

Arisia
of
Mentor.

The Newsletter Of ARISIA, Incorporated

VOLUME 5, ISSUE 56

JULY 1995

SPECIAL EDITION

**PATRICK
MCCORMACK
IS NAMED CHAIRMAN
OF
ARISIA '97**

UPCOMING EVENTS
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**EMERGENCY
MEETING CALLED
FOR JULY**

An **EMERGENCY** meeting was requested by the convention treasurer, David Corriveau, to discuss the *technical* budget for ARISIA '96. The membership voted to meet on July 9th, at 2:00 pm at UMass Boston.

The purpose of the meeting is to review the cost figures for the technical section of the convention budget, which was reduced and passed at zero dollars.

At the June Corporate Meeting, on the eighteenth, the EXECUTIVE BOARD of ARISIA, Incorporated, interviewed Patrick McCormack, for the position of Convention Chairman for ARISIA '97.

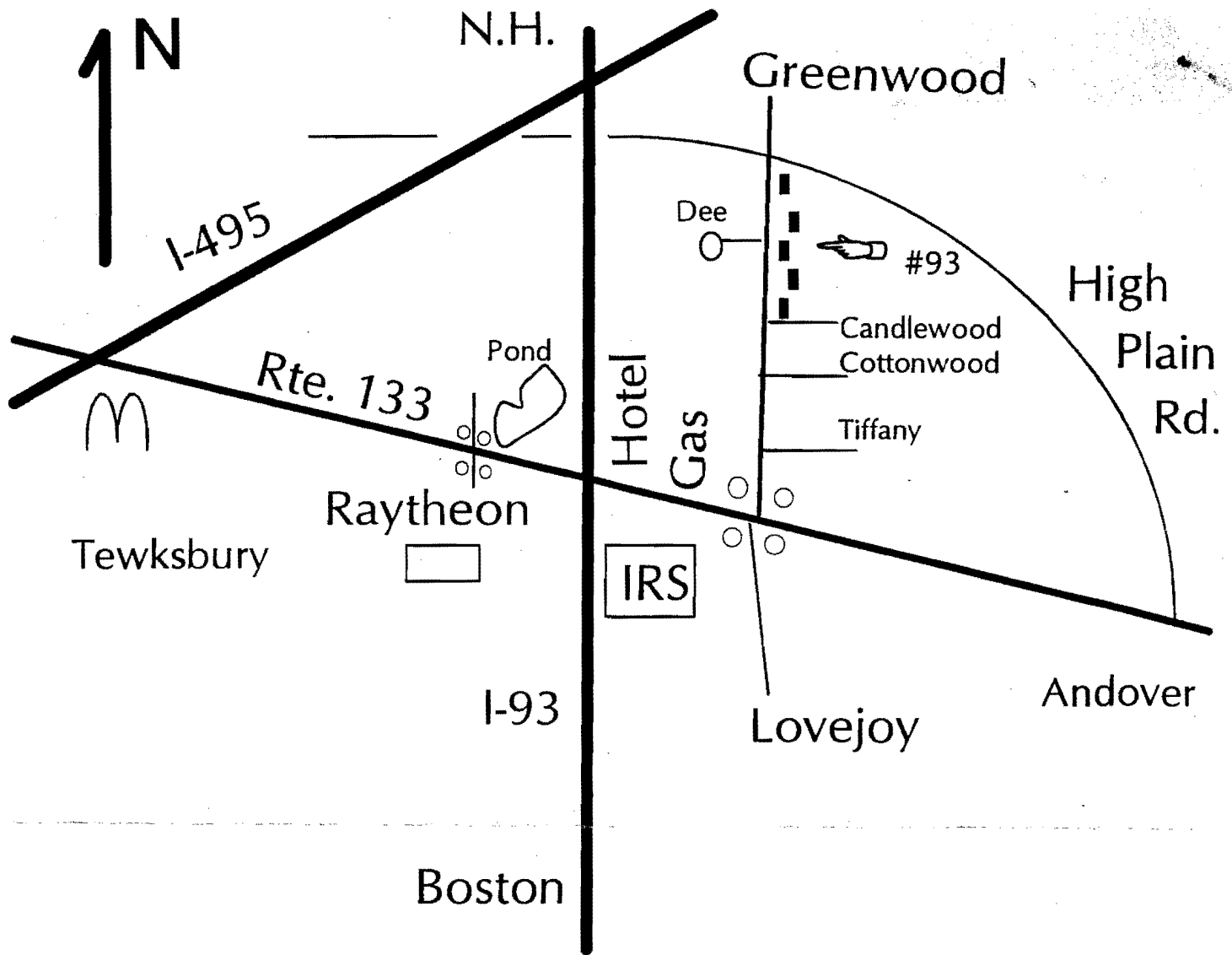
It was the decision of the members of the board present to recommend Mr. McCormack to the General Corporate Membership as Chairman of the 1997 ARISIA Convention.

