



MENTOR of ARISIA #21



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

"Arisia" is a service mark of Arisia, Incorporated

EXECUTIVE BOARD MEETING

Since there was no quorum of the Executive Board, no meeting was held.

CORPORATE MEETING 17 MAY 1992

The meeting was called to order at the MIT Student Center at 1:17 PM by Treasurer Allan Kent. Correction to the Minutes: The figure of \$1300.00 taken in at Lunacon by Merchandising appears to be a typo, since the treasurer only received \$300.00. The minutes were accepted as thus corrected. Proxies: Matthew Saroff to Cris Shuldiner; Mary Robison to Marshall Ellis; Tom Fish to Marshall Ellis.

[Another correction to the April minutes: Proxy from Mary Robison to Joe Ross]

Reports

President -- Not here. We understand he is ill.

Vice President -- Not here.

Clerk -- Please remember to sign the attendance sheet. Joe may not be at the July meeting and needs someone to take minutes and perform clerk functions at that meeting. Joe will put out Mentor as usual. This may be a good time for anyone who might be interested in being clerk next year to try it out.

Treasurer -- We have some money but not much and not enough to pay bills. Full report appears elsewhere in this Mentor.

Concomm 93 -- Ellen Kushner has agreed to be roasted at the banquet. Mailing party will take place on Saturday, 30 May, at 11:30 AM at Pat and Allan's house.

Budget Committee -- Presented a preliminary con budget which showed a \$10,000.00 deficit. After discussion, it was on motion

VOTED: To recommit the budget to the Budget Committee and Concomm with instructions to report out a balanced budget.

Grant Committee -- Scheduled to meet at 11:30 A.M. this morning, but apparently didn't meet.

Merchandising -- Not here.

Long-Range Planning -- Not here.

Ad Hoc Storage Committee -- We could use a smaller area, but part of the area we are now using is free. If we go to smaller space, we may save money. After discussion, it was on motion

VOTED: To authorize the Executive Board to approve downsizing of storage space.

Database Manager -- Insanity is getting information. Updating and culling of duplicates is proceeding.

Unfinished business

The Membership first considered membership transfers. After discussion, it was on motion, by ballot, 14-0,

VOTED: To transfer Kevin Fallon from Red Shirt to General membership.

The proponents of the proposed bylaw amendment wish to withdraw it. After discussion, it was on motion

VOTED: To permit the proposed bylaw amendment to be withdrawn.

The membership next discussed the proposed Mailing List Consortium. After discussion, it was VOTED: to table to the next meeting in order to obtain information on the cost, under postal regulations, of address corrections.

The Membership next discussed the reconsidered motion, tabled from last meeting, to require that the February, June, and October business meetings be held at least 10 miles, as the crow flies, from the State House, if space is available for \$20.00 or less. It was VOTED: To amend the main motion by striking the words "for \$20.00 or less" and substituting "at no cost." It was then VOTED: to amend the main motion by adding "and to direct the Executive Board to implement a search for meeting space." After discussion, it was on motion

VOTED: To require that the February, June, and October business meetings be held at least 10 miles, as the crow flies, from the State House, if space is available at no cost and to direct the Executive Board to implement a search for meeting space.

The Membership next took up the proposal, tabled from last meeting, to create the position of Membership Benefits Coordinator. After discussion, it was on motions

VOTED: To create the position of Membership Benefits Coordinator.

VOTED: In the absence of the president and the vice president, to appoint Cris Shuldiner to the position of Membership Benefits Coordinator.

New Business

The Membership considered a proposal from Magicon to rent art show panels. Magicon proposed to pay 50 cents per foot if we want to be paid immediately or \$1.00 per foot if we are willing to wait till after the con and take our chances on the con making a profit. After discussion, it was on motion

VOTED: To allow Magicon to rent art show panels and associated lighting at \$1.00 per foot, to be paid after the con. F.O.B. our storage and returned there.

It was moved to seek money to expand the number of art panels. It was then VOTED to table the motion until the amount of money can be determined.

The Membership next considered lending art show panels to Readercon in return for a 1/2-page ad in the Readercon program book. After discussion, it was on motion

VOTED: To lend art show panels to Readercon, F.O.B. our storage and returned before they are needed for Magicon, in return for a 1/2 page ad in the Readercon program book.

