



# MENTOR of ARISIA #13

Newsletter of Arisia, Incorporated  
1 Kendall Sq., Suite 322, Cambridge, MA 02139

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## EXECUTIVE BOARD MEETING 22 SEPTEMBER 1991

The meeting was called to order at the MIT Student Center at 2:21 PM by president Mary Robison. Present: M. Robison, R. Bazemore, M. Ellis, J. Ross, K. Van Auken.

Treasurer -- Written report submitted. We need more money. Kim will talk to Paul about whether additional receipts have been deposited.

Concomm 92 -- Kim reported on the work session held at the NESFA clubhouse to construct the new art show panels.

Kim reported that the Park Plaza Hotel has inadvertently double-booked the terrace room. They will honor our prior signed contract for the room, but they have asked us if we would be willing to relinquish it. It will be unavailable in future years in any event, and relinquishing it will be good for hotel relations. Plans are being made to put the hucksters elsewhere, and we will see what we can get from the hotel in return. Kim wanted to emphasize that the hotel is not forcing us and is in fact being good to us, but that if we can get something in return, she considers this a reasonable thing to do.

Meeting Dates -- Joe brought a calendar, the latest Instant Message, and the latest Locus and SF Chronicle to check possible conflicts of dates. It was agreed to recommend to the Membership the following dates for corporate meetings for the next six months for Sunday meetings at 3:00 PM. Dates in parenthesis are alternative Friday evenings in the event that the pending motion relative to holding alternate meetings on Friday is passed.

10 November	At Amherst
15 December	At MIT
(13 December	At MIT)
19 January 1992	At MIT
23 February	At MIT
(21 February	At MIT)
15 March	At Amherst
12 April	At MIT
(10 April	At MIT)

The meeting adjourned at 3:05 PM.

A. Joseph Ross  
Clerk

(Thanks to Kim for taking notes until I arrived -- AJR)

CORPORATE MEETING 22 SEPTEMBER 1991

The meeting was called to order at the MIT Student Center at 3:16 PM by president Mary Robison. The minutes were accepted as submitted.

Reports

President -- No Report

Vice President -- Rob has received no volunteers to serve on the Grant Committee.

Treasurer -- Marshall announced that now has a telephone number.

A written report was submitted, and appears elsewhere in this Newsletter. A review of past figures shows that we lost about \$6,600.00 on Arisia 90 and made about \$10,000.00 on Arisia 91, not counting capital and corporate expenditures.

There will be a short meeting afterwards of the Treasurer with the outgoing and incoming officers to sign bank documents.

Clerk -- Joe has begun a mailing log for Mentor, so as to have a record of the mailing date of each issue.

Concomm 92 -- We were working ahead of schedule all summer, but we are now running behind. Hope to get caught up shortly.

Concomm 93 -- Rob reported on whom he intends to ask to be GOH and Artist for Arisia 93. No objections were voiced.

Rob asked to have initial rates set for Arisia 93. He said that he wanted to keep the same rates as for Arisia 92, but cannot commit to that until we have a signed hotel contract. After discussion, it was on motions

VOTED: To set the following Membership rates for Arisia 93:

At Arisia 92:	\$20.00
After Arisia 92 until 7/1/92	\$25.00
Children 12 and under at con	\$15.00
Kids in Tow	Free

At-con, day rates, and after 7/1/92 rates to be set at a later date.

VOTED: To set Group Discounts at Arisia 93 as follows:

10-14 memberships	5%
15-19 memberships	10%
20-29 memberships	15%
30+ memberships	20%

Discounts require one check and one contact and must be purchased no later than six weeks before the con.

VOTED: To set the following Arisia 93 Dealers Rates for tables sold at Arisia 92:

First table	\$50.00
Second Table	\$75.00
Third Table	\$100.00

These rates do not include convention memberships.

Long-Range Planning -- A list of topics to be discussed by the Planning Committee was distributed.

Budget -- No Report

Exec Board -- Worked out a set of future meeting dates, to be discussed under New Business.

Unfinished Business

Membership transfers -- After discussion, it was on motion

VOTED: To transfer Mark Dulcey to General Membership.

Elections

President -- Pat McCormack being the only nominee for president, it was on motion unanimously

VOTED: To elect Pat McCormack president by acclamation.

Vice President -- Matthew Saroff had been nominated in advance. Jeff Jordan was nominated from the floor. The votes by written ballot were as follows:

Matthew Saroff	5
Jeff Jordan	16

Jeff Jordan was declared elected vice president.

Treasurer -- Marshall Ellis being the only nominee for treasurer, it was on motion unanimously

VOTED: To elect Marshall Ellis treasurer by acclamation.