The membership voted 16 to 4 to ratify the decision of the board and appoint Patrick McCormack to the position of Chairman of ARISIA '97.

Mr. McCormack joins Joel Hards, James Stevenson, Dale Farmer, and Edward Dooley on the Executive Board of ARISIA, Incorporated with his fellow ex officio member, Nicholas Shodman.

Congratulations, Patrick, and welcome aboard!

- 7/9/95 ARISIA CORPORATE EMERGENCY MEETING AT 2:00 PM AT UMass, Boston, Wheatley Hall, 4TH Floor Lounge.
SUBJECT: A '96 Technical Budget
- 7/20/95 PRESS DATE FOR *MENTOR 57*
- 8/3/95 ARISIA CORPORATE MEETING AT UMass, Wheatley Hall, 4th floor 7:30 pm
- 8/31/95 ARISIA CORPORATE DUES EXPIRE AT MIDNIGHT
- 9/17/95 ARISIA ANNUAL MEETING at 2 pm at MIT, Bldg 66 -- Corporate Dues due prior to the start of the ANNUAL Election



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

Please do **not** bring food, we keep kosher.

Minutes for the may '95 corporate meeting, 4th floor lounge, wheatley hall:

the meeting was called to order at 8:25 pm.

nicholas shectman was designated as clerk.

A sign in list was passed around.

in the absence of the corporate clerk, joelll ruled that anything remaining on the table from last meeting should stay on the table until next week MEETING. (JH)

with no objection, the president set the time of adjournment to 9:30 pm.

the following unrestricted proxies were submitted:

cris shuldiner to pat mccormack

bill powers to sheila oranch

mark hertel to lisa hertel

the president gave his report (in a separate file)

the vice president gave no report.

the treasurer gave his report (in a separate file), including two motions.

sheila oranch gave the following report:

"well, we'd love to close the books".

nicholas shectman gave his report (in a separate file)

pat mccormack gave a report (submitted on paper)

some discussion ensued.

dale farmer reported that they're raising the rates on the storage place, from \$120/mo to \$170/mo, effective july 1.

joelll adjourned the meeting for a 5-minute break at 8:49 pm.

joelll reconvened the meeting at 9:00 pm after some informal discussion of dale farmer's motions.

With no opposition, the motion on corporate membership of the convention treasurer was referred to the long range planning committee.

VOTED unanimously: that the books for arisia '95 be closed and all remaining activities be referred to the corporation. There was no debate.

MOVED: that anyone who produces Magic cards during a meeting be fined 25 cents per card. the motion died for want of a second.

an inquiry into purchasing coolers for quartermaster was referred to the eboard.

ADJOURNED unanimously at 9:11 pm.

Members Present at the May 1995 Arisia Corporate Meeting:

Joel Herda, President
Dale Farmer, Treasurer
Nick "Phi" Sheckman, Acting Clerk
Dave Corriveau
Sheila Oranch
Pat McCormack
Lisa Hertel
Walter Kahn
Glen R. Goodwin (red-shirt member)
George Flynn
Michael Sprague
Jeremy Brown
and one unreadable signature that looks something like "Jim Stevenson"

Proxies assigned:

Lisa Hertel held Mark Hertel's unrestricted proxy.
Sheila Oranch held William Powers' unrestricted proxy.
Pat McCormack held Cris Shuldiner's unrestricted proxy.

ARISIA CORPORATE TREASURERS REPORT, MAY 1995

By Dale Farmer

I have now received from Mr. Cohen, the interim corporate treasurer, all the records he claims to have received. I have also received many boxes of old Arisia treasury records that Tim Roberge retrieved from storage. Anybody who has any records pertaining to financial matters of the corporation should tell me about it, preferably in writing or E-Mail.

The records I have seen so far are a total mess. So I am restarting the corporate books on a "From this day forward..." basis. I will make every attempt to identify outstanding debts that we owe and are owed in the months ahead. This will take several months at least, and may never be complete. Anybody who believes that they are owed or owe money to Arisia, is directed to notify either the corporate or convention treasurer, as appropriate.

The only data I am sure of is that there is about \$40 000.00 in the corporate bank accounts. Some largish amount of this belongs to the '96 convention, for all the memberships purchased so far. And some unknown amount of this remains owed by the '95 convention.

