



MENTOR

The Newsletter of Arisia, Incorporated — Number 125, August 2003

Notice

- The next meeting will be the Annual Meeting of the Corporation, at which we will elect officers, and deal with any other business that may come to the floor.

All general (non-honorary) corporate memberships expire at the end of August. Dues in the amount of \$24 must be paid (or a request for waiver of dues must be submitted to the Executive Board) by the start of the Annual Meeting in order to retain voting rights, or to run for office.

- This issue of Mentor includes the “lost” minutes of the February meeting. To avoid confusion, these come after the minutes of the August meeting.

Minutes of the August Meeting

Date, Time, and Place

Tuesday, August 19, 2003 at the Skip Morris residence, Nashua, New Hampshire. Called to order at 8:25pm.

In Attendance

Bridget Boyle, Joel Herda, Lisa Hertel, Walter Kahn, Rick Kovalcik, Alex Latzko, Skip Morris, Paul Selkirk, Nicholas Shectman, Rachel Silber, Carsten Turner.

Proxies

Ben Levy to Carsten Turner, Tom Murphy to Walter Kahn, Craig McDonough to Paul Selkirk.

Corrections to the Minutes

The clerk has been advised of the following:

1. The motion by Noel to freeze rates for two years was not a motion to change corporate policy, just a motion that in effect was the sense of the corporation. (Mentor had a note that says “Noted that this changes corporate policy.”)

2. Rick had a question as to what the legal effect of Noel’s motion was, he asked if it couldn’t just be reversed at a future meeting. Several people volunteered that it could be reversed, but it was unlikely since having a motion passed has the effect of creating a memory of the sense of the corporation. Historically it is unlikely that Arisia would then ignore or change it.

Also, with the revisions to the art show rates, the full text of the pertinent corporate policy is:

III. Art Show Rates shall be set as follows:

a) The standard unit of Art Show panel space shall be four foot by four foot (4' x 4') in size. The standard unit of Art Show table space shall be as close to a thirty-inch by six-foot (30" x 6') table as can be provided.

- b) The cost for panel or table space shall be five-dollars (\$5.00) for each quarter unit of space. The cost for floor space for free standing art shall be the same as for table space.
- c) Regarding Commission on Sales:
- The art show shall charge a 10% commission on sales with a maximum commission charge of (thirty-two dollars (\$32.00) per unit of space used, prorated, less space fees charged).
 - For artists who have not rented space (e.g., Student Artists), or for artists where it is not feasible to calculate space usage, the maximum commission shall be thirty-two dollars (\$32.00).
 - All high school students, and any college level art student enrolled full time in an accredited degree granting institution shall have their first unit of space fee waived.
- d) The Print Shop shall charge three dollars (\$3.00) per unique image with a nominal limit of three to ten copies per image. The fee shall be waived for any print where the original or a copy hangs in the art show.
- e) There shall be a fifteen-dollar (\$15.00) service charge to process mail-in art. Arisia will ship mailed-in Art back to the Artist by whatever method the Artist specifies; furthermore, Arisia will pay the shipping fees if the Artist chooses to have the Artwork shipped by UPS Ground.
- f) The Arisia Artist Guest of Honor shall not be charged any Art Show or Print Shop fees or commissions.

• **President’s Report/Eboard Report** (Joel Herda)
No report.

• **Vice President’s Report /Grant Committee Report** (Noel Rosenberg)
Not present.

• **Treasurer’s Report** (Nicholas Shectman)
Arisia currently has \$20,950.64 in all of its bank accounts, approximately half what we had at this time last year. Of this, \$3952.39 is earmarked for the Grant Fund and \$3939.69 for Arisia ’04. Fulfilling these obligations will require partially liquidating the Snow Fund.

This past year, we never approved a corporate budget. With that in mind, I hereby present our actual FY03 non-convention-related income and expenses. Fiscal year 2003 was only 10 months long, so income and recurring expenses are adjusted to include figures for the 12 months to the end of June.

