



# MENTOR of ARISIA #19

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



*"Arisia" is a service mark of Arisia, Incorporated*

## EXECUTIVE BOARD MEETING 15 MARCH 1992

The meeting was called to order at the UMass Campus Center at 2:05 PM by President Patrick McCormack. Present: P. McCormack, J. Ross, A. Kent, R. Bazemore.

The Board first discussed the schedule of future meetings. It was agreed to schedule only the May meeting at this time and to try to schedule farther in advance at the April meeting. After discussion, it was on motion

VOTED: To recommend to the Membership that the May meeting be on Sunday, 17 May 1992, at 1:00 PM at MIT.

The Board next discussed the recommendations of the 1993 Concomm relative to Program Book advertising rates. Rates cannot wait until the con budget to be set. After discussion, it was on motion

VOTED: To recommend to the Membership the following rates for advertising in the program book:

	Retail	Preferred Customer	Fan
Full Page	\$275	\$165	\$80
Half Page	\$175	\$95	\$50
1/4 Page	\$115	\$65	\$30
1/8 Page	\$90	\$40	--

10% discounts on above rates for payment in advance. Bleeds, halftones, or other special requests may incur additional charges.

If these rates are approved, it is to be noted that there shall NOT be ANY rate sheets distributed without approval of the marketing head to insure the correct rates are sent to the right advertisers. The marketing head shall be the one to determine which rate plan is appropriate. If there is a disagreement, then the marketing head's decision may be appealed first to the con chair, then to the Executive Board.

The Board next discussed the question of an audit of the corporate books. The new treasurer's opinion is that the state of our financial record-keeping makes an audit premature at this time.

On the treasurer's recommendation, it was agreed in principle that corporate dues should be sufficient to cover basic corporate expenses, unless that amount would be clearly excessive. When more specific figures are available, corporate dues will be reviewed in accordance with that principle.

The meeting adjourned at 3:40 P.M.

A. Joseph Ross  
Clerk

CORPORATE MEETING 15 MARCH 1992

The meeting was called to order at the UMass Campus Center at 3:50 PM by President Patrick McCormack. The minutes were accepted as submitted. Proxies: Jim Belfiore to Rob Bazemore, Cris Shuldiner to Matt Saroff, Marshall Ellis to Tom Fish.

Reports

President -- Nothing. The world is at a standstill.

Vice President -- Not here.

Clerk -- Please remember to sign the attendance sheet.

Treasurer -- An extensive report was distributed, the first three pages of which are included in this Mentor. The entire report is in the clerk's records. Our IRS Form 990, due tomorrow, was submitted last Wednesday.

**AT PRESENT, THERE IS NO MONEY AVAILABLE FOR ANYTHING. NO EXPENDITURES ARE TO BE MADE WITHOUT CHECKING IN ADVANCE WITH THE TREASURER!**

**ANYONE WITH OUTSTANDING FINANCIAL RECORDS MUST GET THEM TO THE NEW TREASURER AS QUICKLY AS POSSIBLE. ALL BLANK CHECKS MUST BE TURNED IN TO THE TREASURER. NONE MAY BE USED.**

**ANYONE RECEIVING INCOME MUST REPORT THE SOURCE OF THE INCOME (WHO FROM, WHAT KIND OF INCOME, ETC.) THIS INFORMATION IS REQUIRED BY THE IRS.**

**ALL EXPENSES ARE TO BE ACCOUNTED FOR EXACTLY. TOO MANY SUSPICIOUSLY ROUND NUMBERS WILL RESULT IN YOUR EXPENDITURES BEING QUESTIONED!**

The following have volunteered to serve on the Budget Committee:

Cris Shuldiner, Matt Saroff, Mike DiGenio, Debbie Smith, Liz Zitzow.

The president appointed these volunteers to the Budget Committee and, after discussion, it was on motion VOTED: To approve the appointments.

**ANYONE WHO THINKS THEY ARE GOING TO SPEND MONEY HAD BETTER GET THE NECESSARY INFORMATION TO THE BUDGET COMMITTEE.**

Concomm 93 -- There will be a Concomm meeting on Saturday, 28 March, at 1:00 PM at the Vandenberg/Kent residence.

