



## MENTOR OF ARISIA

Issue 44

July 1994

*(AND NOW A WORD FROM  
OUR SPONSOR)*

### EXECUTIVE BOARD MEETING June 12, 1994

The president, A. Joseph Ross, called the meeting to order at approximately 1:00 p.m.

[Editor's Note: The start time of both the E-Board Meeting and the Corporate Meeting are approximations. They were not noted in the records. The estimations are taken from the president's announcement of the time during the interview for candidates for ConChair '96.]

### CONVENTION CORNER:

- |          |   |
|----------|---|
| 7/15/94  | DRAGONCON '94: Atlanta, GA                  |
| 7/22/94  | CONFLUENCE '94:<br>Monroeville, PA          |
| 8/14/94  | FANSTOCK: Natick, MA                        |
| 8/19/94  | CASCADECON '94:<br>Portland, OR             |
| 9/ 1/94  | CONADIAN 1994:<br>Winnipeg, Manitoba CANADA |
| 10/21/94 | NOT JUST ANOTHER CON X:<br>Amherst, MA      |
| 10/21/94 | ALBACON '94:<br>Glasgow, Scotland           |
| 11/11/94 | ORYCON 16: Portland, OR                     |

(continued on page 3)

**In Attendance:** A. Joseph Ross, President; Nicholas Shectman, Vice-President; Allan Kent, Treasurer; Sheila Oranch, ConChair '95; also present: Randall Cohen, Kenneth Knabbe, Tim Roberge

The majority of the Executive Board Meeting was devoted to interviewing the two candidates for Arisia '96: Nicholas Shectman, current vice-president, and Timothy Roberge. As printed last month, both candidates are relatively new to fandom and both promise to bring a new viberance to the organization.

Both the president and the treasurer's questions dealt with leadership. The convention chairman for 1995 questioned both candidates on marketing, character assassination, and time to devote to the convention. While the clerk was not present, he had asked Randall Cohen to act as surrogate for him and provided him with a series of questions for both candidates which

**PRESIDENT:**

A. Joseph Ross  
648 Washington Street  
Brookline, MA 02146  
H: 617/734-7372  
W: 617/367-0468  
E: aj.ross@genie.geis.com

**VICE-PRESIDENT:**

Nicholas Shectman  
P.O. Box 2457  
Cambridge, MA 02238  
H:  
W: 617/495-3037  
E: phi@frank.harvard.edu

**TREASURER:**

Allan Kent  
15 Park Avenue Extension  
Arlington, MA 02174  
H: 617/646-7681  
W:  
E:

**CLERK:**

Edward Dooley  
37 Morton Street  
Waltham, MA 02154  
H: 617/894-4853  
W:  
E:

**ConChair '94:**

James Belfiore  
18 Dix Road  
Maynard, MA 01754  
H: 508/897-6203

**ConChair '95:**

Sheila Oranch  
45 Christopher Road  
Holliston, MA 01746  
H: 508/429-4301

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

---

was extrapolated from each candidates resumes.

Some members of the board felt that Ed's questions were unfair and started to debate the validity of the direction they were going, or the information Ed was trying to obtain. Both candidates answered all questions and proved that they could answer on the fly and under fire.

The president announced that the E-Board would vote at the beginning of the next Corporate Meeting on July 19th, as one of the complaints last year was that the membership had been denied the information of how the board had voted. The board would, however, be meeting in private to discuss the merits of both candidates.

Once the interviews were completed the board moved on to other business. The clerk had provided Randall

Cohen with a letter requesting that he be allowed to act as surrogate, and, in case there were any question in regards to the bylaws, asked that Randall be appointed interim clerk for the duration of the June meeting. The president was hesitant to allow this.

Joe pointed out that the board came under heavy fire from various elements of the membership during the last selection of conchair. At that time one member of the board was leaving in August, another had just been appointed at the previous meeting, and elected to office at the corporate meeting that followed. The president stated that he did not wish cast any shadow on the appointment this year, and disallowed the request. He did appoint, however, Randall Cohen, as temporary clerk charged with only taking the minutes of the meeting.

The next item of business was the matter of the budget for **ARISIA '95**. Sheila Oranch, Chairman on the 1995 Convention Committee informed the board that the ConCom had met on the 9th, and had spent three hours going over the budget and making changes. The main potential problem of the budget was that in order to plan for 1500 the committee was dependant on making a prereg figure of 800. If that figure was not made, then divisions and their departments would have to scale back and adjust downward the plans and projects.

When asked why there were changes in the published budget in the May issue and April issue, Kenneth Knabbe--Convention Treasurer, explained to the board that the figures from 1994 were incomplete, and substantial differences occurred in the figures during the one month time period. The first figures were not accurate the first time published, hence one reason that the budget was referred back to the budget committee. Also, there were certain items that the ConChair wished grouped together in appendices. The board reviewed the budget, and it was decided to:

**Recommend the budget as published to the membership.**

The board next turned to the matter of setting two meetings for the E-Board. The first was to discuss the matter of a certain individual who a complaint was brought to the attention of the board after **ARISIA '94**. The board agreed to meet at the home of Nicholas Shectman in Cambridge on June 28th at

eight o'clock. Other items were also to be discussed such as fine tuning certain policies. Sheila Oranch mentioned that she planned to be out of the country on holiday and discussed giving her proxy to another member. The president reminded the ex-officio member that there were no proxies in E-Board meetings.

The matter of the inkjet printer was raised. It was recommended to send this to the membership.

A request was made from NJAC to share our mailing list. The president thought that this would be okay as long as we release only the names of those people said it was okay. This was authorized by the board.