Income:

708	Dues
230	Interest income (substantially lower than FY02)
19	Corporate sales net
957	Total Income

Expenses:

	240	Westbank fees (going away soon)		
	179	Fleet bank fees		
	18	Treasury admin		
437	Total treasury	300	Mailbox rental	
	200	USPS permits		
	160	Change of Address database processing		
	336	Address service permit activity		
996	Total mailroom	17	Mentor (missing about \$150 in unreimbursed expense)	
7680	Rent	500	Student art contest prizes	
	70	Admin	9700	Total continuing expenses
574	Capital equipment expense	2825	Grants	
13099	Total expenses	12142	Total net loss	

These figures are by and large typical of recent corporate figures. In past years a third to a half of this shortfall was borne directly by the conventions, and the rest came from convention profits, which reliably exceeded corporate expenses. I think this is confusing and understates the amount of money we ask the conventions to bring in.

On the tax front, I have fixed an incomplete 990EZ (statement of revenues, like a 1040EZ for nonprofits) filing. While calling to confirm that the filing was in order, I recently discovered that the IRS is missing two 941 (payroll) forms from periods when we paid a service to handle our payroll (we did it ourselves in 2003, for which the 941 filing is fine). I will fix these before the Annual meeting. There may be interest and penalty liability for these, but it will not run higher than the low three digits. The IRS is also missing some other non-revenue-related paperwork which I will need to take care of before filing our next 990EZ, which is due on November 15. I consider this paperwork part of that filing and thus under our bylaws it is the responsibility of the previously seated treasurer (that is, me) even though it happens after the elections.

Vendors are all up to date except for the continuing dispute with Verizon and some Lunacon activity on Skip Morris' Criterion account, which is also used for Arisia and which is billed to our box. Skip, would you mind if I changed the address on this billing to point to your PO box? My concern is that some future Arisia corporate or convention treasurer might inadvertently pay for Lunacon's film program.

I believe that we are overpaying for our space at 561 Windsor Street. But I would like to enter negotiations for the possible renewal of our lease in January knowing the actual exact square footage of our space. Are there accurate drawings of storage?

I still have not completed audits of any recent conventions, something I would like to do before leaving office. With that in mind, I hereby announce my candidacy for reelection to the office of Treasurer at next month's annual meeting.

- **Clerk's Report** (Paul Selkirk)

I apologize for my extended absence. This was due partly, but by no means entirely, to my cross-country bicycle trip (details at <http://www.psgd.org/bike>). In penance, I intend to resign my position, effective next month.

Dues are due *before* the September meeting.

Anyone submitting a report is strongly encouraged to do so in writing, or suffer gross condensation. I think you can tell the difference.

- **Arisia '03 Report** (Skip Morris)

No report.

- **Arisia '04 Report** (Carsten Turner)

We're planning to have a party at Torcon (Worldcon), possibly in Charlotte suite. We need party hosts. I will be there with a car.

The first concon meeting will be September 14 at the hotel.

- **Arisia '04 Treasury** (Alex Latzko)

I'm about to make a deposit of \$4000.

At this point, the budget is for \$67000 of expenses. *[A draft budget was circulated at the meeting, but was not available for publication.]*

- **Corporate Inventory Control**

The position is still vacant; Skip is doing it unofficially. There is now a building office on the first floor, so we don't have to play phone tag with the owner. They gave us a room on the 4th floor for staging for Noreascon. Skip would like to move up to 3rd or 4th floor where there are more elevators. Third floor is full.

- **Old Business**

The Tim Powers book project continues apace.

A Memorandum of Understanding with Stonekeep Consulting is in the works.

- **New Business**

MOVED to direct LRP to look at complimentary membership policy and current practice, and to recommend changes to policy. PASSED without dissent.

MOVED to change policy to set the convention membership rates to \$50 full weekend, \$20 Friday, \$35 Saturday, \$20 Sunday. PASSED on a voice vote.

MOVED to amend policy to set babysitting rates to equal adult memberships. *[Note: this includes day rates for babysitting.]* PASSED on voice vote.

MOVED to amend policy to strike student discount, and to add student membership rate of \$40 full weekend at-door, applying up to age 18 with ID, up to age 23 with college ID. This rate does not apply to babysitting memberships.

The President split the motion into three motions:

1) MOVED to amend policy by removing the student discount (Convention Policy IV.b.2). PASSED on a voice vote.

2) MOVED to amend policy by adding a student and young fan membership rate of \$40 for full weekend membership.

This rate does not apply to babysitting memberships.
PASSED on a voice vote.

