

# MENTOR of ARISIA #12

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

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## EXECUTIVE BOARD MEETING 11 AUGUST 1991

The meeting was called to order at the home of Mary Robison at 1:15 PM by vice president Robert Bazemore. Present: M. Robison, R. Bazemore, M. Ellis, J. Ross, K. Van Auken.

Marshall distributed copies of the letter to Steve Boheim. It was agreed to approve the letter as submitted.

Concomm 92 -- Kim reported on progress on making art panels.

A detailed Concomm budget should be ready by the next corporate meeting.

The database and bar code project is coming along well. Equipment is now being loaded. This may increase our insurance bill.

Guest Editor will be Ginger Buchanan.

Treasurer -- We will need to borrow money for the art show panels. A motion to do so will be made at the corporate meeting. Kim will contact the person who has been our benefactor in the past.

Jenny Drysdale presented copies of alternative letterhead designs. The Board made a choice, and an interim letterhead will be printed.

Mary reported that the letter to FanTek was being written today.

President Mary Robison assumed the chair at this point.

The Board then considered the appointment of a con chair for Arisia 93. After discussion, it was on motion:

VOTED: To appoint, subject to Membership approval, Robert Bazemore as chair of Arisia 93.

Robert Bazemore wished to be recorded as abstaining.

Kim reported that we have a deal with Site & Sound. We will put an ad for them in our mailing, and they will provide us with rental equipment.

The meeting adjourned at 1:40 PM.

A. Joseph Ross  
Clerk

CORPORATE MEETING 11 AUGUST 1991

The meeting was called to order at the home of Mary Robison at 2:15 PM by president Mary Robison. The minutes were accepted as submitted.

Reports

President -- The letter to FanTek has been written.

Vice President -- Rob will take names of people wishing to serve on the Grant Committee and pass them on to the next vice president.

Treasurer -- Corporate dues are due on 1 September 1991. After discussion, it was on motion

VOTED: Pursuant to Section 2.4(f) of the bylaws, to change the deadline for payment of corporate dues for the 1991-92 fiscal year until the end of the Annual Meeting; provided that no member may vote at the Annual Meeting until that person's dues have been paid.

The vote was passed by more than two-thirds.

Clerk -- Reminder that anyone wishing to run for office at the annual meeting and so notifies the clerk up to two weeks prior to the meeting may have a campaign statement published in Mentor.

Concomm 92 -- We purchased space in the Noreascon room at Chicon for \$100.00. Anyone going to Chicon please get in touch with Kim.

Work continues on art show panels. There will be a work session on 7 September at the NESFA Clubhouse.

The database and bar code project is coming along well. Equipment is now being loaded. This may increase our insurance bill.

Guest Editor will be Ginger Buchanan.

We have a deal with Site & Sound. We will put an ad for them in our mailing, and they will provide us with rental equipment.

Kevin Fallon is looking into rental space for storage for the art show panels.

Long-Range Planning -- Not here.

Budget -- Concomm budget is being worked on. Should be ready by next corporate meeting.

Exec Board -- Has appointed a con chair for 93, subject to approval. After discussion, it was on motion

VOTED: To approve the appointment of Robert Bazemore as chair of Arisia 93.

New Business

It was reported that we will need to borrow money for the art show panels. There is an authorization in the budget for the next fiscal year, but the money will probably be needed before 1 September. After discussion, it was on motion

VOTED: To authorize the Executive Board to borrow up to \$4,000.00 at any time in the next six months for purposes of art panels and capital expenses, at up to 8% interest.

It was then on motion

VOTED: To waive the automatic transfer of Beth Gallagher to Red Shirt membership because of her commitment to sing on Sundays.

It was moved to transfer Mark Dulcey to General membership. As required by the Bylaws, this was then tabled to the next corporate meeting.

It was moved that the Corporation hold a raffle at con, all net revenue to go to the Grant Fund. It was then on motion VOTED: To table this until the next meeting. Meanwhile, the legal requirements for holding a raffle will be investigated.

