



MENTOR of ARISIASM #6



Newsletter of Arisia, Incorporated

1 Kendall Sq., Suite 322, Cambridge, MA 02139

"Arisia" is a registered service mark of Arisia, Incorporated

MEMBERSHIP MEETING 12 JANUARY 1991 24 Feb

The meeting was called to order at the MIT Student Center at 4:07 PM by president Mary Robison.

Corrections to January Minutes

Page 2: (1) The setting of day rates for 1992 convention memberships was not postponed to the next meeting. Also, in the motion to set day rates, the Friday rate should read \$15.00, not \$25.00. The vote should read as follows:

VOTED: to set day rates for the 1992 convention memberships at \$15.00 for Friday, \$20.00 for Saturday, and \$15.00 for Sunday.

(2) The motion to set group memberships was passed. The vote should read:

VOTED: to set Group Membership rates for the 1992 convention as follows:

- 5% discount for 10-14 memberships
- 10% discount for 15-29 memberships
- 15% discount for 20-29 memberships
- 20% discount for 30+ memberships

One check to cover the entire purchase, one group contact. Payment must be received by 6 weeks before the convention. List of names and addresses of individuals in group must be received by 2 weeks before the convention.

The minutes of the January meeting were accepted as corrected.

Reports

President -- No Report.

Vice President -- No Report

Clerk -- The clerk wanted to remind everyone that since "Arisia" is a service mark registered with the State Secretary's office, no paper, cloth, or other tangible item bearing the "Arisia" name should emanate from us without clear indication that it is a service mark. Preferably, the most prominent appearances of the name should bear the superscript "SM". Where space permits, a notice that "'Arisia' is a registered service mark of Arisia, Incorporated." should appear.

Treasurer -- Cash on hand approx. \$850.00. We are in debt by about \$890.00, all of which we are rolling over.

Concomm 91 -- Matt plans to submit an extensive written report. The con alone cleared about \$1,000.00.

Concom 92 -- There will be an open meeting on program on 16 March at 1:00 PM at the home of Pat Newcomb. Committee structure and division heads are as follows:

Treasurer: Marshall Ellis
 Hotel Liaisons: Pat Vandenberg & Allan Kent
 Marketing: Cris Shuldiner
 Concerned with generating funds and our appearance to the outside world. It includes:

Marketing
 Arisia Sales
 Ad sales
 Public relations
 Publishing
 Postage
 Program Book
 E-Mail contact
 Group liaison

InterCon: Rich & Bird Moore
 Concerned with communications within the committee. It is basically support staff for the con-chair. Since my work schedule often precludes my attending meetings, the Moores will sometimes attend for me, taking notes. Also, messages can be left for me with Bird, who is home most of the time.

Pre-con newsletter
 Bulletin Board
 Database
 Research

Technical Services Division: Jeff Jordan
 Concerned with the transport, use, and securing of equipment. While security will still be looking out for guest security, on the whole, if it concerns equipment, it is Tech. Div.'s responsibility. If it is a service to our members or deals with people, it falls under Convention Services Division.

Technical Department
 Logistics Department
 Security Department

Programming Division: Mark Pirttiaho
 Basically the same. The volume of work they have to do and number of people with whom they have to deal gives them division status.

Guest liaison
 Scheduling
 Green room
 Group liaison
 Liaison to Publishing
 Filk programming
 Art programming

Signs
 Fast Track
 Tech Coordinator
 Keeper of the Book
 Comic book programming
 Media programming

Events/Exhibits Division:

Jim Belfiore

Handles the "standing" exhibits. As you can tell, I use a loose definition.

Art Show
 Hucksters
 Video
 Films
 Con Suite
 Filk Concert
 Masquerade
 Ice-breaker/Dance
 Play
 Sil
 Laser
 Gaming
 Contests

Convention Services Division:

Paul Selkirk

Includes all the departments that run the convention for our guests.

