



MENTOR OF ARISIA

Issue 45

August 1994

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

EXECUTIVE BOARD MEETING:

July 13, 1994

The president, A. Joseph Ross, called the meeting to order at 8:45 pm.

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

The minutes of the E-Board meeting for 6/28 were accepted as correct with the following corrections noted:

- : Discussion should not have been published.
- : The decision of the board did not include that letters of proof would be required. The person in question would be required to take the initiative to talk to future conchairs. The person would be barred from future conventions until such time as he spoke with a future chair.

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Sheila Oranch, presented a letter to the board that, after some corrections, was approved to be sent to the person in question notifying said person that he would not be allowed to register for ARISIA '95

The matter of key access and the storage location was discussed. The main concern voiced was the need to keep track of where things are. It was decided that Inventory Control would have to develop a tracking form which members would be required to fill out

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 Sheckman
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 02145
H: 508/429-4301

ConChair '96:

Nicholas Sheckman
P.O. Box 2437
Cambridge, MA 02238
H:

Articles, comments, and items for **MENTOR** should be submitted to the **Clerk** at the address shown above—as well as changes in membership information.

People are asked 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. **TANGENT BBS** is an independently operated bulletin board service.

when they removed something from storage. A box or envelope would be posted at storage in order to collect previously mentioned form.

People would be required to notify Inventory Control in this manner that items had been removed from/place in storage in a timely manner. Furthermore the treasurer would be required to notify and update the Inventory Control Officer who had key access in a timely manner.

Concerning Policies, it was decided that all policies published in the program book should be the official policies of the corporation. It was decided to recommend to the membership that all convention policies be sent to the Long Range Planning Committee to be formally written up.

It was decided to publish a tentative agenda in **MENTOR** in order to streamline the order of the corporate meetings.

Concerning the corporate letterhead, Ed announced that he intended to print 500 sheets, and was asked to look into having printed a matching envelope.

Concerning the request from NJAC, it was decided that we would print off the names and addresses of those persons who had said it was alright for the organization to give out their information to other organizations. Allan would talk with a representative of NJAC.

Sheila Oranch brought up the possibility of being able to schedule meeting space at the Girl Scout Facility in Waltham. Sheila was authorized to look into the matter, and provide further details.

The clerk was reminded that memberships expire at the start of the Annual Elections on September 18th. Letters of reminder must go out by September 1st. Brief discussion was voiced on whether or not the waiver period on membership expiration should be extended to November. The president and the clerk had a heated discussion on the matter. It was decided to refer the matter to the membership.

7/13/94 E-Board Meeting
DRAFT PRESS, VIDEO, AUDIO POLICY

Protection Of Privacy & Press Policy

The following guideline are presented in the hope that all parties will be protected and happy:

- o Ask permission before you photograph, video-tape or audio-tape any individual or group.
- o Check with the Information Desk if you wish to record any major event (like Masquerade) to get the guidelines and instructions how/where/when.
- o We operate in good faith and take your word that you are acting in an amateur capacity for your own pleasure when you record events at ARISIA conventions. Otherwise...
- o If you are acting on behalf of a publication, video production organization, or news media (freelance or employed) of any kind whatsoever, you are obligated to register for a Press Pass and sign an agreement to observe Copyright Law and the ARISIA, Incorporated Press Policy. Individuals or organizations violating these guidelines by selling, reproducing, broadcasting or publishing materials obtained at an ARISIA convention **without permission** will be prosecuted to the fullest extent of the law. If you have any questions as to what is appropriate, contact the president or current conchair for further information.
- o Press Passes may be obtained by pre-registering as a member of the press/media/fanzine, or by going to the Solutions desk at registration and filling out a simple form and receiving your orientation/press kit. To request a free membership, you must communicate with the conchair prior to the December 1st pre-reg deadline. Articles or media coverage released after the convention may earn you a membership to the next year, at that conchair's discretion.

The above policy was submitted by Sheila Oranch.

It was decided by the E-Board to recommend said policy to the membership.

7/13/94 E-Board Meeting

PROPOSAL TO RENT-TO-BUY A COPIER Sheila Oranch

I propose that ARISIA Corporation rent-to-buy a Konica 4145 copier, as described in the attached document [no document was provided], for the cost of \$200 per month (service included) After the ARISIA '95 convention, if the bank balance is adequate, I suggest that the copier be purchased for the quoted price minus what has been paid as rent.

By owning this model of copier, which operates at 45 pages per minute at a cost of \$.01 per copy (regardless of size of paper) not including paper, we will immediately save approximately \$1600 on projected copying costs for ARISIA '95 convention. Although the final percent and dollar amounts of savings cannot be calculated exactly, this amount is based on a conservative 30% savings.

The projected savings only apply to convention-related costs as the corporate copying expenses were not published yet. If Mentor and other corp publications/by-laws/check copies etc. were done on this machine, more savings would be accomplished.

I suggest that the copier be located at either the Clerk's home or the Treasurer's home (whichever is more central and has space/desire) and that all major copy jobs be centralized on this machine using work sessions and collating parties. Further savings may be realized by purchasing paper in bulk directly from wholesalers, as well as a year's supply of toner/developer, etc.

The vendor will move the machine to and from the convention at no charge as long as it is being rented or is on a service contract. Service contracts cost approximately \$700 per year up to 60k copies and include all routine/preventive maintenance and replacement parts at scheduled intervals.

Although this proposal is for a corporate purchase, the convention could be charged depreciation as is done for the art show, and billed up-front out of current funds, or charged monthly as the rental is paid. The described machine or one just like it is available on a couple of week's notice.

This proposal was tabled to the August meeting.

The meeting adjourned at 10:00 pm.

EXECUTIVE BOARD MEETING:

July 19, 1994

Prior to the Executive Board meeting on July 13th, the president, treasurer, and the clerk, met at the home of A. Joseph Ross with Sheila Oranch, Convention Chairman for ARISIA '95 to discuss the qualifications of the candidates for the position of chairman for ARISIA '96. It was decided that the board would vote on the matter just prior to the start of the corporate meeting on July 19th.

The president called the board to order at 7:50 p.m.

It was the recommendation of the board to select Nicholas Shectman as the chairman on the ARISIA '96 convention committee.

A vote of 2 to 0 with one abstention was taken.

As such, it was the decision of the board, to recommend Nicholas Shectman to the membership as the chairman of the ARISIA '96 Convention Committee.

The board adjourned at 7:52 pm.

