



# MENTOR of ARISIA #15

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



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## EXECUTIVE BOARD MEETING 10 NOVEMBER 1991

The meeting was called to order at the UMass/Amherst Campus Center at 2:54 PM by president Patrick McCormack. Present: P. McCormack, J. Jordan, J. Ross.

President -- A copy was circulated for comment of the letter to the person who was the subject of an Executive Board vote on 24 February 1991 (Mentor #6) excluding the person from the list for future convention mailings, and Membership votes on 24 March 1991 (Mentor #7).

President has not yet succeeded in reaching the person who is the likeliest candidate for chair of the new Merchandising Committee.

Only Debbie Smith has volunteered to serve on the Long Range Planning Committee.

Vice President -- There has been no report from Insanity concerning the art panel lighting.

Concomm 92 -- Debbie Smith and Jim Belfiore have taken over marketing.

There was some discussion about changing our corporate address. A decision will be made next month.

The meeting adjourned at 3:30 PM.

A. Joseph Ross  
Clerk

## CORPORATE MEETING 10 NOVEMBER 1991

The meeting was called to order at the UMass/Amherst Center at 4:30 PM by president Patrick McCormack. The minutes were accepted as submitted.

### Reports

President -- A letter has been written to the person who was the subject of an Executive Board vote on 24 February 1991 (Mentor #6) excluding the person from the list for future convention mailings, and Membership votes on 24 March 1991 (Mentor #7).

Pat is still looking for people who wish to be on the Merchandising Committee. Only one volunteer has been received so far for the Long Range Planning Committee.

Vice President -- There have been two volunteers for the Grant Committee. We need to establish some procedures for considering grants. Probably little will be done until after Arisia 92.

We are negotiating with SCUM to see if they want to buy the art show lighting.

Payment for connectors for art panels will be taken care of soon. Art panel project is going well.

Clerk -- The Annual Report to the State Secretary has been filed.

Treasurer -- Not here. It was noted that we had only sold about 40 con memberships since the last Arisia. This caused some concern. However, memberships are starting to come in from the mailing which has just gone out.

Concomm 92 -- (Jeff reporting for Kim) See written report enclosed with this Mentor.

Concomm 93 -- Not here.

### Unfinished business

The motion for a membership transfer, tabled at the last meeting, was taken up. After discussion, it was on motion

VOTED: To transfer Tim Roberge to General membership.

The vote was 7-0-1 by written ballot.

The motion to amend Section 3.4 (a) of the bylaws by striking the words "two weeks" and substituting "eighteen days" was tabled to this meeting from the prior meeting. Since there were not enough members present to pass an amendment to the bylaws, it was on motion VOTED: To postpone consideration of this motion until the next meeting.

### New Business

On the request of the 92 con chair, after discussion, it was on motion

VOTED: To empower the president to extend the pre-registration rate for Arisia 92 at his discretion.

The Membership next considered the question of conferring honorary memberships. After discussion, it was on motion

VOTED: To grant lifetime honorary memberships to founding members Brian Cooper, Tom Fish, Mary Robison, Matthew Saroff, and Cris Shuldiner, in thanks for their work and inspiration.

### Announcements

Matthew: I have sent out letters re the raffle.

Marketing: We want to put out an edition of the blue and gold T-shirt in generic form (i.e. without a year). The calendar is coming along.

The meeting adjourned at 5:05 PM.

A. Joseph Ross  
Clerk

## Meeting Attendance

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

Tom Fish, Jeff Jordan, Ben Levy, Patrick McCormack, Tim Roberge, Mary Robison, Joseph Ross, Matthew Saroff, Deb Smith.

## 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

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

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

## NOTICE OF BYLAW AMENDMENT

The following proposed amendment to the Bylaws will be considered at the next meeting:

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.

Arisia '92 Con. chair. report,

Hi folks, I'm freaking. I know you wanted to hear that.