Operations
 Registration
 Babysitting
 Information
 Sign Shop
 Gophers
 Staff Lounge
 First Aid
 Handicap Liaison
 Through the Lens

Bylaws -- It was moved to amend the Bylaws by substituting the Fifth Draft submitted by the Bylaws Committee. The motion was tabled until the next meeting, as required by the Bylaws. A copy of the draft and the report of the committee is included with this issue of Mentor.

Planning Committee -- It was noted that the report of the committee has been largely dealt with on a piecemeal basis in the months since it was submitted. After discussion, it was on motion

VOTED: To thank the Planning Committee for its report.

VOTED: To instruct the Executive Board to form a new Planning Committee by the end of April.

It was noted that one issue which the new Planning Committee should consider is whether the cap on con membership should remain at 1500 for 1993.

Old Business

The Membership then took up the various motions that were tabled at the January meeting. It was agreed that the first motion, pertaining to 1992 con memberships sold after 6 weeks before the con would be taken up after the report from the Hotel Search Committee.

The motion taken from the table was to set the 1992 art rates as follows:

Free for the first panel or table
\$20.00 for the second panel or table (\$10.00 for half)
\$30.00 for the third panel or table
\$40.00 for any additional panels or tables

Limits on the number of panels may apply at Concomm discretion. Free panels are subject to first come, first served. The Concomm may take reasonable measures at its discretion to mitigate any excess demand for free panels. The artist must provide a complete address and phone number, and payment, if applicable, to be considered registered.

Agency fee on art sales will be 15% on the first \$200.00 in sales per artist, and 10% thereafter. Agency fee on prints will be 5%. We reserve the right to delay disbursements subject to collection of funds.

It was then moved to amend the main motion by substituting the following as policy for the Arisia 92 Art Show:

1. Artists must reserve space prior to December 1, 1991.
2. Fees for original art are based on the display space provided, and we charge a 10% commission on all sales. The artist's display fees will be credited toward our commission, with a \$50.00 cap on total fees and commissions per artist.
3. Fees for space are as follows:

| | |
|------------------------|---------|
| 1 full table or panel: | \$15.00 |
| 1/2 table or panel: | \$8.00 |
| 1/4 table or panel: | \$5.00 |
4. Artists are limited to 3 panels or 2 tables; combinations of panels and tables must be approved by the Art Show Director in advance.
5. There is a 15% commission on all print sales.

A motion to amend paragraph 2 of the amendment to provide for a 5% commission and to delete the language "with a \$50.00 cap on total fees and commissions per artist" was defeated.

The amendment to the main motion passed.

After discussion, it was on motion

VOTED: To adopt the following as policy for the Arisia 92 Art Show:

1. Artists must reserve space prior to December 1, 1991.
2. Fees for original art are based on the display space provided, and we charge a 10% commission on all sales. The artist's display fees will be credited toward our commission, with a \$50.00 cap on total fees and commissions per artist.
3. Fees for space are as follows:

| | |
|------------------------|---------|
| 1 full table or panel: | \$15.00 |
| 1/2 table or panel: | \$8.00 |
| 1/4 table or panel: | \$5.00 |

4. Artists are limited to 3 panels or 2 tables; combinations of panels and tables must be approved by the Art Show Director in advance.
5. There is a 15% commission on all print sales.

Old Business was interrupted at this time for the Hotel Search report.

Hotel Search -- Cris reported on negotiations with the Park Plaza. The hotel proposes two alternatives for rates:

Alternative 1: A sliding scale, as we had last year with the Vista, for function space, with sleeping room rates at \$75.00 for single and double occupancy and \$85.00 for three- or four-person occupancy.

Alternative 2: A flat fee of \$3000.00 for function space, to increase to \$4500.00 if we use less than 200 room nights, and sleeping room rates will be \$59.00/room/night.