The Membership next considered setting various rates for Arisia 93. After discussion, it was on motions

VOTED: To set Arisia 93 art show rates as follows:

1/4 panel	\$5.00
1/2 panel/table	\$8.00
Full panel/table	\$15.00
2 panels/tables	\$30.00
3 panels/tables	\$45.00

a 10% commission on artwork sold, with the panel costs deducted from the commission and a \$50.00 cap.

Print shop: No hanging fee, but a 15% commission with no cap.

VOTED: To set pre-registration rates for Arisia 93 from 2 July to 1 December 1992 at \$30.00.

VOTED: To set Arisia 93 registration rates after 1 December 1992 and at the door at \$40.00.

VOTED: To maintain dealers' rates at the same level.

The art show rates set are the same as last year. The registration rates represent increases.

During discussion on the above motions, the clerk received a proxy from Kim Van Auken to Rob Bazemore.

The Membership next discussed the Walt Willis golf course at Magicon. After discussion, it was on motion

VOTED: To co-sponsor with NESFA a hole in the Walt Willis golf course at Magicon.

The Membership next discussed setting the time for the July meeting. After discussion, it was on motion

VOTED: To set the time for the July meeting at 2:00 PM.

Announcements

The Budget Committee will meet at the end of this meeting in order to set a time to meet.

The meeting adjourned at 3:30 PM.

A. Joseph Ross
Clerk

Meeting Attendance

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

Robert Bazemore, Lauren Burka, Heather Coon, Mike DiGenio, Ed Dooley, Marshall Ellis, Kevin Fallon, George Flynn, Allan Kent, Ben Levy, Holly Love, Chris Palmer, Joseph Ross, Paul Selkirk, Cris Shuldiner, Kim Van Auken, Pat Vandenberg, Zanne LaBonville, *Chip Hitchcock.

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, David Cantor, Patricia Newcomb. 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 of Mentor are available from the Clerk. At present, most back issues are available since issue #1.

TABLED AGENDA

The following items were tabled to the next meeting:

Mailing List Consortium

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[.arisia]report-15may92.txt
-allan kent

Status since last report (13 March 1992):

1. All bank accounts have had their signature cards updated to reflect a change in corporate treasurer and Arisia '93 chairman and treasurer. Bank statements are now being sent directly to the corporate treasurer to reduce mail handling delay.
2. The Arisia books are being constructed from receipts, bank statements, and other slips of paper. So far, Sept, Oct, and Nov 1991 and March, April, through May 1992 are complete. Dec 1991 is complete except for closing entries. (Naturally, Jan 1992 is the biggest job, but should be relatively straight forward now that the foundation is there.) Most money that came in before March 1992 is not labelled as to what it was for. If you have any records that show pre-registration, art show registration, pre-con sales, etc., please get a copy to me. Mary Robinson has provided a large pile of at-con income paper work that I will be digesting shortly.
3. Mike DiGenio will be presenting a budget for Arisia '93 at this meeting.
4. The overall spend-able cash situation is still rather grim. See the summary financial report below.

+ after a number means that I believe that there are additional items not yet entered which will increase this number.
- after a number means that I believe that there are additional items not yet entered which will decrease this number.

Assets

New World Bank	\$161.51	4/30/92 statement
Park West (3003-)	720.45	5/6/92 statement
plus deposit 5/5/92	154.80	
less checks outstand	75.00	
total	800.25	
Park West (414-)	1,518.63	3/31/92 statement
plus deposit	165.00	
less checks outstand	376.79+	from Jan & Feb
total	1,306.84-	
Postage (Bulk) Advance acct	0. ?	
Postage Due Advance acct	88.19	
Checks to be deposited	0.	
Advance Accounts (Asset)		
(Dr = you have Arisia money to account for)		
Jim Belfiore Advance	75.00	
Total Cash and equivalent assets	\$2,431.79-	
Capitalized Equipment	\$3,198.08	no depreciation taken yet
Total Assets	\$5,629.87-	

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Liabilities

Advance Accounts (negative "Asset")
(Cr = Arisia owes you money)

Bob Bazemore	\$115.00	
Heather Coon	81.16+	
Allan Kent	2.52	
Nick Shectman	53.86	
Tim Roberge	46.01	
Joe Ross	69.98	
Deborah Smith	60.13+or-	
Kim VanAuken	1,150.45+	
total		\$1,579.11+

there are a few additional (person) advance accounts in the books. I have not listed them here, as I suspect they will come out approximately even when I get the rest of the receipts entered.