Art Show panel project still needs peg board cut and painted (duron was too expensive). My brother after much arm twisting has agreed to let us use his barn and power spray painter for the project. The bad news is that it's in Conn. We also need to make the new lights, will someone please find out if SCUM wants to buy the old ones as once they are dismantled for parts they won't fit the old design.

Nov 16th con meeting,

Everyone who is going to miss it for philcon should contact Jeff, see if he needs a hand with the Arisia parties. The Friday night one is in his room. Don Eastlake has offered a room for Sat but is in the small hotel across the way. We're still looking for a room for Sat. although we have people to run the party.

People in Boston: I'll be in my home in Burlington from 10:30 am to 2:00 pm to deal with specific problems. Most people can probably skip it. Please call me to see what's up.

Our Pre-reg.s are low but have begun to come in at a better rate. Lauren has sent figures with Deb and Ben. (I hope). However, to help if we're still behind I move that:

The pre-registration rate may be extended at the discretion of the corp. president (Pat McCormack).

The membership may prefer to replace Pat in that motion with "the E-board" I would accept that as friendly.

This is so that Deb and Jim Belf. may try some push sales after the deadline IF NEEDED! Pre-reg.s are important to us not only for money when we need it but also because it commits fans to coming when sour weather and bus strikes might change their minds at the last moment.

That's all for now. 'Bye

*Kim VanFulcrum*  
Me,

The following are totals for department budgets with notes on what items are included. If you are a department head and these figures don't tally with your expectations, DON'T PANIC! Many items are cross referenced, i.e. masquerade lighting is under technical budget as ballroom lighting, however, do call me to check.

Please tell me if there is an expense missing or which wouldn't be clearly under any department. I may have forgotten it, I can always use help.

#### Technical Division, "the tool users"

Department	Expenses	Rentals	Capital Expenditures
Technical	1,000.00	1,940.00	
Logistics	351.00	598.00	60.00
Security	50.00		??????
Sub-total	\$1,401.00	\$2,538.00	\$60.00

Technical includes \$595.00 for ballroom lighting, \$1,000.00 for general equipment rentals, \$500.00 for photography and like recording, and another \$500.00 leeway to help accommodate the fact that people (?programing?) have not turned in detailed lists of what equipment is needed. It is also difficult to budget because we have to include enough money to cover the "official" bill estimate, but the past two years our distributors have given us non-itemised bills whose totals are much less than we were expecting. (We've never quibbled.) But we can't count on it.

Logistics includes van rentals, gas, and hotel-operated loading dock time on Sunday.

The "?" under Security capital expenditures is for the originally proposed wireless security system. We have a possible loaner for this year, so this may be delayed for a year.

#### Events/Exhibits, "The exhibitionists"

Department	Expenses	Rentals	Capital Expenditures
Art Show	459.00		2556.00
Banquet	400.00		
Con. Suite	1,600.00		
Dealers	100.00		
Filking	355.00	50.00	
Films	141.00	1,775.75	20.00
Gaming	50.00		
Icebreaker	130.00		
Masquerade	50.00		100.00
Opening Cer.s	200.00		
Plays	100.00		
Video		2,400.00	80.00
Live Video		1,000.00	
Amateur Video	130.00		
Sub-total	\$3,715.00	\$5,225.75	\$2756.00

Art Show includes money for an artists reception, and any money thrown at catering will make us more desirable to the Hotel. In the same vein, \$1000.00 of con.suite is buying soda from the hotel. Besides being good for catering, it will save many backs and free us from trying to make all fans hide their drinks. Banquet is all expense, the flow through of tickets is not included. If we don't sell 200 dinners we either have to cancel or pay for them, that's extra, not included here.

Filking includes \$260.00 for guest expenditure on our featured 6 filker's travel expenses.

Films, video and live video are the heavy hitters in this department. In defense of films and videos, they run constantly and accommodate large numbers of fans. The live video program is experimental and is difficult to predict. Dec.1st a decision will be made, based on pre-reg.s, whether we will continue with the project, or cut it for cost reasons.

