




MENTOR of ARISIA #11

Newsletter of Arisia, Incorporated
1 Kendall Sq., Suite 322, Cambridge, MA 02139



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EXECUTIVE BOARD MEETING 21 JULY 1991

The meeting was called to order at the MIT Student Center at 2:20 PM by president Mary Robison. Present: M. Robison, R. Bazemore, M. Ellis, J. Ross, K. Van Auken.

The Board first discussed the appointment of additional members to the Long-Range Planning Committee. After discussion, it was on motion

VOTED: To appoint, subject to approval of the Membership, Jeff Jordan and Phil Nathanson to the Long-Range Planning Committee.

The budget submitted by the Budget Committee was discussed. The Con Committee felt that there had been insufficient communication with the Con Committee and the department heads in determining the line items within the convention budget. It was agreed to recommend to the Membership that only the corporate budget, in which a convention total appears as a line item, be adopted. A revised convention budget is to be submitted later.

The Board next considered instructions from the Membership to write a letter to Fantek regarding our conflict with Evecon. It was agreed that Rob will get the address to Mary and Mary will write the letter.

The subject of meeting scheduling was discussed. It was agreed that the clerk will check the calendar for conventions and other conflicts, so that at the August meeting, corporate meetings can be scheduled for six months at a time.

The meeting adjourned at 2:50 PM.

A. Joseph Ross
Clerk

CORPORATE MEETING 21 JULY 1991

The meeting was called to order at the MIT Student Center at 3:10 PM by president Mary Robison. Concerning the minutes, it was on motion

VOTED: To amend the record to reflect that Sheila Oranch was present.

The minutes were accepted as amended.

Budget

The Membership next discussed the proposed corporate budget.

It was VOTED: to amend the budget by striking the submitted convention budget line items, so that the budget will consist only of the corporate budget, including the convention total as a line item.

A motion to amend the budget by transferring \$350.00 from Debt Liquidation to Grants Fund, with no spending authority until March 15, 1992, was defeated.

After discussion, it was on motion

VOTED: To adopt the corporate budget for the 1991-92 fiscal year, as amended.

Proposed Membership Transfers

It was on motion

VOTED: To transfer the following from Red Shirt to General membership:

Jeff Jordan
Donna Dube
Mark Pirttiaho

Reports

President -- No Report

Vice President -- No Report

Clerk -- There was only one response to the survey about meeting times.

Treasurer -- Submitted a written report (enclosed)

Planning Committee -- Will meet on Sunday, 4 August at 1:00 PM, probably at the home of chairperson LuAnn Vitalis.

At this point, after discussion, it was on motion

VOTED: To approve the appointment of Jeff Jordan and Phil Nathanson to the Long-Range Planning Committee.

Concomm 92 -- Anita Raj is now Assistant Director of Events and Exhibits.

People were reminded of the upcoming Concomm meeting on 24 August and the Events and Exhibits meeting on 3 August. At the meeting of 3 August, all department heads are expected to be there, with complete reports, if possible.

Bylaws -- The Membership began consideration of the proposed new bylaws.

It was VOTED: To adopt the amendments proposed by the Bylaws Committee as follows:

Section 1.2

Strike "two weeks" in the fifth line and substitute "twelve days".

Section 2.4 (b)

Strike "who have submitted nomination petitions" and substitute "nominated".

Section 2.4 (d)

Add: , Identifying the member;

Section 2.4 (i)

Add: , with a copy of the budget;

Section 2.4 (j)

add: , with a copy of the recommendations.

Section 10.1

add: (g) "Officer" and "Office" refers to the elected officers named in Section 3.1 and to the positions which they hold.

TYPOGRAPHICAL CORRECTIONS

2.6 "Robert's Rules," not "Roberts' Rules"

3.2 (d) The last sentence should not be in brackets.

3.4 (c), third line, strike the word "either".

It was then VOTED: To add to Section 3.3: The person approved as convention chairperson for a specified convention may not run for an office until after that convention.

A motion to delete Section 1.4(c) was defeated.

It was moved to amend Section 2.4 by deleting subsections a, c, g and adding section after 2.4. Reads as 2.4 except reads 16 days. with sections a, c, g.

It was then VOTED: To amend the motion by substitution to add the following language at the end of Section 2.4:

"Provided, however, that for any of the events listed in (a), (c), or (g) above, notice shall be given at least sixteen days in advance."