3) MOVED to amend policy by restricting the student and young fan membership rate to apply up to age 18 with ID, or up to age 23 with college ID. Friendly amendment to change "college ID" to "school ID". Friendly amendment to change "18 with ID" to "18 with proof of age". PASSED on a voice vote.

MOVED to raise the pre-reg rate to \$40 starting November 1, with a cutoff of December 15 (postmarked or received). PASSED on a voice vote.

MOVED to set the pre-reg rates for Arisia '05 to \$30 through March 31, 2004. MOVED to table; PASSED on a voice vote.

The full slate of rates is now as follows:

<i>pre-reg Arisia '04</i>	
<i>now – 10/31</i>	\$30
<i>11/1 – 12/15</i>	\$40
<i>12/16 – A'04</i>	\$50
<i>babysitting</i>	<i>same as adult</i>
<i>at-con</i>	
<i>weekend</i>	\$50
<i>Friday</i>	\$20
<i>Saturday</i>	\$35
<i>Sunday</i>	\$20
<i>student</i>	\$40
<i>babysitting</i>	<i>same as adult</i>
<i>pre-reg Arisia '05</i>	
<i>A'04 – 3/31/04</i>	\$30

• **Announcements**

The next Concom meeting will be Sunday September 14, at 2:00 PM at the hotel.

Please come to storage on Saturday August 25 at 10 AM to help load for Torcon. Also Saturday September 6 to unload.

Bridget will miss all of November and December due to family business.

Joel and Phi are running for re-election.

Paul is not running for re-election.

Alex and Skip are running for Clerk.

- **Meeting adjourned** at 10:47 PM.

Minutes of the February Meeting

• **Date, Time, and Place**

Tuesday, February 18, 2003 at the Vandenberg/Kent residence, Mendon, Mass.. Called to order at 8:25pm.

• **In Attendance**

Bridget Boyle, Buzz Harris, Joel Herda, Alex Latzko, Skip Morris, Tom Murphy, Noel Rosenberg, Paul Selkirk, Nicholas Sheckman, Carsten Turner, Pat Vandenberg.

• **President's Report/Eboard Report** (Joel Herda)

No report.

• **Vice President's Report** (Noel Rosenberg)

No report.

• **Grant Committee Report** (Noel Rosenberg)

We still need to get a check to the Boston Tea Party/Smallville Fan Event.

• **Treasurer's Report** (Nicholas Sheckman)

No report.

• **Clerk's Report** (Paul Selkirk)

Please sign in. Dues are \$14.

• **Corporate Inventory Control** (Linda Nee)

Linda was not able to attend, but the following report was read from email:

I would actually like to make two quick requests. The first is for information from the tech committee. In storage, there are crates full of equipment marked to be tested. Who is qualified to test the equipment? And what will it take to get them to do it?

The second is a more general request. Before this year's convention, Patrick Foster and others went through some of the AV gear and marked it as auctionable on ebay. Is there anyone familiar with the equipment who would be willing to handle that on behalf of the corporation?

One small note of progress to report. I actually got Skip Morris to talk about moving some of his personally owned gear out of storage!

Skip will coordinate selling stuff on Ebay.

Skip wants to head the Technical Equipment Committee.

• **Database Committee** (Tom Murphy)

The president appoints Lisa Hertel to the committee.

Ben Levy, Rachel Silber, and Bryttan Bradley will be consulting members.

We have a database committee mailing list set up, thanks to Cris Shuldiner, so we can start talking now. Where Rachel left us is that we're supposed to go off and research what other fan groups are doing, plus commercial databases. CONGO is supposed to be reviewed in more depth, as was the idea of rolling our own system.

• **Arisia '02** (Noel Rosenberg)

We have reimbursed everyone except the Arisia '02 treasurer.

We are missing a center-channel speaker that was loaned to the convention.

• **Arisia '03 Report** (Skip Morris)

First, a personal announcement – I'm moving at the end of the month to a different condo in Nashua.

There are a lot of little things left to do – thank-you notes to be written, bills to be paid, nothing unusual.

I explored the legal aspects of alcohol service in hotel. The letter of the law is that hotel guest cannot bring alcohol into the hotel, and the hotel can confiscate alcohol. The real issue is what the hotel really wants. The hotel is comprised of numerous competing political entities. What we're really concerned about is what our Convention Services manager thinks,

and what our Sales person thinks, because they're the ones who write our contract, and write policies.