A Concomm newsletter is going out.

We are hoping to have a party at Lunacon.

For marketing purposes, program book ad rates must be set in advance of the budget. The rates proposed represent an increase over last year and are designed to make the program book break even. After discussion, it was on motion

VOTED: To approve the following rates for advertising in the program book:

	Retail	Preferred Customer	Fan
Full Page	\$275	\$165	\$80
Half Page	\$175	\$95	\$50
1/4 Page	\$115	\$65	\$30
1/8 Page	\$90	\$40	--

10% discounts on above rates for payment in advance. Bleeds, halftones, or other special requests may incur additional charges.

Other Committees -- Not here.

Unfinished business

None

New Business

The Membership discussed the holding of corporate meetings outside of Boston. It was moved to require that the February, June, and October business meetings be held at least 10 miles, as the crow flies, from the State House. It was VOTED: To amend the motion by adding the words: if space is available for \$20.00 or less. After discussion, it was on motion

VOTED: To require that the February, June, and October business meetings be held at least 10 miles, as the crow flies, from the State House, if space is available for \$20.00 or less.

A motion was made to require that all copies of the Arisia 92 convention video be sold at the list price, except where any group discounts or complimentary distribution of tapes is pre-approved by the general Membership at a business meeting. It was then VOTED: To table the motion to give Jim Belfiore, who is in charge of the video, a chance to review it.

The Membership next discussed formalizing the informal arrangement for mailing-list sharing that presently exists with SCUM. After discussion, it was on motion

VOTED: To actively recruit other science fiction groups into the mailing list consortium, as permitted by tax laws.

It was then moved to formally approve the following mailing list consortium principles, under which the informal consortium has been operating:

1. That members of the consortium hold the data in common.
2. That decisions about the disposition of the mailing list are made in common.
3. That the list is to be used only for non-profit purposes.

It was then VOTED: To amend the motion to add: 4. That data is not to be shared with non-members of the consortium.

It was then VOTED: To amend the motion by adding: 5. Anyone may request that his/her data not be shared with the consortium but to remain on an individual organization's mailing list. 6. Any new organization to be admitted to the consortium requires the approval of the existing member organizations.

After further discussion, the main motion, as amended, was withdrawn, with the consent of the Membership. Instead, it was agreed that Arisia representatives would be appointed to meet with SCUM representatives to iron out further details and report back. The following were appointed Speakers to the Consortium: Mary Robison and Tom Fish. It was then VOTED: To approve the appointment.

It was moved to amend the bylaws to provide that a person who grossly violates the rules of the convention or Arisia's bylaws and/or is a clear and present danger legally or physically to the organization or a member thereof may be ejected from membership by the con chair (con membership at con only) or majority E-Board vote (either type membership) subject to general membership vote not more than 45 days after said action. Failure to do so shall be considered a rejection vote by General Members.

In accordance with the bylaws, the motion was tabled to the next meeting. It will be reviewed by the Exec. Board.

The Membership next discussed the scheduling of the May meeting. After discussion, it was on motion

VOTED: To hold the May corporate meeting on Sunday, 17 May 1992, at 1:00 PM, at MIT.

#### Announcements

There will be an MCFI open meeting on 1 April 1992 at 8:30 PM at the NESFA Clubhouse.

The meeting adjourned at 5:20 PM.

