



# MENTOR of ARISIA #22



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

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

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## EXECUTIVE BOARD MEETING 14 JUNE 1992

The meeting was called to order at the MIT Student Center at 12:45 PM by President Pat McCormack. Present: P. McCormack, A. Kent, J. Ross, R. Bazemore.

Clerk -- Compiling all corporate policy votes. A preliminary draft should be available with the next Mentor.

Will not be able to attend next meeting. Will need a volunteer to take minutes, etc.

Treasurer -- Submitted interim financial report.

Budget Committee -- Budget for Arisia 93 submitted. After discussion, it was on motion

VOTED: To recommend to the Membership adoption of the budget submitted by the Budget Committee.

After discussion of a proposed corporate budget, it was agreed that the Budget Committee should look into possible increases in corporate dues and re-submit the corporate budget at a later time.

The Board next considered appointing a chair for Arisia 94. After discussion, it was on motion

VOTED: To appoint, subject to Membership approval, Jim Belfiore as chair of Arisia 94.

The meeting adjourned at 1:14 PM.

A. Joseph Ross  
Clerk

## CORPORATE MEETING 14 JUNE 1992

The meeting was called to order at the MIT Student Center at 1:15 PM by President Pat McCormack. The minutes were approved as submitted. Proxies: Tom Fish to Marshall Ellis.

### Reports

President -- No report.

Vice President -- Not here.

Clerk -- Please remember to sign the attendance sheet.

Am completing a compilation of corporate policies. Preliminary draft will go out with this Mentor.

Pat Vandenberg has volunteered to substitute for the clerk at the next meeting.

Treasurer -- Report appears elsewhere in this Mentor.

Concomm 93 -- A mailing went out to 6,241 names.

Budget Committee -- Presented a proposed budget for Arisia 93. As required by the bylaws, it was tabled to be voted on next meeting. After discussion, the Committee agreed to propose a formal procedure, to be voted as part of the budget, for line-item transfers in the con budget.

A proposed corporate budget will be presented next meeting.

Long-Range Planning -- Noted that its recommendation for con membership limits was not acted on. After discussion, it was on motion

VOTED: To set a membership limit for each convention of 1500 paid memberships.

Grant Committee -- Not here.

Merchandising -- Not here.

Database Manager -- Not here.

#### Unfinished business

The membership next discussed the proposed Mailing List Consortium. After discussion, it was VOTED: to amend the main motion to add the following reservation: That Arisia cannot afford to do address corrections at this time.

After discussion, the motion to approve the rules of the Mailing List Consortium was defeated. It was then on motion

VOTED: That Arisia is in favor of continuing to share mailing lists with SCUM on an informal basis.

#### New Business

A motion was made to transfer Holly Love to General Membership. As required by the Bylaws, the motion was tabled until the next meeting.

The Membership next considered the times and places for upcoming meetings. After discussion, it was on motions

VOTED: To set the starting times for the August and September meetings at 2:00 PM.

VOTED: That the location of the August meeting will be at Brandeis University.

The Membership next discussed the appointment of a chair for Arisia 94. After discussion, it was on motion

VOTED: To approve the appointment of Jim Belfiore as chair of Arisia 94.

Announcements

Any corrections or other changes to the con mailing must be given to Rob by the next corporate meeting.

The meeting adjourned at 2:17 PM.

A. Joseph Ross  
Clerk

**Meeting Attendance**

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

Robert Bazemore, Jim Belfiore, David Cantor, Heather Coon, Mike DiGenio, Ed Dooley, Marshall Ellis, Allan Kent, Johnna Klukas, Zanne LaBonville, Holly Love, Sheila Oranch, Joseph Ross, Deb Smith, Pat Vandenberg, \*Patti Silva, \*Charles Gallela.

**NOTICE OF MEMBERSHIP TRANSFERS**

*The following General Members will automatically be transferred to Red Shirt if they do not attend the next corporate meeting: Tom Fish, Mary Robison. 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 of Mentor are available from the Clerk. At present, most back issues are available since issue #1.

**TABLED AGENDA**

The following items were tabled to the next meeting:

Transfer of Holly Love to General Membership.

Adoption of Arisia 93 Budget.

### **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

### **Upcoming Events**

19 July Sunday -- 2:00 PM Corporate Meeting at MIT Student Center. Time to be announced. Executive Board will meet at 1:00 PM.