Clerk -- Joe Ross being the only nominee for clerk, it was on motion unanimously

VOTED: To elect Joe Ross clerk by acclamation.

More Unfinished Business

The question of holding a raffle at Arisia 92, proceeds to go to the Grant Fund, was taken from the table. After discussion, it was on motion

VOTED: To refer the matter of a raffle at Arisia 92 to the Arisia 92 Concomm.

New Business

Moved to amend Section 3.4 (a) of the bylaws by striking the words "two weeks" and substituting "eighteen days".

This amendment was proposed by the clerk in order to increase the time interval between the submission of nominations for office and the deadline for mailing of Mentor. After discussion, it was tabled to the next meeting as required by the bylaws.

Meeting dates --A motion to hold every other business meeting on Friday evening was taken from the table. After discussion, the motion was amended, by unanimous consent, to provide that, during the upcoming 6-month cycle, two meetings would be held on Friday evening. It was then on motion

VOTED: That during the upcoming 6-month cycle, two corporate meetings will be held on Friday evening.

After discussion of the report of the Executive Board on meeting dates, it was on motion

VOTED: To hold corporate meetings as follows:

Sunday, 10 November 1991 at Amherst  
Friday, 13 December 1991 at MIT  
Sunday, 19 January 1992 at MIT  
Friday, 21 February 1992 at MIT  
Sunday, 15 March 1992 at Amherst  
Sunday, 12 April at MIT

All Sunday meetings to be at 3:00 PM, and all Friday meetings to be at 8:00 PM.

The Membership next discussed the question of waiving automatic transfer to Red Shirt membership. After discussion, it was on motion

VOTED: To waive the automatic transfer of Beth Gallagher to Red Shirt membership until the meeting of Friday, 13 December, because of her commitment to sing on Sundays.

The Membership next discussed the question of the appropriate colors on a proposed Arisia cap. After discussion, it was on motion

VOTED: Not to adopt official colors.

An amendment to authorize the colors of the cap to be the same as on the Arisia patch was withdrawn. A motion was made to suggest colors, black with gold being proposed. After discussion, it was VOTED: To table the motion.

Announcements

Matthew has been authorized to fight sword and shield in the SCA.

The October Concomm meeting will be at 1:00 PM.

Material for the pre-registration packet must be gotten to Debbie Smith as soon as possible.

People are needed to go to stores and drop off flyers.

Mark -- soliciting art work for Team Arisia T-shirts.

Sheila -- If you or a friend think you will be on a panel and haven't filled out a form for Sheila, you do not exist. This information is necessary in order to keep track of panels.

The meeting adjourned at 4:30 PM.

A. Joseph Ross  
Clerk

[NOTE: After the meeting, Marshall was informed that an additional \$1,000.00 of receipts had been deposited, meaning that we now have the money for the con mailing.]

## Meeting Attendance

The following persons are recorded as having attended the meeting (\*=Non-member):

Robert Bazemore, James Belfiore, David Cantor, Mike DiGenio, Mark Dulcey, Marshall Ellis, Jeff Jordan, Allan Kent, Patrick McCormack, Patricia Newcomb, Sheila Oranch, Chris Palmer, Mark Pirttiaho, Mary Robison, Tim Roberge, Joseph Ross, Matthew Saroff, Paul Selkirk, Deb Smith, Kimberley Van Auken, Michael McAfee\*

## Corporate Officers

President: Patrick McCormack, 185A Fairmount Avenue, Hyde Park, MA 02136, 617/361-1856

Vice President: Jeff Jordan, 27 Grassmere Road, Hyde Park, MA 02136, 617/364-1531

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

Treasurer: Marshall Ellis, RR 1, Box 211 Deerfield, MA 01342, 413/774-5874

## Upcoming Events

13 October, Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM. Planning Committee will meet after the Corporate Meeting.

18-20 October, Friday thru Sunday -- NotJustAnotherCon, UMass Campus Center, Amherst, MA.

19 October, Saturday -- 2:00 PM Programming meeting, at Brandeis University. Call Heather Coon for details: H: 508/897-6290, W: 617/736-3252.

26 October, Saturday -- 1:00 PM. Concomm Meeting at the home of Allan Kent and Pat Vandenberg, 15 Park Avenue Extension, Arlington, MA 02174, 617/646-7681

10 November, Sunday -- 3:00 PM Corporate Meeting at UMass Campus Center, Amherst. Executive Board will meet at 2:00 PM.

16 November, Saturday -- Concomm Meeting. Time & Place TBA.

13 December, Friday 8:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 7:00 PM.

14 December, Saturday -- Concomm Meeting. Time & Place TBA.

28 December, Saturday -- Concomm Meeting. Time & Place TBA.

1992

3 - 5 January, Friday thru Sunday -- Arisia 92 at Park Plaza Hotel, Boston

19 January, Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM.

14-16 February, Friday thru Sunday -- Boskone 29 at Marriott and Sheraton Hotels, Springfield.