NJAC should contact either Allan Kent or Edward Dooley

A matter of key access was raised concerning storage and Inventory Control. The subject was tabled until the next E-Board meeting.

The clerk forwarded several motions to the board. The first was that ARISIA '94 Registration submit a list of all comped memberships to the clerk for publication in *MENTOR*.

This was approved, and will be provided to the clerk. It was estimated to take one month.

The second motion was that the drapes placed in storage without the approval of the E-Board or Corporate Inventory be removed as no Fire Certificate can be provided.

The president, vice-president, and treasurer were against this motion, however, the president did not that we would leave the drapes and get a fire certificate. This was accepted by the rest of the board present.

Proposal to publish and agenda was tabled because there was no clerk.

Concerning the BCEC request, the clerk sent in a written statement which in the short form boiled down to the fact that we appointed Kenneth Knabbe as Convention Treasurer and should support his

judgement. The Convention Treasurer for A'95 stated that it should now not cause a records problem and should be okay. Allan Kent volunteered to handle any extra work--even after a new treasurer is elected.

It was recommended to send it to the membership.

[While not mentioned it is estimated that the ] E-Board meeting adjourned at 2:30 p.m. (approximately).

#### **CONVENTION CORNER:** (continued)

11/18/94      **PHILCON '94: Philadelphia, PA**

1/15/94      **ARISIA '95: Boston, MA**

2/17/94      **BOSKONE 32: Framingham, MA**

2/17/94      **KATSU CON:  
Virginia Beach, VA**

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

---

# **(GETTING DOWN TO BUSINESS)**

## **CORPORATE MEETING**

**June 12, 1994**

**In Attendance:** Ted Atwood, Randall Cohen, Donna Dube, Marshall Ellis, Mark Hertel (N), Sue Isaacs (N), Christine Ivey, Jeff Jordan, Walter Kahn, Allan Kent, Kenneth Knabbe (N), Benjamin Levy, Michael McAfee (N), Sheila Oranch, Tim Roberge, A. Joseph Ross, Nicholas Shectrfian, Pat Vandenberg

**[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.]**

**TOTAL MEMBERS IN ATTENDANCE AT THE JUNE ARISIA CORPORATE MEETING: 14**

**SPECIAL NOTE:** This issue is based on the recording and notes taken by Randall Cohen (G) for Edward Dooley (Clerk). As such, some errors of omission may occur. Corrections to the minutes should be submitted to the clerk, *in writing*, in order to be appended to the minutes of the June meeting.

**No Corrections to the minutes were noted.**

### **PROXIES:**

Edward Dooley granted his proxy to Randall Cohen with certain instructions. The proxy was not transferable.

Jill Eastlake granted her proxy to Pat Vandenberg.

Donald Eastlake III (?) granted his proxy to Al Kent.

Suzanne Labonville granted her proxy to Al Kent.

Holly Love granted her proxy to Ted Atwood.

Amy West granted her proxy to Ted Atwood with the provision that it was transferable.

**[Members are reminded that they should grant their proxies to other 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:**

No members were up for transfer.

### **INDEX:**

ANNOUNCEMENTS:	PAGE 8
COMMITTEE REPORTS:	PAGE 6
CONVENTION CORNER:	PAGE 1
DEPARTMENT REPORTS:	PAGE 6
DISCLAIMER & RATES:	BACK COVER
EXECUTIVE BOARD:	PAGE 1, 9
NEW BUSINESS:	PAGE 7
OLD BUSINESS:	PAGE 7
SPOTLIGHT:	PAGE 10
UPCOMING EVENTS:	PAGE 8

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

**PRESIDENT'S REPORT**

**A. Joseph Ross reporting:**

[No written report submitted]

The president reported that he had received a request from NJAC on sharing mailing lists. While we do not have the a SFFWA mailing list we can share, he saw no problem in making available our own mailing list.

The president appointed Randall Cohen to Corporate Benefits (and was later shocked that he had a report!). The membership apparently ratified the appointment unanimously [although I might have heard a single no vote—couldn't recognize the voice. Any idea's Randall?]

E-Board will meet privately to deal with business and will vote on ConChair '96 at the beginning of the 7/19 meeting.

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

**Nicholas Shectman reporting:**

Grant Committee: I met with Ken Johnson of MITSFS, gave him a copy of the grant forms, and explained how the procedure worked and what he might expect from it. He has promised me an application "in a couple of weeks".

Computer Needs Committee: Needs more members!

**TREASURER'S REPORT: /  
BUDGET COMMITTEE:**

**Allan Kent reporting:**

[No written report was submitted]

It was reported that a "NEW" budget was presented to the membership. The new budget was based on discussions held on the previously published budget in *MENTOR*. Various problems and delays were pointed out if any delay was made in passing the published budget. Certain members still had problems with the budget, but monies were needed to get certain mailings out. Heavy discussion. Jeff Jordan presented an outline of problems with the published budget. Various motions were made [difficult to hear on the tape] to substitute an alternate budget based on 1021 members. Further amendments were made to place financial controls on wild spending habits.

A comment was made by the president concerning trust in representation of elected officials. A point of order was raised by Jeff on whether the president should be speaking to the membership during the meeting. Sheila Oranch supported Jeff by reminding Joe that he should not be commenting while chairing the meeting. Joe withdrew his comment.

The thrust of the discussion center on the fat padded in the budget. It was pointed out by Ted Atwood that if the budget was tabled, mailings and publicity will be delayed until possibly September, and would not do the con any good.