#### Meeting Dates

After discussion, it was on motions

VOTED: To hold the October Corporate Meeting on 13 October 1991 at 3:00 PM at MIT.

VOTED: To postpone to the next corporate meeting the setting of meeting dates for six months in advance and the motion, tabled to this meeting, to hold every other business meeting on Friday evening.

#### Announcements

Viola Wardel is pregnant and must resign from Arisia child care.

The following candidacies were announced:

Patrick McCormack -- President  
Marshall Ellis -- Treasurer  
Joe Ross -- Clerk

The Concomm meeting scheduled for 19 October is changed to 26 October at 1:00 PM, place TBA, to avoid conflict with NJAC.

The meeting adjourned at 2:59 PM.

A. Joseph Ross  
Clerk

## Meeting Attendance

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

Robert Bazemore, Mike DiGenio, Jenny Drysdale, Mark Dulcey, Marshall Ellis, Kevin Fallon, Tom Fish, Ben Levy, Patricia Newcomb, Mary Robison, Joseph Ross, Matthew Saroff, Kimberley Van Auken, Andrew & Viola Wardel\*

## NOTICE

*The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: Howard Anderson, Beth Gallagher 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, RR 1, Box 211Deerfield, MA 01342

## Upcoming Events

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 at MIT Student Center. Executive Board will meet at 2:00 PM.

13 October, Sunday -- 3:00 PM Corporate Meeting at MIT Student Center. Executive Board will meet at 2:00 PM.

18-20 October, Friday thru Sunday -- NotJustAnotherCon, UMass Campus Center, Amherst, MA.

26 October, Saturday -- 1:00 PM. Concomm Meeting. Place TBA.

16 November, Saturday -- Concomm Meeting. Time & Place TBA.

14 December, Saturday -- Concomm Meeting. Time & Place TBA.

28 December, Saturday -- Concomm Meeting. Time & Place TBA.

*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

August 11, 1991

## Cash Balances:

Corporate checking, Park West	\$330
Corporate Checking, Newworld	\$ 0
Corporate Savings, Park West	\$162.41 (\$62.41 interest earned)
Convention II (1992) Account	\$451.59
Approximate Pending Deposits	\$328**

I have reason to believe that substantially more is floating around, but have not been given accurate information.

Total Cash on Hand	\$1272
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Note that \$70 of deposit is an NSF check being redeposited, and is highly tenuous.

## Impending expenditures include:

Mailing costs	\$800
Allowance for corporate	\$225
Allowance for Con	\$50
Total regular items	\$1075

## Special items impending:

Art Panel Costs	\$2500
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(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.	\$780
Refunds, est. minimum	\$500
Telecheck?	\$120?

Grand Total Near term obligations:\$5223

## Other Comments, Information, etc.

1) REMINDER: Dues are now due for the year September 1, 1991 August 31, 1992. They may be paid anytime until the beginning of the September 22 meeting to be valid as of that meeting. If they are not paid by the beginning of the annual meeting, you may neither vote nor run for office. Dues are \$15 for the year, and go down \$1.25 per month for each month you delay.

2) In view of the elections, to make banking matters easier this time around, I will come to the September meeting armed with bank paperwork the new officers must sign. Please be present if you are running and have any expectation of gaining office, or if you are Kim or Jeff.

3) I have prepared notes in anticipation of borrowing from our benefactor, as well as from anyone else interested. If you are interested, let me know right away. There is no official minimum. Borrowing will cease once our planned program, or actual needs in view of new information, has been met.

4) The fiscal year end is at hand! If you have spent money, and are awaiting reimbursement, and I don't know about it, you must tell me. I don't have to have the receipts, though I'll get everyone I can paid within the month. I do have to know amounts, types of expenses, and area for which it's incurred.

5) Rules for ARISIA expenditures:

When possible, pay the vendor with an Arisia check.

When making an expenditure to be reimbursed...

Be sure the money to pay you is available, or be prepared to wait.

Let me know right away that you have spent the money, and for what.

