

# Mentor of ARISIA



The newsletter of ARISIA, Incorporated

Issue 26, November 1992

## Executive board meeting Monday, 12 October 1992

President Joe Ross called the meeting to order at Joe Ross's house at 8:12pm. Board members present: Joe Ross, Heather Coon, Allan Kent, Mark Dulcey, Jim Belfiore, Rob Bazemore.

**VOTED:** to allow any two ARISIA corporate officers to sign ARISIA checks.

**VOTED:** to appoint Mike DiGenio as ARISIA '94 Treasurer.

The board next discussed a request from Ted Beatty to use a portion of the ARISIA mailing list (by context, this was presumed to mean the convention mailing list rather than the corporate list); he wanted to send a mailing to Somerville residents, asking them to write to Warner Cable and request that they carry the Sci-Fi Channel. The board did not want to approve any use of the current list for any non-ARISIA mailings; therefore, the mailing was not approved. It was suggested that future convention registration materials might have a check box to indicate whether the con member wished to receive mail; no action was taken on this at the meeting.

There was a discussion of future meeting sites. The NESFA clubhouse is one possibility, but it has not yet been discussed officially with NESFA. The Brandeis site (where the October business meeting was held) remains available.

There was a long discussion of ARISIA finances and the 1993 corporate budget. The head of ARISIA merchandising (Mark Dulcey) stated that the merchandise income figures in the budget were unrealistic;

more realistic figures are Costs - \$1,100, Sales - \$2,000, excluding videotapes and sales of convention memberships. (The total sales appear to have been based on the total collections by ARISIA Sales at ARISIA '92; however, this total number included sales of ARISIA '93 memberships.) The new estimates are based on costs of ARISIA '92 merchandise (adjusted downwards; with the sales history from '92 in hand, we will produce fewer shirts), and sales from ARISIA '92 to the present date (plus some anticipated sales at Philcon).

**VOTED:** to amend the 1993 corporate budget as follows: Sales Income \$2,000, Sales Expenses \$1,100, net Sales \$900.

The Treasurer stated that ARISIA currently has about \$5,000 cash and bank deposits, and total liabilities of about \$14,000. We have paid a total of \$10,000 toward ARISIA '93 so far, with another \$3,000 (\$7,000 if we hold the banquet [ed. note -- as of the time of the E-board meeting -- this number was later negotiated downward by the Hotel Liason]) due to be paid to the Park Plaza in two weeks.

Convention finances were also discussed. It was pointed out by Joe Ross that nobody has the authority to take money allocated to one line item in the con budget and transfer it to another area -- no action was taken to create such an authority, however. Allan Kent pointed out that the con chair can use the discretionary funds in the budget, and can go 10% over budget with E-board approval. Rob Bazemore said that a request by a division head to move funds from one area within a division to another would be handled internally by the division head and the convention treasurer -- he would take the heat from the membership, if it came to that.

The President pointed out the need for a budget committee. He appointed Jim Belfiore and Mike DiGenio.

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**Mentor of ARISIA** is a monthly publication of:

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Subscriptions to *Mentor* are included in ARISIA corporate membership. Membership runs from September 1 to August 31, and costs \$24 per year. Dues are pro-rated on a monthly basis for members joining in months other than September; the rate for members joining in November is \$20.

ARISIA, *Mentor of ARISIA*, and the ARISIA lens are service marks of ARISIA, Incorporated.

## Corporate Officers

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**Clerk:** Mark Dulcey, 110 Orchard St., Somerville, MA 02144 H:(617) 628-9162 W:(617) 451-5400 Fax: (617) 451-6711

Articles for *Mentor* and comments on its contents should be sent to the Clerk at the address shown above. The Clerk prefers to receive articles in computer-readable form (IBM-compatible 360K, 720K, 1.2M, or 1.44M, or Macintosh 400K or 800K floppies) if possible; he can arrange to read most PC word processor and spreadsheet formats. If you're sending ASCII files, put one carriage return at the end of each paragraph, or one at the end of each line and two at paragraph ends.