CONVENTION CORNER:

| | |
|----------|--|
| 08/14/94 | FANSTOCK: Natick, MA |
| 08/19/94 | CASCADECON '94: Portland, OR |
| 09/01/94 | 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 |
| 11/18/94 | PHILCON '94: Philadelphia, PA |
| 11/25/94 | CONTEX 12: Houston, TX |
| 01/06/95 | TROPICON 13: West Palm Beach, FL |
| 01/13/95 | ARISIA '95: Boston, MA |
| 02/17/95 | BOSKONE 32: Framingham, MA |
| 03/05/95 | ASTRONOMICON 4: Rochester, NY |
| 03/17/95 | LUNACON '95: Rye Brook, NY |
| 03/31/95 | CONCEPT '95: Montreal Quebec, CANADA |
| 07/28/95 | MYTHCON 26: Berkeley, CA |
| 08/20/95 | NECRONOMICON 2: Danvers, MA |
| 08/24/95 | INTERSECTION: Glasgow, Scotland |

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

**AGENDA: ARISIA CORPORATE MEETING
AUGUST 18, 1994**

- *Call to Order*
- *Reading and approval of the minutes*
- *Submission and reading of proxies*
- *Transfer of Red Shirt Members to General*
- *Reports of the Officers*
 - *President's Report*
 - *Vice-President's Report*
 - *Grant Committee*
 - *Computer Needs Committee*
 - *Treasurer's Report*
 - *Budget Committee*
 - *Clerk's Report*
 - *DataBase Project*
- *Reports of Standing Committees*
 - *ARISIA '94 ConCom*
 - *ARISIA '95 ConCom*
 - *ARISIA '96 ConCom*
 - *Long Range Planning*
 - *Order Of The Lens*
- *Reports of Corporate Departments*
 - *Corporate Benefits*
 - *Corporate Inventory Control Officer*
 - *Corporate Merchandising*
- *Unfinished Business*
- *New Business*
- *Announcements*
- *Adjournment*

Items to be placed on the agenda must be submitted, IN WRITING, to the clerk prior to the publication date of the following issue of **MENTOR**.

UPCOMING EVENTS:

AUGUST:

- 8/7/94** **BCEC Day at Whalom Park**
- 8/14/94** **MCFI – FANSTOCK at Cochituate State Park, Natick MA.**
- 8/16/94** **ARISIA Executive Board Meeting at 8 pm at the home of A. Joseph Ross.**
- 8/18/94** **ARISIA CORPORATE MEETING at 7:30 p.m. – University of Massachusetts, Harbor Campus, Boston – Wheatley Building, 4th Floor lounge.**
- NOTE:** **THIS IS A THURSDAY NIGHT MEETING.**
- 9/1/94** **PRESS DATE FOR ISSUE 46 – Candidates who wish to publish candidacy statements must submit them by this date.**
- 9/17/94** **ARISIA '95 ConCom Meeting at the home of Pat Vandenberg and Allan Kent in Arlington, MA.**
- 9/18/94** **ARISIA Corporate Meeting – ANNUAL MEETING at 2 pm. Location to be announced.**

(GETTING DOWN TO BUSINESS)

CORPORATE MEETING

July 19, 1994

The meeting was called to order by the president,
A. Joseph Ross, at 8 p.m.

IN ATTENDANCE: Ted Atwood, Randall Cohen, Ed Dooley, Rob Fairbairn IV (N), George Flynn, Joel Herda (RS), Christine Ivey, Allan Kent, Sheila Oranch, Tim Roberge, A. Joseph Ross, Nicholas Shectman, Michael Sprague (N), James Stevenson, Charlene Trenner (N)

[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 GENERAL MEMBERS IN ATTENDANCE AT THE JULY ARISIA CORPORATE MEETING: 11

PROXIES:

Jill Eastlake assigned her proxy to Sheila Oranch

Jeff Jordan assigned his proxy to Pat McCormack, Tim Roberge, Chris Ivey, Ed Dooley, or whoever he designated, in that order. Jeff's proxy was limited with a provision that the holder of his proxy vote in favor of any measure to cut the current budget or control spending. Chris Ivey exercised Jeff's proxies. (Tim declined to hold the proxy as he felt it would be a conflict of interest.)

Marshall Ellis granted his proxy to Jeff Jordan transferable at Jeff's discretion.

John Preston granted his proxy to Ed Dooley.

Noel Rosenberg granted his limited proxy to Tim Roberge, transferable to Randall Cohen. The proxy was limited by the instructions that the hold vote for Tim Roberge as ConChair, and against Nicholas Shectman for Conchair in the event either were chosen by the E-Board. (Tim declined to hold Noel's proxy as he felt it would be a conflict of interest.)

Amy West granted her proxy to Ted Atwood. This proxy was transferable at Ted's discretion. Amy's proxy was limited only by the charge that whoever held it would vote for Nicholas Shectman as ConChair.

Karl Wurst granted his proxy to Ted Atwood. This proxy was transferable at Ted's discretion. It was limited only that Ted instruct the hold on matters that Ted and Karl had discussed.

[Members are reminded that they should grant their proxies to other members in the even 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:

MOVED: That Joel Herda be transferred from Red Shirt to General.

In accordance with the Bylaws this motion was immediately tabled until the next meeting.

The minutes of the June Corporate Meeting were accepted with the following corrections:

On page 5: Voted to pass the previously published budget as amended. (A new copy of the budget for ARISIA '95 was given to the clerk for publication in *MENTOR*.)

On page 7: Voted to spend \$350 approved on printer.

Noted that memberships do not expire until the beginning of the Annual Election.

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

PRESIDENT'S REPORT:

A. Joseph Ross reporting:

[No written report received]

The president reported that the letter to a certain individual had not been sent out yet. The individual's address had been requested from the registration files and was pending. A statement on our Policy of Ejection was prepared and ready if it was needed to release any further information.

The president stressed to the membership that no one in the organization was authorized to speak on the corporation's behalf. This was a delicate matter. Persons with questions on the subject should be advised to bring the matter directly to the E-Board.

The question was asked if information concerning the action should be given to other organization or conventions. Again, it was stressed that it was a

delicate matter. Organizations with questions should also be directed to the board.

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

Nicholas Sheckman reporting:

The Grant Committee has an application, finally, and will be meeting shortly to make a recommendation and print the application in *MENTOR* so it can be considered by the membership at the August meeting. [As of August 1st no application or information was submitted to the clerk for publication].

The Grant Committee is expecting an application from the Boston Area Gaylaxians who last weekend won the bid to hold the 1996 Gaylaxicon in the Boston Area. Their chairman tells me he hopes to be able to pay travel expenses for a non-east-coast guest of honor.

The Computer Needs Committee needs more people! We've got lots of computer parts that need to be assembled into functioning computers, and we need your input on what the computer needs are.

TREASURER'S REPORT/ BUDGET COMMITTEE:

Allan Kent reporting:

[No written report received]

The treasurer announced that he was busy on working on the closing of the books. He hoped to have a new statement ready. Questions were raised concerning the detailed information that appeared to be promised for the issues raised at the last meeting on the budget.