Save the receipt or a copy of it to turn in. If it's not legible, write the amount(s) on it.

Write on the receipt or an attached paper the department, purpose, any other relevant info, and exact amounts for each area if more than one is on the same receipt. Try whenever possible to separate purchases by department. (ie- different receipts)

Always use a tax exempt certificate for taxable purchases. Plenty are available.

Do not make expenditures on credit (which we have at several vendors) without advance (preferably) or immediate notice to me.

Be sure expenditures are authorized by the person with budget authority, if that's not you.

Don't issue checks without knowing whether sufficient money is in the account.

Be intelligent; use your judgment. A \$10 expenditure is not in the same league as a \$500 one.

The importance of notice and approval differs accordingly.

6) I will be in communication with Division heads and other relevant people on what I expect for reciprocal financial reporting.

#### TREASURER'S REPORT - SUPPLEMENTAL

What follows are the financial statements for Arisia's first fiscal year; the one in which no convention took place. These are the first and easiest of the financial statements I plan to prepare. In fact, I am shooting to have at least a rough draft of the other 2 fiscal years for the impending annual meeting.

I will be happy to answer questions about what the financial statements mean and how to read them; you have but to ask.

Once more I point out that I cannot prepare accurate statements or keep accurate books without a timely and accurate inflow of source information. I continue to take steps to make this easier for people to do, and continue to solicit any ideas people have on improving the information flow.

Anybody who needs a small amount of postage for Arisia business should see me. I have a large supply people may tap.

Where did the odd 5 cents revenue come from? I have no clue; I was not the treasurer then.

ARISIA, INCORPORATED  
 Financial Statements  
 for the year ended  
 August 31, 1989

Activity Statement

Revenue	
(All Kinds)	\$1939.05
Expenses	
Accounting	76.49
Advertising/Publicity	242.63
Bank Fees	62.61
Interest	52.46
Office Supplies	98.21
Postage	450.00
Printing	151.32
Total Expenses	\$1133.72
Change in Fund Balance	\$805.33

Balance Sheet

Assets:	
Cash	1207.79
Deposits	1000.00
Total Assets	\$2207.79
Liabilities and Fund Balance:	
Notes Payable	1350.00
Accrued Interest	52.46
Total Liabilities	1402.46
Fund Balance	805.33
Total Liabilities and Fund Balance	\$2207.79

Statement of Changes in Financial Position

<b>Sources of Working Capital:</b>	
Change in Fund Balance	805.33
Notes Payable Issued	1350.00
Accrued Expenses	52.46
<b>Total Sources</b>	<b>2207.79</b>
<b>Uses of Working Capital:</b>	
Deposit (Hotel)	1000.00
<b>Increase in Working Capital</b>	<b>1207.79</b>

Note: All account balances began at zero for this fiscal year.



## NOTICE OF ANNUAL MEETING

The Annual Meeting of the Corporation will be held on Sunday, 22 September 1991 at 3:00 PM at the MIT Student Center. Election of officers will be held. The duties of the officers are listed in Section 3.2 of the new bylaws. The following candidacies are presently known to the clerk:

Patrick McCormack -- President  
Matthew Saroff -- Vice President  
Marshall Ellis -- Treasurer  
Joe Ross -- Clerk

According to Section 3.4(c) of the bylaws, "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."

The following campaign statement has been received:

Patrick McCormack

I am running for President because I think it's time for a new person to try their hand at leading Arisia. Arisia has reached the point where we are past the original hurdles. It's now time to try to find our stride and settle down for the longer run. I promise only two things as President. First, the Corporation will not micro-manage the Con Comm. The Corporation should only be involved on the highest levels of policy making. Second, I will do my best to keep the Corporation running in a humane and friendly fashion, looking first to protecting members' rights.

## CORPORATE DUES DUE

Corporate dues are due by the end of the Annual Meeting. Anyone who has not paid dues by that time will be dropped from corporate membership. This also means that any General member will have to re-join as a Red Shirt member until transferred in accordance with the bylaws. To pay dues, send \$15.00 to the Treasurer at the address given above. No member will be able to vote at the Annual Meeting until his/her dues are paid.

