

# **MENTOR of ARISIA #17**



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

"Arisia" is a service mark of Arisia, Incorporated

## EXECUTIVE BOARD MEETING 5 JANUARY 1992

The meeting was called to order in the hallway of the Park Plaza Hotel outside Con Ops at 12:45 PM by President Patrick McCormack. Present: P. McCormack, J. Jordan, M. Ellis, J. Ross, K. VanAuken.

The Board discussed the subject of storage of corporate property. After discussion, it was on motion

VOTED: To authorize the expenditure of \$70.00 for two months storage, as temporary storage, to be made permanent at a later date if necessary.

The meeting adjourned at 12:50 PM.

A. Joseph Ross Clerk

## EXECUTIVE BOARD MEETING 19 JANUARY 1992

The meeting was called to order at the MIT Student Center at 2:15 PM by President Patrick McCormack. Present: P. McCormack, J. Jordan, J. Ross, R. Bazemore.

The Board first discussed the receipt of the resignation of Marshall Ellis as treasurer. It was agreed that it had previously been established as a standing policy that the corporate books would be audited every time there was a change of treasurer unless the outgoing treasurer has been in office for less than a year. We will look into possible arrangements for conducting such an audit.

<u>Vice President</u> -- Jeff reported that registration did not track various information properly. There is a serious need to centralize data handling. We are losing data because various people are keeping data in incompatible formats. Kevin Fallon has been working on a database design for most of the past year at the Concomm level. It was agreed to keep the database project at the Concomm level for the time being, but to prepare a specific proposal for a future corporate meeting to establish centralized database management at the corporate level.

Treasurer -- Not here.

Clerk -- The papers have been filed to change the official corporate office.

Concomm 93 -- Three positions have been filled:

Program: Heather Coon Events: Jim Belfiore Technical: Jeff Jordan

Contracts have been prepared for Arisia 93 and 94 at the Park Plaza for Martin Luthor King Day weekend. After discussion, it was on motion

VOTED: To recommend to the Membership the approval of the contracts for Arisia 93 and 94.

The Board next discussed the question of waiver of dues for a member due to financial hardship. After discussion, it was on motions

VOTED: To waive dues as requested.

VOTED: As a matter of policy, that the names of members who request waivers or other dues arrangements due to financial hardship shall not be put in the minutes.

The meeting adjourned at 3:04 PM.

A. Joseph Ross Clerk

### CORPORATE MEETING 9 JANUARY 1992

The meeting was called to order at the MIT Student Center at 3:10 PM by President Patrick McCormack. The minutes were accepted as submitted. Proxies: Jim Belfiore to Heather Coon; Thomas Fish to Robert Bazemore, Marshall Ellis as alternate.

## Reports

<u>President</u> -- Announced the resignation of Marshall Ellis as treasurer, effective at the February corporate meeting. In accordance with standing policy, there will be an audit of the books.

<u>Vice President</u> -- There have been problems with the database, which will be discussed later in the meeting. We are helping out two cons: The Bash with leftover party supplies and Genericon with the loan of art panels.

<u>Clerk</u> -- Please remember to sign the attendance sheet.

Concomm 92 -- (Jeff reporting for Kim) The con at least broke even, may make a slight profit. There were problems with data tracking. A lot of useful information may be irretrievably lost. Anyone with outstanding receipts should get them in by the next corporate meeting OR ELSE (At least tell us the amount!).

Long-Range Planning (Sheila) -- Will meet at 1:00 PM before the corporate meeting. The committee met today and first discussed the values and philosophy that Arisia seems to be acting on, whether or not we have previously said so explicitly. We have identified the following values:

- 1. To have fun.
- 2. While having fun, for workers to learn and grow in their skills.
- 3. A community learning to live together better.
- 4. To reinvest the money in the community through grants and scholarships, subsidizing guests, and events. The Budget Committee and E-Board are responsible for the details of this value of the group. We will try to suggest how to prioritize.

The Committee also discussed the structure and size of cons. We recommend keeping the maximum size at 1500 paying, with no more than 2000 total warm bodies. Constraints on con size include: hotel capacity, infrastructure, staffing, security, and safety. We feel that we ought to try to get the date to the MLK Weekend and try to remain in the same hotel and weekend for more than one year.