**VOTED:** To pass the previously published budget based on 1500 paid memberships.  
8 / 4

**CLERK'S REPORT: /  
DATABASE PROJECT:**

**Edward Dooley reporting:**

I apologize to the membership for not being present today, and thank Randall Cohen for acting on my behalf. Members should remember to sign in. For persons joining today, the membership rate is \$6, after the meeting the rate drops to \$4. General members should begin to think about the annual meeting in September, and what position they wish to run for. All committees and appointments terminate at that time. Reports should be made prior to that meeting.

Concerning the database, we are now one month behind schedule with the initial completion of the Registration application. The application will be completed summarily this week. With or without the cloning capability that we were hoping for. It should have been completed by now. The development of the Art Show system will now have our complete attention, followed shortly afterwards by the PROGRAM Division's Scheduling Application, which the ConChair for '95 has promised her program staff.

It was recently reported at a ConCom meeting that Corporate was pushing for an online system at-con. This has never been the case. Besides licensing the convention for the use of the corporate systems, it was stated at the beginning (of the project) that an online system for speedy application could only be developed after the primary offline system was developed and implemented. Development of registration has been slow due to the fact that the ConCom '95 Registration Group has been talking directly with the developer and not clearing application enhancements (before development with me). I consider this a failure on my part.

For the record, Sheila Oranch has approached me with another of her "specialists". I wish to go on record stating that the development staff is more than competent to handle the project with myself and Bill (Powers) and several in-house consultants. We have more than enough qualified persons in-house to develop this project. If not, the project should be killed until we are adult enough to develop it as a team effort!

---

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

## **COMMITTEE REPORTS:**

### **ConCom '94:**

Jim Belfiore reporting:

[No written report was submitted]

Jim has reproduced the Program (Book) ad invoices

and these will be followed up on in the hopes of being able to collect the money.

### **ConCom '95**

Sheila Oranch reporting:

[No written report was submitted]

Sheila will be proposing that we purchase a copy machine and she will be supplying real numbers but estimated to be somewhere in the range of \$3000 to \$4000 for machine.

The matter was referred to the E-Board per the chair. Allan Kent objected, received a second, and the matter was discussed [Discussion not captured]. The corporate treasurer requested if he could withdraw his objection and was allowed to do so.

**THE NEXT CONCOM MEETING WAS SCHEDULED FOR JULY 16th AT CAROL SALEMI'S HOUSE AT 3:00 PM. THE TOPIC OF THE MEETING IS PUBLICATIONS AND MARKETING.**

## **LONG RANGE PLANNING:**

Pat Vandenberg reporting:

[No written report was submitted.]

A meeting was scheduled for 5:30 pm on Thursday (6/16 at Pat and Allan's). The agenda would be to discuss earned and gift memberships and financial reserve held by the corporation. Candidates for treasurer were encouraged to attend.

## **CORPORATE DEPARTMENTS:**

### **CORPORATE BENEFITS:**

Randall Cohen reporting:

Comment from the Prez, Well I don't suppose there is one, since he has just been appointed to the position. [WRONG!]

I have looked into a couple of different things for benefits for the membership.

The first was a discount at a bookstore. I contacted the offices of WaldenBooks, Barnes and Noble, and Border's Book Shop. None of these offer any group discounts to anyone, but two of them did offer to help us (as a non-profit organization) with a fund raiser. I am trying to stay away from small independent shops when looking for a possible discount. These shops would only be a benefit to a small number of the members, not all of them.

The second was access to group health insurance or an HMO, this isn't going to happen either. They both base membership on an employer / employee relationship with the employee working at least thirty-two hours. (One E-Board member commented that there are some associations that offer group health insurance to their members. Randall's answer: They do make exceptions for some very large associations, but we are just too small to qualify even if we got 100% participation.)

If anyone has any more ideas let me know, preferably in writing and I'll look into them.

## **CORPORATE MERCHANDISING:**

**Jim Belfiore reporting:**

[No written report was submitted]

## **INVENTORY CONTROL OFFICER:**

**Tim Roberge reporting:**

[No written report was submitted]

Tim reported that the extra program books have been disposed and recycled. Twenty-five of each year had been saved for archive purposes. An inventory had been taken out at storage. It is

presently on disk, but will be printed out soon.

The president stated that anything going into inventory (storage) should be coordinated with the Inventory Control Officer. The treasurer suggested that a written procedure be written up for in/out and who did inventory.

A simple solution of a clipboard and a pad of paper was suggested.

## **(...AND HERE BE DRAGONS)**

## **OLD BUSINESS:**

The matter of the letter head was raised. In a report written by the clerk, Ed explained that the letter head was styled in a stencil font, and was being remastered pixel by pixel.

The matter of the inkjet print was raised again. The request had been previously made. It was unclear to some whether it was from Jim Belfiore or Ed Dooley. The motion was made to spend \$350 for printer. It was noted that this was NOT for a color printer. There was discussion.

Jeff Jordan was against the proposal. It was felt that there were plenty around to be used.

Walter Kahn was for it.

Pat Vandenberg stated that the printer should be under the control of the corporation.

## **NEW BUSINESS:**

Concerning the Corporate letterhead, the image had been rescanned. The broken letters were suppose to be. The font style was a stencil type. The image was being corrected. Pixel by pixel.

Concerning the clerk's computer. It was reported that the hard drive was seizing up. [And suffered terminal failure on June 14th when it died. After several hours of abortive attempts the computer worked for a short time. Long enough to remove the data on the drive, before it stopped working again. It was returned to

Computer Needs June 28th.] Computer Needs stated that they were working on an alternate but could need more help on the committee, but would provide a replacement.

## **ANNOUNCEMENTS:**

A hat and sweatshirt was left at Pat and Allan's house at the last ConCom.