Please note that the mailing labels have been updated to show payments received as of the August meeting. The clerk has not yet been notified of any payments sent to the treasurer since that time.

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

## FIRST CLASS MAIL

# BYLAWS SUMMARY

*Now that the new Bylaws have been adopted, here is a summary of some of the major changes from the former bylaws. Please refer to the text cited for full details.*

## Membership Transfers

Red Shirt to General: A motion to transfer a Red Shirt member to General must now be proposed at the meeting prior to the one at which it is to be voted on, with notice published in Mentor. Each transfer must be voted on separately and by secret ballot. (§1.3(c))

General to Red Shirt: The automatic transfer from General to Red Shirt for missing four consecutive regular meetings can now be waived by the Membership for cause, which cause must be stated in the minutes. The waiver must be done at the fourth meeting. If you have a problem with meeting attendance that you think warrants a waiver, be sure that someone at the fourth missed meeting knows the problem and is prepared to make the motion. Exactly what the Membership will consider sufficient cause will be developed over time. (§1.2)

## Proxy Voting

Proxy voting is now available to General Members. The rules for proxies appear in §2.8. A proxy must be a member, and no person can hold more than two proxies at the same time. A proxy must be in writing, must be presented to the clerk to be valid, is valid only for that one meeting, and must be recorded in the minutes of that meeting.

A proxy can give specific instructions for a particular vote or can be a general power for all business, or can be some combination. Your proxy may further delegate the proxy to another if you so authorize, but you must name the persons to whom the proxy can be delegated.

A proxy specifying the vote or position to be taken or restricting the proxy's exercise of independent judgment based on discussions at the meeting is invalid for votes on removing officers, suspending or expelling members, or involuntarily transferring a member from General to Red Shirt (§1.4(c)).

## Annual Meeting/Election of Officers

The Annual Meeting has been changed from August to September. Nomination procedure has been changed. Any General member may nominate himself or herself by submitting the nomination to the clerk at least two weeks prior to the Annual Meeting. Anyone who does so may also submit a campaign statement, not exceeding 100 words, for inclusion

in Mentor. Additional nominations may be made from the floor at the Annual Meeting. A person cannot be nominated in his/her absence unless the nominee's written consent is submitted to the chair (§3.4).

A majority of votes is now required to elect. On each ballot in which no candidate receives a majority, the candidate with the fewest votes is dropped for the next ballot (§3.6).

### Committees

The con chair is still appointed by the Executive Board, with approval of the Membership. However, other members of the con committee are now appointed by the con chair (§6.2). The con treasurer is appointed by the con chair, with approval by the Executive Board (§6.6(a)). The con chair now has full authority over the convention, subject to review and instruction by the Exec Board and Membership (§§6.4, 6.5).

Other committees are now appointed by the president, with approval of the Membership. The Membership has the power to determine some other method of appointing any committee or other appointive position (§5.1).

Committee chairpersons may be removed by the Executive Board. Committee members may be removed by the Exec Board on recommendation of the committee chairperson (§5.1).

### Grants and Budgets

Various restrictive timetables for the budget process have been eliminated. Likewise, various requirements for the timing and giving of grants have been changed. Grant distribution is now required to begin "when the cash reserves of the Corporation equal 110% of the projected Corporate and Convention expenses for the next fiscal year." The Membership may decide to budget grant distribution sooner (§8.2(b))

The various funding priorities and restrictions on organizations receiving grants may be waived by the Membership by 2/3 vote with 50% of the General members voting.

### Bylaw Amendments

An amendment to the Bylaws must be submitted by at least five (5) General members. It is to be introduced at a meeting, discussed, and then tabled to the next meeting, with notice published in Mentor. Amendments must be submitted in proper form and shall be reviewed as to form before the voting. A two-thirds vote is still required for adoption, but with 50% of the General members, rather than 25%, voting (§11.1).