Allan reported that several checks had not been cashed yet or returned. The WBZ check had not been returned to the organization yet. It was to have been returned as the air spots for ARISIA '94 never aired.

Checks issued to Cris Shuldiner, David Kyle, Belletrix, and UMass have not been cashed yet.

CLERK'S REPORT/ DATABASE PROJECT:

Edward Dooley reporting:

Members should remember to sign in. For persons joining today the rate is \$4. Persons joining after today's meeting the rate drops to \$2. The advantage to joining during the meeting is that it will count toward membership requirements [Joel Herda joined during the clerk's report]. General members should begin to think about the annual member 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.

(...TO THOSE BEHIND THE LENS.)

COMMITTEE REPORTS:

ConCom '94:

Jim Belfiore reporting:

[No written report received]

The treasurer reported that those members who had had their hotel rooms charged to the convention had yet to settle their bills. Everyone was urged to settle their accounts if they had an outstanding balance.

ConCom '95:

Sheila Oranch reporting:

[No written report received]

Sheila announced that the budget was passed, and that it had been gone over in detail at the ConCom before the last Corporate Meeting. [Sheila promised an explanation to Jeff Jordan's concerns. Ms. Oranch was to have given a report on said concerns to the clerk at the July 28th Operation's Division Meeting, but due to illness was unable to attend. As of August

1st no report was received.]

The conchair for ARISIA '95 told the membership that the concom meeting held on July 16th dealt with marketing deadlines. Sheila stressed that everyone has deadlines whether they are aware of them or not. [As such, people should be checking with their department heads, division heads, and conchair for possible deadlines].

Sheila announced that there would be no ConCom meeting in August. The next meeting was scheduled at the home of Pat Vandenberg and Allan Kent in Arlington. Sheila announced that she had a new bubble chart.

Ms. Oranch announced that she needed people to sign up and do data entry for her Registration Division. Some members expressed an interest. The Convention Chairman stressed that it is important to hand in expense reports ASAP so that we can stay on track.

LONG RANGE PLANNING COMMITTEE:

Pat Vandenberg reporting:

Pat apologizes for being unable to attend this meeting. Things to be presented at the next meeting from Long Range Planning:

Mike McAfie has finished collating the results of the 1994 survey. A written report will be presented at next month's meeting. Mike would like permission of the executive board and/or the membership to share the results of the survey with Readercon.

ReaderCon is taking a year off. Their next convention will be 7/96, and would appreciate any fannish interest information we are willing to share. Long Range Planning has both a proposed Comp Policy and a Proposed Financial Reserve Package to put before the membership. Write ups will be passed to Ed before the next Mentor deadline so people can read them before the next meeting.

Respectfully submitted,

Pat V.

VOTED: To share the questionnaire results with **Readercon, NJAC**, and to upload results to the board (Tangent BBS).

ORDER OF THE LENS COMMITTEE:

Pat McCormack reporting:

[No written report received]

There has been no feedback on his proposal.

CORPORATE DEPARTMENTS:

Corporate Benefits:

Randall Cohen reporting:

[No written report received]

Randall reported that he was interested in the memberships ideas. Once again the idea for museum discounts was thrown out for consideration. Sheila asked Randall to discuss it with her, and she would be willing to share her findings when she looked into it during her term as Corporate Benefits Administrator.

Corporate Inventory Control:

Tim Roberge reporting:

[No written report received]

CIC will be reviewing the inventory that was taken. Another pass will be done out at storage to detail what is in certain items on the inventory.

It was reported that the Art Show Pipe, was up off the ground, and that Art Show was very much in one place. A piece of curtain was present to be returned to storage. The BCEC could not use it.

The Inventory Control Officer brought up the need for the Corporation to secure a fire certificate for the drapes recently put in storage. Tim stated that he would like to see the certificate by September. It was suggested by one of the members that perhaps

someone in the ConCom could get it.

[Corporate Inventory requests that the following information be available at the 8/18 meeting:

--How many keys are there presently existing for the storage location?

--Who is assigned which key, i.e. which number?

--How many keys are there presently out and circulating?

Corporate Merchandising:

James Belfiore reporting:

[No written report received]

(...AND HERE BE DRAGONS)

OLD BUSINESS:

None.

NEW BUSINESS:

BCEC requesting use of the charge account. The E-Board recommended that the BCEC be allowed use of the charge equipment and the account. Questions were raised concerning the status of the BCEC's tax exemption status and liability of bad charges. The concern of the membership was whether ARISIA could obtain, in writing, that BCEC would cover any bad transactions. It was felt that the BCEC would comply.

VOTED: To allow BCEC to use the charge account and equipment.

The Executive Board of ARISIA, Incorporated announced it intention to appoint **Nicholas Shectman** as Chairman of the ARISIA '96 Convention

Committee. Discussion ensued.

VOTED: (by ballot) to appoint Nicholas Shectman as Chairman of the ARISIA '96 Convention Committee.

The vote was 9 to 8

The president stress after the results were announced that it was **very** important for the organization to get behind the new chair.

The E-Board recommended that the date of the Annual election be set for September 18th, the location to be announced. It was felt by the board that while we are trying to meet at times convenient for more members, that the third sunday of the month should be considered for the Annual Meeting and election of officers. Two locations were suggested. Both UMass and the Girl Scout Location in Waltham. Joel Herda volunteered to see if UMass could be gotten for 9/18. Sheila Oranch volunteered to look into the Waltham site. Better directions for both were stressed.

VOTED: To accept the date of September 18th as the date of the Annual Meeting.

A request was made that the transcript of the interviews of both candidates be published in the corporate newsletter. A discussion ensued.

MOVED: To publish the transcript of the interviews of both candidates.

The vote was 4 to 7. The motion was defeated.

ANNOUNCEMENTS:

The president, A. Joseph Ross, announced that it was not his intention to seek another term in office.

Edward Dooley, for Jeff "Hunter" Jordan, stated that Jeff wished him to announce that it was Mr. Jordan's intention to run for the office of

president. Ted Atwood confirmed that Jeff had spoken to him at the June meeting concerning this issue.

Randall Cohen announced it was his intention to seek the office of Treasurer at the Annual meeting.

James Stevenson announced that he would run for the office of Vice-President.

Candidates for Corporate Office were reminded that they might announce their intention to run for office up to 18 days prior to the Annual Meeting. Candidates are allowed a statement up to 100 words in length for publication in the Corporate Newsletter. Any **GENERAL** member may run for office.

Allan Kent announced that the BCEC was holding a day a Whalom Park on Aug 7. The cost of the outing was \$10 to \$12. The BCEC were expected to meet a 10 am.