People were reminded that the next ConCom was on 7/16 at Carol Salemi's

People were reminded that the next Corporate Meeting was on **TUESDAY JULY 19th** at **UMASS -- HARBOR CAMPUS.**

---

## ***DIRECTIONS TO U-MASS:***

From the NORTH/WEST

Take 93 South to Exit 15 [Columbia Road/JFK Library]. Turn left at Flashing Light at bottom of the ramp. Go past the T Station. Bear right at rotary--taking first right turn. Follow signs to the university. Take parking ticket. [Garage Closes at 10:30/11:00 approx.]

From the South

Take 93 North to Exit 15 [Columbia Road/JFK Library]. Turn right at bottom of the ramp. Go past the T Station. Bear right at rotary--taking first right turn. Follow signs to the university. Take parking ticket. [Garage Closes at 10:30/11:00 approx.]

By T

Take Red Line to JFK/U-Mass Station. Take shuttle to University.

From the East

Swim

## **UPCOMING EVENTS:**

**7/16/94 ARISIA '95 ConCom Meeting**

**7/19/94 ARISIA CORPORATE MEETING** at 7:30 pm -- University of Massachusetts, Harbor Campus, Boston -- Wheatly Building, 4th floor lounge.

**NOTE: THIS IS A TUESDAY NIGHT MEETING**

**AUGUST:**

**8/3/94 PRESS DATE FOR ISSUE 45** (Submission deadline is the Thursday before -- Candidates for the Corporate Election should keep this in mind.)

**8/18/94 ARISIA CORPORATE MEETING** at 7:30 pm -- University of Massachusetts, Harbor Campus, Boston -- Wheatly Building, 4th floor lounge.

**NOTE: THIS IS A THURSDAY NIGHT MEETING**

**8/31/94 MEMBERSHIPS EXPIRE AT MIDNIGHT**

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



*(AND ANOTHER WORD FROM  
OUR SPONSOR...)*

**EXECUTIVE BOARD MEETING**

**JUNE 28, 1994**

The president, A. Joseph Ross, called the meeting to order at 8:50 pm (the clerk was late due to a parking problem--there was none).

**In Attendance:** A. Joseph Ross, President; Nicholas Shectman, Vice-President; Allan Kent, Treasurer; Edward Dooley, Clerk; Sheila Oranch, ConChair '95; **also present:** Randall Cohen

The question of the meeting boiled down to whether the question was barring a certain individual or giving strict orders to Security.

The clerk raised a counter question of whether the organization is liable for damages if it was found out that meetings were held just to discuss the matter concerning a certain individual.

The treasurer said that there were four actions we could take:

1. To barr from the Con and tell the individual.
2. To barr from the Con and not tell the individual.
3. Let the individual register and then kick him out if something occurs.
4. Do nothing.

It was discussed that we should not let the individual in and tell the individual that he cost us more than he is worth.

The president's stance was that we should tell the individual the flat truth. Tell the individual that they will be observed and if the individual acted up they will be bounced.

Noel Rosenberg called in (neither Noel or Joel were

present). The director of Security for ARISIA '95 felt that the board should inform the individual in question his registration will not be accepted. Noel also told Sheila that he had further information on the problem being discussed. Noel was advised to get the items to Randall Cohen. Noel hung up. Sheila choked the phone.

The board discussed beefing up the existing policy.

The board waffled for a while on the subject. Sheila finally drew the line and informed the board she would not accept a registration from the individual. The clerk supported the ConChair. The rest of the board felt hesitant. The president stated that he wanted to keep the door open.

It was finally decided that a letter would go out to the individual in question informing the individual that his registration would not be accepted at ARISIA '95, however, if the individual could provide proof that their habits had changed sometime in the future, Arisia might consider allowing him to return. Acceptable forms of proof would be letters from other organizations.

The first draft of the letter was due at the July 13th E-Board Meeting. Sheila would write the letter, and Joe would sign it.

The meeting adjourned at 9:55.

## **SPOTLIGHT:**

[The following is taken from the Bylaws of  
ARISIA, Incorporated:

### **ARTICLE III: OFFICERS AND ELECTIONS**

3.1 At the Annual Meeting the Membership shall elect a president, vice-president, treasurer, and clerk. The officers so elected shall take office at the end of the Annual Meeting and serve until the next Annual Meeting and thereafter until their successors are elected.

3.2 The duties of the officers are as follows:

(a) The president is the chief executive officer of the Corporation, presides at the meetings of the Membership and of the Executive Board, and is in general charge of the day-to-day activities and business of the Corporation. The president shall insure that corporate activities are in accordance with the policies of the Corporation.

(b) The vice president shall assume the duties of the president during any vacancy in the office of president and during the president's absence or inability to act. The vice president shall insure that corporate activities are in accordance with federal, state, and local laws. The vice president chairs the Grant Committee.

(c) The treasurer shall keep the funds in depositories designated by the Executive Board, maintain the financial records of the Corporation, and pay debts properly authorized in accordance with these bylaws. The treasurer shall make the financial records available to the Executive Board and Membership. The treasurer shall insure that corporate activities are in accordance with federal, state, and local tax laws and shall be responsible for all necessary filings with any taxing authorities.

The treasurer shall chair meetings in the absence of both the president and the vice president. The treasurer chairs the budget committee.

(d) The clerk shall keep minutes of meetings of the Membership and of the Executive Board and maintain the records of the Corporation, other than financial records, but including the membership roster and attendance records. The clerk shall inform members of corporate activities, including publishing and distributing the monthly corporate newsletter and all other notices not otherwise assigned. The clerk shall affix and authenticate the Seal of the Corporation as directed by the Membership or by the Executive Board. The clerk shall preside at meetings in the absence of the president, the vice president, and the treasurer.