25 July Saturday -- 1:00 PM Concomm meeting at the home of Pat Vandenberg & Allan Kent, 15 Park Avenue Ext., Arlington, MA 02174 617/646-7681

16 August Sunday -- 2:00 PM Corporate Meeting at Brandeis University. Specific location to be announced. Executive Board will meet one hour before Corporate meeting.

20 September Sunday -- 2:00 PM Corporate Annual Meeting at MIT Student Center. Executive Board will meet one hour before Corporate meeting.

*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.**

COA: Marshall Ellis  
30 Spring Street  
Plympton, MA 02367  
617/585-4088

[.arisia]report-10jun92.txt  
 -allan kent

Status since last report (15 may 92)

1. The Arisia books are being constructed from receipts, bank statements, and other slips of paper. So far, Sept-Dec 1991 and March-early June 1992 are complete. January 92 has just barely been started. (Naturally, Jan 1992 is the biggest job, but should be relatively straight forward now that the foundation is there.) Most money that came in before March 1992 is not labelled as to what it was for. If you have any records that show pre-registration, art show registration, pre-con sales, etc., please get a copy to me. Mary Robinson has provided a large pile of at-con income paper work that I will be digesting shortly.

2. Mike DiGenio will be presenting a revised budget for Arisia '93 at this meeting. It just barely balances but does not provide money to pay off existing debt or to buy additional art show panels and lighting.

3. After the financial report, below, is a Corporate budget for the fiscal year running from Sept 92 to August 93. It may be a bit optimistic.

4. The overall spend-able cash situation is still rather grim. See the summary financial report below.

(+) after a number means that I believe that there are additional items not yet entered which will increase this number.

(-) after a number means that I believe that there are additional items not yet entered which will decrease this number.

[ ] indicates commentary.

Assets

New World Bank	\$153.97	5/30/92 statement
Park West (3003-)	\$623.96	6/3/92 statement
		less unknown outstanding
		checks from Jan-Feb 92
Park West (414-)	\$1,107.09	9 Jun 92 deposit
		less unknown outstanding
		checks from Jan-Feb 92
Postage (Bulk) Advance acct	\$45.56	
Postage Due Advance acct	\$75.00	
Checks to be deposited	0.	
Advance Accounts (Asset)		
(Dr = you have Arisia money to account for)		
Jim Belfiore Advance	\$75.00	
Total Cash and equivalent assets	\$2,080.58 (-)	Less flyer printing bill
		not yet received c. \$1200.
		Less monitor replacement
		bill not yet received \$350.

[change from last report: -\$351.21]  
 [short term free cash: \$530 (+ or -)]

Capitalized Equipment	\$3,229.73	Less approx \$600 depreciation not entered yet.
[net capital: \$2600]		
Total Assets	\$5,310.31 (-)	
[change from last report: -\$319.56]		
[total assets including known changes not yet entered: \$3100]		

\* \* \* \* \*

Liabilities

Advance Accounts (negative "Asset")  
(Cr = Arisia owes you money)

Bob Bazemore	\$115.00		there are a few additional
Heather Coon	201.11 (+)		(person) advance accounts
Allan Kent	2.52		in the books. I have not
Nick Sheckman	3.86		listed them here, as I
Tim Roberge	46.01		suspect they will come out
Joe Ross	110.02		approximately even when
Deborah Smith	227.68		I get the rest of the
Kim VanAuken	1,150.45 (+)		receipts entered.
Pat Vandenberg	6.22		
total	\$1,862.87		

[change from last report: +\$283.76]

Reserve for Grants	\$373.23
Sales Tax Due	\$20.21

Promissary Notes Payable		
B O F	251.27	interest calc'd thru Dec 91
Cris Shuldiner	500.00	
Kim VanAuken	896.42	interest calc'd thru Dec 91
Total	\$1,647.69	plus \$40 approx add'l int due

Total liab w/o '93 adv fees \$3,904.00 (+)

[change from last report: +\$299.21]

- - -

Arisia '93 Adv. Memberships Sold		
	\$575.00 (23)	in books
	480.00 (24)	dealers received at Arisia '92, not yet entered, money already spent
	3,940.00 (197)	others received at Arisia '92, not yet entered, money already spent

total advance memberships \$4,995.00 (244)

