

(AND NOW A WORD FROM OUR SPONSOR...)

EXECUTIVE BOARD MEETING March 5, 1994

The president, A. Joseph Ross, called the meeting to order at 1:25 pm.

In Attendance: A. Joseph Ross, President; Nicholas Shectman, Vice President; Allan Kent, Treasurer; Edward Dooley, Clerk; Sheila Oranch, ConChair '95; **also present:** Donna Dube, Marshall Ellis, John Preston, Pat Vandenberg

[Others were present who did not check off their names]

The following corrections were noted:

Page 3, Column 1: Concerning Sales Tax -- A formal request for a ruling, was asked for, on the subject of, if Sales Tax should be charged on the Video Memory Book.

Page 3, Column 2: Concerning the Schedule for Selecting a Convention Chairman -- The appointment

MENTOR OF ARISIA

Issue 41

April 1994

of the candidate would be made and voted on at the June meeting giving the E-Board the extra month of July in case any mishap occurred in June.

The minutes of the E-Board Meeting for February were accepted as corrected.

The president asked if there was any status on the Hotel Contract. The Vice-President and the Clerk were not aware of the situation with the contract (this portion of the meeting only the president, vice-president, and clerk were present--with a few silent observers. At 1:35, the board moved to the meeting room on the glass walk-way--the board had been meeting in the lounge of the Usdan Center. Due to weather problems during the week all conference The rooms were in use. Student activities were bumped. Allan and Sheila were present). The ConChair for A95 stated that the contract was not ready due to meeting(s) being called due to bad weather.

Sheila stated that she was expecting to meet with the members of her **Hotel Liaison Group** during the ConCom meeting scheduled at the Kent/Vandenberg's later that evening. The chairman for Arisia '95 expected that she would have a signed contract at the next meeting. Some issues that the HLG would be discussing were:

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PRESIDENT:

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TREASURER:

Allen Kent
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H: 617/646-7681
W:
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ConChair '94:

James Belfiore
18 Dix Road
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VICE-PRESIDENT

Nicholas Shectman
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CLERK:

Edward Dooley
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ConChair '95:

Sheila Oranch
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Articles, comments, and items for *Mentor* should be submitted to the Clerk at the address shown above--as well as changes in member information.

People are requested to use their discretion when calling officers listed above, especially at their places of employment.

For Up-to-date information by computer/modem, call Tangent BBS at 617/364-1576 or 617/364-3343.

o Smoking.

o The cost of various food items we obtain from the Hotel.

o Storm Problems.

It was noted that the Boston Park Plaza has penciled us in for reservations up to 1997.

The matter of the Arisia (Corporate) Bylaws was used. Several preliminary copies of versions were sent out several times. No discussion by the membership until the very end when the vote was to be held and then the committee had to go back to the drawing board with additions and deletions delaying the adoption.

The president, vice-president, and clerk discussed the

present Computer Policy. Access to Arisia.Org is obtained thru Tangent BBS dial in. Accounts on Arisia.Org are a benefit to members, the same item is also available thru Tangent BBS.

The matter of the registering of Arisia.Org was brought up. It was pointed out that the matter should have been brought to the E-Board before it was done, however, as no one was screaming (the clerk mentioned that only one member had discussed the matter with him in a negative context and nothing further has been made in meetings) the E-Board voted to ratify the registration (after the fact) as such.

Concern was expressed over (the appearance) of policy being argued on the (bulletin) board. A suggestion was made to circulate (print outs) of public board talk to those (of the membership) with no access (to the board). It was decided that the membership would be asked at the Corporate Meeting later in the afternoon.

The members of the E-Board next discussed the matter of the appointment procedure of the ConChair. Had any real decision been made? Would the interviews be public or private? (The E-Board was informed at this time that meeting space had been found in the crosswalk lounge bridging the entrance to the central court. At 1:35 pm the E-Board moved to the lounge/bridge to continue their meeting. Other members of the corporation were present.)

The following items were raised. The disadvantages of doing the matter privately was:

o that the process could gain a certain mystique.

o Candidates (and the membership) would be unaware of the E-Board's state of mind--was the Board actually considering you (the candidate) during the procedure or were they considering someone else.

(It was stressed that at the time, last year, that the board did not know that it would be interviewing the candidates.)

The disadvantages of doing interviews publicly were:

o The procedure could become a total zoo.

(The president admitted, once again, that he had allowed a certain laxness in allowing non-E-Board members to take part in Board discussions at E-Board meetings, and would make sure that only Executive Board Members partook of the discussions.

- o Matter of discomfort of certain candidates to public interviews.

The president recognized and allowed a general member of the corporation who asked, if the ConChair was put through the grinder (during their interview), then shouldn't the people running for office (be put through the same procedure)?

E-Board seemed to agree that:

- o discussion on a candidate should be done in private, but the actual vote of the Board should be done in public.
- o interviews would be needed when multiple candidates presented themselves--possibly this could be relaxed when only one or two candidates presented themselves.
- o the membership needs to know how people voted. As much as possible should be done in public.

As such, the E-Board identified and voted on four separate issues.

VOTED: that the candidates would be interviewed in public.

3 Votes For 0 Votes Against 1 Abstention

VOTED: that discussions on the qualities of the candidates would be in closed session.

VOTED: that the actual voting of the Board would be done in public.

VOTED: that the E-Board would reserve the right to waive the public interview.

Sheila Oranch, Chairman of Arisia '95, presented the following information to the Corporation (whipping out a cellular phone from one of her various annexes). She had obtained a NYNEX Cellular Phone which had two years of free voice mail for two years. Sheila owned the phone (no cost provided), and the basic cost for service was \$27.00 a month for minimum use. Calls for 617, 508, Rhode Island, and Southern New Hampshire are local charges.

PROPOSAL TO E-BOARD:

Arisia Corporate should pay the monthly fee or a set amount equal to a home phone. Sheila will not make outgoing Arisia calls, so there will be no other expense. Voice mail messages will be forwarded to appropriate people. Outgoing message will give official Arisia Information and next meeting information. Retrieval can be done from any phone, with access code, and can be either a corporate function or ConCom job.

The matter referred to the next meeting. The clerk was directed to publish the proposal in *MENTOR*.

The clerk proposed to the Board that the Organization should establish the position of Inventory Control Officer responsible for the storage location and the item therein. The president agreed that the idea had merit, but asked if there was anyone to fill the position. The clerk stated he had a person in mind, and offered the name of **Tim Roberge** as a likely candidate. As such, it was:

VOTED: to recommend to the membership, that the position of **Inventory Control Officer** be created.

One request for a waiver of corporate dues was forwarded to the Board (which met briefly after the conclusion of the Corporate Meeting). The Board granted the waiver.

BYLAW AMENDMENT:

The point was made in the E-Board meeting that the proposed Bylaw change did not amend the standards of the four meeting drop [Transfer to Red Shirt]. It got rid of the clause entirely. Further, it made the automatic transfer of a member to General Membership easier. Six meetings and you are in.

The president stated he would be very liberal in allowing the question to be split. Further, he asked the clerk if he could give an opinion on the new quorum calculation.

The clerk said that he could see problems with the new method. The worst case scenario that the clerk present was that if all 27 general members were present for three meetings in a row, then the quorum for the next meeting thereafter would be 17. If that meeting happened to be just prior to the convention we could have troubles.

The E-Board's recommendation to the membership were:

VOTED: to recommend that the quorum calculation not be changed in Article II, paragraph 2.7.

3 In Favor 1 Against

VOTED: to make no recommendation to the membership concerning the removal of the four meeting clause in Article I, paragraph 1.2.

VOTED: to make no recommendation to the membership concerning the changing of the Auto-Transfer Standard in Article I, paragraph 1.3(b).

VOTED: to make no recommendation to the membership concerning the changing of the percentage on Section 1.4(c).

VOTED: to make no recommendation to the membership concerning the changing of the percentage on Section 3.9.

VOTED: to recommend that the change of the percentage in Section 7.3(b).

3 In Favor 0 Against 1 Abstention

VOTED: to make no recommendation to the membership concerning the changing of the percentage in Section 8.3

VOTED: to make no recommendation to the membership concerning the changing of the percentage in Section 8.5.

VOTED: to recommend to the membership that the change in the percentage in percentage Section 11.1(a), conditionally. Said condition being the striking of Article I, paragraph 1.2 if passed.

The E-Board adjourned at 2:45 pm.