The Arisia '95 convention treasurer, Kenneth Knabbe, has some months ago, already turned over all his records to the previous corporate treasurer, Eric Bunce. He claims that he was never allowed to run separate depository accounts from the corporation, and because of this his books are intertwined with the corporate books. This is a violation of the corporate By-Laws, and is referred to the President for suitable action. The A'95 books are also a mess, and I have delayed looking at them any further until I can get the corporation books started and in minimal order.

Therefore, to codify the existing situation, the following motion is made.

MOVED..

~~That effective immediately, Kenneth Knabbe be relieved of his post as treasurer of Arisia '95, and to direct him to return any and all treasury records to the corporate treasurer that he may have in his possession. The corporate treasurer will assume the post until a suitable person comes forward who is willing to take the post or the convention is closed.~~

That the books for Arisia 95 be closed and all remaining activities be resolved at the corporate level referred to the corporation.

Also, it has come to my attention that Kenneth Knabbe is not a member of the corporation, and was not a member of the corporation when he was appointed convention treasurer. This was not a violation of the By-Laws, but I believe that it was a mistake to have a nonmember of the corporation in this position. Therefore I intend to make the following motion to amend the corporate By-Laws under new business.

MOVED..

That the By-laws be amended to include the following. "Because of the special responsibilities of the Arisia convention treasurer, and his or her's special relationship to the corporation executive board, he or she must be a member of the corporation, and should not be a member of the corporation executive board. If the convention treasurer, through some circumstance, becomes a member of the executive board, he or she must resign one post or the other as soon as a suitable replacement can be found and approved or elected. "

referred to L.R.P. planning

The agenda for the next Budget committee meeting includes, but is not limited to: Setting up a chart of accounts for the books; Any financial issues relating to A'96 that come up; Sorting out the old books.

review of A96 budget

Nick Shectman's Con Chair report for the 5/95 corporate meeting.

I think it's gotten to the point where an Arisia takes somewhat longer to put together than a con chair is actually given. For this reason, you need to hit the ground rolling, and be ready to do a few things as quickly as possible.

First, you really need to know all your GoHs by, say, Philcon 15 months before your convention, so you can get an ad into the previous year's program book and into other places like the Boskone program book. This can take months to do if your first (and second, and so on) choices turn you down, especially if they take a long time doing it. For this reason, you should have, *before you are even selected*, a well-thought-out list of who you want to invite for each position, and who you'll invite if they can't do it, to a depth of probably 2 for fan, 3 for artist, and 4 for author. Having names and addresses and home phone numbers and whatnot ready wouldn't be a dumb idea either, as it can take a while to line these things up. Have your letters written and ready to go out -- you can't be too quick about this. I thought I was giving it plenty of time, but I eventually got GoHs that I hadn't had time to do any research on, which could have been disastrous, and I didn't have a confirmation until *fifteen minutes* before sheila's con opened. That was a mighty tight turnaround on those at-con flyers!

I have some suggestions for GoH and can explain the philosophy I attempted to put behind my choices. Of course, it's your con, and picking GoHs is just about the only thing a con chair can do without getting shot at by someone, so don't let me stand in your way.

The other thing that should have already been done by the time you're appointed but won't have been is a hotel contract. This is complicated by the fact that it's probably time to change hotels, so you can't just go ahead and publicize a hotel and a date with no contract as I did (and as one Boskone did, in the Park Plaza, to the extreme of not having a contract at all). This is going to be a real pain in the butt; you should make sure you know who your hotel liaison is going to be ASAP.

I spent a lot of effort figuring out who my treasurer was going to be. This was a waste of time; while it would have been great to have had a treasurer much earlier, I ended up having to go through the whole process several more times after my initial appointment. Some of this was because of the way the corporate treasury has been changing hands, and I expect this sort of thing to continue and probably worsen with time. My advice to you is to have a list of people you'd trust to do the job, but not make a selection until after the annual meeting 16 months before the con, and possibly not until my con is over. There's not a lot you can do until you know what hotel you're going to be in anyway.

I can make my concom database available to you in much better shape than Sheila got it to me, but it's still a big job to maintain it.

My rule for delegation (often broken though it is) is that anything you find yourself doing more than once you should delegate. The most major thing I failed to delegate was information processing; you should probably have a personal data manipulation slave in the way that sheila did; this person should be as close to you socially as possible so you can spend every waking moment together.

Dave currently expects to have a convention budget ready to print in the June issue of _Mentor of Arisia_ for consideration at the June corporate meeting.