For up-to-date information by computer/modem, call the Arisia BBS: (617) 364-1576.

The Treasurer, Allan Kent, is the chair of the Budget Committee, as stated in 3.2(b) of the Bylaws. Dave Cantor was also discussed as a possible appointee, but was not present to accept.

The board talked about various ways to publicize the convention. One idea brought up in the past was getting free announcements on local television stations (particularly during broadcasts of *Star Trek*, if possible) - when this was first thought up, it was not possible because ARISIA did not yet have the proper tax-exempt status, but this is no longer an obstacle; the board approved the idea of pursuing this. Paid television advertising was also discussed, but the costs were thought to be prohibitive. Suggestions were also made about various places to put flyers (college campuses, libraries, SF bookstores) and appropriate contents for these flyers (what is a con, anyway?).

The motion to authorize the head of Merchandising to set prices (tabled agenda from the September business meeting) was discussed. The opinion of the board was that it was not appropriate to allow one person to set these prices. It was also felt that the provision requiring prices to exceed costs limited flexibility in clearing out old merchandise. Therefore, the E-board voted to amend the existing motion by substitution to read as follows:

**VOTED:** that the Executive Board be authorized to approve merchandise prices.

There was some discussion of ideas to improve merchandise sales. Things discussed included moving Sales to a more visible location at ARISIA '93, setting up a VCR and television set to promote the ARISIA '92 Video Memory Book, and to produce a tape of the filk concert and other filk sings as a future merchandise item.

The Dragon Print proposal (for producing ARISIA lens T-shirts with glow-in-the-dark ink) was discussed. Mark Dulcey raised questions about costs and quality of product.

**VOTED:** to authorize Mark Dulcey and Mike DiGenio to contact Dragon Print, get answers to questions, and return to the E-board with this information.

The meeting was adjourned at 10:27pm.

The next issue of *Mentor* will contain the Corporate Roster - a complete listing of the members of ARISIA, Incorporated. This contains names, addresses, and telephone numbers.

If you would like your address and/or telephone number to be withheld from the roster, please notify the Clerk at or before the November 22 corporate meeting.

## Executive board meeting Sunday, 18 October 1992

The meeting was called to order at 1:23pm by President Joe Ross, at Mailman House at Brandeis University. Board members present: Joe Ross, Heather Coon, Allan Kent, Mark Dulcey, Jim Belfiore, Rob Bazemore.

Getting on various convention listings (Locus, SF Chronicle, Filthy Pierre, Internet) was discussed. It was felt by the board that we should aim to have ARISIA '94 carried in these lists starting in February 1993. (Earlier listing would require public disclosure of the guests for that convention; plans are for the first public announcement to be at ARISIA '93.)

The motion about ad rates (tabled agenda from the September business meeting) was discussed. It was felt that leaving this power in the hands of a single person was inappropriate. Therefore, the board voted to amend the motion by substitution:

**VOTED:** to authorize the Executive Board to approve ad rates for progress reports, newsletters, and the video program. Such rates must exceed marginal costs.

Next, the gopher and staff policy (tabled agenda from the September business meeting) was discussed. Rob Bazemore presented a new proposal; the board voted to amend the motion by substitution to read:

**VOTED:** To approve the following gopher policy for ARISIA '93:

Gophers must sign in at Gopher Hole, sign a waiver, and receive a gopher ribbon or other visible indication of gopher status.

After 8 hours of work, gophers receive a Team ARISIA T-shirt. Work must be signed in at Gopher Hole.

After 18 hours of work, gophers receive a free membership to ARISIA '94.

**VOTED:** To approve the following staff policy for ARISIA '93:

Staff must sign in at Operations or with their division head, sign a waiver, and receive a ribbon or other visible indication of status.

After 8.1 hours of work, staff receive a Team ARISIA T-shirt.

After 18.2 hours of work, staff receive a free membership to ARISIA '94.