People were reminded that MCFI/Noreascon in 2001 were sponsoring a celebration of Boston's fannish community on August 14th at Cochituate State Park in Natick (see flyer in last month's newsletter). Members intending to attend **FANSTOCK** were encouraged to show up early to get parking inside the park.

[Tim Roberge submitted his statement of candidacy to the Clerk on 2 August 1994 stating his intention to run for Vice-President.]

The meeting adjourned at 9:20 pm.

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.

RE: CORPORATE ELECTIONS

In accordance with article 3.4 (B) of the Bylaws of **ARISIA, Incorporated**, any **GENERAL** member may submit their name to the membership as a candidate for an elected office on the Executive Board of **ARISIA, Incorporated**. Each candidate intending to run for office may submit to the clerk a candidacy statement for publication in **MENTOR**. Statements should be submitted no later than eighteen days prior to the Annual Election to be held on 18 September 1994. Statements will be published as received.

At present, the following have made known their intention to run for office:

Jeffery Jordan For President

James Stevenson For Vice-President
[Tim Roberge For Vice-President]

Randall Cohen For Treasurer

Names will be added in alphabetical order as received in each category.
To all, Good Luck.

Subj: Campaign Statement

Arisia was founded on a firm belief that there was room in fandom for everyone and their ideas. It has saddened me to watch the organization move further and further from the idealism of it's youth. More so because I do not believe it has to be that way.

Arisia (and indeed fandom) has the potential to be much more than it is. That potential will never be realized with short-sighted leadership. "That's the way it's always been done" simply is not good enough for Arisia. Arisia should be a challenge and a wonder; constantly striking out in new directions and seeking new audiences.

At the same time, Arisia is a stewardship, entrusted to us by the fans. There is a grave difference between daring and foolhardiness. It is time and past that Arisia turn back to it's original quest - to be more than "just another convention".

Jeff Jordan

Subj: Campaign Statement

When I was introduced to corporate Arisia back in 1991, I gathered the impression that it was a team effort, and was held together by an act of participation by all, on site or proxy. Over the years it has become one of infighting and deceit, by some trying to run things their way, and only their way. I feel that this is a violation of everything that Arisia represents.

Because of this betrayal, and with hopes of righting some of the wrongs, I am announcing my intention to run for the office of Corporate Vice President.

Respectively submitted,

Timothy Joseph Roberge

As modified 6/9/94

Arisia 95 Proposed Budget (based on 1500 Paid attendees)

Income Summary

| | 94 budget | 94 actual | 95 budget | 95 to date |
|------------------------|-----------------|-----------------|-----------------|-----------------------------|
| Memberships | | | | |
| at \$25 | 6250.00 | | 5180.00 | 5180.00 |
| at \$30 | 22500.00 | 16002.00 | 18000.00 | * 94 includes \$25 and \$30 |
| at \$40 (at-con) | 6420.00 | 27720.00 | 25000.00 | |
| <i>totals</i> | 35170.00 | 43722.00 | 48180.00 | 5180.00 |
| Dealers | | | | |
| | 2640.00 | 2405.00 | 2640.00 | 1980.00 |
| Art Show | | | | |
| panels | 1800.00 | | 2200.00 | |
| tables | 400.00 | | 480.00 | |
| <i>subtotal</i> | 2200.00 | 2218.25 | 2680.00 | |
| commissions | | 720.60 | 750.00 | |
| <i>totals</i> | 2200.00 | 2938.85 | 3430.00 | |
| Hotel | | | | |
| comp rooms | 1200.00 | 1350.00 | 1000.00 | * 1350 if paid |
| hotel comp | 7010.00 | 7126.00 | | * one time |
| Ad Income | | | | |
| | 0.00 | 455.00 | 1000.00 | |
| TOTAL INCOME | 48220.00 | 57996.85 | 56250.00 | 7160.00 |

94 budget

94 actual

95 budget

95 to date

Expense Summary

Art Show

| | | | | |
|----------------------|-------------|---------------|----------------|-------------------|
| depreciation | | 623.42 | 850.00 | |
| Electricity | | 350.00 | 350.00 | |
| T-Shirts | | | | * see recognition |
| supplies | | | 210.00 | |
| forms/mailers | | | | * see publ. |
| reception | | | | * see catering |
| admin | | | 100.00 | |
| <i>totals</i> | 0.00 | 973.42 | 1510.00 | |

Catering

| | | | | |
|--------------------------|--|----------------|------------------|------------------------|
| VIP (opening ceremonies) | | 325.00 | 900.00 | |
| Artists reception | | 647.30 | 850.00 | |
| Breakfast Serial | | | 100.00 (cashier) | |
| Banquet | | 422.75 | 250.00 | |
| Sat Midnight Event | | | 250.00 | (may not be scheduled) |
| Con Suite | | 734.50 | 750.00 | |
| Staff Lounge | | 240.00 | 250.00 | |
| Dead Dog Party | | | 250.00 | |
| Debriefing | | 217.12 | 200.00 | |
| <i>totals</i> | | 2586.67 | 3800.00 | |

Consumables

| | | | | |
|------------------------------|--|----------------|----------------|--|
| Consuite | | 725.00 | 1000.00 | |
| Masq. Green Room | | | 300.00 | |
| Staff Lounge | | 800.00 | 1200.00 | |
| Art Show | | | 0.00 | |
| Auxiliary Lounge (off hours) | | | 0.00 | |
| Gopher Hole | | 200.00 | 300.00 | |
| Dead Dog | | | 100.00 | |
| Green Room | | 870.00 | 1200.00 | |
| <i>totals</i> | | 2595.00 | 4100.00 | |

Con Chair Expense

| | | | | |
|--------------------------------------|-------------|----------------|----------------|-------------------------------|
| concom news | | 653.06 | 500.00 | |
| admin | | | 100.00 | 13.50 |
| telephone | | | 200.00 | |
| contingency | | 172.60 | 1000.00 | |
| debriefing postage, copying | | | 120.00 | * see also catering |
| <i>all Gohs</i> { goh transportation | | | 1300.00 | |
| goh food | | 2245.00 | 900.00 | * 94 includes trans. and food |
| unpaid memberships | | | | * see Appendix A |
| <i>totals</i> | 0.00 | 3070.66 | 4120.00 | |