**Programing and boring administrative stuff**

Department	Expenses	Rentals	Capital Expenditures
Programing	2,150.00	510.00	
Con.Ch./Hotel	5,350.00	2,280.00	
Insurance	<u>1,000.00</u>	<u>.</u>	
Sub-total	\$8,500.00	\$2,790.00	

Programing includes guest expenses, travel and hotel rooms (which may end up being covered by comp. rooms, but need to be included in case we don't get enough rooms). drink chits etc.

Con. chair/Hotel includes \$2,000.00 convention rental fee, \$2,000 more for catering, including guest reception, \$400.00 gratuities, and \$2,500 to cover the hotel bills we haven't thought of yet.

We'll be better able to tell how much we need for insurance when PEOPLE get their equipment lists into tech., this should include loaned equipment especially. Also we should look into liability insurance on babysitting at least.

**Convention Services, and other lay-outs**

Department	Expenses	Rentals	Capital Expenditures
Babysitting	50.00	130.00	
Gophers	1,200.00		
Information	215.00		
Lensgrinder	60.00	75.00	
Operations	400.00		
Registration	500.00	300.00	
Sign Shop	200.00		
Staff Den	<u>1,235.00</u>	<u>30.00</u>	<u>35.00</u>
Sub-total	\$3,860.00	\$535.00	\$35.00

Gophers includes team Arisia tee shirts. Operations includes ribbons. Registration includes pre-reg. packet printing, etc. Staff Den feeds us, and we deserve to be fed! \$300.00 of their budget is also thrown at the hotel for soda.

**Marketing and related scams,**

"Sell, sell, sell your mother,gently down the river"

Department	Expenses
Marketing	2,500.00
Program Book	1,190.00
Postage	<u>500.00</u>
Sub-total	\$4,190.00

Marketing spent over \$1,000.00 just on the mailings. Most of their budget is spent on printing costs, likewise for the Program Book. Postage refers to bulk mail and stationery printing. 'Postage' listed under departments refers to first class stamps and express mail.

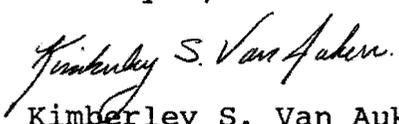
Division	Expenses	Rentals	Capitol Expenses
Technical Division,	1,401.00	2,538.00	60.00
Events/Exhibits,	3,715.00	5,225.75	2,756.00
Programing	8,500.00	2,790.00	
Convention Services	3,860.00	535.00	35.00
Marketing	4,190.00		
Total	<u>\$21,666.00</u>	<u>\$11,088.75</u>	<u>\$2,851.00</u>
Grand Total			<b>\$35,605.75</b>

The corporation approved \$35,925.00 for expenses and rentals. and another \$4,500.00 for capitol expenditures. Since we don't have it, I've tried not to spend it. I've combined the two in the hopes that we can avoid going in debt. The grand total, \$35,605.75, is within the approved limit, however if we go over ,please keep in mind that this version includes the art panel expenses.

But NO! this doesn't include everything. The art fund, which covers money going in and out for art sales is separate. Arisia Sales which is now under corporate merchandising is also separate , but they were already approved apart from the convention budget.

**All department heads:**

Tell me when you are expecting bills to be due. If we need to pay in advance TELL ME. If you can float a bill on your credit card, it would help. I.E. we will pay the bill as soon as it shows up, but we won't have to have the money before the con. Let us know, tell Marshall or tell me or preferably both.

Thank you,  
  
 Kimberley S. Van Auken

P.S. My job now gives me Tuesdays and Wednesdays off, not Sat./Sun. I'm still on second shift, but my work phone number is no longer useful. Please contact me by calling my home at (617) 273-0697. Don't expect to see me at Corp. meetings for awhile.

## Upcoming Events

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 the Arisia BBS:  
617/364-1576.*

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

ARISIA,<sup>SM</sup> INCORPORATED  
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## FIRST CLASS MAIL