There was a discussion of whether ARISIA should sell lifetime convention memberships; no action was taken.

There was a discussion of whether an ARISIA convention should have to include the cost of complimentary

memberships for gophers and staff as part of its budget. The idea met with approval with the board, but no formal action was taken.

Finally, future meeting dates and sites were discussed.

### VOTED:

To set the November meeting to Sunday, November 22, 2:00pm at MIT.

To set the December meeting to Sunday, December 13, 2:00pm. Setting the site was deferred until we could determine attendance at the Business Meeting.

To set the January '93 meeting to Saturday, January 9, 2:00pm.

To set the February '93 meeting to Sunday, February 28, 2:00pm.

To set the March '93 meeting to Sunday, March 21, 2:00pm.

To set the April '93 meeting to Sunday, April 18, 2:00pm.

The meeting was adjourned at 2:24pm.

## Business meeting Sunday, 18 October 1992

The meeting was called to order by President Joe Ross at 2:45pm. Members present: Rob Bazemore, Jim Belfiore, Heather Coon, Ed Dooley, Mark Dulcey, Marshall Ellis, Sherill Kaplowitz (RS), Allan Kent, Zanne LaBonville, Joe Ross, Pat Vandenburg.

Rob Bazemore noted that his name was misspelled in the September minutes (in the Tabled Agenda section).

**VOTED:** to accept the minutes as corrected.

### Reports

#### President:

I. In the interest of establishing some tradition in our organization, the correct form of address is still El Supremo.

II. The Executive Board met last Monday to review the corporation's financial situation and how to get out of the deep hole that we are in. There are two things that we can do right away.

First, we can try to increase attendance at ARISIA '93 through aggressive promotion. If we can reach our attendance limit of 1500, we have a good chance of wiping out our deficit. That puts us at Ground Zero, with a good chance of doing even better for Arisia 94.

Second, we can push merchandise sales, with flyers, ads, and other promotions.

III. I would like to make the following appointments at this time:

Database Manager Kevin Fallon

Head of merchandise sales Mark Dulcey

Budget Committee Jim Belfiore, Mike DiGenio (The treasurer is ex officio chair)

IV. I am still looking for volunteers for the Long-Range Planning Committee. I would also like a volunteer for Corporate Benefits Coordinator -- someone interested in finding some things that we can offer as special benefits of corporate membership.

V. ARISIA is looking for volunteers to run a raffle (to provide funds for grants) at ARISIA '93. Contact Rob Bazemore or Heather Coon if you are interested.

**Vice president:** no report

**Clerk:** after a bit of prompting from Joe Ross, I managed to say the following:

I. I hope you liked my first issue of Mentor.

II. You can gain general membership (voting privileges) in ARISIA by attending at least half the meetings in a 12-month period, without missing three consecutive meetings. Meetings attended before you become a corporate member (pay dues) do not count toward these requirements.

III. One proxy was received: Sheila Oranch to Heather Coon.

IV. ARISIA corporate memberships are available. See me if interested.

V. There are no tabled motions for transfer to General Membership.

**Treasurer:** Per the discussion at the October 12 Executive Board meeting, the Corporate Budget for fiscal year 1993 is amended as follows:

Sales Income	\$2,000
Sales Expenses	\$1,100
Net Sales	\$900 (was \$3,000)
Total net income	\$1,870 (was \$3,970)
Income over expense	\$650 (was \$2,750)

**VOTED:** to accept the budget as amended.

Merchandising: showed the Inventory Reduction Sale flyer to the meeting. Sold \$22.50 of merchandise today (ed. note: as of time of report; total sales for the day were \$62.00). Will be preparing flyers for distribution

at NJAC and for the next ARISIA mailing.

**ARISIA '93:** About to do mass mailing (waiting for mechanicals). The banquet is ON; the minimum attendance has been negotiated down to 50 (was 200). So far, 22 banquet tickets have been sold (plus free tickets for the guests); buy banquet tickets now! Staff and gopher policy were discussed at the ConCom meeting yesterday; Rob has new policy proposal (deferred until later in the meeting). Distributing flyers to the public and possible free television announcements (as discussed at the October 12 E-board meeting) were mentioned. Rob was asked what the marginal cost of a convention member was; his estimate was \$2.00, which pays for the program book and other printed materials, the badge holder, and extra food for the con suite.