NEXT CONCOM MEETING

The next concom meeting will be Thursday, June 8, at 8:00 pm at the home of Pat Vandenberg and Al Kent, at 15 Park Avenue Ext., Arlington. Please be prompt out of consideration for our gracious hosts; the sooner people get there the sooner we can begin and the sooner we can all go home.

The tentative schedule for future concom meetings is as follows:

Sat. Jul 8	Wed. Aug 9	Thu. Sep 7
Sun. Oct 1	Sat. Oct 21	Mon. Nov 13
Thu. Nov 30	Wed. Dec 20	Fri. Jan 5

Subject to space availability. Meeting times and places TBA.

NEWS FROM THE MAY CONCOM MEETING

Michelle Lee is interested in doing the Victorian Dance again -- she and Jim Stevenson are talking about when and where to do it. The Hancock Room (the old green room on the mezzanine) will be used by Programming this year, for signings and kaffeklatches. Patty Silva has an assistant, Bob Acre. Breakfast Serials will be an hour later, 8-1 instead of 7-noon. Celeste Hotaling-Lyons is doing art show print shop. Jude Shabry is our Chief Webmistress. Will Shetterly may be driving out to the convention rather than flying, but we don't know yet. Marketing will send out a mailing to advertisers in August. And finally, it is never too early to get in information for the program book!

LRP

Babysitting factories

Parents in a Pinch - Baby-sitting service used by Park Plaza.

Fees and requirements for a group sitting contract:

\$100/day administrative fee

\$15/hr per sitter

Ratio of Sitters:

1/4 kids for over 3 year olds

1/2.5 kids for younger kids

We provide room approved by hotel for purpose, and any food & drinks.

They provide toys, etc. But not cribs or high-chairs.

So, assuming a ratio of 3/1 on sitters, the baby-sitting service, running during the hours of Friday 3-9, Saturday 10-11, and Sunday 10-5, would cost us \$2250 for 15 kids, \$2640 for 18 kids, or \$3030 for 21 kids. Added to that would be whatever costs we had for food and drinks. Assuming an average of \$30 per membership and 1.5 parent memberships for every kid in baby-sitting, that would mean the operation would leave us nearly \$1300 to \$1600 in the hole, ignoring the room cost because we would use a comped room for it. To break even, we would need to price baby-sitting between \$75 and \$100 per child.

For that cost, we will be as safe as is possible if we insist on providing baby-sitting. Note that I did not say we would be safe, we could still be hit with suits, but we wouldn't need to worry about the legal requirements issue. We could also hope that in the case of suits, the vengeful parents' attorneys would go after the service and the hotel and ignore our pitiful pockets.

Corrections to minutes:

There were a couple of transcription errors in my application as it appeared in Mentor. My fault for not having a free disk to hand it in on, I guess. At any rate the following additions are needed for clarity's sake.

First, in the fifth paragraph, where I'm talking about redundancy and accountability in our communications, the full passage should read:

"The redundancy can be had by making the Asst Conchair act as an Ombudsman for the committee. The accountability can be had by making sure that people who take on key "before con" work loads know that they will be expected to turn in periodic, written reports on all the decisions and work their department has done so far."

Second, in the eighth paragraph, the bold-faced words were dropped and need to be added for the sentence to make sense:

"A lot of us have had a taste of this, and a lot of our founding members are NO LONGER with us because of it."

Arisia Budget 1996

As Approved at June 18 1996 Corporate Meeting

Income Projection

		1996 Budget	1996 year to date
Memberships	\$25.00	\$6,250.00	\$6,250.00
	\$30.00	\$15,000.00	\$60.00
	\$40.00	\$20,000.00	
Compensation from Arisia 1995		\$1,600.00	\$0.00
Totals		\$42,850.00	\$6,310.00
Dealers		\$2,400.00	\$180.00
Art Show			
	Panels	\$1,800.00	
	Tables	\$400.00	
	Mailing Fees	\$100.00	
	Commissions	\$500.00	
	Totals	\$2,800.00	\$0.00
Hotel			
	Comp Rooms	\$1,000.00	
Ad Income			
	Ad Swap Arisia 1997	\$500.00	
	Program Book	\$500.00	
Grand Total Projected Income		\$50,050.00	
Maximum Budget Arisia 1996		\$45,045.00	
Current Arisia 1996 Receipts			\$6,490.00

Expenditures

Art Show

Administration	\$100.00
Artists Reception	\$750.00
Depriciation	\$800.00
Lighting (Electricity)	\$350.00
Mailing	\$400.00
Supplies	\$200.00
Van Rental	\$200.00