Future Agenda/next meeting: safety/handicap access, program emphasis, and centralized database.

<u>Concomm 93</u> -- See Exec. Board Minutes. Rob is looking for volunteers. Reminded everyone about the Arisia BBS.

<u>President</u> (Again) -- Appointed Mark Dulcey to chair the Merchandising Committee. After discussion, it was on motion VOTED: To approve the appointment.

<u>Treasurer</u> -- Filed an extension for the Form 990EZ which we have to file with the IRS. NJAC is mailing us a \$350.00 check for the art show lighting. For other matters, see the separate report in this issue of <u>Mentor</u>.

Concomm 91 (Matthew) -- Survey reports have been done.

#### Unfinished business

The Membership first considered possible waivers of automatic transfer to Red Shirt membership. After discussion, it was on motion

VOTED: To waive for one month the automatic transfer of Jim Belfiore, because he had a family commitment this week in Connecticut.

VOTED: To waive for one month the automatic transfer of Pat Newcomb because she just started Gross Anatomy and her cadaver is giving her problems.

The Membership next considered a proposed amendment to the bylaws. After discussion, it was on motion, by more than two-thirds vote, 50% of the General Membership voting

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

The Membership next considered the question of continuing to hold meetings in Amherst. After discussion, it was on motion

VOTED: That the corporation will no longer hold meetings on a regular basis in Amherst.

A motion to change the location of the March meeting to MIT was defeated.

## New Business

Mominations for Treasurer: Allan Kent. Additional nominations may be submitted to the clerk until 18 days before the meeting and may also be made from the floor at the meeting.

The Membership next discussed the issue of database management. After discussion, it was on motion

VOTED: That the database problems shall be settled at the corporate level.

The Membership next discussed proposed hotel contracts for Arisia 93 and 94 at the Park Plaza. After discussion, it was on motion

VOTED: To approve the proposed contracts with the Park Plaza for Arisia 93 and 94.

A motion was made to set membership and advertizing rates for Arisia 93 at the same levels as for 92. A motion to table the main motion to the March meeting was defeated. It was then on motion VOTED: To table the main motion to the February meeting.

A motion was made to transfer Cris Shuldiner to General membership. The motion was tabled to the next meeting as required by the bylaws.

### Announcements

A programming meeting will take place on 15 February at 2:00 PM, to last no later than 5:00 PM, at the home of Sheila Oranch and Bill Powers, 45 Christopher Road, Holliston. Please call Sheila at 508/429-4301 or Heather Coon at 508/897-6290, if you are interested in attending. Also call for directions, help in finding a ride, etc. WARNING: THERE ARE CATS PRESENT.

An MCFI brainstorming meeting about a possible Noreascon 4 will take place on 7 March 1992 at 1:00 PM at the Sheraton Tara Hotel, Framingham.

There is an ongoing Tech Division meeting on the Arisia BBS.

The meeting adjourned at 4:50 PM.

A. Joseph Ross Clerk

# Meeting Attendance

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

Robert Bazemore, Lauren Burka, Susan Calkins\*, D. Cameron\*, David Cantor, Heather Coon, Mike DiGenio, Ed Dooley\*, Donna Dube, Mark Dulcey, Larry Dunn\*, Marshall Ellis, Matthew Ender\*, Dale Farmer\*, George Flynn\*, Elgie Ginsburgh, Jeff Jordan, Allan Kent, Ben Levy, Holly Love, Richard Macchi, Patrick McCormack, Sheila Oranch, Chris Palmer, Andrew J. Pollack\*, Florence E. Pym\*, Tim Roberge, Joseph Ross, Matthew Saroff, Paul Selkirk, Nicholas Shectman\*, Cris Shuldiner, Deb Smith, Pat Vandenberg, Liz Zitzow\*

# 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 MEMBERSHIP TRANSFERS

The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: James Belfiore, Patricia Newcomb, Frances Selkirk, Kimberley VanAuken. In accordance with Section 1.2 of the Bylaws, an automatic transfer may be waived by the Membership for cause, which cause must be stated in the minutes.