**ARISIA '94:** Has produced convention stationery; will make it available to other ARISIA conventions. Discussed travel expenses for the '94 guests.

### Unfinished Business

The first motion on the floor was on merchandising prices:

**MOVED:** To authorize the head of Merchandising to set prices on all merchandise, to require that all such prices must exceed merchandise cost, to require corporate notification of such decisions, and to allow such prices to stand if no alternatives are voted by the corporation in timely fashion.

Per the Executive Board meeting of October 12, a motion was made to replace this motion by substitution with the following:

**MOVED:** that the Executive Board be authorized to approve merchandise prices.

**VOTED:** to amend the motion on the floor by substitution.

**VOTED:** to pass the main motion as amended.

The next motion on the floor was on advertising rates:

**MOVED:** 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.

Per the Executive Board meeting of October 18, a motion was made to replace this motion by substitution with the following:

**MOVED:** to authorize the Executive Board to approve ad rates for progress reports, newsletters, and the video program. Such rates must exceed marginal costs.

**VOTED:** to amend the motion on the floor by substitution.

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**VOTED:** to pass the main motion as amended.

The Executive Board presented its proposed meeting dates. The question of site for the December meeting was brought up; the people in attendance were happy with the site at Brandeis. Therefore, it was

**VOTED:**

To schedule the November meeting for Sunday, November 22, 2:00pm at MIT.

To schedule the December meeting for Sunday, December 13, 2:00pm at Brandeis.

To schedule the January '93 meeting for Saturday, January 9, 2:00pm.

To schedule the February '93 meeting for Sunday, February 28, 2:00pm.

To schedule the March '93 meeting for Sunday, March 21, 2:00pm.

To schedule the April '93 meeting for Sunday, April 18, 2:00pm.

The Convention Committee agenda for the November 21 meeting was discussed, and the hotel walk-throughs (October 31 and November 1) were announced. Information appears elsewhere in Mentor.

The next motion on the floor was Rob Bazemore's original proposal on staff and gopher policy:

**MOVED:** If ARISIA '93 makes money, and after the convention ARISIA Incorporated is out of debt, then we give reimbursement to '93 staff who:

1. Earned a comped membership to ARISIA '93 by working ARISIA '92 and also paid for a membership to ARISIA '93, and
2. Request to be reimbursed.

Reimbursement is to be paid of a percentage of the membership paid, evenly distributed among those eligible for reimbursement, up to the point it uses up all the corporate profits or it reaches 100% reimbursement. If after those reimbursements are paid, there are still any corporate profits, reimbursement of previous years' memberships may be considered at that time. After the books on ARISIA '93 are closed, there will be no more consideration of reimbursement for memberships paid from any past conventions.

**Proposed policy:**

Reimbursements for paid memberships to a convention will only be considered if that particular convention has made money and ARISIA Incorporated is not in debt. This will be a year by year policy, with no carryovers from year to year. The amount of reimbursement will

be in keeping with the number of people eligible and cash on hand. We will not rob the next year's convention funds to pay for reimbursement.

**Gopher policy:**

1. All gophers must register with Gopher Hole to fill out waivers and get time sheets.
2. After 10 hours work, they get a T-shirt.
3. After 16 hours work, they get a 50% discount to the following year's convention.
4. After 20 hours work, they get an upgrade of discount from 50% to 75% off the following year's convention.
5. Gophers are not eligible for a "free" membership to next year's convention.
6. Gophers who work over 21 hours are considered staff and forsake their 75% discount.

**Staff Policy:**

1. All staff are eligible to purchase staff items at cost (T-shirts, pins, or whatever).
2. Staff are entitled to access to staff den. (Ask your division head for the location nearest you.)
3. Staff may purchase gopher T-shirts after con at cost if any are left over, or if interest is sufficient for another printing.