As amended, the motion, was defeated.

It was moved to add Section 4.9: The General Membership may by a simple majority vote take any actions normally under the authority of the Executive Board, Con Committee, or any other Committee or Board.

It was then VOTED: To amend the motion by substitution to add Section 4.9 as follows:

The Membership may take any action on behalf of the Corporation, notwithstanding that said action is vested by these bylaws in the Executive Board, a convention chairperson, or in any other officer, committee, or agency.

As amended, the motion was defeated.

It was moved to amend Section 5.2 by deleting, from the last sentence, the words "and thereafter until the appointment of a successor."

It was then VOTED: To amend the motion by also adding to Section 5.2, after the word "until" the words "the regular meeting after"

As amended, the motion was defeated.

It was moved to amend Section 10.2 by replacing the last sentence with "Notice is considered to be the postmark date."

It was then VOTED: To amend the motion so as to replace the last sentence of Section 10.2 with "Notice is considered given on the postmark date."

As amended, the motion was defeated.

It was then VOTED: To amend the last sentence of Section 3.5 to read as follows:

Any candidate may request the counting and validation of the votes to be done by a committee appointed by the chair consisting of a representative of each candidate.

It was moved to amend Section 11.1(a) to change "one month" to "23 days." It was then VOTED: To amend the motion so as to strike from Section 11.1(a) the words "for at least one month."

It was then VOTED: to amend Section 11.1(a) by striking the words "for at least one month"

It was then moved to amend Section 10.2(b) by changing the words "any other means" to "any persistent written means". The motion was defeated.

It was then moved to amend Section 10.2(b) by changing the words "persons living with" to "responsible persons living with". The motion was defeated.

It was then on motion

VOTED: To amend the bylaws of Arisia, Incorporated by adopting in their place the draft bylaws submitted by the Bylaws Committee, as amended.

The vote was 19 in favor, 0 opposed, 1 abstention.

Membership Transfers

The Membership then considered, pursuant to Section 1.2 of the new bylaws, the question of waiving the automatic transfer to Red Shirt of members who have missed four meetings in a row. After discussion, it was on motions:

VOTED: To waive automatic transfer to Red Shirt membership of Tom Fish, for one month, on the ground that his absence from this meeting was due to his wife's having just given birth.

VOTED: To waive automatic transfer to Red Shirt membership of Ben Levy, for one month, on the ground that, prior to adoption of the new bylaws, such waiver was not possible, and he may not have had the opportunity to bring his situation to the attention of the Membership. This waiver is not to be understood as setting a precedent for the future.

Unfinished Business

The Executive Board will appoint the 1993 con chair in August. Last call for anyone interested to notify the Board.

Considering that the next meeting will be at Mary Robison's house, it was on motion

VOTED: To appropriate the sum of \$30.00 for soda at the August meeting.

Meeting Dates

After discussion, it was on motion

VOTED: To hold the September Corporate Meeting (the Annual Meeting) on 22 September 1991 at 3:00 PM.

It was announced that there will be an effort at the next meeting to set meeting dates for six months in advance.

It was moved to hold every other business meeting on Friday evening. It was then VOTED: To table the motion until the next meeting.

New Business

It was moved to re-set the "downgrade counter" for all general members to zero. The motion was ruled out of order as contrary to the bylaws.

Announcements

Some BBQ/parties were announced. See calendar for details.

The meeting adjourned at 5:30 PM.

A. Joseph Ross
Clerk

Meeting Attendance

The following persons are recorded as having attended the meeting (*=Non-member):

Robert Bazemore, James Belfiore, Jr., Heather Coon, Mike DiGenio, Donna Dube, Mark Dulcey, Marshall Ellis, Kevin Fallon, Jeff Jordan, Allan Kent, Spencer Love, Patrick McCormack, Patricia Newcomb, Sheila Oranch, Chris Palmer, Mark Pirttiah, Mary Robison, Tim Roberge, Joseph Ross, Frances Selkirk, Paul Selkirk, Cris Shuldiner, Deb Smith, Kimberley Van Auken, LuAnn Vitalis.

NOTICE

The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: Tom Fish, Ben Levy. In accordance with Section 1.2 of the Bylaws, an automatic transfer may be waived by the Membership for cause, which cause must be stated in the minutes.

Please note that it is YOUR RESPONSIBILITY to check your name off on the attendance list in order to be counted as attending a meeting.