When the Banquet Managers tour the party floors, and see alcohol being served, they raise an issue with Convention Services, because we're "stealing" business from them. If we have an alcohol policy, Heather can point to it and say "they have a policy, and when alcohol was found at an open party, they shut it down." Heather is happy, because she has something to rebut the other manager.

- **Arisia '03 Treasury** (Alex Latzko)

It looks like we're running in the black, but not by much – somewhere around \$1000. This is below what we need to cover corporate expenses (rent, equipment, etc).

The art show checks have gone out. Bills are being paid. There's money in, money out.

We need to increase income, decrease con expenses, decrease corporate expenses, decrease grants, or all of the above, by approximately \$5.75/member.

We're subject by the hotel's BMI/ASCAP license, because we're subject to hotel's Cabaret license. This is a \$400 line item that we don't have to pay – we've always budgeted it, but rarely paid it.

We will have one more Divhead meeting in the next few weeks.

During the con wind-down, we talked about the cost of ribbons. If Arisia corporate buys the equipment to print ribbons...

- **Arisia '04 Report** (Carsten Turner)

The Hat has been repaired.

The senior staff structure is finished. We have openings for Member Services and GOH Liaison.

We've sold 160 memberships, mostly at A'03.

We're sending flyers to relevant conventions.

- **Old Business**

The following proposed Bylaws amendment was presented last month, and printed in the last Mentor:

Whereas the 15th day of the fifth month after the end of Arisia's fiscal year is January 15; and

Whereas conventions typically incur significant expenses in the preceding summer but not the following summer; hereby

Moved to amend Article IX, Section 1 of the Arisia Bylaws, replacing the words

"The fiscal year of the corporation runs from September 1 to August 31."

with

"The fiscal year of the corporation runs from July 1 to June 30."

A two-minute recess was called for the Executive Board to review the proposal, pursuant to Bylaw 12.1(c). *The Eboard meeting was called to order at 9:09 PM. The Eboard unanimously approves this motion. The Eboard meeting adjourned at 9:09 PM.*

The Eboard has met to consider this motion, and reported out favorably.

Motion PASSED 9-0 on a hand vote.

MOVED to take up the tabled motion regarding massage training. MOVED to table. MOVED to amend by replacement: It is the sense of the corporation that any money spent on massage training should be paid for by the convention Motion TABLED 4-3 on a hand vote.

- **New Business**

MOVED to cancel the 2005 year of our Park Plaza contract. MOVED to table; failed 2-6. MOVED to table to the Eboard, which will report in 15 days, and to take up at next meeting with enough information to make an informed vote. PASSED on a voice vote.

MOVED to reconvene the hotel search committee, effective immediately; PASSED 7-0 on a hand vote. The President appointed Buzz Harris to head the committee.

- **Announcements**

Carsten has many vacancies in his concom structure.

Buzz Harris has put his name in for Conchair of Arisia '05.

Pat & Allen are having an Open House party on the first weekend of June.

- **Meeting adjourned** at 10:11 PM.

Minutes of the Eboard Meeting

- **Date, Time, and Place**

Tuesday, February 18, 2003 at the Vandenberg/Kent residence, Mendon, Mass.. Called to order at 10:12 PM.

- **In Attendance**

Joel Herda, Noel Rosenberg, Nicholas Shectman, Paul Selkirk.

- Derek Lichter has fallen off the end of the earth, and we need a new convention treasurer for Arisia '04. Alex Latzko has volunteered; Michelle McGuire is also interested.

MOVED to appoint Alex Latzko as Arisia '04 Treasurer; passed unanimously.

- MOVED to approve \$75 to reimburse Paul Kraus for his missing center channel speaker; passed unanimously.

- **Meeting adjourned** at 10:20 PM.

Membership/Subscription Information

Subscription to *Mentor of Arisia* is included with 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.