It is YOUR RESPONSIBILITY to check your name off on the attendance list in order to be counted as attending a meeting.

## Treasurer's Report for January 1992 and Supplements

If the rumor I've heard about the hotel refunding us money is true, and the amount I heard is true, then ARISIA will be out of debt as far as I can tell. At most we might have to borrow \$1000 - \$2000 in seed money prior to the first mailing for '93.

Our 990EZ extension was approved.

Massachusetts charges a tax, handled through the Lottery Commission, of 5% of the gross proceeds of any raffle. That has been filed, and I've left it to Joe's discretion whether or not to reproduce it in Mentor.

A summary of the Grants Fund to date is included in this report. The bottom line is that there is \$363.23 reserved for Grants or appropriate charitable functions done "in-house." That money does not show as part of our checking account balance. My recommendation to ARISIA will be that, if we switch banks after a new treasurer is elected, the interest bearing account at West-bank be maintained as a repository for restricted fund monies. Deposits can be made easily by mail; I've done it myself, since there were times when the 35 mile drive there and available time didn't mix.

A total of two checks bounced from ARISIA '92; I sent collection letters on 2/1.

Of the Art Show Fund Balance, the budget called for 1/5 of the cost of new art panels to be transferred to the capital fund (with the assumption this would occur for 5 years). The budget called for what was left to be the seed money for art show expenditures for the next convention (and did not assume enough left this year for any other purposes). Once I have determined the exact capital costs, I will remove that amount, or a lesser amount design to leave sufficient seed money, lowering the Art Show Fund balance further.

I have been unable to obtain full information regarding merchandise, so have been unable to determine; the inventory on hand, the sales tax owed, or an accurate accounting of the merchandising fund.

I have been unable to learn who to refund banquet tickets to or what the actual amount we owe is; this remains a liability of top priority.

Revenue of ARISIA '93 to date is \$5175. Ben says to expect refunds to dealers of perhaps \$500, due to our choice of dates opposite Esotericon. Known, authorized expenditures for ARISIA '93 are \$22.20 for 500 sheets of neon green paper for fliers. Jennie provided about \$25 worth of toner cartridge gratis, and lots of time printing them. I have been unable to learn whether there have been other authorized expenditures for '93.

Fiscal Year 1992 ARISIA Deposit Summaries						
Remarks	Date	Total	Transfer	\$25	\$35	Kids
Group Panel Mail-in	Dues					
Corp Trans NW	01/07/92	\$3,000.00	\$3,000.00			
ARISIA '92 DEPOSITS - PW	01/07/92	\$10,728.75	•			
Corp Dues(?)	09/??/91	\$240.00				
Corp w/NW transfer	10/13/91	\$710.00	\$500.00	1		
\$210.00						