Corporate Officers

President: Mary Robison, 23 Dartmouth Street, So. Hadley, MA 01075, 413/532-6230

Vice President: Robert Bazemore, 15 Flintlock Road, Lexington, MA 02173, 617/862-8085

Clerk: Joseph Ross, 648 Washington Street, Brookline, MA 02146 H:617/734-7372 W:617/367-0468

Treasurer: Marshall Ellis, 21 Mohawk Trail, Suite 284, Box 4000, Greenfield, MA 01302-4000

Upcoming Events

27 July, Saturday -- 1:00 PM Programming meeting at the home of Mark Pirttiah, 268 O'Callaghan Way, Boston, 617/825-2419.

3 August, Saturday -- 1:00 PM Events/Exhibits Meeting at the home of Jim Belfiore, 18 Dix Road, Maynard, 508/897-6203.

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11 August, Sunday -- 2:00 PM Corporate meeting at the home of Mary Robison, 23 Dartmouth Street, So. Hadley, 413/532-6230
Executive Board will meet at 1:00 PM.

Directions from East: Mass. Turnpike to Exit 5, Chicopee, Route 33. After toll booth, go Right. At lights, go L onto Rt. 33. Proceed 3-1/2 miles to lights at intersection of Rt. 202 (large curve L just before lights) Go Right. Take first street on Right, Dartmouth Street. No. 23 is fifth house on Left.

Directions from Amherst: South on Rt. 116 over Notch into Granby. First Left -- Amherst Street. Go to end. Right on Rt. 202 about 2 miles. A church on Right, Dartmouth St. on Left. Go Left on Dartmouth St. No. 23 is fifth house on Left. If you reach the lights at Rt. 33, you have gone too far.

17 August, Saturday -- Pool Party/BBQ (BYO Food/Poison) at the home of Tim Roberge, 104 Summer Street, Framingham, MA. 508/875-6778
Call Tim for time, since it was not given in the announcement.

Directions: Turnpike Exit 13, bear R onto Rt. 30 (Framingham, Shoppers World) Second Right (Whittier Road). Go to end of road, then turn L (Old CT Path). Turn R at lights (Concord St. Rt. 126). Take 3rd L (Summer St. - just after first R). Second L (Poster Dr.) and park. Please do not block driveways by parking across from them (Road is narrow)

24 August, Saturday -- 1:00 PM Concomm Meeting at the home of Joelll Herda, 45 Freemont Street, Lexington, 617/863-9975.
Followed by BBQ/grilling. Bring your own meat and contributions. Call Joelll for directions, as the clerk had not received them by the time Mentor went to press.

14 September, Saturday -- 2:00 PM Party/BBQ at the home of Jeff Jordan and Donna Dube, 37 Grassmere Road, Hyde Park, MA, 364-1531
"Bring anything. We will have some munchies and stuff -- all donations accepted.)

22 September, Sunday -- 3:00 PM Corporate Annual Meeting. Place TBA, somewhere in the Boston area. Executive Board will meet at 2:00 PM.

For Up-To-Date Information by computer/modem, call 617/364-1576.

Please notify the Clerk of upcoming events to go into this calendar.

TREASURER'S REPORT
July 21, 1991

In lieu of droning through a brief report of available cash, etc., I am presenting a more comprehensive, written report, which will include the usual information, plus other facts, plans, and details of my activities.

Cash Balances:

Corporate checking, Park West	\$500
Corporate Checking, Newworld	\$ 0
Corporate Savings, Park West	\$161.69 (\$61.69 interest earned)
Convention II (1992) Account	\$451.59
Approximate Pending Deposit	\$270
 Total Cash on Hand	 \$1383.28

Note that \$70 of deposit is an NSF check being redeposited, and is highly tenuous.

Impending expenditures include:

Mailing costs	\$800
(it is a larger mailing than the past norm, but expected to be the only one of significance)	
Allowance for corporate	\$225
(minutes, bank charges, filing new bylaws, etc., 3 months)	
Allowance for Con	\$50
(miscellaneous costs of Con Comm)	
Mailbox	\$60
 Total regular items	 \$1135

Special items impending:

Art Panel Costs	\$2500
(or some large portion of this for our order to go in for materials being bought jointly with other Cons SOON)	

Current Liabilities:
(as opposed to notes payable)

Sales Tax Collections, apx.	\$225
Art proceeds	\$23
Reimbursements, apx.	\$500
Refunds, est. minimum	\$500
Telecheck?	\$120?