After discussion, it was on motion

VOTED: To instruct the Hotel Search Committee to tell the Park Plaza that we prefer the alternative of a flat fee of \$3000.00 for function space, to increase to \$4500.00 if we use less than 200 room nights, and sleeping room rates of \$59.00/room/night.

Resuming old business, after discussion, it was on motion

VOTED: to set the rate for 1992 convention memberships sold after 6 weeks before the 1992 convention at \$35.00 each.

VOTED: To set a cut off date of three weeks prior to the convention for mail-in memberships.

New Business

It was moved that the Marketing Department of the Con Committee be authorized to set rates for T-shirts and other items, including the 1991 Masquerade video, providing that the rates are at least 25% over cost.

A motion to amend the main motion to substitute "Executive Board" for "Marketing Department of the Con Committee" was defeated.

The main motion was defeated.

A motion to create an Arisia corporate sales department was defeated.

After discussion, it was on motion

VOTED: That the rates for sales of T-shirts and the 1991 Masquerade video be set by the Marketing Division of the Con Committee at at least 25% over cost for sales at Lunacon and Balticon. The Marketing Division shall then report back to the Executive Board.

Announcements

Spencer is running a fan fund to raise money for a filk guest at Arisia 92.

Matthew wants to prepare a detailed proposal for an Arisia magazine.

Cris will run a party at Lunacon and will sell items. Leftover twinkies and soda from the con will be used.

Technical wants to produce an Arisia technical vest.

Meeting Dates

It was on motion

VOTED: To hold the April corporate meeting on 14 April 1991 at 2:30 PM at the MIT Student Center.

The meeting adjourned at 6:47 PM

A. Joseph Ross
Clerk

MINUTES OF EXECUTIVE BOARD MEETING 24 February 1991

The meeting was called to order at 2:55 PM by president Mary Robison. Present: M. Robison, R. Bazemore, J. Ross, M. Ellis, K. Van Auken.

The Board first discussed various convention issues.

After discussion of certain recent incidents, it was on motion

VOTED: that no one should communicate with NESFA concerning Arisia without first clearing the communication through the corporate level.

The Art Show policy guidelines proposed by the Art Show Director were considered, and it was on motion

VOTED: To recommend the guidelines proposed by the Art Show Director to the Corporate membership. [See corporate minutes above].

It was noted that there is soda belonging to Arisia still at the Vista Hotel. It was agreed that this should be disposed of by the Concomm in any way that was convenient.

The construction of art show panels was discussed. It was agreed in principal, subject to later reports as to cost, etc., to find commercial storage space for the panels.

The treasurer reported that Treasury needs an inventory control system. Kim agreed to begin compiling it in connection with the con data base that is being developed.

The con chair reported on the 1992 con structure [See corporate minutes above]

There was discussion about an individual con attendee whose conduct at Arisia 91 was the subject of Exec Board consideration during the con. After discussion, it was on motion

VOTED: To delete the person in question (whose name is not to be published) from the list for convention mailings, if the person has not already prepaid. However, if the person has already prepaid, or if the person pays for a membership at a later date, the person is then to be sent mailings as usual.

The treasurer reported that, at future cons, there must be a room available for treasury throughout the con. Serious problems resulted from the lack of such a room this year.

The treasurer also reported that he is establishing two bank accounts for convention finances, each to be used for alternate-year's conventions. On Mary's suggestion, it was agreed that the odd-numbered account will be used for odd-numbered years and the even-numbered account for even-numbered years.

The next Exec Board meeting was set for Saturday, 9 March 1991 at 2:00 PM at Mary's house in South Hadley.

The meeting adjourned at 3:45 PM.

The meeting was reconvened after the corporate meeting at 7:15 PM to discuss hotel issues. After discussion, it was on motion

VOTED: To authorize the clerk to sign a contract with the Park Plaza Hotel for Arisia 92.

It was understood that the clerk will call Board members about any new issues and will refer the matter to the Board if there are any strong objections.