21 February, Friday 8:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 7:00 PM.

15 March, Sunday -- 3:00 PM Corporate Meeting at UMass Campus Center, Amherst. Executive Board will meet at 2:00 PM.

12 April Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM.

*For Up-To-Date Information by computer/modem, call 617/364-1576.*

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

TREASURER'S REPORT  
September 22, 1991

Cash Balances:

Corporate checking, Park West	\$608.88
Corporate Checking, Newworld	\$(67.19)
Corporate Savings, Park West	\$ 0.00 (account closed 8/23/91)
Convention II (1992) Account	\$421.71
Approximate Pending Deposits	\$270**

\*\*Based on few month old info from Cris, plus an NSF check for redeposit to Newworld; no other information has been made available to me since a few months ago.

Total Cash on Hand \$1233.40

Note: expected dues revenue this month of approximately \$450 will bring that figure up to approximately enough to cover current bills due.

Impending expenditures include:

Other mailing costs	\$ 300
General corporate, 2 months	\$ 100
Total regular items	\$ 400

Special items impending:

Art Panel Costs	\$2500
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(or some large portion of this for our order to go in for materials being bought jointly with other Cons SOON)

Current Liabilities:  
(as opposed to notes payable)

The Cambridge Press/ printing of mailing due early October	\$1115
Flier printing, due early Oct.	\$ 159
Sales Tax Collections, apx.	\$ 225
Art proceeds	\$ 23
Reimbursements, apx.	\$ 780
Refunds, est. minimum	\$ 500

Grand Total Near term obligations:

\$5702

Other Comments, Information, etc.

1) To the best of my knowledge our borrowing needs have not yet been met, so the request stands for anyone interested in loaning ARISIA any amount to step forward.

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2) The fiscal year end is past! If you have spent money, and are awaiting reimbursement, and I don't know about it, you must tell me. I don't have to have the receipts, though I'll get everyone I can paid ASAP. I do have to know amounts, types of expenses, and area for which it's incurred.

3) Rules for ARISIA expenditures:

A) When possible, pay the vendor with an Arisia check.

B) When making an expenditure to be reimbursed...

Be sure the money to pay you is available, or be prepared to wait.

Let me know right away that you have spent the money, and for what.

C) Save the receipt or a copy of it to turn in. If it's not legible, write the amount(s) on it. Write on the receipt or an attached paper the department, purpose, any other relevant info, and exact amounts for each area if more than one is on the same receipt. Try whenever possible to separate purchases by department. (ie- different receipts)

D) Always use a tax exempt certificate for taxable purchases. Plenty are available.

E) Do not make expenditures on credit (which we have at several vendors) without advance (preferably) or immediate notice to me.

F) Be sure expenditures are authorized by the person with budget authority, if that's not you. Don't issue checks without knowing whether sufficient money is in the account.

G) Be intelligent; use your judgment. A \$10 expenditure is not in the same league as a \$500 one. The importance of notice and approval differs accordingly.

6) I have been in communication with Division heads and other relevant people on what I expect for reciprocal financial reporting. Beginning in October, for the month of September, I will publish a budget vs. actual report, subject to timely reporting to me of expenditures by division heads and a few others on the spot. Please cooperate with these people, who will undoubtedly be asking their staffs to report to them so that they may comply.

7) I have had in mind for some time to describe and publish the respective roles of ARISIA treasurers based on actual practice and my plans as they currently stand. I may have left something out, or this may differ after further reality testing. All of you who are just begging and frothing and queuing up to be Insanity's con treasurer will be especially interested.