A. Joseph Ross  
Clerk

[.arisia]books.txt  
 -allan kent  
 9-13 March 1992

Arisia March 1992 Corporate Meeting Issues

1. Sign new bank cards for three accounts. (Have letter to sign to each bank ready also.) All officers should sign letter (which is overkill, but it's easier than arguing with the banks).
2. Form 990-EZ and Schedule A for Form 990 have been filed for the IRS year beginning Sept 1, 1990 and ending Aug 31, 1991. (IRS year 1990, Arisia FY 91.) I have copies with me. Copies of these filings are, by law, available for public inspection for three years ("at each office" if regular offices are maintained, otherwise in a reasonable manner). We ought to determine where and how we will make these available for inspection. These forms are required to be filed within 4-1/2 months after the fiscal year ends unless an extension has been granted. It will probably be easier to complete them BEFORE each convention in the future. These forms can be ammended by filing a new form at any time without penalty. These must remain available for public inspection for 3 years.
3. Status of Loans Payable for verification by note holders: The only loan outstanding was made by Cris Shuldiner at the last meeting. The books (such as they are) do not yet reflect this.
4. Do Not Write any checks until we have some money to pay them. I would like to have any unwritten checks held by others turned in so that we have a chance of keeping track of how much money is in each checking account. Do Not make any other commitments to pay money to anybody until we have a budget AND money to pay bills with.
5. We must figure out where we are going to get cash to do marketing and other things necessary for the next convention before we will receive any more memberships. This seems to require more loans to Arisia, which is unappealing to me, but apparently necessary.
6. Cash on Hand as of latest bank statements (approx 1 March 92) and estimated checks not cashed as of these statements.

WestBank 3003-630-7	\$ 837.71	("corporate acct" and charge slips)
less known checks, etc. outstanding	\$580.33	
total funds		\$257.38
WestBank 414-785-9	-\$238.37	!!! (Con II)
plus deposits	\$520.50	
less known checks, etc. outstanding	\$143.47	
total funds		\$138.66
NewWorld 44-4026-9	\$176.50	("Con I")
less known checks, etc. outstanding	\$0.00	
total funds		\$176.50
total (net) cash on hand		\$572.54

total known unpaid bills	\$553.87	
net cash (so far)		\$18.67
estimate of Boston Park Plaza refund	\$1030	
net cash (so far)		\$1,050
guess at unknown bills outstanding	\$2500?	
guess at unknown checks outstanding	\$500?	
total current deficit		\$3,000?
less current liabilities		
advanced memberships '93	\$2000?	
advanced dealers '93	\$800?	
advanced art show '93	\$0?	
net reserved for grants (really an asset alloc.)	\$365?	
loans payable within 1 yr (\$350 to replace borrowed monitor, damaged in transit)	\$500	
total current liabilities		\$3,665?
guess at expenses thru Nov 1992		\$8,000?
total cash req'g before significant income available		\$14,665?
minimum additional loans thru Nov 1992 with these assumptions		\$10,317?

This treats the prepaid memberships and prepaid dealers fees for '93 as unsecured loans to Arisia (which they really are) which may not be repaid until after Arisia '93 (if a "can't make it" refund is requested.)

Conclusion: without some significant loans (again!) there is no money to do marketing or for other pre-con expenses. We have already spent the money that the raffle raised for grants on other things. The most optimistic view is that we are already "in the hole" on a 'cash basis' more than \$2500.00.

6. I would like to start a "cash advance" scheme whereby individuals each have an (asset) account which records funds they have been advanced. These accounts would be debitted (increased positively) when cash (a check) is given them, and credited (decreased) when they submit an expense report. This, of course, assumes that we have some cash to advance to anybody, which we do not at the present time.

No addition money would be given to a person until s/he has accounted for that already advanced by means of expense reports, (except under exceptional circumstances). Vendors should be given checks made out to them for large expenses. (If I read the IRS instructions for Form 990-EZ correctly, we must report amounts advanced to or paid as expenses to any person when these amounts exceed \$1000 in a fiscal year. Most items of significant amount should be paid directly to the vendor by Arisia check.)

7. I have begun to start "real", paper, double entry Journals and Ledgers for Arisia (corporate) and for conventions I and II (odd and even years) including provisions for keeping track of spending and receipts against budgets. Mike DiGenio will investigate the availability and suitability of PC software (or Mac software) to keep "real" books on computer with adequate journalling and paper trails. The present "books" are only spread sheets (or print outs of spread sheets) for particular kinds of accounts with no overall balancing mechanism. The check register of two of Arisia's accounts is used as a kind of outgo "disbursements" journal, which is ok, but not all checks appear in the register initially (because various people keep checks for expenses.) There is, at present, no record of income, that I have yet discovered, by type and, further, income, advance receipts, and inter-bank account transfers are all mixed together as "deposits" in the expense/check journals. The check register(s) should be treated as subsidiary journals and entered into the Cash (bank n) ledger monthly.