ARISIA INCORPORATED

CORPORATE ROSTER

GENERAL MEMBERSHIP

Ted Atwood
Rob Bazemore
Jim Belfiore
Zack Brown
Heather Coon
Mike DiGenio
Ed Dooley
Donna Dube
Mark Dulcey
Donald Eastlake III
Jill Eastlake
Marshall Ellis
Jim Fountas
David Fassett
George Flynn
Jeffrey Jordan
Walter Kahn
Sheri Kaplowitz
Allan Kent
'Zanne Labonville
Benjamin Levy
Holly Love
Patrick McCormack
Sheila Oranch
Chris Palmer
John Preston
Noel Rosenberg
A. Joseph Ross
Nicholas Shectman
Cris Shuldiner
Pat Vandenberg

RED SHIRTS

Erik Bunce
David Cantor
Randall Cohen *
D. Eastlake, Jr. Col
Donald Eastlake IV
Christine Ivey
Johnna Klukas
Skip Morris
Bill Powers
Tim Roberge *
Jim Stevenson
Amy West *
Karl Wurst *

HONOURARY MEMBERS

Brain Cooper
Tom Fish
Mary Robison
Matthew Saroff
Cris Shuldiner

| | |
|-----------------------------|----|
| TOTAL GENERAL MEMBERSHIP: | 31 |
| TOTAL RED SHIRT MEMBERSHIP: | 13 |
| TOTAL HONOURARY MEMBERSHIP: | 5 |
| TOTAL MEMBERSHIP: | 48 |

* Red Shirt Member who is presently pending confirmation by the membership of upgrade to General Membership Status.

EXECUTIVE BOARD 1993-1994

A. Joseph Ross
Nicholas Shectman
Allan Kent
James Belfiore, Jr
Sheila Oranch



President
Vice-President
Treasurer
ConChair '94
ConChair '95

CORPORATE COMMITTEES

GRANT COMMITTEE

Nicholas Shectman Chairman
Rob Bazemore
Cris Shuldiner

LONG RANGE PLANNING COMMITTEE

Pat Vandenberg Chairman
Ed Dooley
Allan Kent
'Zanne Labonville
Michael McAfie (N)
Sheila Oranch
Nicholas Shectman

COMPUTER NEEDS COMMITTEE

Nicholas Shectman Chairman

BUDGET COMMITTEE

Allan Kent Chairman
Jim Belfiore CC '94
Mike DiGenio CT '94
Sheila Oranch CC '95
Ken Knabbe CT '95 (N)

DATABASE COMMITTEE

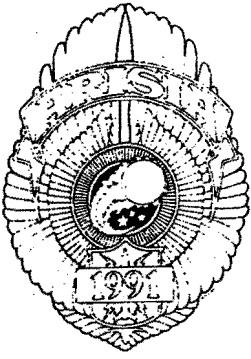
Edward Dooley Project Head

CONVENTION COMMITTEE '94

James Belfiore, Jr. Chairman
Deryl Burr Technical Division Head (N)
Heather Coon Program Division Head
Mike DiGenio Convention Treasurer
Sheri Kaplowitz Program Division Head
Jill Eastlake Events Division Head
Joel Herda Operations Division Head (N)
Sheila Oranch Member Services Division Head

CONVENTION COMMITTEE '95

Sheila Oranch Chairman
Jill Eastlake Events Division Head
Joel Herda Operations Division Head (N)
Mark Hertel Finance Division Head (N)
Christine Ivey Program Division Head
Pat McCormack Technical Division Head
Nicholas Shectman Member Services Division Head
VACANT Exhibits Division Head



ARISIA

ARISIA, Inc. 1 Kendall Square, Suite 322, Cambridge, MA 02139

CORPORATE DEPARTMENT HEADS

CORPORATE BENEFITS COORDINATOR

****vacant****

CORPORATE MERCHANDISING

Jim Belfiore

DATABASE ADMINISTRATOR

****vacant****

INVENTORY CONTROL OFFICER

Tim Roberge

Membership Statistics: 1993-1994

| | Sept | Oct | Nov | Dec | Jan | Feb |
|---|----------------|----------------|-----|-----|-----|------|
| Total # Present: | 22 | 23 | 19 | 18 | 0 | 18 |
| Total # General Members Present: | 17 | 15 | 16 | 17 | 0 | 11 |
| Total # Red Shirt Members Present: | 4 | 6 | 2 | 0 | 0 | 6 |
| Total # Non-Members Present: | 1 | 2 | 1 | 1 | 0 | 1 |
| # of Current General Members: | 22 | 22 | 27 | 27 | 27 | 27 |
| # of Current Red Shirt Members: | 8 | 12 | 8 | 8 | 8 | 14 * |
| # of Current Honourary Members: | 5 | 5 | 5 | 5 | 5 | 5 |
| Total Corporate Membership: | 35 | 39 | 40 | 40 | 40 | 45 |
| % of Total Corporate Membership: (General & Red Shirt) | 70% | 61% | 51% | 51% | 0% | 43% |
| % of General Membership Present: | 77% | 68% | 59% | 62% | 0% | 40% |
| # of General Members Required for Quorum: | 8 | 8 | 8 | 8 | 8 | 8 |
| | Mar | Apr | May | Jun | Jul | Aug |
| Total # Present: | 23 | | | | | |
| Total # General Members Present: | 18 | | | | | |
| Total # Red Shirt Members Present: | 5 | | | | | |
| Total # of Non-Members Present: | 0 | | | | | |
| # of Current General Members: | 31 * | | | | | |
| # of Current Red Shirt Members: | 13 | | | | | |
| # of Current Honourary Members: | 5 | | | | | |
| Total Corporate Membership: | 48 | | | | | |
| % of Total Corporate Membership: (General & Red Shirt) | 52% | | | | | |
| % of General Membership Present: | 58% | | | | | |
| # of General Membership Required for Quorum: | 8 ¹ | 8 ² | | | | |

* Figure includes one or more members who is also an Honourary Member

¹ Quorum requirement changed as of the March Meeting

² $18 + 11 + 17 = 46$, $46/3 = 15.33$, $15.33 \times 51\% = 7.81$: Figure more than 7.5 ==> Quorum requirement for the April meeting is 10 General Members (First time with New Formula--CLERK)

CONVENTION CORNER:

| | |
|----------|--|
| 4/1/94 | BALTICON 28: Baltimore, MD |
| 4/15/94 | ICON XIII: Stony Brook, NY |
| 5/13/94 | OASIS 7: Altamonte Springs, FL |
| 5/27/94 | DISCLAVE '94: Vienna, VA |
| 7/1/94 | WESTERCON47: Los Angeles, CA |
| 7/8/94 | READERCON 7: Worcester, MA |
| 7/8/94 | COSTUME COLLEGE 1994: Altadena, CA |
| 7/15/94 | DRAGONCON '94: Atlanta, GA |
| 8/19/94 | CASCADECON '94: Portland, OR |
| 9/1/94 | CONADIAN 1994: Winnipeg, Manitoba, CANADA |
| 10/21/94 | NOT JUST ANOTHER CON X: Amherst, MA |
| 10/21/94 | ALBACON '94: Glasgow, Scotland |
| 11/11/94 | ORYCON 16: Portland, OR |
| 1/15/95 | ARISIA '95: Boston, MA |
| 2/17/95 | BOSKONE 32: Framingham, MA |

**ADDITIONS TO THIS POSTING
SHOULD BE PRESENTED TO
THE CLERK AS SOON AS
POSSIBLE**

(GETTING DOWN TO BUSINESS:)

CORPORATE MEETING March 5, 1994

In Attendance: Ted Atwood, Rob Bazemore, Zack Brown, Randall Cohen (RS), Ed Dooley, Donna Dube, Marshall Ellis, George Flynn, James Fountas, Jeff Jordan, Allan Kent, Benjamin Levy, Holly Love, Patrick McCormack, Sheila Oranch, John Preston, Tim Roberge (RS), Joe Ross, Nicholas Shectman, Jim Stevenson (RS), Pat Vandenberg, Amy West (RS), Karl Wurst (RS)

[ALL MEMBERS SHOULD REMEMBER IT IS THEIR RESPONSIBILITY TO CHECK OFF THEIR NAME ON THE ATTENDANCE LIST SO THAT IT IS RECORDED AND COUNTED IN THE MINUTES OF THE MEETING. FAILURE TO DO SO WILL EFFECT THE CALCULATION OF QUORUM FOR THE NEXT MEETING.]

The meeting was called to order at 2:50 pm.

Corrections to the minutes: The Vice-President's report for the last meeting, which was posted to the board, was supposedly given to the Clerk, was not printed.

The minutes were approved as corrected.

PROXIES:

Walter Kahn requested that Jeff Jordan should vote on his behalf with the condition that he vote as he believed Walter would.

Heather Coon requested that Jeff Jordan should vote on her behalf with the condition that he vote as he believed Heather would.

Pat Vandenberg requested that Allan Kent should vote on her behalf with no restrictions. This proxy would only go in effect when she left the meeting.