Corporate Treasurer

year round:

Keeps financial records of the corporation. Prepares financial statements, budget reports, etc. Keeps track of revenues, cash flow, etc. Does projections and financial planning. Selects depositories and handles business with banks. Sees to



deposits and transfers between accounts. Approves expenditures as far as cash availability and budget parameters (does not otherwise have the authority to block a duly authorized expenditure except if there is a legal/regulatory conflict). Has custody of corporate checkbooks and primary responsibility for issuing checks. Advises corporation on financial policy. Makes routine financial policy decisions. Chairs the budget committee and sees that budget gets prepared. Plans and implements accounting systems and financial controls as needed. Responsible, with exec board advice and assistance, for tracking and securing corporate assets. (Con security and logistics take over most of that function, obviously, during and around each convention.) Responsible for seeing insurance needs are met. Invests surplus funds in accordance with fiduciary standards. Sees that government and accounting industry standards are met. Files tax and other legally required financial reporting documents. Prepares promissory notes or otherwise negotiates and arranges debt instruments with the advice and assistance of the exec board. Treasurer may designate agents to tend to functions where feasible and desirable, and vendors may be hired to perform accounting and government reporting functions with the treasurer acting, respectively, as authority over or liaison to them. Assists the con treasurer as needed, and reviews convention financial records periodically to ensure accuracy and adherence to correct procedures. Trains the con treasurer as needed. Co-manages the general affairs of the corporation with the other exec board members.

at convention:

Has primary responsibility for secure and accurate collecting, counting, recording, securing, and depositing of monies generated at the convention. Issues checks needed of corporate during that time. Supervises treasury operations with the close assistance of the con treasurer, and sees that people in revenue centers are adequately trained, etc.

Convention Treasurer

year round:

Maintains and has custody of convention checkbook, and issues checks as needed, within constraints of available funds, etc. Keeps books and records in order for the convention. Keeps corporate treasurer apprised of finances of the convention. Works with corporate treasurer on planning and executing timely funding of the convention account. Assists corporate treasurer in any manner the two find suitable, beyond that specifically noted. Presents the records of the convention to the corporate treasurer for review regularly, and ultimately for inclusion into the corporate records. Acts as liaison between the con committee and the corporate treasurer. Sits on the budget committee, with primary responsibility for obtaining con committee input and feedback into the budget process. Tracks the convention budget, enforcing it and reporting results to corporate treasurer and con

committee. Advises corporate treasurer on financial needs of the convention. Keeps track of the specific insurance requirements of the convention and presents them to corporate treasurer (or insurance person designated by same). Keeps track of comped memberships issued or due to people, working closely with registration, programming, and the gopher coordinator. Assists the con chair in managing the affairs of the convention.

at convention:

Assists corporate treasurer in processing money, supervising and training treasury staff and others. Issues checks on convention account as needed. Issues and records petty cash required at con. Ensures that revenue areas have required change each day. Where the corporate treasurer is more on the spot for seeing that collecting and processing money goes well, and is helped by the con treasurer, the con treasurer sees that money needing to be paid out is handled, and stays accessible for the purpose, helped by the corporate treasurer, and does the majority of patrolling around to the revenue areas and elsewhere to see that all goes right.

8) {BUDGET PROCEDURE THIS YEAR}

9) ANNUAL:

I have not had time to complete the financial statements through the fiscal year 1991. In fact, my information is as yet incomplete, so that would not have been possible. However, as asked by Matthew, I will here present a ROUGH estimate of "what if the Con stood alone?" and arrive at the approximate "profit" derived from each of our first two conventions.

From revenue I will exclude dues, interest, and net art sale proceeds. From expenses I will exclude capital expenditures, loan interest, bank charges, costs of the corporate newsletter, and any other "corporate" expenses paid, in this accounting, out of corporate revenue plus "profit" from the Cons.

ARISIA 1990

Revenue:	\$23,826
Expenses:	\$30,454
Deficit	\$ 6,628

ARISIA 1991

Revenue	\$34,000
Expenses	\$23,736
Surplus	\$10,264

PLANNING COMMITTEE NOTES -- AUGUST 1991

Items to be discussed:

1. Member Caps:
  - A. This year
  - B. Coming Years
2. Grants
  - A. Building a Film Library
  - B. Education Fund
  - C. Recruitment
3. Advertising
4. Apprenticeships
5. How to Draw Pros In
6. Information
  - A. Flyer:
    - 1) What is a Convention
    - 2) What jobs are available and what are the requirements
    - 3) Who do they contact
    - 4) What events we would love to see
    - 5) Earth Girls information
  - B. Fan's Survival Guide
  - C. Help needed
    - 1) Upside down "We need help" slide at opening ceremonies
    - 2) Help Needed on Icebreaker Sheet
7. New People
  - A. Convention program item
  - B. At Registration:
    - a) Hospitality people
    - b) Flyer/Information Sheet
  - C. Fan's Survival Guide (See information)

**ARISIA,<sup>SM</sup> INCORPORATED**  
1 Kendall Square, Suite 322  
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**FIRST CLASS MAIL**

**NOTICE:** If your mailing label reads "9/1/91," your corporate membership has EXPIRED, and this will be your LAST ISSUE unless you pay corporate dues.