The meeting adjourned at 7:21 PM

A. Joseph Ross
Clerk

MINUTES OF THE EXECUTIVE BOARD MEETING OF 9 MARCH 1991

The meeting was called to order at 2:30 PM by President Mary Robison. Present: M. Robison, R. Bazemore, J. Ross, M. Ellis, K. Van Auken.

The Board first discussed the proposed hotel contract. Several issues were raised, and it was agreed that the hotel liaisons and Joe Ross should arrange to meet with the hotel.

There was further discussion of con organization and job descriptions, and a report on the con database project, which includes an inventory of property.

It was agreed that the con chair may write to NESFA to invite them to come to Arisia 92 to promote and sell Boskone memberships. The letter should go out after the president's letter to NESFA.

The Board next discussed the convention bank accounts. It was on motion

VOTED: That the holders of the following positions shall have signature authority on the convention accounts:

President
Vice President
Clerk
Treasurer
Convention Chair
Convention Treasurer
Head of Technical Services Division

The treasurer reported that he had made an error at the last corporate meeting in estimating the amount of cash on hand, after known bills to be paid. The correct amount is \$2300.00. He is now assuming that if we borrow money, it will be this summer, for the art show panels.

The con chair reported on the development of the art show panels. It was on motion

VOTED: To authorize the expenditure of up to \$150.00 for the construction of a trial mock-up of art show panels, if needed.

It was reported that Sheila Oranch's hotel room at Arisia 91, across the hall from the con suite, although paid for by Sheila, was used for con move-in on Thursday and con storage on Sunday. It was on motion

VOTED: To reimburse Sheila Orange \$150.00 for the use of her hotel room at the Vista on Thursday and Sunday of Arisia 91.

The Board next discussed the "Rolodex" database/mailling list being kept by Matthew Saroff and shared with SCUM. It was agreed that, as the convention database project develops, a copy of this database should be incorporated into the con database and maintained separately. Arisia will continue to share data with SCUM on a reciprocal basis. It was agreed that a letter will be written to SCUM to inform them of these impending changes.

It was reported that Jenny Drysdale is working on a corporate letterhead.

The president reported on the letter to be sent to NESFA pursuant to a vote at the December Corporate Meeting.

There was discussion of Marshall's proposal of a literacy project.

The Board next discussed the appointment of a 1993 con chair. It was agreed that a 1993 con chair should be appointed by August 1992. People will be asked to submit nominations (self or others) in writing with reasons.

The Board discussed the consideration of the proposed new bylaws at the March corporate meeting. Mary stated that she will require that any proposed amendments must be submitted to the clerk in advance of the meeting and that she will, as needed, limit speaking time.

The conduct of corporate meetings was discussed, and it was agreed to ask that any major policy proposals be submitted to the Exec Board for consideration before being brought up at a corporate meeting. From now on, the Exec Board will hold a meeting beginning approximately one hour before each corporate meeting.

The appointment of a new budget committee was discussed. Under the current bylaws, the appointment must be made by the Exec Board with confirmation by the Membership. After discussion, it was on motion

VOTED: To appoint, subject to confirmation by the Membership, the following members to the Budget Committee:

Tom Fish
Heather Coon
LuAnn Vitalis
Howard Anderson
Spencer Love
Chris Ivy

The meeting adjourned at 6:07 PM.

A. Joseph Ross
Clerk

NOTICE

Correction to last month's notice: Jim Roberts attended the January meeting and therefore was not transferred to Red Shirt.

Corporate Officers

President: Mary Robison, 23 Dartmouth Street, So. Hadley, MA, 01075, 413/532-6230

Vice President: Robert Bazemore, 27-1/2 Glendale, Apt. B, Maynard, MA 01754, 508/897-8436

Clerk: Joseph Ross, 648 Washington Street, Brookline, MA 02146 H:617/734-7372 W:617/367-0468

Treasurer: Marshall Ellis, 21 Mohawk Trail, Suite 284, Greenfield, MA 01302-4000 [No phone#]

GALACTIC BUDGET BANDITS RIDE AGAIN

The budget committee will meet in late April to plot a budget. This will be for the corporate fiscal year of 1992; that is, September 1, 1991 through August 31, 1992. The balance of the fiscal 1991 budget runs the risk of revisions, too, and there is grave danger of other relevant issues being attacked.