Ted Atwood requested that Sheila Oranch should

vote on his behalf.

Sheila Oranch requested that Ed Dooley should vote on her behalf with the instructions that he vote in favor of anything that makes it easier to participate in corporate affairs.

[Members are reminded that they should grant their proxies to other General Members in the event that they can not make a meeting—or if they must leave early. The clerk recommends that all proxies be transferable in the event that the member it is assigned to can not hold it.]

[Example proxy:

I, _____ give _____ my proxy for the Arisia Corporate meeting for _____. If for any reason _____ can not hold this proxy, it shall be transferred to _____, _____, or another member of the corporation who shall vote as they think I would vote.]

[Any variation of the above is acceptable. For members who post to E-Mail/BBS it has been suggested that in addition to the member it would be assigned to, that a general posting to the public area of the board with the proxy be done in order to authenticate an E-Mail proxy.]

[The above is only a suggestion and should not be misconstrued as corporate policy.]

TRANSFERS:

VOTED: to transfer the following members from RED SHIRT to GENERAL membership.

| | |
|----------------|------|
| Jim Fountas | 15-0 |
| Marshall Ellis | 15-0 |
| John Preston | 15-0 |
| Cris Shuldiner | 14-1 |

A discussion was held concerning whether or not we would have quorum if we did not vote on one member's transfer. It was pointed out that traditionally we voted on transfers as soon as possible in the meeting so that the members in question may begin voting as soon as possible. For the record we had 17 General members present with two proxies.

We were right on the line.

MOTION: was made to transfer the following members from RED SHIRT to GENERAL membership.

Randall Cohen
Tim Roberge
Amy West
Karl Wurst

In accordance with the Bylaws, this motion was automatically tabled to the next meeting.

(FROM THE DESK OF "EL SUPREMO"...)

President's Report:

A. Joseph Ross reporting:

The president appointed Patrick McCormack to the Grant Committee.

VOTED: to approve the appointment of Patrick McCormack to the Grant Committee.

The president reported that he had second thoughts about publishing the resumes of the candidates for Convention Chairman for ARISIA '94 and allowed others to express their opinions. Sheila Oranch stated that she would very much like to see the resumes published and felt strongly on the subject. Jeff Jordan stated that he saw no point in publishing the resumes. Pat McCormack added that the corporation should put concentrate on straightening out the procedure and have it in place for the selection of the chairman of ARISIA '96.

Rob Bazemore summed up the feeling by stating that what was done was done. The only thing important now was giving complete support to the present conchair.

VICE-PRESIDENT'S REPORT: / GRANT COMMITTEE: / COMPUTER NEEDS COMMITTEE:

Nicholas Shectman reporting:

The vice-president reported that MITSFS has asked for \$300.00 for reference books for their library. We hope to have a full proposal in the next issue of **MENTOR**. We hope to have a proposal from **The Camarilla**, the local vampire fan group, sometime this spring. If you know of any fan group that needs money, please let them know about the Arisia Grant Fund.

The vice-president was asked if he could give a report on the status of the **Tangent BBS** proposal submitted sometime ago. Phi reported that Tangent had received equipment (from the Computer Needs Committee). As to giving a grant to Tangent, it was felt that the Grant Committee might not be the best place to take the money from. Other areas (in the corporation) might be better to take the funds from. A full report was promised.

Moving on to the Computer Needs Committee, the vice-president reported that anyone needing computer equipment to connect to the bulletin board should contact him. Presently, there is a computer with a modem ready for anyone who needs it, and we can get more where that came from.

TREASURER'S REPORT: / BUDGET COMMITTEE:

Allan Kent reporting:

The treasurer reported the we were in the black. \$36,000.00 in the black. We owed \$800.00 dollars on taxable income, and \$8000.00 was earmarked to **ARISIA '95** for memberships purchased. A full report would be made at a later date.

CLERK'S REPORT: / DATABASE COMMITTEE:

Edward Dooley reporting:

The clerk announced that the Corporate Membership Rate was \$12.00 up to the end of the meeting. After the meeting the rate would decrease to \$10.00. The membership was reminded to sign in.

The database group had met on the eighth and the project is going well. The clerk had hoped to have a more complete report available for the membership, but due to a vicious pothole that had run out in front of his car earlier that morning, and three hours tied up in trying to get to a garage, etc, the clerk was somewhat unprepared for today's meeting, and offered his apologies. [Special thanks to everyone who expressed their concern for me and my car. Only a damaged rim--if you call a 90 degree angle in the rim damage. Because of the size of this issue, I have elected not to print the database group's report, and wish to thank those who prepared their reports before hand and submitted them to me in writing.]

**(...TO THOSE BEHIND THE
LENS.)**

COMMITTEE REPORTS:

ConCom '94:

Jim Belfiore reporting:

Jim was not present. It was reported, however that most of **ARISIA '94** was wrapped up. One member asked if anything was known about the video taping, especially the masquerade, that went on at con. Rumor was that there was a problem with the taping at con. No solid detail was available. It was reported that \$360.00 was paid to the company we rented the 4 speakers which blew. Jeff mentioned that the problem with the speakers was not how they were used but in the equipment itself.

Jim Fountas presented the following report:

ARISIA INCORPORATED
MEMORANDUM

March 5, 1994

TO: Corporate Members

FROM: James S. Fountas

SUBJECT: Arisia Sales

This is to update anyone concerned with the '94 Arisia Sales Ts (T-shirts) and sweats (sweat shirts). To my knowledge Arisia Incorporated has spent \$1662.46 on '94 Arisia Sales Ts and sweats, with an additional spending of <\$10 expected. This is money passing through my hands. The additional spending is for future shipping and packaging costs. I estimate Arisia Incorporated has taken in \$2193.20. There are approximately \$172 worth of unpaid orders that have not been delivered to con com. There are also 6 Ts and 2 sweats that remain unsold. Present estimates indicate that Arisia Incorporated made \$532.66 and may make \$704.66 if all orders are picked up. This does not include the sale of the remain 6 Ts and 2 sweats, or additional shipping charges.

Arisia Incorporated purchased 100 Ts and 36 sweats to sell at the '94 convention. The cost was \$1012.20. 99 Ts and 35 sweats were sold at the convention. The 2 unsold items were kept as display pieces to make additional sales. Orders were taken for an additional 24 Ts and 7 sweats. I estimate that Arisia Incorporated took in \$1986 at con from the sales of Ts and sweats. This amount assumes no corporate members bought Ts or sweats at con. The amount of \$1986 is only an estimate on my part, since I never handled any of the sales at con. Additional orders were taken after the con for 20 Ts and 7 sweats were taken from con com. A second order for 57 Ts and 18 sweats was made with the printer at a cost of \$576.

I have presently mailed out all but 2 of the Ts and 1 of the sweats that were ordered at con. This does not include orders taken after the con. Costs from packaging materials, postage, and other expenses has

totaled \$74.26.

Arisia Incorporated has presently taken in an additional \$125.60 from orders made after the con. I am trying to confirm that Arisia Incorporated has received an additional \$81.60 owed for Ts and sweats that have been delivered.

I will not update this report until all orders have been paid for and delivered. This could take some time since all orders made after con will be filled at con com meetings.

ConCom '95:

Sheila Oranch reporting:

The chairman of ARISIA '95 announced that there would be a "party" ConCom meeting at 6:00 pm after the Corporate Meeting (3/5). A Pot Luck Dinner--so everyone should bring a dish. The organization chart is mutating, and a new version was promised. Members should remember that this is a chart of functions and how they inter-relate. 102 jobs pre-con have been identified.

There were 350 comps at the last con. 177 were program participants. The remainder were various crossovers such as dealers, filkers, and staff. Sheila stressed that the organization is understaffed and we need more people. The chairman has initiated a strong program of outreach to both new members and other fan organizations.

LONG RANGE PLANNING:

Pat Vandenberg reporting:

There has been no meeting. Interested persons should contact committee members with issues they feel are important.

CORPORATE DEPARTMENTS:

Corporate Benefits:

This position is currently vacant. Interested persons should contact the president.

C O R P O R A T E MERCHANDISING:

Jim Belfiore reporting:

Jim was not present. It was noted that while Jim had spoken about chocolate at the previous meeting, the idea had been discarded. The membership was informed that Corporate Merchandising is looking into coffee mugs.

(AND HERE BE DRAGONS...)