| | 94 budget | 94 actual | 95 budget | 95 to date |
|----------------------------------|----------------|----------------|----------------|------------------------------|
| Events | | | | |
| Meet the VIP | | | | * see catering |
| Chronol Cotillion | | | 300.00 | * for band |
| Time Trip | | | 300.00 | |
| All Hell Breaks Loose | | | 300.00 | — (may not be needed) |
| Masquerade | | 167.17 | 300.00 | |
| (filk) Concerts | | | 100.00 | * for copying |
| Closing Ceremonies | | | 0.00 | |
| Banquet Admin + Decorator | | | 300.00 | |
| Breakfast Serials | | | | * see catering |
| Material | | | 0.00 | |
| admin | | | 100.00 | |
| <i>totals</i> | | 167.17 | 1700.00 | |
| Exhibits | | | | |
| film/video theatre equip. rental | | 602.00 | 1900.00 | |
| laserdisk & tape rentals | | | 100.00 | |
| license fee | | | 350.00 | |
| dealers room | | 100.00 | 200.00 | |
| <i>totals</i> | 0.00 | 1718.05 | 2550.00 | |
| Finance | | | | |
| Bank Fees | | 425.51 | 500.00 | |
| Admin | | 65.00 | 150.00 | |
| Mail Box | | 210.00 | 192.00 | 192.00 |
| Insurance | | 1476.00 | 1550.00 | |
| Treasury Room Cost | | | | * See Appendix B |
| <i>totals</i> | | 2176.51 | 2392.00 | |
| Hotel Liason | | | | |
| Gratuities | | 210.00 | 300.00 | |
| Admin | | 209.75 | 208.34 | |
| <i>totals</i> | | 419.75 | 508.34 | |
| Marketing | | | | |
| parties | 500.00 | 700.00 | 700.00 | 325.00 |
| prog. book ads | | | 500.00 | 215.00 |
| worldcon ad | | | 0.00 | |
| book marks | | | 100.00 | |
| administrat postage | 200.00 | 22.00 | 400.00 | |
| mundane ads | 2000.00 | 1501.50 | 600.00 | — [Editorial Humor] |
| press passes | | | | * appendix A |
| <i>totals</i> | 2700.00 | 2223.50 | 2300.00 | 540.00 |
| Member Services | | | | |
| Admin | | | 100.00 | |
| Information Admin | | | 25.00 | |
| Consuite | | | | * see catering & consumables |
| Handicap Access Admin | | | 50.00 | |
| Dead Dog | | | | * see consumable |
| Coat Check | | 675.00 | 0.00 | |
| <i>totals</i> | | 675.00 | 175.00 | |

94 budget 94 actual 95 budget 95 to date

Operations

| | | | | |
|----------------------|--|----------------|----------------|-------------------|
| Water Bubblers | | 300.00 | 300.00 | |
| Admin | | 204.10 | 200.00 | |
| Gophers | | | | |
| T-Shirts | | | | * see Recognition |
| Food | | | | * see consumables |
| Other | | 200.00 | 200.00 | |
| Logistics | | 780.00 | 1450.00 | |
| Contingency | | | 360.00 | |
| Sign Shop | | 35.00 | 50.00 | |
| Quartermaster | | | 50.00 | |
| Staff Lounge | | | | * see consumables |
| <i>totals</i> | | 1519.10 | 2610.00 | |

Program

| | | | | |
|---------------------------|--|----------------|---------------|-----------------------------------|
| Green Room Room Cost | | | | * see Appendix B |
| Comp Mem | | | | * see Appendix A |
| Green Room food | | | | * see consumables & catering |
| Program Mailings | | 832.41 | | * see publications |
| Admin | | | 100.00 | |
| Guest Liason Phone | | 316.49 | 400.00 | |
| Future Fans (babysitting) | | 108.60 | 150.00 | * 15 beepers are in security item |
| Future Fans room cost | | | | * see Appendix B |
| Fast Track | | 115.00 | 300.00 | * VCR in Tech budget |
| Fast Track Room Cost | | | | * see Appendix B |
| <i>totals</i> | | 1372.50 | 950.00 | |

Publications

| | | | | |
|----------------------|----------------|----------------|----------------|--------------------------|
| flyers | | 999.62 | 1000.00 | 172.00 |
| glossy flyer | | | 950.05 | 950.05 * given out at 94 |
| prog. book | 2000.00 | 2442.00 | 2500.00 | |
| pocket prog. | | 943.39 | 350.00 | |
| at-con news | | 671.06 | 400.00 | |
| rest guide | | 75.00 | 250.00 | |
| pre-reg packet | 300.00 | 611.00 | 500.00 | |
| admin/postage | | | 500.00 | |
| art show mailing | | | 620.00 | |
| general copying | | | 250.00 | |
| program mailing | | | 1500.00 | |
| dealer mailing | | | 200.00 | |
| surveys | | | 100.00 | |
| <i>totals</i> | 2300.00 | 5742.07 | 9020.05 | 1122.05 |

Recognition

| | | | | |
|----------------------|--|----------------|----------------|--|
| Technical | | | 250.00 | |
| Security | | 245.16 | 350.00 | |
| Art Show | | 229.00 | 250.00 | |
| Gophers | | 825.00 | 850.00 | |
| Ribbons | | 280.00 | 300.00 | |
| <i>totals</i> | | 1299.16 | 1700.00 | |

| | 94 budget | 94 actual | 95 budget | 95 to date |
|--|-----------|-----------|-----------|------------|
|--|-----------|-----------|-----------|------------|

Registration

| | | | | |
|--------------------------|-------------|----------------|----------------|--------------|
| forms | | 233.00 | 200.00 | |
| badges & holders | | 900.00 | 1000.00 | |
| computer rental | | | 500.00 | |
| costs for safe computing | | | 1000.00 | |
| labeler | | | 500.00 | |
| admin | | 400.00 | 400.00 | 76.00 |
| <i>totals</i> | 0.00 | 1533.00 | 3600.00 | 76.00 |

Security

| | | | | |
|--------------------------|---------|----------------|----------------|---------------------------------------|
| Pagers | | | 595.68 | * includes 15 beepers for future fans |
| copying/Postage | | | | * see Publications |
| Admin | | | 275.00 | |
| Misc | 610.00 | | 100.00 | |
| T-Shirts | | | | * see Recognition |
| Hotel Security | 2156.25 | | 1500.00 | |
| Radio Equipment/Headsets | 100.00 | | 200.00 | |
| First Aid Kit | | | 69.00 | |
| <i>totals</i> | | 2866.25 | 2739.68 | |

Storage

| | | | | |
|----------------------|----------------|--|----------------|---------|
| Storage | 1440.00 | | 1440.00 | 1440.00 |
| Equipment | | | 500.00 | |
| <i>totals</i> | 1440.00 | | 1940.00 | |

Technical

| | | | | |
|-----------------------|-------------|----------------|----------------|----------------------------------|
| live video | | | 1500.00 | |
| lt/sound ballroom | | | 3800.00 | * includes \$400 for electricity |
| program av | 400.00 | | 400.00 | |
| staging | | | 200.00 | |
| admin | | | 100.00 | |
| recognition | | | | * see Recognition |
| tech hole - room cost | | | | * see appendix B |
| <i>totals</i> | 0.00 | 4971.81 | 6000.00 | |