The budget in question includes the balance of the 1992 con fiscal period, through March of 1992, and the first part of the 1993 con fiscal period, starting in October.

Like Number Five, we need input. Keep reading!

WHEN: Not later than the April Corporate meeting.

WHERE: To Marshall, directly or through your division head or con chair, at a meeting or by mail to the address found elsewhere in this newsletter.

WHO: Many of you! Division heads. Anyone who might have occasion to spend ARISIA funds for any purpose through August of 1992. Division Heads. Anyone who has spend ARISIA funds in the past and wishes to offer suggestions. Division heads.

WHAT: Numbers. Descriptions. Explanations. Justifications. Divisions. Departments. Areas. Functions. Be verbose; see if we care. An unexplained, undefended, unclear number is a ruthlessly, gleefully demolished number.

Substantive items used over multiple cons are capital items. Flag anything you think might qualify. Examples: Films, projectors, radios, art panels.

HOW: Pay attention; this is *serious* folks! Broken down *monthly*, for starters. If at all possible, break things down by week for the several weeks surrounding the Con, for planning purposes, but overall *the budget is monthly*. The Con will have its own checking account, funded monthly to the budgeted level. Yes, this is a real budget, for control as well as planning purposes. Corporate will have to be approached to fund overages and capital items.

If there are a range of possible expenditures for an area or item, give the options and the reasoning pro or con. For instance, the publications department will present quotes for both black & white and color covered program books. If we probably have credit with a vendor you'll use, list when the purchase will be made as well as when the bill will be due.

LOOSE ENDS: Input from revenue producing areas is nice, but not demanded. That's marketing & sales, registration, hucksters, and art show. What do YOU expect to sell? Do you really want to rely on our assumptions?

Marshall Ellis
Treasurer/Chair of Budget Committee

Upcoming Events

16 March, Saturday -- 1:00 PM Open program meeting at the home of Pat Newcomb, 37 Almont St., 3rd floor, Medford, MA 617/391-2537

17 March, Sunday -- 2:00 - 6:00 PM Arisia 92 Con Committee Meeting/ Brainstorming Session at the home of Kim Van Auken, 73 Mill Street, Burlington, MA 01803, 273-0697. Directions: Take Exit 34 off Rt. 128 toward Burlington, Right turn onto Mill Street (about 5th turn before intersection with Rt. 3). #73 is on the Right (Rahavis Park is just after, on Left).

24 March, Sunday -- 2:00 PM Corporate meeting at MIT Student Center, Massachusetts Avenue, Cambridge.

14 April, Sunday -- 2:30 PM Corporate meeting at MIT Student Center, Massachusetts Avenue, Cambridge.

Please notify the Clerk of upcoming events to go into this calendar.

NOTICE OF BYLAWS CONSIDERATION

The proposed bylaws submitted by the Bylaws Committee will be up for consideration at the March corporate meeting. A copy of the draft, together with the committee's reports, is enclosed with this Mentor. In connection with this consideration, please note the following:

By decision of the president, all proposed amendments must be submitted to the clerk before the beginning of the meeting.

Any person who wishes to propose amendments may consult with Joe Ross to make sure that the amendment is in the proper form to accomplish what you want to accomplish, changes all the language necessary, and is consistent with the rest of the bylaws. He will do this whether or not he agrees with the amendment.

If things get too complicated with amendments, a motion will be made to recommit the bylaws to the committee, together with instructions as to changes.

ARISIA^{INC}, INCORPORATED
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FIRST CLASS MAIL