BYLAW AMENDMENT:

Eighteen General Members were present out of thirty-one with three proxies being held as previously noted. Sixty-seven percent of the membership was voting. The motion was allowed to be split into the three individual issues it contained:

- I. Striking Article I, paragraph 1.2 in its entirety.
- II. Amending Article I, paragraph 1.2 (b) by striking the clause "and have not missed three consecutive meetings during such a period"
- III. Amending Article II, paragraph 2.7 to read:
 - 2.7 A quorum for a meeting is sixty percent (60%) of the average of the General Membership in attendance at the previous

three (3) Corporate Meetings or eight (8) General members, whichever is greater, present in the flesh.

The following is a summary of the discussion of the debate which ensued. It is included to give a flavor of the discussion that went on for those members not present and is in no way verbatim. The first item discussed was the striking of paragraph 1.2 in Article I, Ted Atwood started the discussion.

Ted pointed out that a provision already existed within the bylaws for waiver of application of this paragraph against a member who was unable to make the one out of four meetings. Ted found it disturbing that people no longer had to show their faces at meetings. The amendment was basically good for various reasons which was why the issue needed to be addressed.

Ted suggested that a minimum number of meetings over the course of the year be substituted. Also, more use of the waiver system should be used. Valid reasons for application of waiver were given:

- People working weekends
- Weather Conditions
- Busy work schedule

Holly Love was the next person to address the membership. Holly pointed out that it appeared that policy discussion being done via E-Mail was not good. Was the corporation being run via E-Mail? Shouldn't people show their faces? People without bulletin board access or E-Mail were being cut out of the loop, and were not being heard.

Pat McCormack stepped into the discussion and admitted that, yes, it had been discussed via E-Mail, but stressed that **NO** policy was made on the board. No one was cut out of the loop. The public forum was likened to a dinner conversation--it cut down on the rambling in the meetings, or at least hope it did. Pat believed that people would show up when something important was happening.

Sheila Oranch joined the discussion and basically agreed with Ted. Three cuts per semester were reasonable. Some members actually have lives outside the organization.

Rob Bazemore was recognized and asked the question

of how many people the present rule effected. The clerk answered Rob's question. Ed stated that several members had approached him asking if the corporation could meet at a more reasonable time for persons who worked on the weekend. Younger members, and members still in college/school who could only get jobs which necessitated them working the weekends and making "decent" wages. From memory the clerk named **Christine Ivey**, and **Tim Roberge** as two present members who worked weekends. As for members we have lost the clerk named **Kim Van Auken**, **Kevin Fallon**, and **Mark Pirrtiaho** as examples. Ed felt there were others we had lost because of similar reasons, but could not think of past members at the moment.

The vice-president stated that we needed to cultivate a more geological diverseness. Nick felt that there were several areas that we were overlooking.

Ted reminded the membership that it was his one year anniversary, and that a year ago in March we had failed to meet quorum. Ted asked why people have not requested waivers. Heather Coon was used as an example of a member that deserved to have her attendance requirement waived because of the distance involved (Heather is presently studying in Michigan and a past official of the corporation--clerk). Her service to the corporation is without question. Why hasn't anyone requested a waiver?

The president carefully brought the membership back into focus by reminding them that they could vote against the proposal, or make amendments which Joe would judge as having a bearing on the proposal.

Jeff Jordan spoke up. People should have a say in the workings of the corporation. Several good people who work on the con don't have a say in the meetings. Neither do they have the time to put in to the corporate meetings.

Pat McCormack stated that not a lot of people were doing E-Mail chatter and briefly explained about the echo from the board back to the board which caused the replication (?) of messages. Also, Pat stated looking up to the ceiling, some of those chattering were "long winded". The problem basically came down to two separate camps. For some, waivers were not always considered good enough, and it came down to the question of who has a right to vote.

Ben Levy asked briefly if the membership should consider an amendment.

Ted jumped back in and focused on the "let's get rid of it" thrust. No alternative appeared to be presenting itself. Ted also pointed out that there was presently no mechanism to remove members voluntarily if people chose to disappear.

Jeff used himself as an example. Attending the last two meetings cost him considerable revenue from consulting appointments. There was no argument on his commitment to the corporation.

Ben moved to amend the Bylaw amendment moving that replace the "four consecutive regular meetings" with "does not attend three meetings over a year or work the Arisia Convention. The president did not allow the amendment.

Holly stated that there should be some minimum number of meetings required, but that it should not be consecutive. She also requested if non-E-Mail persons could get a report of E-Mail activity.

Ted called the question and requested a secret ballot.

The results:

16 Yes to Striking 3 No to Striking 1 Abstention

By vote of the membership Article I, paragraph 1.2 is removed from the Bylaws.

As to the second item, Amending Article I, paragraph 1.3 (b), debate move considerably quicker and the vote was moved to quickly.

The result was:

17 Yes to striking the clause.

By vote of the membership the clause "and has not missed three consecutive meeting during such a period" was struck from the bylaws.

The third item, making quorum a function of attendance raised some discussions. It was pointed out that if three consecutive meetings had a high percent of General Members present, the example

given was three meetings with 27 General Members the quorum figure would be near 17. Several members felt it unlikely that that many General Members would be present for that many meetings. The clerk pointed out that it was presented as a worst case scenario.

The point was presented by Pat McCormack that "A quorum exists to make sure decisions are made by a sufficiently large subset of the membership to be sure that it reflects the opinion of the majority of the membership."

Most members present agreed, but felt that the 60% figure would be too high. A vote was taken to table the motion to discuss the proper percent.

The result:

10 Yes to tabling the motion. 1 Against.

The item was tabled.

Various percentages were moved and discarded. For a moment 30% looked good, however, when voted on to amend the proposal to 30%, four members voted for the new percent, and 8 voted against it. Failed to achieve quorum.

The next percentage move was 51%. Those present appear to feel it was reasonable, and felt that it would generate a number close to 8.

The results of the vote on the new amendment:

8 Yes 3 Against.

Failed to achieve quorum.

The question was raised if a failed quorum could count as a meeting. The answer was yes. If the ConChair needs a meeting in December and fails quorum, nothing would get done-especially in bad weather. A meeting could still be held with a failed quorum, issues could be raised, and tabled automatically ready for the next meeting. The only thing a failed quorum could not do is vote on an item.

The question was called again to substitute 51% in to the figure.

The vote was taken and:

10 Yes for 51% 5 No for 51%

Amendment passed, quorum calculation changed.

The president passed the chair of the meeting to the vice-president for the next series of bylaw amendments. The amendments were uniformly reducing the percentage from 50% to 25%.

- I. Section 1.4(a)
- II. Section 3.9
- III. Section 7.3(b)
- IV. Section 8.3(e)
- V. Section 8.5
- VI. Section 11.1(a)

VOTED: to split the question into six parts and discuss and vote on each separately.

It was requested that the sixth item of the question be taken first.

Section 11.1(a) Amending the Bylaws.

It was commented by Hunter that Arisia was returning to its roots. In the early days of the corporation supposedly one of the favorite past times was changing the bylaws. Joe jumped in and stated that historically we did not muck with the bylaws as much as is commonly believed.

Rob spoke up and said he did not care too much for either 50% or 25%. He preferred something in between and proposed 35%.

MOVED: to amend the proposal to 35%.

2 In favor 3 opposed.

Motion failed -- 25% stands.

Pat McCormack spoke up and commented that we were spending too much time on the Bylaw change.

MOVED: to amend Section 11.1(a) to 25% from 50%.

9 In favor 2 opposed -- Insufficient numbers voting.

The question was called for a second time.

VOTED: to amend Section 11.1(a) to 25% from 50%

13 In favor 4 Opposed

Section 1.4(a) Expelling or Suspending a General Member.

It was felt by those present that it should be difficult to this. Bad feelings should not be used to take away someone's voting rights. A majority of the corporation should be deciding this matter if it is ever called into effect.

MOVED: to amend Section 1.4(a) to 25% from 50%

0 in favor

Section 3.9 Removing an Officer.

VOTED: to amend Section 3.9 to 25% from 50%

8 in favor 2 opposed

Section 7.3(b) Emergency Transfer of Grant Funds to another line item.

It was felt that as the corporation looks to be in good shape, there was no need for greed if the money was in the fund and desperately need somewhere else it should be easy to shift the funds.

VOTED: to amend Section 7.3(b) to 25% from 50%

11 in favor 1 opposed

Section 8.3(e) Change order of Grant Funding Priorities.

It was believed that it would be a mistake changing the percentage allowing the priorities to be changed. The priorities, as set in the bylaws, IS what the founders of Arisia thought the money should go to.

MOVED: to amend Section 8.3(e) to 25% from 50%

0 in favor

Section 8.5 Waive prohibition on restrictive membership covenants.