Total Expenses

| | | | |
|----------|----|----------|-------------|
| 35630.71 | 52 | 48105.07 | - 52,105.07 |
|----------|----|----------|-------------|

Total Income

| | | | |
|----------|--|----------|-------------|
| 57996.85 | | 56250.00 | + 56,250.00 |
|----------|--|----------|-------------|

Net

| | | | |
|----------|--|---------|----------|
| 22366.14 | | 7144.93 | 4,144.93 |
| | | 68 | |

Appendix A

| | | |
|----------------------|------------|------------------------|
| Earned memberships | 225 | (no set value to date) |
| Program Participants | 240 | |
| unpaid memberships | 60 | |
| Press | 25 | |
| total | 550 | |

Appendix B

Rooms provided per hotel contract

- 2 1 bedroom suites
- 3 1 bedroom rooms

Projected Usage of contractual rooms

| | | |
|--------------|-----------------|----------|
| GOH | 1 bedroom suite | 4 nights |
| consuite | back room | 5 nights |
| Fan GOH | | 4 nights |
| consuite | 1 bedroom suite | 4 nights |
| staff lounge | | 4 nights |

Potential function space charge 3000.00

This is the maximum charge if the con does not pick up any of its room nights.

Actual Room Usage Needs

(these are beyond the usages given above)

| | |
|-------------|---------------------|
| Tech Hole | 234.00 for 3 nights |
| Future Fans | 312.00 for 2 nights |
| Fast Track | 156.00 for 2 nights |
| Treasury | 234.00 for 3 nights |
| Green Room | 585.00 for 3 nights |

For every 50 room nights booked the con gets a free room night

The above budget was worked out from 1994 actual amounts spent, how much the current con chair wished to spend on the given items, from individual budgets turned in to the finance committee, and a large amount of guessing by the members of the finance committee.

Many of the sums of '94 spent' do not add up to the amounts presented by Al Kent in the April 30, 1994 Arisia Inc. Financial Summary, because this budget has many more items than the 94 con budgetted for and many just did not translate well.

I have tried to present the actual 1994 cost wherever possible for comparison.

BEHIND THE LENS

The ConCom News of ARISIA '95

Volume 1, Issue 3
AUGUST 1994

\$ Zero Budget . No Sense

WHAT DO YOU HAVE TO SAY?

by Ed Dooley

7/16

"SELL YOURSELVES!"

That was the general thrust of Lisa Hertel's [MARKETING/PUBLICATIONS] message at today's ConCom Meeting. The thrust of the meeting was on Marketing and Publications, and Lisa informed those present what had been done, what was in the works, and what she expected done. It could all be summed up in one word. BLURBS!

"Blurbs are due now," Lisa told everyone. "If you need help, sell yourselves. I expect a blurb from everyone. Programming, Technical, Events, as well as the other areas of the con, Security, Logistics, Operations. This is for the mass mailing. Everyone should have something to say. We can all use help.

"People should expect to get the blurbs on their areas to me by 8/6, preferably in some sort of generic text file, but other formats are workable. The absolute deadline is 8/13. No blurb, no one knows about you. The mass mailing is your best tool to get people.

"What are you suppose to write?" Lisa held up handout. "Just like 6th grade. Who, What, When, Where, Why and How. I will correct your spelling and grammar and awkward phrasing if needed, and give you the edited copy for your approval before publishing it. Please use spell-checkers."

An example:

Area
(Area Head)(=who)

What is this area? Why should anyone want to come to it? Explain so the neo-fan will understand. Picture yourself describing it to a friend or co-worker

who "only watches Star Trek". Sell yourself. Describe **how** one can become a part of the area. "Enter the _____, volunteer, etc." Be concise and clear, or you will be edited that way. For fan services, explain **what** they do for the con (except Treasury). **When** and **Where** can they go to see this area? Give room locations and Times. Be sure to list special events.

Formats:

PC: Word (.doc), text (.txt), Enable

Mac: Word and txt

Amiga: C64 compatible

e-mail: hertel@world.std.com (pkzip compression ok)

US Mail: Lisa Hertel

93 Greenwood Road

Andover, MA 01810-3343

Phone/Fax: 508/474-0105 (Home Phone). Call me first to set up faxing.

[Reprinted from Lisa Hertel's handout]

AND IF GOOD THINGS SHOULD COME TO AN END...

by Ed Dooley

7/16

It was announced at today's meeting that Sheila Oranch had accepted the resignation of Patrick McCormack as head of the Technical Division. In his place, Sheila has appointed Deryl Burr, this year's Tech GOH as the head of the division. Deryl, as some will recall, headed up the Technical Division at ARISIA '94.

Deryl's primary concern at today's meeting was locating space for tech storage, primarily a location on both the 4th floor and the mezzanine. As there was no representative from Programming present. The matter was not pursued at this time.

DIVISION CLIPBOARD:

Events Division:

No announced meetings.

Exhibits Division:

No announced meetings.

Hotel Liaison Division:

No announced meetings.

Member Services Division:

No announced meetings.

Operations Division:

August 14th, at Tim Roberge's home in Framingham.

Programming Division:

General Meeting Every Thursday night at 7 pm (estimated start time) at U-Mass Boston, Wheatley Hall, 4th floor.

Registration Division:

No announced meetings.

All Division Heads are encouraged to submit posting of when and where their meetings are going to take place, as well as to submit reports or problems. Your division is not the only part of the convention.

UP AND RUNNING -- (BOOM!) WELL, SORT OF...

by Ed Dooley

7/28

Noel Rosenberg, Division head for Operations, had his first division meeting tonight. Representatives from his three departments: LOGISTICS, OPERATION, and SECURITY were present. Also present, for Sheila Oranch, was Edward Dooley, Corporate Clerk of ARISIA, Incorporated. At the start of the meeting Ed gave Noel Sheila's regrets, and said he would be sitting in as her eyes and ears, but he also made it clear to those present that he was not acting either as the conchair's assistant, or as some have put it, her "mouthpiece".

The first item on Noel's agenda was to announce that Scott Cobb had accepted the position of head of SECURITY. Scott, a trained EMT, and safety professional for the town of Sherbourne, has a long history in ARISIA security. Some of the things high on his list for at con were:

To make dispatches from Security.

Track items better -- tired of things "disappearing" from Security.

Better radio training.

Obtain better recognition of security personnel from other areas of the convention.

Noel told Scott he had a list of names of persons who had worked last year. Some people may be coming back. Others...