3.3 Only one person can hold any office at any given time. No person can hold more than one office at the same time. The person approved as convention chairperson for a specified convention may not run for an office until after that convention.

3.4 (a) Any General member may nominate himself or herself for office by submitting the nomination at least eighteen days prior to the Annual Meeting. [As amended 1/19/92]

(b) Any candidate who so nominates himself or herself shall be entitled to submit a campaign statement, not exceeding 100 words, for inclusion in the edition of the Newsletter prior to the Annual Meeting.

(c) Additional nominations may be made from the floor at the Annual Meeting. Nominations from the floor of a person not present at the meeting is not valid unless the written consent of the nominee is submitted to the presiding officer.

---

# BEHIND THE LENS

The ConCom News of ARISIA '95

---

Volume 1, Issue 2  
JULY 1994

\$ Zero Budget . No Sense

---

## ***WILL THE CONCOM ENTER AND SIGN IN PLEASE!***

*by Ed Dooley*

6/8

As of today, only one person, other than those present at the 5/7 ConCom Meeting, have returned their information questionnaire. To Elgie Ginsburgh, thank you! The questionnaire is important as it is the only way to get information for the ConCom Directory.

In the past, previous ConComs have taken preexisting lists and recycled all the information, whether it is correct or not. As ARISIA '95 is an entirely different organization the ARISIA '94, even though many of the names and faces are the same, it has a different thrust and goal than its predecessor. **ALL** members **must** fill out the questionnaire.

If you are a corporate member with a survey on file with the clerk, the information will be taken from your corporate record--just tell us your name, division, and department, and that you are a corporate member. Any guesses how the directory may be set up? Non-Corporate members will have to fill out the whole thing. As the saying goes, membership does have certain privileges.

Some may chose to argue that this is not the way other organizations do it. Fortunately, we are not other organizations. Arisia takes the privacy of its members very seriously. Member questionnaires will be do at the 7/16 ConCom, or, members may send their information to me directly. No exceptions!

## ***One Sure Fire Way To Kill An Evening!***

*by Ed Dooley*

6/9

The second ConCom meeting was held on June 9th at the home of Allan Kent and Patricia Vandenberg in Arlington. Represenatives from several divisions and departments were on hand to discuss their plans for ARISIA '95. They never got their chance.

The ConCom meeting, which started an hour late at 8 pm, had all the makings of a traditional ARISIA Corporate meeting. Long, dull, and boring. The chief topic discussed was the unpassed budget submitted and before the corporate organization. In an ill-conceived moved, the chairman of ARISIA '95, Sheila Oranch, began revising said budget which was to be voted on on June 12. [The Corporate Organization passed the budget as printed in the corporate newsletter **MENTOR** on the 12th.]

The budget was, Ms. Oranch, admitted, entirely made up as only Programing, Art Show, Logistics and Security had submitted real budgets. The rest was extrapolated from past receipts of previous conventions. Even so, this did not stop various members from quibbling. It was called to the chairman's attention that the same procedure would be repeated at the corporate meeting. This was ignored.

The meeting was reported to continue until past eleven pm, but this reporter left shortly after 9 due to other obligations.

**MESSAGE FROM YOUR ARISIA '95  
TREASURER: Kenneth Knabbe**

The budget has been approved by corporate. Anyone who is authorized to spend money should have a copy. If you need one just let Sheila or me know. When the budget was made we estimated expenses on the high side. Most areas are expected to come in under budget. If you feel you need more money, remember you must get authorization in advance. There should be a copy of both an expense form and a tax exempt form in this issue. Please remember Arisia does not pay sales tax.

Also, in order to keep track of how the convention is doing, I ask that people hand in expense forms as money is used and not wait until you have a pile built up or need money reimbursed for expenses paid out by you.

One problem Arisia has had in the past was that some things were done last minute. This caused Arisia to do printing and other things in a more expensive manner than what it would have cost if done more in advance. One of the things I plan on doing is to keep track of the expenses as they come in. If I do not see bills I think I should, you will be getting a call from me asking: "What do you need to get the job done, or if done, where are the expense forms?"

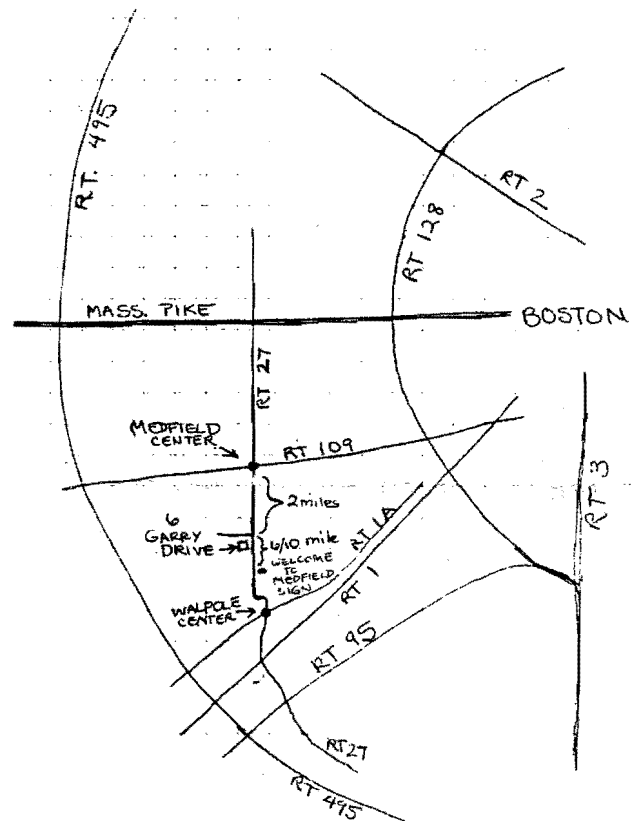
This year I hope we can all work together as a team. Please feel free to call me any time you have a question or just need someone to bounce an idea off. My answering machine is never turned off. Just be sure to tell me the best time to call you back. Together we can put on the best Arisia yet!