MOVED: to amend Section 8.5 to 25% from 50%

2 in favor 9 Against

[NOTE: AS ANOTHER BYLAW AMENDMENT WAS PROPOSED THE CLERK WILL NOT BE PRINTING THE BYLAWS UNTIL ALL AMENDMENTS HAVE BEEN PASSED OR DEFEATED TO SAVE ON COPYING COSTS]

NEW BUSINESS:

The E-Board recommended that the position of Inventory Control be created to monitor storage and produce an inventory of what is currently stored there.

VOTED: to create the position of Inventory Control Officer.

The president stated that the name of **Tim Roberge** had been recommend to him to fill the position. As Tim was present he was offered the newly created position of Inventory Control Officer. Tim's reply to Joe's offer was.

"Yeah, I'm stupid enough."

The president appointed **Tim Roberge** to the position of **Inventory Control Officer**.

VOTED: to approve the appointment of **Tim Roberge** to the position of Inventory Control.

VOTED: 7-4

A motion was made to ask the **Long Range Planning Committee** to look into the liability of having a babysitting service at all and what the exposure of the organization is by having it. Members of the Committee were present, and briefly, Ed Dooley explained that the matter has been discussed before and the primary purpose is to provide service to committee members working the convention.

It was still stressed that a liability may exist and that the LRP should look into our exposure, or find a third party alternative.

VOTED: to have the **Long Range Planning Committee** look into the liability and exposure of the organization having a babysitting service and to investigate third party alternatives.

The following motion was made to the membership:

To begin an award to rising star "speculative media" such award to be administered by Corporate Committee which will accept nominations from the general public and then present a slate of candidates to the corporation for a vote. The winner of the award will be brought to the conference at the cost of the corporation with the privileges of a Guest Of Honor.

MOTION TABLED: referred to the E-Board.

PROPOSAL TO E-BOARD:

Arisia Corporate should pay the monthly fee or a set amount equal to a home phone. Sheila will not make outgoing Arisia calls, so there will be no other expense. Voice mail messages will be forwarded to appropriate people. Outgoing message will give official Arisia Information and next meeting information. Retrieval can be done from any phone, with access code, and can be either a corporate function or ConCom job.

The matter referred to the next meeting. The clerk was directed to publish the proposal in *MENTOR*.

REQUEST FOR INFORMATION:

Blacklisted Registrants: By what process will we do this and when?

Clerk directed to print request in *MENTOR*.

PROPOSAL TO THE MEMBERSHIP:

That the membership cap for ARISIA '95 be increased to 1800 with a "fudge factor" of 200.

Clerk directed to print in *MENTOR*.

PROPOSAL TO THE MEMBERSHIP:

Children's Memberships: Recommend that children's programs be by prior arrangement **only** and therefore no variable rates for pre-reg and at-con are needed; however, we will keep pre-reg for children open until 2 weeks before the con, since the numbers are so low.

Clerk directed to print in *MENTOR*.

[PROPOSAL TO THE MEMBERSHIP:

In order to promote corporate growth, **and** reinforce the team spirit that the convention and the corporation are founded on, the corporation should consider establishing an award for outstanding performance or action by a staff member or gopher at the convention excluding E-Board Members and Division Heads. The recipient of the award would receive formal acknowledgement of their action(s), and receive a complementary waiver of corporate membership for eighteen months (18) as a token of the corporation's appreciation. The submission of candidates should be done by the February meeting, and formally presented at the March meeting.]

[PROPOSAL TO THE MEMBERSHIP:

That the E-Board take what steps that are necessary to conclude their business prior to the scheduled beginning of the Corporate Meeting(s). In the event that the board must continue discussions on a subject, they will excuse themselves from the membership to

complete their discussion and allow the membership to begin the Corporate Meeting as is allowed in Section 2.9 of the Arisia Corporate Bylaws.]

BYLAW AMENDMENT:

To reinstate Article I, paragraph 1.2 with the following change, strike the clause "misses four consecutive meetings" and replace it with "does not attend at least three regular meetings and who did not work on the ARISIA convention at a staff or higher level in a year."

This amendment was sponsored by the following General Members: Benjamin Levy, Rob Bazemore, Allan Kent, George Flynn, John Preston.

ANNOUNCEMENTS:

[The clerk would like to publicly thank **Tim Roberge** and **Humpty Dumpty** for the efforts on March 21st when the clerk's computer died. It is unclear exactly what the cause of death was, however, all the clerk knew was that his primary output drive, drive A, ceased to function, just prior to the final save for this issue--and is still not functioning correctly. **MENTOR**, was recoverable, primarily through the efforts of Tim and his computer. THANKS TIM!)]

[As we have another **BYLAW AMENDMENT** pending this issue, the Bylaws **WILL NOT** be available at the April meeting. In the event that the amendment passes, the Bylaws will have to be reprinted--again. As such, the bylaws will be available at the May meeting.]

[All members are reminded that it is **CORPORATE** policy that reports and such should be submitted **IN WRITING** to the clerk to insure proper reporting in the minutes.]

[The three samples for Corporate stationary are displayed on the Corporate Roster/Committee Roster inserts in this issue. Comments and preference welcome.]

UPCOMING EVENTS:

APRIL:

3/30/94 **ARISIA '95 Convention Committee Meeting** at the home of Nicholas Sheckman, 11 Linnaean Street, Cambridge MA 7:00 pm.

4/1/94 **BALTICON 28**

4/10/94 **ARISIA CORPORATE MEETING** at 2 pm
-- Brandeis University, Waltham. Usdan Student Center. E-Board will meet at 1 pm.

4/15/94 **I-CON XIII**

MAY:

5/2/94 **MENTOR #42 PRESS DATE**

5/15/94 **ARISIA CORPORATE MEETING** at 2 pm
-- Brandeis University, Waltham. Usdan Student Center. E-Board will meet at 1 pm.

-- Submissions for the **MIDSUMMER LARK** due.

--NOTICE: Applications due for all applicants for Convention Chairman for ARISIA '96.

5/30/94 **MENTOR #43 PRESS DATE**

JUNE:

6/12/94 **ARISIA CORPORATE MEETING** at 2 pm
-- Brandeis University, Waltham. Usdan Student Center. E-Board will meet at 1 pm.

Please notify the **CLERK** of any upcoming events or meetings which should go into this schedule. Thank you.

IN THE INTERIM:

[The following was submitted to me by Dale Farmer. As his observations parallel my own, I am taking advantage of this submission. I am sure when ARISIA '94 has the time to submit their official Debriefing Notes we will benefit from both observations. A special thank you to Dale for taking both the time and the initiative to prepare this report --E. Dooley, Clerk.]

ARISIA '94 DEBRIEFING NOTES

Transcribed by Dale Farmer

These are not the official minutes, just my own notes of the meeting held 30 January 1994 at the Park Plaza Hotel. I have tried to avoid putting my opinions in this, and just get the feel, if not the exact quotes from what was said.

The meeting was scheduled to start at 2:00 PM. At 2:30 Jim B. arrived and after a couple of attempts, declared the meeting started. Sheila Oranch (next years chair) arrived a couple minutes later. There was no agenda prepared so we used last years debriefing agenda. As the meeting started, a hotel staffer brought in a cartload of "stuff" left over from the convention.

2:40 Jim delivered an opening statement complimenting and thanking everybody for working on the convention. He mentioned favorable mentions of ARISIA that will or have appeared in the Boston Globe, Science Fiction Chronicle, Locus, and Philogiston (sp?). Also he mentioned that the Knights of St. Fanthony made favorable comments about ARISIA. He singled out for praise the few individuals who stayed through for the Monday teardown and regretted that they were so sparse, and that we would do better next year.

action

Have a dedicated teardown crew for monday.

PROGRAMMING

Delivered by Sheri. The outside view of programming was that it was strong and ran with no noticeable problems. Most of the panelists showed up for their panels on time. In the gripe session one fan wanted more early morning items. Somebody suggested "ARISIA AEROBICS" and got a few chuckles. Sheri noted that most program participants would not do morning items. Several people wanted more programming, others wanted less.

Internal issues: The programming ops computer died early in the convention causing a fair amount of internal confusion, due mostly to no at con accessible backup data, either on disk or paper.

action

If using a computer have a spare computer or paper backup available at the convention.

Put all critical computer systems on surge suppressors /UPSs.

Having single track managers seemed to work well, with a few rough spots. The fast track programming seemed to be operating in an absence of direction, it was not clear which department it fell under. The gaming track went (unspecified) badly. The tech track fell off the schedule due to some time crunches on technical director and communication difficulties. The japanamation track wants a bigger room next year. Costume track went well. Many people disliked the castle, a lot.

action

Consider a "solutions session" held early friday for attendees to voice their opinions and suggestions.

Consider an item "SF on TV", and increasing the media programming in general.

LOGISTICS

Kudos to Tim & Company for duties performed above and beyond the call of absurdity.