4. After 16 hours work at con, staff are eligible for a staff discount to next year's convention, as follows:

100% if con makes money and corporation is out of debt

90% if convention makes money (but corporation not out of debt)

80% if convention loses less than \$1000

70% if convention loses more than \$1000

This gives an incentive for staff to help the convention make money. The staff discount is on the lowest rate (at-con price for next year's convention) for up to 4 weeks after the convention.

It was moved to replace this by substitution with the proposal voted on by the Executive Board on October 18. (The clerk points out that Rob elaborated on the language of his proposal with phrases about "sweating blood and tears" and "dying for the cause".)

**MOVED:** To approve the following gopher policy for ARISIA '93:

1. Gophers must sign in at Gopher Hole, sign a waiver, and receive a gopher ribbon or other visible indication of gopher status.

- 2. Gophers are granted access to Gopher Hole.
- 3. After 8 hours of work, gophers receive a Team ARISIA T-shirt. Work must be signed in at Gopher Hole.
- 4. After 18 hours of work, gophers receive a free membership to ARISIA '94.

**MOVED:** To approve the following staff policy for ARISIA '93:

- 1. Staff must sign in at Operations or with their division head, sign a waiver, and receive a ribbon or other visible indication of status.
- 2. Staff are granted access to Staff Den.
- 3. After 8.1 hours of work, staff receive a Team ARISIA T-shirt.
- 4. After 18.2 hours of work, staff receive a free membership to ARISIA '94.

**VOTED:** to amend the original motion by substituting the amended motion.

Ed Dooley presented another proposal for policy, and moved to amend the (now amended) motion by substituting the following:

As ARISIA is staffed by volunteers, collectively known as Team ARISIA, collectively participating because we want to, it is important to define the separate branches of this "team" before a sweeping policy is made which is questionable and opens more windows than the existing policy. The problem appears to be the question of how much money the convention may be losing as a result of the existing policy.

At present, Team ARISIA breaks down into two groups:

- Group one: Staff
- Group two: Gophers

Staff, at present, are the people who work behind the scene preparing the convention and keeping the convention going at site. Gophers are everyone else. Whether they are fans who happen to have time to kill at the convention, friends of staff members who might help some behind the scenes, or dedicated specialists who come in to work in a particular area for a particular division head.

Comping Gophers happens in two ways. The first is when the fan works over a specific time period and receives a "reimbursement" of the entrance fee in the form of a free membership for the following convention. The second is when the dedicated specialist is "reimbursed" for services rendered at the present convention for that year with a "waiver" of the present year's entrance fee (comp membership). To clarify the

organization of "Team ARISIA" I submit the following breakdown:

- Section one: Staff
- Section two: Gophers
- Section three: Grunts

Staff by definition would remain those forces behind the scene and in a position of authority to prepare and run the convention. Gophers would be the at-convention volunteers; fans who have paid to attend the convention. Grunts would be the dedicated specialists who have been recruited by a division head and answer only to that division head. Each group would be considered separate and individual in respect to their policies, but as a whole make up the force known as Team ARISIA.

This proposal is put forth to first define Team ARISIA. Second, to give some guidelines as to what exactly each section of the Team does and may expect from ARISIA. And thirdly, allow the convention a mechanism to reward an interest in ARISIA, and to collect a minimum operating amount to support the pre-convention expenses.

**Team ARISIA Policy**

**Staff policy:**

Persons are considered staff if they are active participants in the planning and/or operation of the convention.

All Staff are entitled to access to the Staff Den during its hours of operation. (Division Heads should encourage periodic layovers in the Staff Den for the health and welfare fo their people.) Staff Den locations should be provided through the Division Heads to protect access, and are not general con-knowledge.

All Staff are eligible to purchase staff items (T-shirts, patches, pins, etc.) at cost.

As a member of Team ARISIA, Staff are entitled to Team ARISIA T-shirts.