8. All income received has to be identified as to why we are receiving it! In preparing the information for IRS Form 990-EZ, I discovered that the "books", such as they are, did not seem to be able to identify which income (or advance income = liability) account the money should be attributed to. By matching deposits with checks from other accounts, I managed to eliminate most of the inter-account transfers from apparent income, but a lot of the rest is estimation. Unless somebody has some data that is not with the treasurer's stuff or that I have not yet uncovered (as I have only searched through what was labelled FY91 - Arisia '91 - IRS year 1990), the same thing will have to be done in Sept 1992 for the next IRS report which includes most of the Arisia '92 income.

9. Should corporate dues completely cover the cost of Mentor, bank service charges, and other costs not obviously related to a particular convention? If so, the corporate dues rate probably has to be increased.

10. I believe that the income from Arisia '93 (plus sales and not including prepaid memberships, dealer's tables, etc. for '94) should not only pay for all expenses of the convention, corporate expenses not covered by dues, and outstanding loans, but should also be enough to provide cash on hand to go thru until the beginning of Arisia '94, without borrowing any money. Unless there are objections, this will be the basis for budgeting income and expense for Arisia '93.

ARISIA, Incorporated  
Expenditure Form (Rev 3/92)

Mass. Sales Tax Exemption: 043-031-143  
Expires 1/4/96  
Provide supplier with Mass. ST-5 and ST-2  
if purchase is normally taxable.

Office Use: No.
Acct:
Date Entered:

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Today's Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

What was purchased? Include Receipts

Description	Quantity	Price (no tax)
		\$

If continued on back of form

What will it be used for?  
(include which department)

Purchased from:  
(vendor name)  
(vendor address, for payment)

Total Amount of purchase \$

- Paid by  your cash, check, or credit card
- bill to be sent to Arisia; only if approved in advance
- bill attached - send check to vendor; only if approved in advance  
the complete vendor address is necessary
- check from Arisia; check #: \_\_\_\_\_  
account: - - at bottom of check
- cash from Arisia; cash taken \$ \_\_\_\_\_  
cash returned \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ date: \_\_\_\_\_  
max. amount approved \$ \_\_\_\_\_

If you do not have advance approval to buy this, you may not be paid  
for it soon, if at all.

Notes:



## Meeting Attendance

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

Robert Bazemore, Mike DiGenio, Tom Fish, Allan Kent, Ben Levy, Patrick McCormack, Tim Roberge, Mary Robison, Joseph Ross, Matthew Saroff, Deb Smith, Pat Vandenberg,

### Corporate Officers

President: Patrick McCormack, 185A Fairmount Avenue, Hyde Park, MA 02136, 617/361-1856

Vice President: Jeff Jordan, 27 Grassmere Road, Hyde Park, MA 02136, 617/364-1531

Treasurer: Allan Kent, 15 Park Avenue Ext., Arlington, MA 02174 617/646-7681

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

## NOTICE OF MEMBERSHIP TRANSFERS

*The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: Spencer Love, Mark Pirrtiaho. 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.*

**It is YOUR RESPONSIBILITY to check your name off on the attendance list in order to be counted as attending a meeting.**

### BACK ISSUES AVAILABLE

Back issues of Mentor are available from the Clerk. At present, most back issues are available since issue #1.

## Upcoming Events

12 April Sunday -- 3:00 PM Corporate Meeting at MIT Student Center.  
Executive Board will meet at 2:00 PM.

17 May Sunday -- 1:00 PM Corporate Meeting at MIT Student Center.  
Executive Board will meet at noon.

*For Up-To-Date Information by computer/modem, call the Arisia BBS: 617/364-1576.*

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

**Notice of Proposed Bylaws  
Amendment**

A proposal to amend the bylaws can be found on page 4. As provided in the bylaws, the E-Board will review the proposal and suggest where it would fit in the bylaws and, perhaps, a different wording. It is scheduled to be voted on at the April meeting.

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

FIRST CLASS MAIL