Observations: Moving 1200(?) chairs over to the castle on Thursday and back on Sunday/Monday was a major problem. Several parking tickets and one

moving violation to logistics vehicles.

Many things appeared at the drop off points (mainly the Kent/Vandenbergs) that logistics had no notice of and was only by chance that there was room on the truck for them. The Tremont room was to far out of the way, not accessible to the freight elevator, etc. There were far to few people doing logistics. We needed a truck. We need an additional room for logistics use on the mezzanine level Wed/Thurs. for staging.

Cardboard boxes have a limited useful life span. There were not enough carts/hand trucks. We lost some logistics staff due to lifting type injuries early on. (back strains, etc.)

action

Need a dedicated logistics area on the mezzanine level Thursday, Friday am, Sunday pm and Monday.

MUST RENT A TRUCK!! With a power lift gate.

Get a parking space from the hotel near the loading dock for the truck, and the van, one each, reserved.

Buy or rent some hand trucks, four wheel platforms, and furniture dollies.

Investigate and buy permanent, stackable boxes/crates for stuff we bring every year.

We need to build a larger staff of strong backs/weak m....uuuhhh...willing volunteers for the logistics crew.

At 3:15 Tim left to go to work to a standing ovation.

OPERATIONS

Operations was a victim of the "creeping chaos" all during the con. Many minor things kept going wrong, this kept ops in a crisis mode throughout the con, and never had the opportunity to get ahead of the power curve.

There was an marked absence of reliable information

on policies and procedures from other departments. Much of the decisions were made on the fly by whomever happened to be around, and generally did not get disseminated as they should have.

There was a constant flow into ops of tourists from other parts of the convention staff, adding greatly to the confusion level, especially when they would not leave or get off the phone when asked to leave by the duty supervisor. Many departments failed to keep ops and the information desk informed of current events.

Relations between hotel and convention security was generally good, with a few rough spots. Ops was to close to the center of the convention, attracting lots of random attendees and staff. There was some confusion about the relationship between the castle house manager and convention security.

There was a leak in a gas main in the intersection between the hotel and castle all day and night saturday.

Both of the fire alarms were probably due to convention attendees standing and smoking directly under a corridor smoke detector. (not a no smoking area) The Boston Fire Dept. Lt. gave us an order that there was to be no smoking anywhere in the hotel public areas except for the main lobby. There were some incidents that will not be discussed except with the involved parties due to potential legal issues.

action

Get the phone number list from the hotel a week in advance.

Have a designated ribbon distribution point, (probably ops).

Stress to all staff to keep ops / information desk informed of current events, even if they don't seem important.

Define the relationship in advance between the "main tent" house manager/ushers and security/ops, and the hotel. (fire dept, etc)

Need more pagers, alphanumeric preferred.

Need more radios.

Need more ops staffers

Need to designate a phone number for media contacts.

May want to put ops/security somewhere out of the way.

Need to clearly define ahead of time a smoking policy, widely publicize and enforce it.

Rent or buy a copy machine for the convention.

TECHNICAL

Technical services had some problems with communications with other departments. Topper pulled out a couple months ahead of con and in the turnover some information got lost. There were miscommunications about exactly where power feeds were going to be installed by the hotel. The sound system had some problems with it that consumed more time than we had for troubleshooting.

Deryl never got on the concom E-mail list. Communications between the masquerade director and technical were minimal, and incorrect assumptions were made by both about the other. There were some personality conflicts inside technical staff.

Communication between the hotel and the convention staff was plagued with difficulties due to no single point of contact for castle activities, and hotel staffers taking the nearest handy convention staffer as the point of contact. We need more practice with video gear. The computerized lighting board was overcomplex for the job. Technical received little or no input from most of the shows in the castle as to what they wanted or needed. The ARISIA owned pipe and drape fireproofing certificate needs to be renewed every year. Deryl is next years technical guest of honor.

action

Renew fireproofing certificate for pipe and drape annually.

Communicate with other departments earlier and more often.

Get orders into hotel earlier for power feeds, etc.

Video and technical need to work more closely together.

Get the insurance list in earlier for borrowed gear.

Get more depth to tech crew, train new people on stuff.

VIDEO

The video theater seemed to go well, except for opening a couple hours late. There was a problem with the live video crew and amateur video crew taking gear from the video theater on the fly. There needs to be more depth to the crew. Jim spent too much time working as a staffer in video theater.

Look into renting some of the video theater stuff from the hotel AV contractor. There was an imbalance of gear in video theater, (3 LD players, 1 VHS, 1 U-Matic player) Theater was rewired during the con a couple of times. After breakfast serials it took the hotel a couple of hours to reset the room.

action

Insurance list of all borrowed gear in early.

More setup time needs to be allocated.

More teardown time needs to be allocated.

Investigate renting some gear from hotel AV contractor or somebody else to have them deliver directly to hotel.

ARISIA should investigate buying more of the low end stuff we are renting now, like cable, adapters, cheap switcher, etc...

ART SHOW

The show went well, sales were good, print sales were also good. Hotel sales staff brought a group of clients through the room during the middle of artist check in, placing art in danger of damage or theft. One incident of a hotel security person walking in without his badge on, and being imperious when

stopped by art show staff.

Having the auction and sales in the same room worked well. The art show panels are getting worn, and need painting and some replacements. Must have all pipe, panels and hardware in the room thursday afternoon. Need a larger art show staff, especially for setup and teardown. There was poor communication between art show and treasury staff about cashiers and cash boxes. Need a food tray dropped in the art show sunday afternoon to feed the staff.

action

Better communication with treasury.

Notify hotel staff that the no photography, no bags rule applies to them also. (put in contract?)

Heat to room needs to be left on all night long for the sleepover security people.

Train more staffers, grow a bigger staff.

Plan a food tray to land in room during sunday afternoon for staff feeding.

GOPHER HOLE

The gopher hole was located far from the center of the convention, and was believed to be fairly empty because of that. It should be down on the mezzanine, with a feed from the video theater and munchie type food to attract potential gophers. We received very little advance notice of gopher needs from the rest of the convention. But lots of phone calls for gophers "right now". Gophers were very scarce this year for some reason.

actions

Put gopher hole on Mezzanine, with a TV and feed from video theater.

Publicize the need for volunteer labor better.

Make gophering more attractive during setup and teardown time periods. (double credit for hours?)

JULES VERNE BALL

There were some gripes about the elimination of the "regular" dance with a regency dance. The sound system was thrown together at the last minute due to problems at the castle soaking up lots of technical staff time.

BANQUET

Held at the Cafe Rouge, seemed to work well. No specific complaints or comments. Wants some more staff.

DEALERS ROOM

33 vendors in the dealers room, many in dealers row. Two dealers in dealers row are rumored to be not coming back due to not getting the rooms they wanted or something--investigate. Needed some more signs for dealers room.

Needed more gophers for move in and out. Dealers row dealers need to register with the hotel earlier. There was some apparently unlicensed materials in the dealers room, when a news crew came through the dealer abruptly put away some merchandise mumbling about licenses. Some of the dealers preregistration got lost somewhere.

action

More signs for dealers room

Some sort of incentive for gophers to work during setup and teardown times needed. Maybe three for two credit for working towards a T-shirt & comp membership?

FILKING

The boardroom was not suitable for filking. The taping policy needs to be publicized in advance to everybody concerned. The filkers were still in the filk room a couple of hours after the rooms were released back to the hotel, maybe they still are?

FILMS

Some of the films ordered from the rental houses did

not show up, unknown as to why. Needs some more staff people to maintain the current schedule without burning out people. We want to do some research into which films are big crowd draws to use in planning. Attendees wanted a big "now playing" sign outside the door, not on an easel.

action

Train more staff.

Different sign outside the door.

Arrange with rental houses for acceptable alternate films if ones we order are not available.

MASQUERADE

There were 24 entries, 14 awards (two for young fans) The green room was not set up or heated adequately. There was no acceptable judges deliberation room setup. Communications with technical failed to work very well. Many costumers now regard ARISIA as the other big costume show for the northeast corridor. (Balticon being the other) Low mobility costumes need to be identified and dealt with better. Need a written policy in hand before the con for the common questions. The video tapes of the masquerade are fine, the transfer over to vhs for rebroadcast over the hotel feed failed for unspecified technical problems.

Many people really, really disliked the castle, mainly having to do with the snow and cold between the castle and the hotel. There was Boston Gas trucks digging up the intersection between the castle and the hotel looking for a leaking gas main during the show. The gas co. guy came in with a sniffer just before the show and during the show found no dangerous (explosive) levels of gas in the castle. There was a noticeable odor of gas in the area of the bathrooms, and out on the street near the holes they dug. Costumers entry forms were delayed by a really slow photocopier used to copy them.

action

Better communication with technical.