Kenneth Knabbe  
44B Lionel Avenue  
Waltham, MA 02154

H: 617/899-4351

And addendum to our treasurer's note from the ConChair, Sheila Oranch: "All expenditures **MUST** be authorized by a Division Head or ConChair **ONLY!**"

To CAROL SALEMI'S



FROM THE SOUTH  
RT 1 or 1A or 95  
to 27 NORTH  
thru WALPOLE CTR.  
note sign: WELCOME  
to MEDFIELD go  
1/4 mile turn  
left onto GARRY DR  
1st house on left

FROM THE NORTH - 128 SOUTH  
TO 109 WEST TO MEDFIELD  
TO 27 SOUTH - LEFT TURN  
\* GO 2 miles - turn RIGHT  
ONTO GARRY DRIVE 1st house  
on left #6 - blue  
FROM 495 - GO TO 109 EAST TO MEDFIELD  
TO 27 SOUTH - RT TURN  
\* see above

**\*\* WARNING IMPORTANT  
\*\* INFORMATION ALERT \*\***

**DEADLINES:**

7/16/94	ConCom Meeting at Carol Salemi's. Topic: Publications and Marketing.	12/10/94	Pre-Reg Completed
7/31/94	Logistics Plan Published for Storage/Moving Process -- Interaction Corp. Inventory Control	12/17/94	Pre-Reg Leftovers mailed
8/13/94	Art Show Mailing to Artist/Agents	12/18/94	Program Book to press
8/15/94	PR# 1 goes to press	12/26/94	Pocket Program to press
9/04/94	PR# 1 mailed (mass mailing)	12/31/94	Logistics Requests accepted with DivHead/ConChair/2 E-Board signatures at this time
9/21/94	Final Con Policies about: conduct, weapons, press, etc, for Publication due	1/06/95	Con News Issue 1 Deadline
9/30/94	Hotel Rooms/Layout Requests Due	1/11/95	ARISIA '95 Move In begins
9/30/94	Initial Logistics Requests due without penalty	1/12/95	ARISIA '95 Move In in process
10/07/94	Bios & Program Items due	1/13/95	ARISIA '95 Opens
10/15/94	Gopher Requests Due	1/15/95	ARISIA '95 Closes/Move Out begins
10/22/94	Pre-Reg Final Proofing	1/15/95	ARISIA '95 Dead Dog Party
10/31/94	Logistics Requests accepted with DivHead signature due at this time	1/16/95	ARISIA '95 Move Out concludes
11/01/94	Program Book Ad deadline	1/17/95	???????????
11/08/94	Pre-Reg Packet to press	1/22/95	ARISIA '95 Debriefing
11/13/94	Pre-Reg Packet mailed		
11/18/94	Deadline for submission for Program Book		
11/30/94	Logistics Requests accepted with DivHead/ConChair signatures at this time		
12/01/94	Pre-Reg Deadline		

# Arisia 1995 Logistics Tracking Request Form

Date Sent: \_\_\_/\_\_\_/\_\_\_ Date Recieved: \_\_\_/\_\_\_/\_\_\_ Date Replied Sent: \_\_\_/\_\_\_/\_\_\_

Division Making Request: \_\_\_\_\_ Department Making Request: \_\_\_\_\_

Description of Item: \_\_\_\_\_ Serial #('s) if Available: \_\_\_\_\_

Estimated Weight: \_\_\_\_\_ Fragile? Y/N May we sticker it? Y/N

Special Needs? Temp. ESD Guass Moisture Other: \_\_\_\_\_

Who Owns the Item: \_\_\_\_\_

Aproximate Retail Replacement Value: \_\_\_\_\_

Source Location: \_\_\_\_\_

Starting Location: \_\_\_\_\_

Hotel Destination: \_\_\_\_\_ How will it get there: \_\_\_\_\_

Return Destination: \_\_\_\_\_ How will it get there: \_\_\_\_\_

Will this oject need to be securely stored during the convention? Y/N

If so, who is AUTHORIZED to sign items out? \_\_\_\_\_

Would you like this information forwarded to INSURANCE? Y/N

NOTE: if an item is left in a room being secured at the close of the con and it doesn't have a form filled out on it,

## IT WILL BE DUMPSTERIZED!!!

OFFICE USE ONLY					
PICKED UP AT	BY	TIME	DROPPED OFF AT	RECVD	TIME
1. _____	_____	____:____	_____	_____	____:____
2. _____	_____	____:____	_____	_____	____:____
3. _____	_____	____:____	_____	_____	____:____
4. _____	_____	____:____	_____	_____	____:____
5. _____	_____	____:____	_____	_____	____:____
6. _____	_____	____:____	_____	_____	____:____
7. _____	_____	____:____	_____	_____	____:____
8. _____	_____	____:____	_____	_____	____:____
9. _____	_____	____:____	_____	_____	____:____
10. _____	_____	____:____	_____	_____	____:____

ARISIA, Incorporated  
Expenditure Form (Rev 3/92)

Mass. Sales Tax Exemption: 043-031-143

Expires 1/4/96

Provide supplier with Mass. ST-5 and ST-2  
if purchase is normally taxable.

