



MENTOR of ARISIA #18



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

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EXECUTIVE BOARD MEETING 21 FEBRUARY 1992

The meeting was called to order at the MIT Student Center at 7:30 PM by President Patrick McCormack. Present: P. McCormack, J. Jordan, J. Ross, R. Bazemore.

The Board first discussed the production of a video of the ballroom program at Arisia 92. It was agreed to seek an appropriation from the Membership for the project.

The Board next discussed continued rental of storage space. It was agreed to seek an appropriation from the Membership for this purpose.

Jim Belfiore reported to the Board concerning a matter which arose out of Arisia 92 involving SIGGRAPH/NE. After discussion, it was on motion

VOTED: To authorize Jim Belfiore to obtain legal advice regarding the SIGGRAPH/NE matter, so long as it was obtained at no charge to the Corporation.

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

VOTED: To establish the corporate-level position of Data Systems Manager.

The president informed the Board of his intention to appoint Kevin Fallon to the position, with Matthew Saroff to be assistant, continuing in charge of the mailing list.

The Board next discussed the motion tabled at the last corporate meeting to set membership and advertising rates for Arisia 93 at the same levels as for Arisia 92. It was agreed that there was no need to set rates for at least another month, and that it was preferable to have this done through the budget process.

There was further discussion regarding the audit of the books. We will look into whether we can obtain some auditing services without charge.

The meeting adjourned at 8:01 P.M.

The Board re-convened at 9:47 P.M. Present: P. McCormack, J. Jordan, A. Kent, J. Ross, R. Bazemore.

After discussion, it was on motion

VOTED: To approve the appointment of Mike DiGenio as Arisia 92 convention treasurer.

The meeting adjourned at 9:48 P.M.

A. Joseph Ross
Clerk

CORPORATE MEETING 21 FEBRUARY 1992

The meeting was called to order at the MIT Student Center at 8:16 PM by President Patrick McCormack. The minutes were accepted as submitted. Proxies: Mary Robison to Joe Ross; Heather Coon to Jim Belfiore, Kimberley VanAuken to Kevin Fallon.

Reports

President -- "I've looked into the database question since the last meeting. The program Kevin Fallon has been working on over the past year is essentially completed. It was taken down to Genericon and given a test run in their art show. By all reports the program worked well and the staff liked the way it ran. Kevin says that the program is in a language that can be compiled to run on both Macs and IBMs. He says that the remaining programming involves asking what information the various department heads want to track, so the database can be formatted accordingly.

"Given that this program is operational and meets our requirements, the E-Board has created the position of corporate Data Systems Manager, and I am appointing Kevin to that position, with Matthew Saroff as his assistant in charge of the mailing list. Kevin will be asking you about what your departments need to track. Please respond quickly to his requests. If you have any questions about the program, etc., address them to him.

"After Kevin puts the finishing touches on the program, all of our records will be kept in that format. Be sure you voice any concerns or questions before the final format is set."

After discussion, it was on motion

VOTED: To approve the appointment of Kevin Fallon as Data Systems Manager and Matthew Saroff as his assistant.

The president reported further as follows:

"A procedural question came up after last meeting with regard to how motions from the floor interact with a standing committee's authority. Robert's Rules provide that motions can be sent to committee for evaluation and recommendations before they are brought before the general Membership. This doesn't mean the committee can throw out a motion it disagrees with. It provides a mechanism through which the committee can offer an informed opinion to the general Membership as to what the results of the motion will be and offer their recommendations as to whether or not it should be adopted.

"In this case, the motion in question touched on the concerns of the Budget Committee. Because of the resignation of our current treasurer, no Budget Committee has been formed yet. In lieu of the Budget Committee, the E-Board has evaluated the motion and will present its recommendations when we take up the question again.

"In the future, any motions regarding grants, budget & rate setting, merchandising, the database, or any other matter that touches on the sphere of any of the standing corporate appointments will be referred to that committee/person for recommendation before being brought to the floor. You can save time by taking your motion to the appropriate committee/person in advance whenever possible."

Vice President -- There has been a lot of traffic on the BBS lately.

There have been the following volunteers to serve on the Grant Committee:
Mary Robison, Debbie Smith, Donna Dube. The president then appointed these persons and, after discussion, it was on motion

VOTED: To approve the president's appointments to the Grant Committee.

Clerk -- Please remember to sign the attendance sheet. There are extra copies of most back issues of Mentor. Anyone wishing copies should ask the clerk.

Concomm 93 -- Kim VanAuken is now picking up mail.