Don't use the castle in the winter.

Verify green room and judging room set up before the show.

Identify low mobility costumes in advance and deal appropriately with them.

Have on hand and publicize show policies in advance.

Avoid gas main leaks in the future.

Find a high speed photocopier we can use late Saturday afternoon.

OPENING CEREMONIES

Pat likes the game show concept, but needs some work. It suffered failure of the frame to be built in time for the show. The show was too slow paced. Maybe some coaching of the onstage personalities in advance would help. One person suggested that a slide show by Scott & Sally would be a better entertainment. Pat was upset when Jill came out on stage and told him to speed it up. Tech had very little idea what to expect from the show.

action

Better advance preparation.

Investigate slide show concept.

Better communication with others.

SLIDE SHOW / PHOTOGRAPHY

The slide show had some technical difficulties with one of the projectors, it probably would not have happened if there had been time for a test run of the show. Some percentage of slides did not show due to a cranky projector? Scott & Sally wanted a second show, but did not ask anybody for it. Scott & Sally were assumed to be the official photographers by many, but were never formally appointed. Were they listed in the program book?

action

Be sure we appoint official photographers.

Schedule a practice run through of the slide show.

Better communication with rest of con needed.

VIDEO

Overall it seemed to work well, with a few rough spots. The video theater opened two hours late, because only one person was there who knew how to set it up. Room was not reset promptly by the hotel after breakfast serials. Need additional video playback decks, for backup and different format tapes from amateur video contest.

Complaints about the food at the breakfast serials (cold eggs, hot juices). Confusion about the closing time of Breakfast serials, sign said 12:00, hotel closed it at 11:30. Needed more staff people for setup, operation, and teardown. Need to keep the video theater room till monday, due to difficulty factor in moving all that stuff around. It would be nice to have a couple of large screen (around 20-24 inches) TVs spotted around the room for the obstructed view areas. There was some conflict between amateur video and video theater. There were some problems with video gear being "borrowed" by other parts of the convention at bad times, without proper authorizations.

action

Look for a room without pillars for video theater.

Investigate additional video monitors for video theater.

Investigate having the video theater in a couple of rooms.

Grow and train a larger staff.

Have plans in place in advance for what to do when running late.

FUTURE FANS

Breaks for staff need to be longer. Need a larger staff. Parents must be given beepers in exchange for their child. Need an emergency evacuation plan for

fires etc. the room needs to be in the conventions name, or a fictitious person's name.

We do not need to be secretive about the rooms location. Need to clearly delineate in advance publications the difference between fast track and future fans. We need to be aware of and deal with state and local laws regarding daycare, and are we daycare under them.

Hotel needs to empty the trash cans a couple times a day(pheeww!). Take a picture of the child with parent when being dropped off for better id of person picking up child, and to have picture to give to police if needed.

action

Bigger staff needed.

Beepers for parents.

Instant type camera with film, buy or rent.

Are we a day care center under law?

Emergency plans made up in advance.

Publicize difference between fast track & future fans in advance.

INFORMATION DESK

The restaurant guide had errors in it. (Boston Chicken vs Dennys??) Information was not told about many things throughout the con, they had to go track down info themselves often times. Create a policy for after hours registration and post it. Party registration forms were given to information, but failed to go any further.

The debriefing was not publicized, most staff getting the date & time by word of mouth, no non-staff people showed up. We should publicize ARISIA corporation better at con, to attract more potential members and convention staffers.

actions

Impress all con departments that they have to keep information informed.

All policies should be available at info desk for people to read.

Plan party registration better.

NEWSLETTER

We printed many more copies than we needed. Maybe a print on demand to keep wasted copies down should be investigated. There was more material than we could fit for each issue. Kinko's copy does not deliver on the weekend, no matter what the sales droid promised.

Some contributors were upset that their contributions were edited. Data was lost a couple of times due to power and static hits to the computer. Consider a special issue with all the art show and masquerade awards in it. It really needs it's own small room somewhere, with clean electrical power.

action

Investigate print on demand & printing it ourselves.

Reduce print run.

Get surge suppressors.

Investigate buying/renting UPS for computer.

Buy antistatic sprays / mats for computer area.

Own room next year.

REGISTRATION

Total registration was 1765 members. Some number of them were comps. This years registration ran on a paper only system at con. We need data entry people to put all the information into the database over the next month or so.

There were some database problems, causing loss of some comp. memberships. The database is now on Dbase-4. Needed more mid level staff during the convention. The lost badge policy needs to be in place and publicized in advance of the convention.

There were some counterfeit badges spotted at the convention, we need to investigate how to make the badges more difficult to counterfeit. The poster advertising opening ceremonies was removed by a registration staffer from the location approved by another registration staffer.

Some attendees desired a necklace type badgeholder, instead of the clip-on we used. Some of the costumers said that registration area is a bad place for the masquerade table.

actions

We seem to have hit the 1500 member limit, corporate policies now need to be reevaluated.

Need to increase the number of staffers.

Investigate having a bunch of necklace type badge holders available for those who desire them. Or some suitable alternative.

FAST TRACK

There was an assumption made that Beth would do it again, this was wrong. The alternate person Jeff never showed up at the convention for reasons unknown. A Karen Abrams volunteered to work on it and was never gotten back to by the concomm. No division seemed to own it.

action

Get somebody firmly committed early next year.

TREASURY

Needs the room from thursday 6pm till monday 2pm for next year. Needs more staff. Needs to buy or rent cash boxes, lockbags, calculators, etc. There were problems with Ken being unable or unwilling to delegate things like cash box pickups. Unwilling to accept a given departments selection of trusted staff to handle cash and charges. Who had spending authority for convention funds was very unclear at con.

actions

Find a source to buy or rent treasury non-consumable items from.

Define policies well prior to the convention.

Define who has what spending authority prior to the convention.

Handle cash box policies and pickups better.

MISCELLANEOUS

The convention was running on local control most of the weekend. Many policy type issues were decided on the fly by local staff people, because there was little guidance in advance. Communication between departments was poor. Several staff and attendees compared this ARISIA to the Boskones just before the Boskone from hell. Many staff and committee people worked way to hard and are burning themselves out.

The debriefing ended at 6:01 pm.]

DIRECTIONS TO BRANDEIS:

FROM 128 SOUTH:

Take Route 30 exit. Go Straight across Route 30 at traffic lights. Go Past the Mass Pike entrance (You are on Summer Street in Weston--This becomes South Street in Waltham. Route 128 is on you right and over the fence). Crossing Stoney Brook at the Watermill Office Building you are now in Waltham on South Street. Proceed along South Street past the CharlesBank Apartments, Small Strip Mall, University Office Park, and across the Boston & Maine Railroad crossing. Before you South Street goes up a hill--go over it. Once over the hill the entrance to Brandeis is on your left.

FROM 128 NORTH:

Take Route 30 exit. Turn left at top of ramp on to Route 30. Bear left at the traffic lights on to Summer Street. Follow the directions from this point above.