Corpw/NW trans (10/21??)	10/17/91	\$1,210.00	\$450.00			
\$135.00						
Corp CC's (10/21?)	10/17/91	\$100.00				
Corp CC's	11/14/91	\$180.00				
Corp Checks	11/14/91					
Corp w/NW trans.	12/11/91	\$3,491.00	\$2,500.00			
\$701.00 \$80.00						
Corp Canada	12/11/91	\$27.50				
\$17.50 \$10.00						
Corp CC's	12/26/91	\$600.00		\$600.00		
Corp CC's	12/31/91	\$325.00		\$325.00		
Corp.	12/31/91	\$250.00		\$250.00		
Corp Canada	12/31/91	\$17.00				
\$17.00						
Corp Art	12/31/91	\$317.00				
\$307.00 \$10.00						
ARISIA '92 DEPOSIT - C2	01/07/92	\$205.85				
Con II- Trans NW	01/07/92	\$11,000.00	\$11,000.00			
Con II- Trans PW	10/07/91	\$1,000.00	\$1,000.00			
Con II- Trans PW	11/05/91	\$100.00	\$100.00			
Con II- Trans PW	11/22/91	-				
Con II- Trans PW	11/??/91		\$500.00			
Con II- phone trans from PW	12/06/91	-	\$2,500.00			
Con II direct!	12/26/91	\$570.00	.=,	\$325.00	\$245.00	
Con II- trans PW\$1000/NW\$550		\$2,660.00	\$1,550.00	-	\$210.00	
\$655.00	,,	40,0000	12/	,		
ditto	12/31/91	\$605.00		\$400.00	\$175.00	\$30.00
Con II direct!	12/31/91	\$1,362.50		\$850.00	\$245.00	\$30.00
\$237.50	12, 01, 51	41,002.00		*************	,	,
Con II direct- Palmerloan	12/??/91	\$3,000.00				
ARISIA '92 DEPOSITS - NW	01/06/92					
Neworld- Prereg	09/19/91	\$1,075.00				
Neworld- prereg	11/27/91					
Neworld- Prereg	12/03/91	\$1,720.00				
Neworld- Prereg	12/03/91	\$510.00				
110110111111111111111111111111111111111	22,00,00	************				
		\$67.625.08	\$23,600.00	\$2,975.00	\$875.00	\$60.00
\$892.50 \$1,042.50 \$100.00 \$	345.00	,,,	,	•=•	•	
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Deposits less transfers		\$44,025.08				
Less Loans		\$3,000.00				
Less Cash Returned (incomplet	-p1	724.55				
Revenue Deposited	,	\$40,300.53				
Revende Depositor		4.0,000.00				
Undeposited Revenue:						
Gratuities		\$410.00				
Con Suite		\$200.00				
Staff Den		\$200.00				
Ops Petty Cash (incomplete)		\$100.00				
Guest Dinner		\$125.00				
AGARD ATHREE		4-20100				

Awaiting Deposit:	
CC's - \$35 membs	\$70.00
Unsigned Check	\$35.00
Merch.	\$155.00
Membs '93	\$40.00
Total	\$1,335.00
Grand Total FY 1992	41635.53
Revenue of 1993 Con:	
Advance Memberships (185)	3700
Dealer Tables	1475
Revenue 1993	5175
Rev. of a'92 in FY '92	36460.53
Less Corporate Revenue:	
Dues	605
Merchandising (est.)	1200 210
Donations Art Show Fund	7355.86
Raffle - Grants Fund	7353.00 541
Refunds	90
Other	5
Total Non-Con	10006.86
Net FY '92 A'92 Revenue	26453.67
FY '91 A'92 Revenue:	
Est. Advance Hemberships (125)	2500
Dealers	1770
*no \$25 membs deposited FY'91*	
Total	4270
Grand Total ARISIA '92 Revenue **APPROXIMATE**	30723.67
ARISIA '92 Revenue Summary **ESTIMATED**	
Advance Hemberships	2500
Prereg Memberships (560??)	14000
Groups	892.5
At Door \$35 (est. 280)	9800
At Door \$15	150
At Door \$20	200

Kids	450
Dealers	2400
Ads	120.5
Other	210.67

Total 1993 Con Revenue

30723.67 o73

Notes:

PW = Park West Bank and Trust, Corporate Account

NW = Neworld Bank Corporate Account

C2 = Convention II Fund account (ARISIA '92, '94, etc.)

This is as of the January meeting, and subject to revision; already I've identified money attributed to \$25 '92 memberships that was not.

Unknown Donation Banquet Loans

\$240.00 \$625.00 \$100.00 \$180.00 \$1,155.00 \$210.00

\$20.00

\$3,000.00

\$1,075.00 \$3,813.00 \$1,720.00 \$510.00

\$9,418.00 \$210.00 \$40.00 \$3,000.00

# ARISIA '92 Art Show Expenditures & Balance

# Expenditures:

Printing	\$34.79
Postage	\$96.95
Reception	\$735.44
Supplies	\$34.99
Shipping	\$72.14
Maintenance	\$25.35
Phone	\$0.00
Credit Card Fees	\$108.30
Other/unknown	\$100.00

Bank Charge/Canada Checks	\$9.20
Total	\$1,217.16
Beginning Art Fund Balance	\$0.00
Revenues	\$1,857.83
Expenditures	\$1,217.16
New Art Show Fund Balance	\$640.67