Staff should pay a minimum rate (50% of at-con registration) for the privilege of working their butts off for the convention. Request for waiver of payment should be permitted in the case of economic hardship on the part of the staff member. Waiver of payment is at the discretion of the Division Head with the approval of the Convention Chair.

**Gopher Policy:**

All Gophers must register with the Gopher Hole. When registering, they must sign the appropriate insurance waivers in order to obtain their time sheets, without exception.

All Gophers are allowed access to the Gopher Hole to recuperate from their duties and to be in a centrally located place to be recruited from as needed.

At 10 hours of work, Gophers will receive a Team ARISIA T-shirt.

At 18 hours of work, Gophers will receive a 50% discount to the following year's convention and an invitation to return as a Gopher.

At 21 hours of work, Gophers will be invited to become a Staff member with all the privileges and duties that entails.

**Grunt Policy:**

All Grunts must register with Operations against a presupplied list from the individual Division Heads. When registering with Operations, they must sign the appropriate insurance waivers before they report to their Division Heads.

Grunts are considered to be the owned bodies of the Division Head that recruited them and are answerable only to that Division Head. Division Heads are answerable to the Convention Chair for the action of their Grunts.

Grunts will be allowed access to the Staff Den as guests of their Division Heads. This is a courtesy extended to them as a favor to the individual Division Heads and out of respect to their specialty in their individual fields (more than Gophers, not exactly Staff).

No discount shall be given for the following year's convention for the amount of time given to ARISIA for services rendered, but their registration fee for the present year's convention shall be waived at the request of the Division Head with the approval of the Convention Chair.

Grunts will receive a Team ARISIA T-shirt.

**MOVED:** to replace the main motion (as amended) with Ed Dooley's motion.

**VOTE FAILED;** the main motion is still (at this point) the E-board proposal.

Additional amendments to the motion were now discussed. The first of these was to add a third category (now named Crew) to the motion.

**VOTED:** To approve the following Crew policy for ARISIA '93:

1. Crew must sign in at Operations or with their division head, sign a waiver, and receive a ribbon or other visible indication of status.
2. Crew are granted access to Staff Den.
3. After 8.1 hours of work, Crew receive a Team

ARISIA T-shirt.

4. Crew receive a complimentary membership to ARISIA '93.

**VOTED:** to amend the name of "Crew" to "Elves".

Next came a discussion of what Elves are, who they are responsible to, and how they are handled in the convention budget.

**VOTED:** to amend the section on Elves by adding the following:

Elves must be budgeted by a specific Division Head, and are appointed by that Division Head.

It was noted that the policies as voted above applied only to ARISIA '93. It was

**VOTED:** to amend "ARISIA '94" in the Staff policy to "the next ARISIA convention".

**VOTED:** to amend "ARISIA '94" in the Gopher policy to "the next ARISIA convention".

**VOTED:** to amend "ARISIA '93" in the Elf policy to "the current ARISIA convention".

A need was seen for a definition of Staff.

**VOTED:** to amend the section on Staff by adding the following:

Staff positions are appointed in a specific department by the Convention Chair, the Division Head, or the Department Head.

Next, the question of which hours of work should count. The general concensus was that only hours worked during the convention should count:

**VOTED:** to change "hours" to "hours at-con" in the Staff, Gopher, and Elf policies.

The question then arose of how at-con hours are defined; an excessively restrictive definition could exclude such jobs as loading and unloading trucks, and supply runs outside the hotel. A definition was formulated:

**VOTED:** to define "hours at-con" as including all convention-related work, regardless of the location of the work, performed at times beginning with the loading of the first truck of convention supplies, and ending with the unloading of the last truck of convention supplies.

Next, the question was raised about convention jobs that involve large amounts of pre-convention work (examples cited were mailings and preparation of convention publications), but little or no at-con work. It was:

**VOTED:** to amend the Staff policy to allow pre-conven-

tion work hours to be substituted for at-con work at the discretion of the Convention Chair.