September	\$24	March	\$12
October	\$22	April	\$10
November	\$20	May	\$08
December	\$18	June	\$06
January	\$16	July	\$04
February	\$14	August	\$02

Executive Board

President Joel Herda 17 Heath St, Apt 3 Somerville MA 02145 president@arisia.org	Arisia 2003 Conchair Skip Morris PO Box 542 Merrymack, NH 03054-0542 conchair@arisia.org
Vice President Noel Rosenberg PO Box 464 Chelmsford MA 01824-0464 vp@arisia.org	Arisia 2003 Treasurer Alex Latzko 82 Cliff Rd Milton MA 02186 treasury@arisia.org
Treasurer Nicholas Shectman 75 Lexington Avenue Somerville MA 02144 treasurer@arisia.org	Arisia 2004 Conchair Carsten Turner [REDACTED] conchair@arisia.org
Clerk Paul Selkirk 112A Marblehead St N Reading MA 01864-1526 clerk@arisia.org	Arisia 2004 Treasurer Alex Latzko

Storage Facility Key Holders

Joel Herda
Noel Rosenberg
Nicholas Shectman
Paul Selkirk
Skip Morris
Carsten Turner
Linda Nee
Cris Shuldiner
Bryttan Bradley
Lisa Hertel

Committee Members & Corporate Appointed Officers

Grant Committee Noel Rosenberg (chair) Claudia Mastroianni Walter Kahn	Database Committee Tom Murphy (chair) Michelle McGuire Tom Murphy Paul Selkirk Cris Shuldiner
Budget Committee Nicholas Shectman (chair) Alex Latzko	Long Range Planning Committee Cris Shuldiner (chair) Sheeri Kritzer
Corporate Inventory Control Linda Nee	Corporate Sales Officer Nicholas Shectman
Corporate Systems Administrator Cris Shuldiner	Survey Committee Claudia Mastroianni
Gaming Convention Exploratory Committee (vacant)	Technical Equipment Committee Joel Herda (chair) Liz Orenstein

Membership Roster

Aaron Agassi	Christopher Amshey
Rob Bazemore	Dave Belfer-Shevett
Bridget Boyle	Brian Cooper
Tom Coveney	Elka Tovah Davidoff
Regis M. Donovan	Tom Fish
George Flynn	Tracy Fogarty
Colette H. Fozard	Buzz Harris
Joel Herda	Brendan Hertel
Lisa Hertel	Walter Kahn
Allan Kent	Rick Kovalcik
Zanne Labonville	Alex Latzko
Benjamin Levy	Claudia Mastroianni
Patrick McCormack	Craig McDonough
Michelle McGuire	Erik J. Meyer
Skip Morris	Tom Murphy
Linda M. Nee	Elizabeth Orenstein
Karen Purcell	Brendan Quinn
Matthew F. Ringel	Mary Robison
Noel Rosenberg	Matthew Saroff
Paul Selkirk	Nicholas Shectman
Cris Shuldiner	Rachel Silber
Julia Tenney	Carsten Turner
Patricia Ann Vandenberg	

Calendar of Events

August 28-September 1, 2003

Torcon 3 / 61st World Science Fiction Convention

Metro Toronto Convention Centre, Toronto, Ontario, Canada

August 29-September 1, 2003

Dragon*Con 2003

Hyatt Regency & Atlanta Marriott Marquis, Atlanta, GA

Sunday, September 14, 2003, 2:00 PM

Arisia '04 Concom Meeting

Alcott Room, Park Plaza Hotel, Boston, MA

Sunday, September 21, 2003, 2:00 PM

Arisia Corporate Annual Meeting

MIT Building 66, Room 168, Cambridge, MA

October 10-12, 2003

Albacon 2003

Ramada Inn, Schenectady, NY

Sunday, 26 October 2003 4:00 PM

Arisia Corporate Meeting

MIT Building 66, Room 168, Cambridge, MA

October 30-November 2, 2003

World Fantasy Convention 2003

Hyatt Regency, Washington, DC

November 8, 2003

Con*Cept 2003

Days Inn Midtown, Montreal, Quebec, Canada

November 14-16, 2003

Astronomicon '03

Sheraton Four Points, Rochester, NY

November 21-23, 2003

Capclave 2003

Hilton Silver Spring, Silver Spring, MD

December 12-14, 2003

Philcon 2003

Center City Marriott Hotel, Philadelphia, PA

January 16-18, 2004

Arisia '04

Park Plaza Hotel, Boston, MA

ARISIA, Incorporated
Building 600, PMB 322
1 Kendall Square
Cambridge, MA 02139