still taking nominations for Fan Guest of Honor, but we're pleased to announce that the Writer Guest of Honor will be Roger McBride Allen.

- **Corporate Inventory Control**

Not present.

- **Corporate Sales**

This position has become vacant, and we are looking for a replacement. Anyone interested should talk to Jeff.

The Lens patches are in.

- **Corporate System Administrator**

My intent is to set up a Linux-based 486/50, with a web site, mailing lists, a web-based discussion system, and a web-based method for updating the web site.

A couple ancillary jobs still need to be filled — assistant sysadmin and corporate webmaster.

- **Records Task Force**

No report.

- **Survey Committee**

Deferred until New Business.

- **Old Business**

MOVED to direct the Eboard to staff the Long Range Planning Committee.

MOVED to amend by substitution to create a mailing list instead of staffing the LRP. Motion was withdrawn.

MOVED to amend by substitution that the Eboard form and staff ad-hoc committees to consider what city Arisia should be in, what size Arisia should be, and numerous other issues that were presented too rapidly for the clerk to record. Motion was withdrawn.

The original motion PASSED, and the president appointed Kim Van Auken, Kyle Hollingsworth, and Scott Cobb to the LRP.

- **New Business**

(Tabled from earlier in the meeting) MOVED to allocate \$300 for a cash register. Motion PASSED.

MOVED to give the Eboard authority to approve a quote for T-shirts for sale at Arisia 1998. Motion TABLED to New Business.

MOVED to direct the Long Range Planning Committee to, before the next annual meeting, come up with a set of long term goals for Arisia. Motion PASSED.

MOVED to accept the survey in the form being circulated around the meeting.

MOVED to amend by adding the following question after question 3: "4) Please give annual income (optional)". FRIENDLY AMENDMENT to add checkboxes for income ranges. Motion PASSED.

MOVED to amend by adding a question asking about future use of baby-sitting and young fan programming. FRIENDLY AMENDMENT to split the motion. The motion to add a question about future use of baby-sitting PASSED.

MOVED to amend by substitution, to add a short separate survey regarding young fan programming. Motion PASSED.

MOVED to amend by striking out the question about Adults-in-tow. Motion PASSED.

MOVED to allow the Survey Committee to make whatever formatting changes they deem necessary. Motion PASSED.

MOVED to accept the survey as amended. Motion PASSED.

MOVED to give the Eboard authority to approve a quote

for T-shirts for sale at Arisia 1998. Motion PASSED.

MOVED to set the pre-registration rate for Arisia 1999 at \$25 until the end of February. Motion PASSED.

- **Announcements**

Anyone who wants to work on Arisia 1999 should let Cris know.

- **Meeting Adjourned at 10:06 PM.**



Calendar of Events

Sunday, January 4, 1998, 2:00 PM

Arisia 1998 Concom Meeting

Building 66, MIT, Cambridge.

Friday, January 16 - Sunday, January 18, 1998

ARISIA 1998

Westin Hotel, Waltham MA.

Sunday, January 18, 1996, 4:00 PM

Arisia Corporate Meeting

Westin Hotel, Waltham MA

Sunday, January 25, 1998, 2:00 PM

Arisia 1998 Concom Debriefing

Building 66, MIT, Cambridge.

Sunday, February 22, 1998, 2:00 PM

Arisia Corporate Meeting

Building 66, MIT, Cambridge.

February 13-15, 1998

Boskone 35

Sheraton Tara Hotel, Framingham MA

March 20-22, 1998

Lunacon

Rye Town Hilton, Rye Brook NY

Executive Board

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Arisia 1997 Conchair:

Pat McCormack

Committee Members & Corporate Appointed Officers

Budget Committee:

Administrator:
Skip Morris (chair)
Pat McCormack

Corp. Systems

Cris Shuldiner

Awards Committee:

vacant

Arisia Audit Fund:

Ben Levy

Grant Committee:

Brendan Quinn (chair)
Drea Brandford
Elka Tovah Menkes

Records Task Force:

Ben Levy (chair)
Ailsa Murphy
Kyle Hollingsworth

Corporate Sales Officer:

Marshal Ellis

Survey Committee:

Ben Levy
Matthew Saroff
Skip Morris

Corp. Inventory Control Officer:

Ken Elwell

Diane Rosenberg

Membership Roster

Agassi, Aaron (Red Shirt)	Bazemore, Rob
Brandford, Drea	Campanella, Scott
Cantor, Dave A.	Chused, Amy
Cobb, Scott	Cooper, Brian
Ellis, Marshall	Fallon, Kevin
Fish, Tom	Flynn, George
Goodwin, Glen	Gratun, Adam (Red Shirt)
Herda, Joel	Hollingsworth, Kyle
Jordan, Jeff	Kahn, Walter
Kent, Allan	Labonville, Zanne
Levy, Benjamin	McCormack, Patrick
Menkes, Elka Tovah	Morris, Skip
Murphy, Ailsa	Quinn, Brendan
Robison, Mary	Rosenberg, Noel
Rosenburg, Diane	Saroff, Matthew
Selkirk, Paul	Shectman, Nicholas (Red Shirt)
Shuldiner, Cris	Silverman, Rachel
Van Auken, Kimberly	Vandenberg, Pat

Membership/Subscription Info

Subscriptions to Mentor of Arisia are included in Corporate membership to Arisia, Incorporated. Membership runs from September 1st to August 31st and costs \$24.00. Dues are pro-rated on a monthly basis for members joining during the year.

September	\$24	March	\$12
October	\$22	April	\$10
November	\$20	May	\$08
December	\$18	June	\$06
January	\$16	July	\$04
February	\$14	August	\$02