It was pointed out that there are also jobs that primarily involve large amounts of post-convention work (the example cited was Art Show payment to the artists). It was

**VOTED:** to change "pre-convention work hours" to "pre-convention and/or post-convention work hours" in the Staff policy.

Finally, the main motion (as amended many times) came up for a vote. The president chose to divide the question (vote separately on each of the three policies).

**VOTED:** to approve the following Gopher policy for ARISIA conventions:

1. Gophers must sign in at Gopher Hole, sign a waiver, and receive a gopher ribbon or other visible indication of gopher status.
2. Gophers are granted access to Gopher Hole.
3. After 8 hours of work, gophers receive a Team ARISIA T-shirt. Work must be signed in at Gopher Hole.
4. After 18 hours of work, gophers receive a free membership to the next ARISIA convention.

**VOTED:** To approve the following staff policy for ARISIA conventions:

1. Staff positions are appointed in a specific department by the Convention Chair, the Division Head, or the Department Head.
2. Staff must sign in at Operations or with their Division Head, sign a waiver, and receive a ribbon or other visible indication of status.
3. After 8.1 hours of at-convention work, staff receive a Team ARISIA T-shirt.
4. After 18.2 hours of at-convention work, staff receive a free membership to the next ARISIA convention.
5. Pre-convention and/or post-convention work hours may be substituted for at-convention work hours at the discretion of the Convention Chair.

**VOTED:** To approve the following Elf policy for ARISIA conventions:

1. Elves must be budgeted by a specific Division Head, and are appointed by that Division Head.
2. Elves must sign in at Operations or with their Division Head, sign a waiver, and receive a ribbon or other visible indication of status.
3. Elves are granted access to Staff Den.

4. After 8.1 hours of work, Elves receive a Team ARISIA T-shirt.

5. Elves receive a complimentary membership to the current ARISIA convention.

### New business

A request was made to waive transfer of Deborah Smith to Red Shirt status. She informed us that her recent move to Philadelphia and present economic status prevent her attendance at the November meeting, but she plans to attend future meetings and continue her activities in running ARISIA conventions.

**VOTED:** to waive transfer of Deborah Smith to Red Shirt status until December 1992.

Next, a motion was made to set at-con day rates for ARISIA '93.

**MOVED:** to set at-con one-day admission rates for ARISIA '93 as follows:

- Friday: \$20
- Saturday: \$25 until 6pm  
\$15 after 6pm  
\$30 for full convention membership after 6pm Saturday
- Sunday: \$15

The following amendments to the above were proposed:

**VOTED:** to change Saturday after-6 rate to \$20.

**MOVED:** to change Sunday rate to \$20: **vote failed.**

The main motion (as amended) was now voted on:

**VOTED:** to set at-con one-day admission rates for ARISIA '93 as follows:

- Friday: \$20
- Saturday: \$25 until 6pm  
\$20 after 6pm  
\$30 for full convention membership after 6pm Saturday
- Sunday: \$15

**VOTED:** to set the rate for ARISIA '94 memberships bought at or before ARISIA '93 to \$25.

### Announcements

Programming meeting Sunday, October 25 at Brandeis.

Convention Committee meeting November 21, 1pm, at Pat Vandenburg and Allan Kent's house in Arlington.

The agenda for this meeting appears elsewhere in Mentor.

Rob Bazemore is looking for help with the convention mailing. (Ed. -- it's done by now.)

The meeting was adjourned at 5:05pm.

## Agenda for the November 21 Convention Committee meeting

### 1. Room Assignments - Convention

A brief discussion on where everything is and why. This is the last time adjustments can be made as hotel resumé is being submitted on Monday, November 23, and info is going into the program book.

If you are going to be needing a room full-time, contact Rob Bazemore and/or Heather Coon as soon as possible.

If you wish to block your 'sleeping' room, contact Pat Vandenberg or Allan Kent. A list will be available at the meeting for sign-up. Hotel reservation cards will be going out with the PR (pre-registration packet) Thanksgiving week.