Totals \$2,800.00 \$0.00

Conchair

Administration	\$200.00	\$40.70
ConCom News	\$635.90	\$205.90
Contingency	\$300.00	
Debriefing Catering	\$200.00	
GOH Food	\$900.00	
GOH Transportation	\$1,300.00	
Parties	\$500.00	
Staff	\$1,600.00	

Totals \$5,635.90 \$246.60

Dealers Room

Administration	\$200.00
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Totals \$200.00 \$0.00

Events

Administration	\$100.00
Breakfast Serial (cashier)	\$100.00
Dance I	\$300.00
Dance II	\$0.00
Dance III (camerilla)	\$0.00
Meet the Pros (Catering)	\$500.00
Filk Concerts	\$100.00
Masquerade	\$0.00
Masquerade Green Room	\$300.00

Totals	\$1,400.00	\$0.00
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Hotel Liason

Administration	\$200.00
Banquet	\$0.00
Banquet Administration + Decor	\$300.00
Gratuities	\$300.00

Totals	\$800.00	\$0.00
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Marketing

Administration	\$100.00
Advertiser Confirmations	\$50.00
Advertising Package	\$425.00
Convention Package	\$60.00
Program Book Ads	\$700.00

Totals	\$1,335.00	\$0.00
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Member Services

Administration	\$25.00	
Consuite (Consumables)	\$1,000.00	
Consuite (Catering)	\$750.00	
Handicap Access	\$100.00	
Information Brocures	\$75.00	

Totals \$1,950.00 \$0.00

Operations

Administration	\$200.00	
Gopher Hole		
Catering	\$850.00	
T-Shirts	\$300.00	
Total	\$1,150.00	\$0.00

Logistics	\$1,000.00	
Phone Lines	\$100.00	
Ribbons	\$300.00	
Security		
First Aid Replenish	\$25.00	
Hotel Security	\$1,750.00	
Pagers	\$400.00	
T-Shirts	\$300.00	
Total	\$2,475.00	\$0.00

Sign Shop	\$50.00	
Staff Lounge	\$1,000.00	

Totals \$6,275.00 \$0.00

Programming

Administration	\$100.00	
Green Room	\$1,200.00	
Phone Cost/Guest Liason	\$400.00	
Kids Programming	\$300.00	
Programming Audio/Visual	\$400.00	
Programming Mailings	\$1,400.00	

Totals \$3,800.00 \$0.00

Publications

Administration	\$100.00	
Flyers	\$450.00	\$62.03
Mass Mailers	\$900.00	
Pocket Program	\$200.00	
Pre-Registration Packet	\$400.00	
Program Book	\$3,500.00	
Restaurant Guide	\$100.00	
Surveys	\$30.00	

Totals	\$5,680.00	\$62.03
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Registration

Administration	\$200.00	
Badges & Holders	\$1,000.00	
Forms	\$200.00	
Pre-Reg Acknowledgements	\$300.00	

Totals	\$1,700.00	\$0.00
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Technical

Communications	\$0.00	
Lighting (Ballroom)	\$0.00	
Live Video	\$0.00	
Power	\$0.00	
Sound Equipment	\$0.00	
Staging	\$0.00	
Still Photography	\$0.00	
Supplies	\$0.00	
Video Theater	\$0.00	

Totals	\$0.00	\$0.00
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Treasury

Administration	\$150.00	
Bank Fees	\$100.00	\$9.00
Credit Card Fees	\$300.00	
Insurance	\$1,500.00	
Phone Lines	\$100.00	

Totals \$2,150.00 \$9.00

Grand Total Expenses \$33,725.90

Total Expenditure To Date \$317.63

Projected Profit Arisia 1996 \$16,324.10

Current Profit Arisia 1996 \$6,172.37

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of
ARISIA, Incorporated

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MENTOR OF ARISIA, is a
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1 Kendall Square, Suite 322
Cambridge, MA 02139

The minutes of the May Meeting
were accepted without correction at
the June Corporate Meeting, and
are reproduced exactly as they were
available at the June meeting.

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Subscriptions to *Mentor of ARISIA* are included in Corporate
membership to ARISIA, Incorporated. Membership runs
from September 1st to August 31st and costs \$24. Dues
are pro-rated on a monthly basis for members joining during
the year. Membership for members joining in MARCH is
\$12.

September	\$24	March	\$12
October	\$22	April	\$10
November	\$20	May	\$ 8
December	\$18	June	\$ 6
January	\$16	July	\$ 4
February	\$14	August	\$ 2

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