Richard Powell is in charge of convention marketing. He will also handle parties at cons. Anyone going to a con and interested in hosting a party should speak to him. His phone number is 617/577-9707. This is his work number.

All GOH's have now agreed to the date. They are: Ellen Kushner, author GOH; Chuck Lang and Wendy Snow, artist GOH.

All 92 department heads must turn in lists of names of people who have earned 93 comps. This information is needed for budget preparation.

Concomm 92 -- Not here.

Data Systems Manager -- (See separate report) Seeking ideas on what information we want to track.

Long-Range Planning -- Not here.

Unfinished business

The Membership next considered a proposed transfer from Red Shirt to General membership. By secret ballot, it was on motion

VOTED: To transfer Cris Shuldiner from Red Shirt to General membership.
7 for - 5 against - 4 abstentions

The Membership next considered a motion tabled from last meeting to set membership and advertizing rates for Arisia 93 at the same levels as for 92. The motion was defeated.

New Business

After discussion, it was on motion

VOTED: To waive attendance requirements for Kim VanAuken to and including September 1992, on the ground that the current meeting schedule conflicts with her second shift job.

The Membership next discussed the question of rental of storage space for art show panels, etc. After discussion, it was on motion

VOTED: To continue spending \$70.00 per month to maintain currently rented storage space.

The Membership next discussed the question of a borrowed monitor damaged in transport at Arisia 92. It was moved to appropriate \$350.00 to replace a borrowed Panasonic B&W monitor damaged in transport at Arisia 92. It was then VOTED: To amend the motion by adding: and to accept a loan at no interest from Cris Shuldiner, in the amount of \$350.00, to be repaid no later than one month after Arisia 93, and to be earmarked for this purpose.

After discussion, it was on motion

VOTED: to appropriate \$350.00 to replace a borrowed Panasonic B&W monitor damaged in transport at Arisia 92 and to accept a loan at no interest from Cris Shuldiner, in the amount of \$350.00, to be repaid no later than one month after Arisia 93, and to be earmarked for this purpose.

The Membership next discussed the question of production of a video of the ballroom program. After discussion, it was on motion

VOTED: To authorize the E-Board to advance up to \$600.00 to pay for the cost of producing a video of the Arisia 92 ballroom program.

The Membership next turned to the election of a treasurer. The only candidate nominated was Allan Kent. After discussion, it was on motion unanimously

VOTED: To elect Alan Kent treasurer by acclamation.

Announcements

Pat Vandenberg reported that we have signed the contracts for Arisia 93 and 94 with the Park Plaza and have been pencilled in for 1995.

Anyone interested in serving on the Budget Committee should speak to Allan Kent, the new treasurer.

Anyone interested in being chair of Arisia 94 should speak to a member of the E-Board. We hope to appoint the next con chair around July or August.

The meeting adjourned at 9:45 PM.

A. Joseph Ross
Clerk

Meeting Attendance

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

Robert Bazemore, James Belfiore, Jr., David Cantor, Mike DiGenio, Edward Dooley, Donna Dube, Kevin Fallon*, George Flynn, Christine Ivey, Jeff Jordan, Allan Kent, Ben Levy, Patrick McCormack, Patricia Newcomb, Chris Palmer, Joseph Ross, Matthew Saroff, Cris Shuldiner, Pat Vandenberg,

I have been asked to give a report on the state of the database. This is a list of the information currently being tracked by the database. It is not a list of planned improvements, but what now works. There is a longer list of what I would add if given the time.

Fan

Fan Number
 Salutation, Mr. Ms. Dr. etc
 First Name
 Middle Initial
 Last Name
 Care of Name
 Street address
 City
 State
 Zip Code plus four
 Country
 Fannish name
 When was this record current
 Soundex, a way to find someone when you don't know how to spell.
 Notes

PreReg

~ Fan Number
 Con Year, which Arisia
 Paid Date, when the money came in
 Paid Amount, How much was paid
 Pay Type, cash, check, charge, barter
 Credit Number, charge number for charges, or check number
 Source Of Registration, which party or flyer is this in response to
 Comp Type, programing guest or worked 16 hours, etc
 Sign In Date, when member came in to the con.
 Sign In Time, time for above
 Friday, Saturday, Sunday, what days did they attend
 Notes

Group or multiple memberships

Contact Person
 Total In Group
 Number of individuals in Group
 Group Total paid
 Group Name if a fan group
 Notes

Art show information

Art sales

SaleNum, a unique number
 Artist
 Which piece in the artshow ?
 Who bought the art ?