Immediate overhaul of existing policies was stress. The head of Security was informed that Corporate was very concerned over this matter. Scott reassured the corporate representative that the matter had his highest priority. Concerning the need for the blurb for the mass mailing, the Head of Security stated that he did not support the idea for recruitment. People with the experience and the know how seem make the connection. Part of last year's problem was that the security staff was staffing two departments. "That was not going to happen this year," Scott told Noel.

Concerning LOGISTICS, Tim informed the new division head that the department had a form (see CCN2), and certain policies had been published already (see CCN1). Tim stressed that the procedure

for submitting forms was pretty straight forward. People had up to September 30th to get their forms in without problems. After that date, the required signature plateaux would begin to take effect. Noel stated he had seen what had been published and that he had no problems.

Jeremy Brown, one "eighthmaster" of the QUARTERMASTER, introduced himself to the division head, and those present. Jeremy's first concern he addressed to Noel was the fact that he had **no** computer access. Jeremy was concerned if the division head would have problems with this. Noel was not too concerned as at least two members of the LOGISTICS department did have access, as well as a specific area on the board.

Mr. Rosenberg was assured that the department was working as a team and items earmarked for the Quartermasters would be forwarded.

Jeremy announced that the quartermasters intended to have a majority of the convention purchases done by December 16th, three weeks before the convention, perishables were the **only** items that would be purchased just prior to the convention. Green Room and the Quartermasters would be having a "cooking party" at about the same time. Representatives of most of the food areas of the convention were present at tonight's meeting.

It was announced again that the quartermasters intended to purchase direct from various suppliers. We will be buying at wholesale this year. Not wholesale plus five percent. Other cost cutting measures intended to be implemented this year was recycling of the empties to obtain the return deposit. Super sales at various super markets were also being considered, Melissa Young, Jeremy's fellow eighthmaster, is an avid shopper and coupon artist, but usually there are limitations on this method.

Concerning Operations, Noel spoke for Eugene Heller, "Hello Everyone! Everything is alive and well in Montreal, and Concept is scheduled for April Fool's Weekend. Price is currently \$20 Canadian. Need more staff. Need to coordinate things with Security (Scott)."

Noel asked Ed if he knew what the room situation was on the mezzanine. The Corporate Clerk stated he believed that the set up was that OPERATIONS Division had **Hancock**, **Fairfield**, and

Dartmouth/Exeter. After some discussion it was decided that the Operations Department and Sign Shop would be based out of **Hancock**. Gopher Hole would be run out of **Fairfield**. And Logistics and Security would be sharing **Dartmouth/Exeter**.

SECURING THE MEZZANINE

by Ed Dooley

7/28

In the discussions of the division this evening two major items were raised concerning Security. The first matter was if anyone knew where exactly where REGISTRATION would be on Saturday.

The Corporate Clerk volunteered information he had received from Pat Vandenberg at Readercon. To the best of his understanding, Registration would be operating across from the Information Desk by the railing. Someone asked if this would be the railing near the stairs. Ed answered that he believed so.

The director of Security, Scott Cobb, warned that this was a dangerous location. Near an exit, in a high travel area, it would be difficult to secure. A better location, Mr. Cobb suggested would be either one of the two coatrooms on the mezzanine.

Ed's answer was that he believed that the Art Show had made a bid for the coatroom on their corridor, and that the other one was being used for coatcheck during the weekend. It was recommended that Sheila should look at the situation more carefully. The coatroom outside of Stanboro would be the better of the two areas as it had a large open area, and was not a high traffic area.

Further, in the past, Security has tied up a member of its staff to man the coatroom on Sunday Afternoon. Scott felt that this was poor use of his personnel. If this service was being offered to the membership, as it had been last year, then perhaps another area of the convention organization was better suited to staff it. Member Services was mentioned as the most likely area to absorb it.

Scott stressed to those present that there were certain areas of the department that he wanted to see run better. To do that, he needed his people visible.

20 July 1994

TO: All Arisia Div. & Dept. Heads

FROM: Jeremy Brown
A. Melissa Young
Quartermaster

RE: Getting purchase order forms and placing orders

To whom it may concern:

Miss Young and I do not own or have regular access to a computer with a modem, therefore we will not be accepting any orders via e-mail or internet. We realize this may be hard for some to accept, but we will be sticking to this policy at all times.

If you would like to get an order form, you may call Miss Young at (508) 877-6808 or myself at (508) 877-2307, and leave a message on one of our machines (who knows, you might actually get one us of when we're home). We will then endeavor, with great haste I might add, to send you a copy of the purchase order. If you do not wish to call us, you may ask Tim Roberge for a copy (he has 50 to 60 on hand). Once you have received your copy, please feel free to make as many copies as you would like.

Once you have completely filled out your purchase order, you should make a copy of your form for your records, and then you may send it to us at one of the following addresses:

| | |
|----------------------|----------------------|
| A. Melissa Young | Jeremy Brown |
| 12 Lyman Road | 4 Montgomery Drive |
| Framingham, MA 01701 | Framingham, MA 01701 |

If you do not wish to mail your order to us, give it to Tim and he will give it to us.

Please note that we will not be accepting orders that are postmarked after 16 December 94, so make sure that you plan ahead! If you do find yourself having a true emergency order (we will decide if it is an emergency), call us at my phone number and leave a message on my machine and one of us will get back to you as soon as humanly possible.

Sincerely,
Jeremy Brown
A. Melissa Young

**INSTRUCTIONS ON FILLING OUT THE
QUARTERMASTERS' PURCHASE ORDER or
How to make life easier on yourself!**
by Jeremy Brown

1. Make two (2) copies, 1 for your records and 1 to send to us.
2. Provide a voice telephone number that we can call you at. Do not give us your work telephone, unless it is the one and only number you have. **Do not** give us a beeper number as your main number.
3. Do not send your order electronically if possible. We do not have computer access and might not receive it in time to make the purchase.
4. The form will be available over e-mail, more info to follow.
5. Write legibly! If we can't read it, we won't buy it.
6. All orders **must** be received by Friday 16 December 1994 (3 weeks prior to Con).

We know these rules seem excessive, but we are aiming to keep this as simple as possible so we can avoid **any** ordering errors!

[illegible][illegible][illegible][illegible]

(Voice, not modem! No number, no order!)

[illegible]

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

(Voice, not modem!)