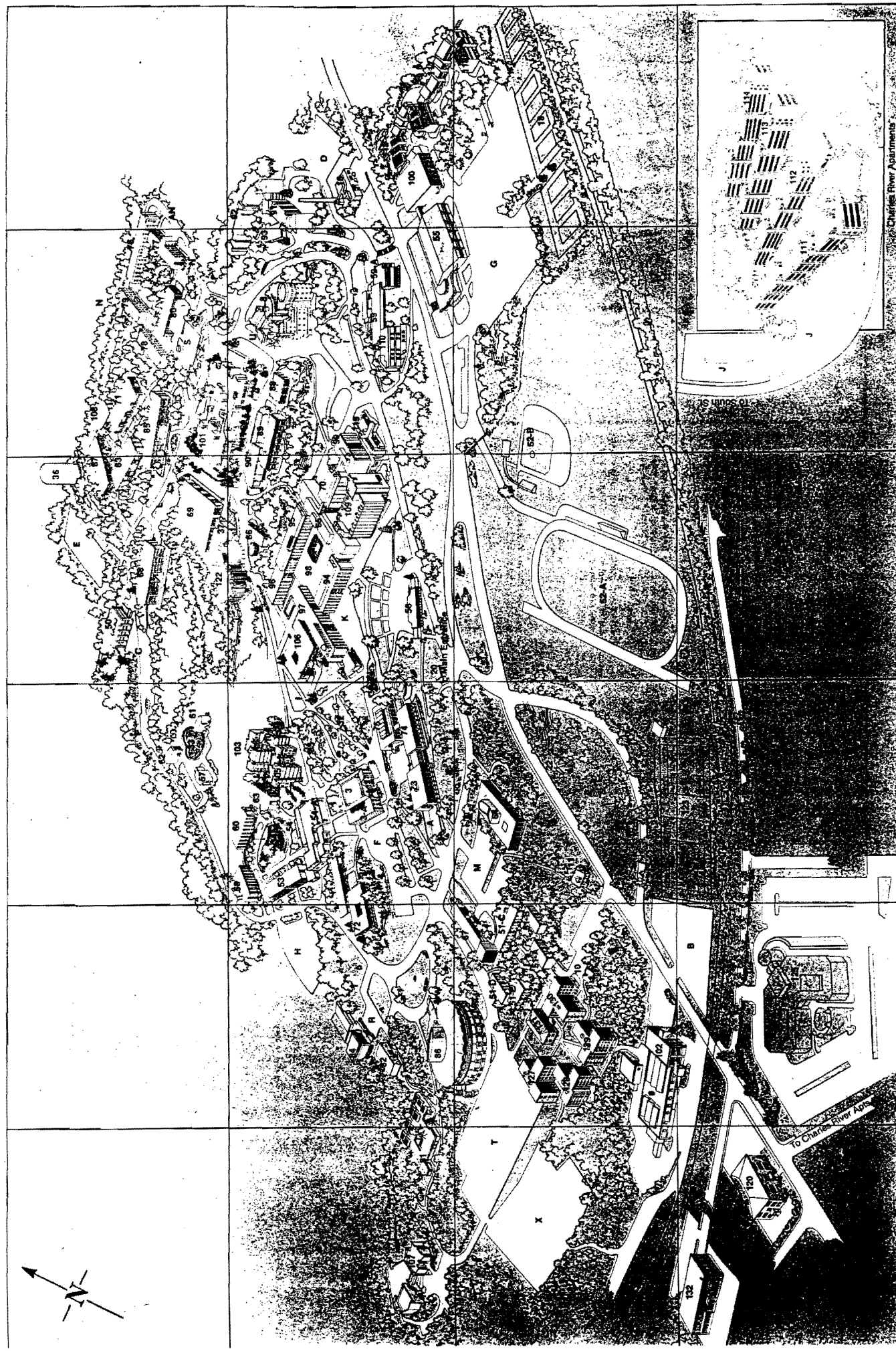
BY MBTA:

Commuter Rail:

From Boston take the South Acton/Fitchburg Train. Get off at **BRANDEIS/ROBERTS** station. Cross the parking lot toward the hill. Follow the directions from this point above.

Bus:

DOES NOT RUN ON SUNDAYS

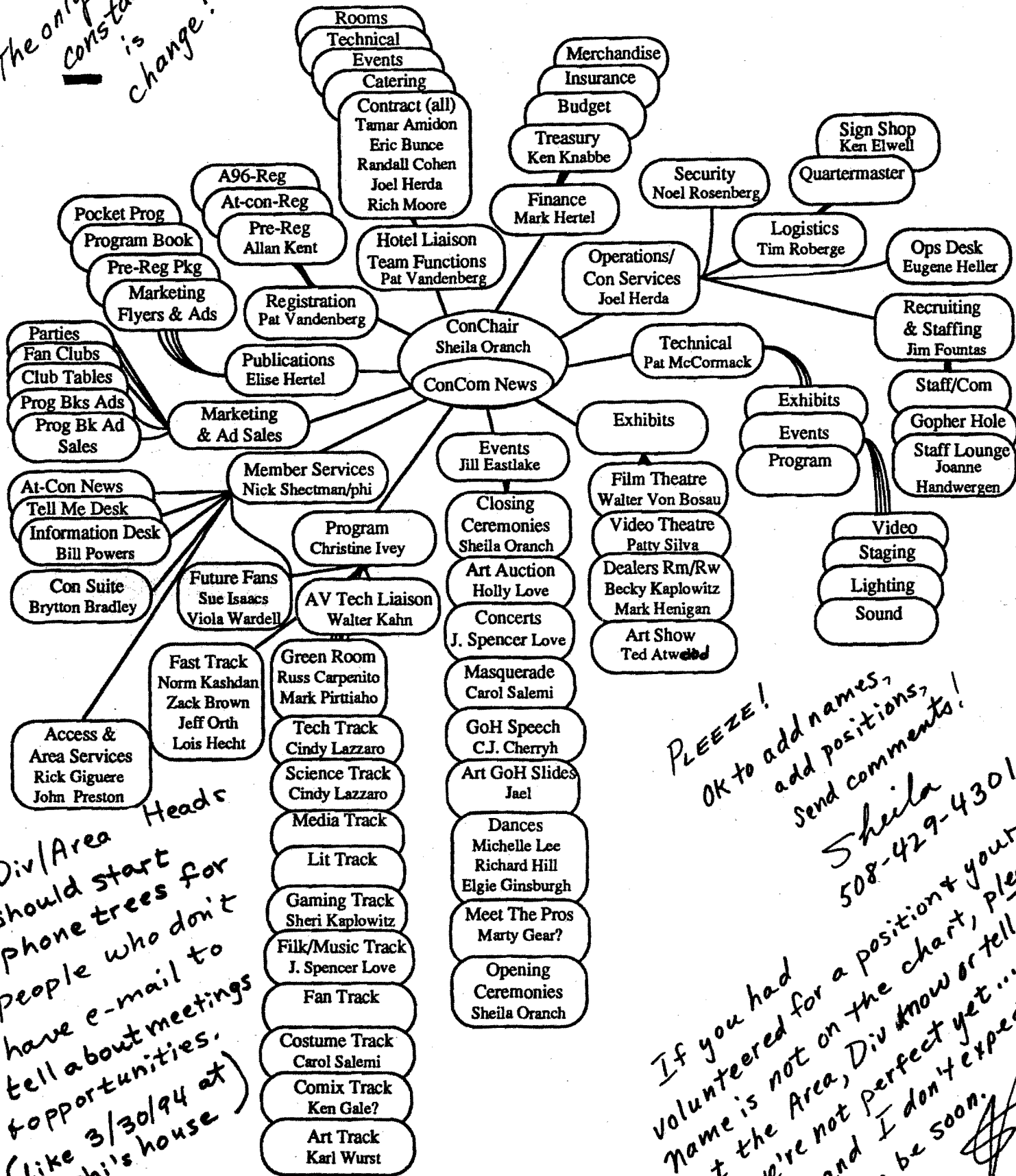


GRID E-1 : BUILDING 101 USDAN STUDENT CENTER - DO NOT CONFUSE WITH USEN CASTLE
(BUILDING 1, GRID E-2). LOOK FOR ARISIA SIGNS

ARISIA '95 FUNCTIONS WITH SOME PEOPLE

3/23/94

The only constant is change!



PLEASE!
OK to add names,
add positions,
send comments!

Sheila
508-429-4301

If you had
volunteered for a position & your
name is not on the chart, please
let the Area, Div know or tell me
We're not perfect yet...
and I don't expect
to be soon.

Div/Area
Heads
should start
phone trees for
people who don't
have e-mail to
tell about meetings
& opportunities.
(Like 3/30/94 at
Phil's house)

BCEC proudly presents:

BIDCON 1

A one-day relaxacon, fundraiser, and annual meeting
for the Boston in 1998 World Science-Fiction Convention bid.

Things you can do at BIDCON 1:

- ☐ Relax after Taxes!
- ☐ Play in our Castle!
- ☐ Shmooze and snack in our Con Suite!
- ☐ Shmooze and soak in the Pool!
- ☐ Attend our fabulous dinner banquet!
- ☐ Learn about the **Boston in 1998** bid!
- ☐ Check out the BIDCON program!
- ☐ Help support the **Boston in 1998** bid!
- ☐ Attend the **Boston in 1998** Open Annual meeting (2-4pm)!

Guest of Honor
Covert Beach

Official Artist
Mike Symes

Date: Saturday, 16 April 1994

Time: Noon to Midnight

Place: The Sheraton Tara @ Ferncroft Village (Danvers, MA)

Phone: (508)-777-2500

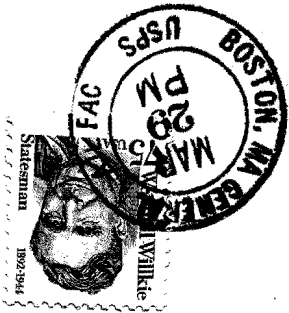
Rooms: Start at \$99 per night.

(Please contact the Sheraton directly for information about any number of weekend getaway packages.)

If you wish to attend the **BIDCON 1** banquet, please send
us your payment of \$24 by 11 April
to the address at the bottom of this flyer.

BIDCON 1 registration is \$15 in person.

FIRST CLASS MAIL



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Cambridge, MA 02139



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