### 2. Go over Events schedule

This will have been reviewed previously. If you have part-time or event room needs, talk to Jim Belfiore or Rob before November 21.

### 3. Finalizing Artwork for T-shirt

If you have any ideas and/or designs for the '93 Team ARISIA T-shirt, get them to Jim Fountas now. A zombie/vampire theme has been suggested.

### 4. Hotel Resumé; room designs and info

We will be submitting a resumé to the hotel November 23. Pat and Allan need layouts of all rooms being used by the convention showing the location of tables, chairs, lamps, couches, tablecloths, etc. - any equipment or furniture needed from the hotel - with an accompanying list of the numbers of each type of equipment or furniture. A layout is needed for every room change as well as every room. Also needed are descriptions of activities we want the hotel to post on their electronic systems - electric sign in lobby and closed-circuit TV - giving times, places, and names of activities. Activities which are not to be posted should also be noted. If you have special needs such as water setups or food/snacks to be ordered from the hotel, these should also be turned in at this meeting. Contact

Pat or Allan at (617) 646-7681 if you have any questions.

### 5. Signs for Sign Shop

If you wish the Sign Shop to make you a sign, hand Sue or Fred Isaacs a list at this meeting, giving them text, size, material (static paper, posterboard and/or computer paper), number of copies (default=1), when and where (by what department/person) sign is needed, and whether it can be hand-written or needs to be computer-generated. Also need to know how sign is to be posted - easel, wall, whatever.

### 6. Security and lock change list for hotel

If you have any security issues, bring them to this meeting. If you are going to want your convention room locked or secured in some way, bring a list of times and locations; this will be added to the hotel resumé.

### 7. Staff head badge discussion

Ask Rob about this one.

### 8. Department Head staff lists

If you are a Department Head, you need to have a 'final' staff list with you to hand in to Kim and Rob. (We know there may be last-minute adjustments, but you should have a fairly good idea who the majority of people Kim should mark as staff on the pre-registration lists.) If any of your staff aren't pre-registered in some form, get them to do so.

### 9. Program Book info

If you want anything to appear in the program book, bring copy with you for Rob to review, or send it to him ahead of time.

### 10. Ribbons

If you want ribbons, and they are in your budget, Cris Shuldiner should know about it. Let him know soonest, as the order is going in.

### 11. Information needs

What info do we need to gather for our attendees (restaurants, banks, copy shops)? Also, if you want information to tell our attendees where you are or what you are doing, when, or what you need the attendees to do for you, get a write-up together to give our information area and PB/PP people.

If you wish to join a group for a walk-through the hotel, contact Pat Vandenberg or Allan Kent at (617) 646-7681 to arrange a time. (The scheduled walk-throughs on October 31 and November 1 have already happened

by the time you will read this.) Warning: due to increased business, it may be very close to the convention before the hotel can arrange additional walk-throughs. We may be looking into rooms occupied by other groups and meetings; please dress appropriately.

Rob Bazemore, the chair of ARISIA '93, asked me to publish his new address and telephone number:

Rob Bazemore  
31 Appleton Street #1  
Somerville, MA 02144  
(617) 623-8052

## Upcoming Events

Saturday, November 21, 1pm: Convention Committee meeting at Pat Vandenberg and Allan Kent's house, 15 Park Ave. Extension, Arlington MA 02174. Call (617) 646-7681 if you need directions.

Sunday, November 22, 2pm: Corporate meeting at MIT Student Center. Executive Board will meet one hour before Corporate meeting.

Sunday, December 13, 2pm: Corporate meeting at Mailman House, Brandeis University. Executive Board will meet one hour before Corporate meeting.

Friday, January 15, 1993 to Sunday, January 17, 1993: ARISIA '93. Memberships are \$30 until December 1, 1992.

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

ARISIA<sup>SM</sup>, Incorporated  
1 Kendall Square, Suite 322  
Cambridge, MA 02139

# FIRST CLASS MAIL