Office Use: No.

Acct:

Date Entered:

Today's Date:

Your Name:

What was purchased? Include Receipts

Description

Quantity

Price (no tax)

\$

( ) If continued on back of form

What will it be used for?  
(include which department)

Purchased from:

(vendor name)

(vendor address, for payment)

Total Amount of purchase \$

Paid by ( ) your cash, check, or credit card

( ) bill to be sent to Arisia; only if approved in advance

( ) bill attached - send check to vendor; only if approved in advance  
the complete vendor address is necessary

( ) check from Arisia; check #:  
account: - - at bottom of check

( ) cash from Arisia; cash taken \$  
cash returned \$

Approved by:

date:

max. amount approved \$

If you do not have advance approval to buy this, you may not be paid  
for it soon, if at all.

Notes:

THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE  
DETERMINATION BUREAU

## EXEMPT PURCHASER CERTIFICATE

MASSACHUSETTS DEPARTMENT OF REVENUE  
CERTIFICATE OF EXEMPTION



Certification is hereby made that the organization herein named is an exempt purchaser under General Laws, Chapter 64H, Sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to 1 year in prison and \$10,000 (\$50,000 for corporations) in fines.

PLEASE  
COMPLETE  
THIS  
SECTION

NAME ARISIA, INCORPORATED  
ADDRESS 1 KENDALL SQUARE SUITE 322  
CITY CAMBRIDGE STATE MA ZIP 02139

EXEMPTION NUMBER E  
043-031-143  
ISSUE DATE  
01-04-91  
CERTIFICATE EXPIRES ON  
01-04-96

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

Purchased from \_\_\_\_\_

Description of Property to be Purchased \_\_\_\_\_

Signed Under the Pains and Penalties of Perjury

Dated \_\_\_\_\_ 19\_\_\_\_ Signature \_\_\_\_\_

By (title) \_\_\_\_\_

Check Applicable Box ☐ Single Purchase Certificate ☐ Blanket Certificate ☐

## INSTRUCTIONS FOR USE OF EXEMPT PURCHASER CERTIFICATE

Sales to the United States, the Commonwealth or to any political subdivision thereof or to their respective agencies are exempt.

Sales to any Corporation, Foundation, Organization or Institution which is exempt from taxation under the provisions of 501 (c)(3) of the U. S. Internal Revenue Code, as amended and in effect for the applicable period, are exempt from tax provided that:

- The tangible personal property which is subject to such Sales Tax is used in the conduct of such Organization or Agency;
- The Organization or Agency shall have obtained: a Certificate of Exemption (Form ST-2) from the Commissioner of Revenue certifying that it is entitled to exemption and shall attach a photocopy of such form (ST-2) hereto;
- The Vendor must retain a copy of Form ST-5 accompanied by Form ST-2 as are other tax records. See Record Retention Regulation 830 CMR 62C.24

## NOTICE TO VENDORS

Vendors must obtain a copy of the Certificate of Exemption at the time of any sale to an Exempt Organization. Vendors should verify the validity of the Certificate presented to them by checking the Expiration Date on the Certificate. Vendors must not honor a Certificate of Exemption which has expired.

Vendors should call the Determination Bureau (617) 727-0135 if they have any questions regarding a Certificate of Exemption which is presented to them.

## PLEASE NOTE

Massachusetts General Laws, Chapter 64H, Section 6(e), as amended by Chapter 233 of the Acts of 1983, states as follows: The certificate of exemption issued by the Commissioner under clause (2) shall be effective for a period of five years from the date of its issuance ..... provided that ninety days prior to said date the Commissioner shall notify such corporation, foundation, organization or institution, of the expiration date of said certificate. Such corporation, foundation, organization or institution must obtain from the Commissioner a renewal of such certificate in order to be entitled to a continuance of such exemption beyond the expiration date of any existing certificate.

If necessary, additional information may be obtained from:

Massachusetts Department of Revenue  
Determination Bureau  
P. O. Box 7027  
Boston, Massachusetts 02204

(This form is approved by the Commissioner of Revenue and may be reproduced.)

ST-2

MASSACHUSETTS DEPARTMENT OF REVENUE  
CERTIFICATE OF EXEMPTION



Certification is hereby made that the organization herein named is an exempt purchaser under General Laws, Chapter 64H, Sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to 1 year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side).

ARISIA INCORPORATED  
1 KENDALL SQUARE SUITE 322  
CAMBRIDGE, MASS. 02139

EXEMPTION NUMBER E  
043-031-143  
ISSUE DATE  
01-04-91  
CERTIFICATE EXPIRES ON  
01-04-96

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE  
MITCHELL ADAMS



**ARISIA '95  
CONCOM QUESTIONIARE**

All data collected is for **INTERNAL** use **ONLY** and should not be given out to non-concom or corporate members. **ARISIA '95** is the operating name for the Convention Committee of **ARISIA, Incorporated**. ConCom members will be listed in the next issue of **ARISIA, Incorporated's** Membership Directory. Corrections to all entries should be made in writing and directed to the clerk of **ARISIA, Inc.**

NAME: \_\_\_\_\_ FAN #: \_\_\_\_\_

DIVISION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

1) Are you presently a corporate member? Y / N

If YES, is your information still the same as on file with the clerk? Y / N

IF YES, you do not need to fill in this questionnaire. Your data on file will be used.