Total dollar amount authorized \$.00

Are we allowed to exceed this amount? Y / N **If yes, then by how much? \$** _____ **.00**

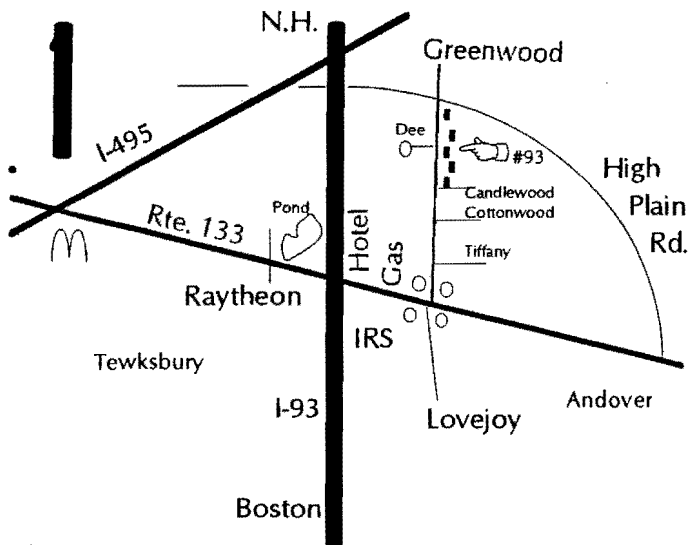
Remember that if you want this delivered to the hotel, you must fill out a logistics form!

| Please Print legibly | Item-include size, if applicable | Qty. | \$ Amt | ✓ |
|----------------------|----------------------------------|------|--------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Please Print legibly | Totals | | | |

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

DEADLINES:

| | | | |
|----------|---|----------|---|
| 8/05/94 | Dealers Room Mailing | 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 |
| 8/20/94 | Pre-Reg List for Winnipeg | 12/31/94 | Logistics Requests accepted with DivHead/ConChair/2 E-Board signatures at this time |
| 9/10/94 | PR# 1 mailed (mass mailing) | 1/06/95 | Con News Issue 1 Deadline |
| 9/21/94 | Final Con Policies about: conduct, weapons, press, etc, for Publication due | 1/11/95 | ARISIA '95 Move In begins |
| 9/30/94 | Hotel Rooms/Layout Requests Due | 1/12/95 | ARISIA '95 Move In in process |
| 9/30/94 | Initial Logistics Requests due without penalty | 1/13/95 | ARISIA '95 Opens |
| 10/07/94 | Bios & Program Items due | 1/15/95 | ARISIA '95 Closes/Move Out begins |
| 10/15/94 | Gopher Requests Due | 1/15/95 | ARISIA '95 Dead Dog Party |
| 10/22/94 | Pre-Reg Final Proofing | 1/16/95 | ARISIA '95 Move Out concludes |
| 10/31/94 | Logistics Requests accepted with DivHead signature due at this time | 1/17/95 | ?????????? |
| 11/01/94 | Program Book Ad deadline | 1/22/95 | ARISIA '95 Debriefing |
| 11/08/94 | Pre-Reg Packet to press | | |
| 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 | | |
| 12/03/94 | Pre-Reg Mailing | | |
| 12/10/94 | Pre-Reg Completed | | |



TO THE HERTELS: (508)474-0105

93 Greenwood Rd. Andover

Take I-93 or 495 to Rte. 133 East (one exit south or west of 93/495 interchange). Take a left at the first light east of I-93, just past the Rolling Green and a Mobil station (1 block). #93 Greenwood Rd. is the third house on the right after the third right, about 3/4 mi. from 133, an odd-colored ranch. Travel time: Boston, 1/2 hr., Framingham, 1 hr., Lowell 15 min.

By T: Take the commuter rail (Lawrence line, North Sta.) to Andover center and call—we'll come get you.

Allergy warning: short-haired cats

Location of mass mailing, 9/10/94, 2pm. (No food please, we'll provide). See you there!

What am I supposed to write?

Remember: who, what, when, where, why and how! (Just like 6th grade.) I will correct your spelling, grammar, and awkward phrasing if needed, and give you the edited copy for approval before publishing it, if time permits. Please use spell-checkers.

Formats:

PC: Word for Windows 2.0 or text(preferred), Enable

Mac: Word (on disk) and text

E-mail: hertel@world.std.com (pkzip compression OK)

US Mail: Lisa Hertel 93 Greenwood Rd. Andover, MA 01810-3343

Phone/Fax: home phone (508)474-0105. Call first to set up faxing.

Example:

Area

(Area Head) (=who)

What is this area? Why should anyone want to come to it?

Explain so the neofan will understand. Picture yourself describing it to a friend or coworker who "only watches Star Trek". Sell yourself! Describe *how* one can become a part of the area (enter the —, volunteer, etc.). Be concise and clear, but also **complete**. For fan services, explain *what* they do for the con (except Treasury).

When and where can they go to see this area? Give room locations and times. Be sure to list special events.

All blurbs are due before 8/13/94!!! Hurry!!

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.

Montreal's Science Fiction and Fantasy Convention

Con•Cept '95

Invites you to meet

Spider and Jeanne Robinson

Co-authors of the Hugo award winning *Stardance* and *Starseed*. Spider Robinson has also authored the incredibly funny *Callahan's Crosstime Saloon* Series and has won the John Campbell Award, several Hugos and a Nebula Award for his work which includes *Mindkiller* and *Time Pressure*.

Vincent DiFate

Well known artist, Vincent DiFate has won the Hugo and several other awards for his work which has appeared on the covers of many magazines and books. Vincent DiFate has also worked for NASA. His work has appeared in museum exhibits in North America, Japan and Europe.

On March 31st, April 1st and 2nd, 1995

At the Holiday Inn Crown Plaza Metro Centre

Convention hotel:

The Holiday Inn Crown Plaza Metro Center is within walking distance from downtown Montreal and directly above Sherbrooke Metro Station. The hotel has promised us convention space that is less spread out than last year's and an elevator will also be reserved for Con•Cept's use.

Holiday Inn Crown Plaza Metro Center
505 Sherbrooke St. East, H2L 1K2,
Tel.:(514) 842-8581

Room rates are: \$85 for single and doubles
\$95 for triples and quads

Mention Con•Cept when making your reservations.

Others Guests:

Our guest list is filled with many people active in the world of fandom including: authors, fans, media people and other neat folks of all kinds. Will be present: Brian Daley, David G. Hartwell, Donald Kingsbury, Glenn Grant, Jack McKinney, James Luceno, Karen Wehrstein, Kathryn Cramer, Paul Davidson, Shirley Meier, SN Lewitt, TJ Glenn and many others!

Membership Rates:

Membership rates for Con•Cept are:

Week-end: \$20.00 before September 30th, 1994;
\$24.00 before March 15th, 1995;
or \$29.00 at the door.

Friday only: \$8.00

Saturday only: \$18.00

Sunday only: \$13.00

Friday and Saturday: \$20.00

Saturday and Sunday: \$25.00

A special group pre-registration rate is also available. Please write to the address below for more information or to be on our mailing list:

Con•Cept
P.O. Box 405, Station "H"
Montreal, Quebec
H3G 2L1 Canada

FIRST CLASS MAIL

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



Mentor of ARISIA is a monthly publication of:

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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.

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