Grand Total Near term obligations:

\$5003

Now for other areas.

1) I anticipate having phone service by the end of August, after I move to Deerfield. YAY!!

2) Expected borrowing: the proposed FY '92 budget calls for \$3500 in borrowing. The art panels are expected to cost \$1000 less than anticipated, but require money to be expended in FY '91; SOON. I plan at this meeting to move authorization for the executive board to borrow up to \$4000 as needed, anytime within 6 months, scheduled to be retired within 2 years. I am working on near term issuance of notes for at least enough of that amount to cover the impending art panel payment.

(Anybody interested in making a loan to ARISIA should contact me, and that will lower the amount we must ask of our "angel," whom I believe we should grant lifetime honorary corporate membership.)

3) I am in the (long) process of computerizing Arisia's entire financial history. Starting with September (October meeting), I will distribute a monthly report of actual versus budgeted financial activity. As soon as possible, I will distribute financial statements for FY '89, '90 and '91. Once I have filed our 990EZ form with the IRS (due after 8/31, by 1/15/92), I will circulate copies to anyone interested.

4) By December I will open a "Convention I" checking account, for the 1993 Con (and subsequent odd years). This will probably be done at a state wide bank for added convenience, and eventually every account possible will be transferred to such a bank.

5) Except possibly in emergencies, the following rules apply to what is paid by corporate rather than convention check:

A) Any obvious corporate expense; Mentor, government filings, etc.

B) Payment for insurance or a claim against our self-insurance reserve.

C) Payment for merchandise to be sold, or associated costs.

D) Any capital expenditure.

E) Any loan repayment.

F) Any payment of claims against a previous Con with already closed books.

G) Any payment relating to the Art Show, especially art proceeds.

H) Any grants.

I) Any refunds.

6) I hope to develop a voucher system or other way of ensuring that checks are issued with the approval of whoever has budget authority, and to help me keep track things. I fear this may be unwieldy. Any ideas?

7) Staples: This is our photocopy provider of choice, and when I budget, I assume their prices. We have also bought much else there. I have copious amounts of tax exempt certificates avail-

able, but using them is a nuisance. For Staples, we have Staples cards that will automatically ring up purchases tax exempt. Copies are in the hands of Joe, me, Jennie, Sheila, and soon, Kim. These may be borrowed at need. Under no circumstances are these or the exempt certificates to be put to personal use!

8) Budget: As of this sitting, there are plans to work out qualms about the Con '92 budget with the committee, but the bulk of it should be approved at this meeting. This is absurdly late.

Here are my plans for the next budget process; don't say you weren't warned in advance. I will expect the 1993 Con Comm to be thinking about what they want in their budgets by December, Anytime after that people can begin feeding me figures and whys, wish list style. Immediately after ARISIA '92, the process goes into full swing, and by that point numbers for the entire history of Arisia should be neatly available. I and the budget committee will work out the preliminary corporate level numbers, and arrive at a target figure for the total convention budget. We will than work closely with the Con Comm on the detail of their budget. If an overall corporate budget can't be ready within a reasonable time after the Con budget is, they will be presented for a vote separately. The whole process should be complete by April. Any revisions required in the FY '92 budget will be made at that time as well.

9) There's more, but now, days after I wrote the above, it's Sunday morning, and I'm out of time. Next month.

NOTICE RE ANNUAL MEETING

The Annual Meeting of the Corporation will be held on 22 September. The location will probably be at MIT, but a definite announcement will appear in the next Mentor. General members should consider whether they are interested in running for office. The duties of the officers are listed in Section 3.2 of the new bylaws (which should be enclosed with this Mentor). Please note the nomination procedure:

- 3.4 (a) Any General member may nominate himself or herself for office by submitting the nomination to the clerk at least two weeks prior to the Annual Meeting.
- (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. Nomination from the floor of a person not present at the meeting is not valid unless either the written consent of the nominee is submitted to the presiding officer.

Since the deadline for submission of nominations to the clerk is only two days before the day that the Newsletter must be mailed, the clerk requests that nominations and campaign statements be submitted as soon as possible. The clerk appreciates, but does not require, statements submitted on 5-1/4" disks in ASCII format.

ARISIA,SM INCORPORATED
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FIRST CLASS MAIL