Reserve for Grants	373.23
Sales Tax Due	4.76

Arisia '93 Adv. Memberships Sold		
	\$425.00	
	480.00	
	?	

dealers received at Arisia '92, not yet entered
others received at Arisia '92

total advance memberships 905.00+

Arisia '93 Adv. Dealers	\$250.00
	\$1,425.00

in books
at Arisia '92, not yet entered

total dealer's advance 1,675.00

Arisia '93 Adv. Art Show 0.

Promissary Notes Payable	
B O F	251.27
Cris Shuldiner	500.00
Kim VanAuken	896.42

interest calc'd thru Dec 91
interest calc'd thru Dec 91

Total 1,647.69+ \$40 approx add'l int due

Total liabilities	\$6,184.79+
Total liab w/o '93 adv fees	\$3,604.79+

plus known cost of replacing monitor: \$350

Net worth - \$554.92+ this doesn't count approx
 \$1750 of know outstanding
 bills to be paid or reimbursed not yet entered or approx \$400 of depreciation
 Net worth incl known bills - \$3100 approx

* * *

Free cash (short term): +\$474.69- not including \$1750 of known
 Free cash (incl notes): -\$1,173.00- bills not yet entered

Again, this seems to require substantial loans and significant "belt
 tightening" if we are to get through to September.

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Recent Income

'92 Membership	-50.00	duplicate charge slip bounced
'92 Video Tape sales	170.04	
'92 Matching Grant	210.00	filking
Bank Interest	3.50	
Corp dues	28.00	
T-shirt + badge sales	100.00	
total recent income	\$461.54	
'93 Advance accts	2,580.00+	
recent income + adv income	\$3,041.54+	

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Recent Expenses

'93 Marketing Misc.	\$2.85	
'93 Mkting Parties (2)	163.04	69.52 per party + 24.00 spread over many parties
'93 Con Newsletter	18.28	
'93 Address Corrections	61.81	
'93 Program Misc.	0.57	
'93 Storage	360.00	+\$120.00 per month in future
subtotal '93	\$606.55	
'92 Bad checks	-\$10.00	reimbursement of bank charges
'92 Charge Cards	3.33	
'92 Films	350.00	"overtime" charges (wrong mail service)
'92 Hotel	-934.26	refund for room nights, net of late charges for cashiers
'92 Insurance	-7.50	refund of overpayment
'92 Marketing Misc	15.29	laser labels - just reported
'92 Prog. Gaming	47.92	finally entered and paid
'92 Promissary Note Int	33.44	Sept-Dec 91 only, so far
'92 Sales Tax Int&Penalty	84.87	late filing for '91 and '92!
subtotal '92	-\$416.91	

Still outstanding for '92 are (1) Produce video tape 1000 approx
 (2) Replace video deck 350.00 and (3) Other expenditures 400 approx
 for a total of \$1,750 approx

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Corp bank svc chg	\$49.80	since March
Corp Mentor print&post	107.02	since March
Corp misc postage	2.52	certified mail IRS 990EZ

subtotal corp	\$159.34
total recent expenses (net)	\$348.98
plus expenses not yet entered or paid	1,750 approx
total expenses	\$2,100 approx
net loss (recent)	\$1,600 approx

5. Entering the January and February 1992 figures should be completed and thus all financial data for Arisia Fiscal Year 1992 to date available by June. When this data is available, we may be able to or have to make further adjustments in the Arisia '93 budget, beyond the budget that should come out of this meeting. I have no intention of going back into Arisia Fiscal Year 1991 records (IRS year 1990) to figure out what the early income and expense for the Arisia 1992 convention was. The pre-registration information for Arisia 92, if it is available, may be an easier means of determining some data.

6. As you can see, above, I have started a cash advance scheme whereby a person can be given money to spend (which is owed to Arisia until an expense report is received detailing how the money was spent). Unfortunately, Arisia doesn't have enough free cash to advance to people, so that most of the advance accounts are, at present, negative which indicates that Arisia owes people money for things they have already purchased.

7. A revised Chart Of Accounts is available to anyone who want to look at it. A supply of Massachusetts Tax Exempt forms for vendors and both old and new-style expense forms are available from me. Please take some if you are likely to make any (otherwise taxable) purchases.

8. Liz Zitzow is investigating what depreciation Arisia can take under the IRS tax regulations.

-end-

ARISIA, SM INCORPORATED
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FIRST CLASS MAIL