### THREE YEAR ART SHOW SUMMARY

Item	1990	1991	1992
Panel Fees	\$1,172.50	UNKNOWN	\$1,375.36
Mail Fees	NONE	NONE	\$100.00
Gross	\$3,306.00	\$4,268.00	\$6,036.50
Tax	\$165.30	\$220.14	\$301.83
Agency Fees	(\$323.10)	\$91.70	\$382.47
Proceeds to Artists	\$3,306.00	\$4,291.30	\$5,654.03
Net Revenue	\$1,172.50	UNKNOWN	\$1,857.83
Expenditures: (not capital)	\$317.34	\$146.75	\$1,217.16
Art Show Income	\$855.16	UNKNOWN	\$640.67

#### Notes:

These are known expenditures only; some appear to be missing for '90 &'91.

My predecessor had different figures than these for 1990; his are:

Proceeds 3130.37
Total Revenue 4333.6
(incl. tax)

Implying: tax 156.52 panels/tables 1046.71

(58.625 @ \$20)

Wherever it came from, tax actually paid was \$163.80

1991 Art Show: I have no record of what was panel fees, and have been unable to learn from C. Ivey how many were sold, to extrapolate.

For that year there are some missing records of sales for artists to whom we paid out proceeds. I have been unable to obtain clarification from C. Ivey as yet.

ARISIA, INCORPORATED Piscal Year 1992 Grants Fund Activity and Balance to Date

Fund	Balance	9/1/91	\$0.00

#### Sources:

Gross Raffle Proceeds	\$541.00
General Fund Transfers	\$0.00
Merchandising Fund Transfers	\$0.00
Art Show Fund Transfers	\$0.00
Donations	\$0.40
Total Sources	\$541.40
Rynenditures:	

## Expenditures:

Prizes	\$0.00
License	\$30.00
Other Raffle Costs	\$120.33
Tax (5% of raffle gross)	\$27.05
Penalty & Interest	\$0.39
Photocopies	\$0.40
Total Uses	\$178.17
Change in Fund Balance	\$363.23
Fund Balance 2/1/92	\$363.23

# SPECIAL ELECTION NOTICE

Marshall Ellis has resigned as treasurer, effective at the February corporate meeting, at which an election will be held to fill the vacancy. As of this moment, one nomination has been announced: Allan Kent. Any General member may nominate himself or herself at the meeting.

# OTHER NOTICES

Motions tabled to the February meeting:

To set membership and advertizing rates for Arisia 93 at the same levels as for 92 (See next page).

To transfer Cris Shuldiner to General membership.

## Arisia 92 Rates

As requested at the January meeting, here are the advertizing and membership rates for Arisia 92 that were set by the Membership, as reported in past issues of <u>Mentor</u>. Since they were not part of the motion, this compilation does not include dealers, art show, or other rates.

### 13 January 1991

VOTED: to set day rates for the 1992 convention memberships at \$25.00 for Friday, \$20.00 for Saturday, and \$15.00 for Sunday. It was VOTED to postpone this to the next meeting.

VOTED: to set the rate for 1992 children's convention memberships at \$15.00 each, Kid in Tow to be free, and to advise the con committee to make additional space available for children's naps.

VOTED: to set a fee for returned checks of \$10.00.

VOTED: to leave ad rates for progress reports, newsletters, and the video program to the discretion of the people responsible for those areas, subject to approval of the Executive Board and the requirement that revenues exceed marginal cost.

## 24 February 1991

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.

### BACK ISSUES AVAILABLE

Back issues of <u>Mentor</u> are available from the Clerk. At present, all back issues are available since issue #1.

# Upcoming Events

- 15 February, Saturday 2:00 PM to no later than 5:00 PM. Programming meeting at the home of Sheila Oranch and Bill Powers, 45 Christopher Road, Holliston. Please call Sheila at 508/429-4301 or Heather Coon at 508/897-6290, if you are interested in attending. Also call for directions, help in finding a ride, etc. WARNING: THERE ARE CATS PRESENT.
- 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.
- 7 March 1992, Saturday 1:00 PM MCFI brainstorming meeting about a possible Noreascon 4 at the Sheraton Tara Hotel, Framingham.
- 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>s™</sup> INCORPORATED 1 Kendall Square, Suite 322 Cambridge, MA 02139

FIRST CLASS MAIL