Who handled this transaction ?
Was this at the auction ?
Price, How much was paid for this piece ?
How much did the artist get ?
Sales Tax, How much did Uncle SAM get ?
Profit, How much do we get ?
How did the fan pay for it ?
Authorization Number, Only needed with credit
The time of purchase
The day of purchase

Artists

Fan Number
Agent, authorized to pick up art from show.
Commission, How much paid to con by sales ?
Panels, How many panels were bought by this individual ?
Panel Money, How much for panels ?
Tables, How many tables ?
Table Money, How much for tables ?
Handling, How much for shipping & handling ?

Piece of Art

Artist
Art Number
Location, Where is this piece in the artshow
Title
Sale After, price of piece after show

Logistics.

One piece making one move

Dragon, Who handled this transaction ?
Gopher, Who moved the stuff ?
Part Number, What is it ?
Destination, Where is it going ?
The time of the move ?
The day of the move ?

One piece coming into the con

Part Number, What are we talking about, links to other tables
Description, A short description
Value, The street price
Security, Who can take it
Does Arisia own, rent or borrow this part
Which Department wants this
In what Division
Weight
Length
Width
High
Can we apply a label?
Location, Where it is now
OWNER
The fans allowed to take it.

This list does not completely convey the structure of the database, merely what info it is currently holding. If your department wants info that is not listed here, please contact Kevin. The database structure is being changed to meet users needs. For example, when we ran the art show software for Genericon, it went very well, but we realized that we wanted to track agents of artists, so they and only they could pickup the art.

It also doesn't display the fact that this is not one program, but several that communicate with each other, and share data files. At present, there are 5 programs that I have written to access the fan list. It also doesn't show other details in the actual working. For example, when I ask for an export of the data, I am asked if guests should be included. If I respond no, the database doesn't even include the address information in the data file. (If it isn't there, no one can steal it.)

I have greatly increased the speed of the program since the con. Any search on an indexed field takes less than a second. For an unbiased opinion, ask Jeff or Kim, who are currently using the software. (OK, less biased). The software is not ready to be released to everyone, but pre-reg is already using it, so the data should be ready when marketing needs it.

The software will be available to everyone as soon as it is fully tested, and your suggestions are implemented. As soon as I have released the IBM version, Candace Van Auken and I will begin converting it to the Mac. This will also be available to all.

I welcome any suggestions, and may even use them. You can E-Mail me on the Tangent/Arisia board (617-364-1576,8N1) or CIS (72030,1656).

Kevin Fallon

General Announcement concerning Arisia Mail

I will be picking up Arisia's mail and handling Pre-reg. this year. (The mighty, how they have fallen). The following is my policy and requests concerning mail.

1. All Arisia Mail will be opened
Even if it says "attn. so and so"
 - a. Because the sender may have the wrong person's name on it.
If it's a bill, it doesn't really go to say Walter for films
it goes to Marshall for bills.
 - b. Because if its time sensitive I can call you, but you won't
get mail too quickly.
2. Avoid having time sensitive material sent to the PO Box
I'll do my best , but most of the year mail will be picked
up once a week. It's safer to have it rushed to your own
address.
3. Warn me of heavy packages or heavy volume.
 - a. I may opt to have heavy packages shipped to a logistics
drop off site/staging area. Or at least I'll be fore warned
to bring a back brace.
 - b. If there is going to be a response to a deadline or mailing
and I know about it, then I will make more frequent trips to
the P.O. to keep up.

My phone number is (617) 273-0697, I still work second shift, so
please avoid calling me before 10:00 a.m. unless you're in a bind.
There is an answer-machine if you wish to leave a message.

Kim Van Auken

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: Allan Kent, 15 Park Avenue Ext., Arlington, MA 02174 617/646-7681

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: Tom Fish, Mary Robison. 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.

BACK ISSUES AVAILABLE

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

Upcoming Events

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.

21 March, Saturday -- 2:00 PM Programming meeting at the home of Sheri Kaplowitz, 20 Harris Road, Medford, MA 617/391-7464. Call Sheri or Heather Coons, H - 508/897-6290 W - 617/736-3252 for directions and/or info. We will be discussing panel ideas for next year. Please get ideas for panels to programming staff before this meeting.

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28 March Saturday -- 1:00 PM Concomm meeting at the home of Pat Vandenberg and Allan Kent, 15 Park Avenue Ext., Arlington, MA 617/646-7681

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, SM INCORPORATED
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FIRST CLASS MAIL