2)

FAN NAME: (optional)

ADDRESS:

ADDRESS:

CITY:

STATE/PROVENCE:

ZIP-CODE:

COUNTRY:

TELEPHONE #:

E-MAIL #:

OTHER #:

OTHER #:

May we print your data in our directory? Y / N

**FIRST CLASS MAIL**

**BEHIND THE LENS**  
***The ConCom News Of ARISIA '95***  
37 Morton Street  
Waltham, MA 02154

***Behind The Lens*** is distributed to all Division Heads, Department Heads of ARISIA '95, and to all Corporate Members of ARISIA, Incorporated. Members of the ARISIA '95 Convention Committee may request a copy of the ConCom Newsletter from their Division Head. ***Behind The Lens*** is available on the Tangent BBS.



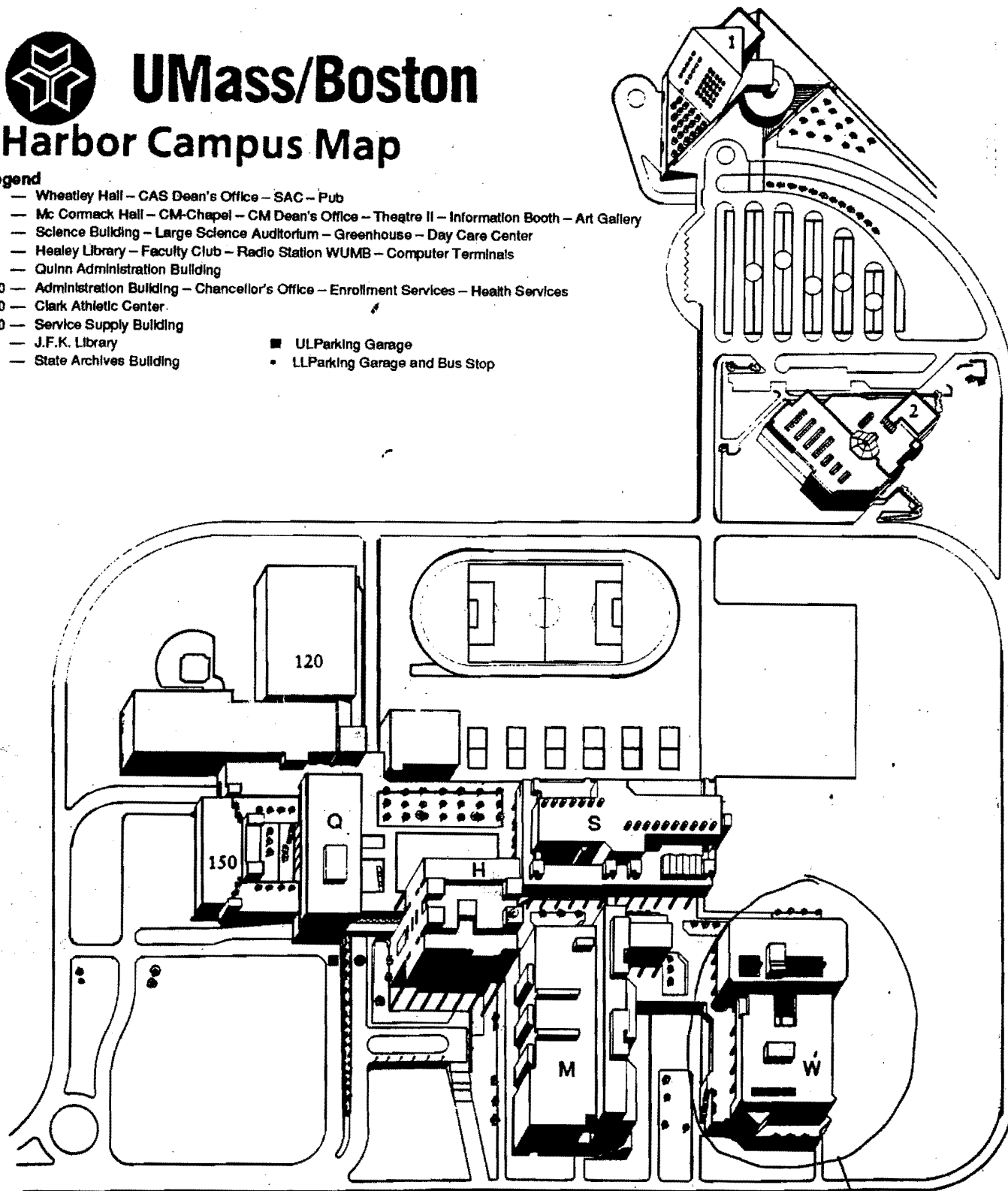
# UMass/Boston

## Harbor Campus Map

### Legend

- W — Wheatley Hall — CAS Dean's Office — SAC — Pub
- M — Mc Cormack Hall — CM-Chapel — CM Dean's Office — Theatre II — Information Booth — Art Gallery
- S — Science Building — Large Science Auditorium — Greenhouse — Day Care Center
- H — Healey Library — Faculty Club — Radio Station WUMB — Computer Terminals
- Q — Quinn Administration Building
- 110 — Administration Building — Chancellor's Office — Enrollment Services — Health Services
- 120 — Clark Athletic Center
- 150 — Service Supply Building
- 1 — J.F.K. Library
- 2 — State Archives Building

- ULParking Garage
- LLParking Garage and Bus Stop



TAKEN FROM THE U-MASS SCHEDULE OF COURSES.

WHEATLEY  
HALL, 4TH FL.

FIRST CLASS MAIL



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



---

Mentor of ARISIA is a monthly publication of:

ARISIA, Incorporated  
1 Kendall Square, Suite 322  
Cambridge, MA 02139

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 March is \$12.

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

---