[change from last report: +\$150.00 (+6)]

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Arisia '93 Adv. Dealers	\$300.00	in books
	\$1,425.00	at Arisia '92, not yet entered, money already spent
total advance dealer's	\$1,725.00	

[change from last report: +\$50.00]

Arisia '93 Adv. Art Show	0.	
Arisia '93 Adv. Banquet	\$20.00	in books
Arisia '93 Adv. Income in books	\$895.00	
Arisia '93 Adv. Income not yet entered	\$5,845.00	already spent
Arisia '93 Adv. Income total	\$6,740.00	

[change since last report: +\$220.00]

Total liabilities in books	\$4,799.00
Total liabilities including Adv. Income not yet entered	\$10,644.00

[change since last report (constructed): +\$519.21]

[plus known bills not yet received listed above under assets: cash]

\* \* \* \* \*

Net worth	-\$5,333.69	this doesn't count approx \$1550 of know outstanding bills to be paid or reimbursed not yet entered or approx \$600 of depreciatio
includes \$3,940 '93 memberships sold at Arisia '92 not included here previously; already spent!		
[change in net worth (constructed)	-\$870.42]	

Net Worth w/o Advance Inc Liab \$1,406.31

[change in net worth w/o advance income liability -\$650.42]

Net worth incl known bills -\$7500 approx

Again, this seems to require substantial loans and significant "belt tightening" if we are to get through to September.

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Recent Income

Bank Interest	1.60
Donation	3.00
T-shirt + badge sales	6.00
Video Tape sales	309.05
total recent income	\$319.65

## MENTOR OF ARISIA #22

\* \* \* \* \*

## Recent Expenses

'93 Address Corrections	13.19	
'93 Flyer (postage)	642.44	+\$1200 printing bill not yet recd
'93 Mkting Parties (1)	48.00	
'93 Program Misc	109.95	
'93 Storage	120.00	+\$120.00 per month in future

subtotal '93		\$933.58
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'92 Charge Card Proce	2.62	
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subtotal '92		\$2.62
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Still outstanding for '92 are (1) Produce video tape \$1200 approx  
(2) Replace video deck \$350.00

Corp bank svc chg	\$33.06	
Corp Mentor print&post	40.04	

subtotal corp		\$73.10
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total recent expenses		\$1,009.30
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net loss for period		\$689.65
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5. Entering the January and February 1992 figures should be completed and thus all financial data for Arisia Fiscal Year 1992 to date available by the next meeting. When this data is available, we may be able to or have to make further adjustments in the Arisia '93 budget, beyond the budget that should come out of this meeting. I have no intention of going back into Arisia Fiscal Year 1991 records (IRS year 1990) to figure out what the early income and expense for the Arisia 1992 convention was. The pre-registration information for Arisia 92, if it is available, may be an easier means of determining some data.

6. A supply of Massachusetts Tax Exempt forms for vendors and both old and new-style expense forms are available from me. Please take some if you are likely to make any (otherwise taxable) purchases.



Arisia '93		Income		
	213	at	\$20.00	\$4,260.00
	350	at	\$25.00	\$8,750.00
	300	at	\$30.00	\$9,000.00
	300	at	\$40.00	\$12,000.00
Total	Memb.	Inc.		\$34,010.00
Dealer	Income			
45 Tab	at	\$57.00		\$2,565.00
10 Roo	at	\$50.00		\$500.00
Total	Dealers	Inc.		\$3,065.00
Art Show		Income		
	100	Panels	at \$15	\$1,500.00
	20	Tables	at \$15	\$300.00
Total	AS	Income		\$1,800.00
Comp Rm	Income			\$1,185.00
Total	Projected	Income		\$40,060.00

Cash Flow Notes:

\$3000.00 Deposit to hotel required by Dec 20  
 \$4000.00 Banquet deposit required

Arisia '93	Expenses		Withheld Expenses
Technical			
Ballroom	Tech	\$1,000.00	
AV		\$500.00	\$500.00
Logistics		\$500.00	\$500.00
Security		\$250.00	\$250.00
Computer	Services	\$250.00	\$250.00
Video Equ	ip. Rent	\$2,500.00	
Communications		\$150.00	
Comp Memb		\$500.00	
Materials	(Film,Video)	\$200.00	

Technical Total \$5,850.00

Program			
Comp	Memb.	\$5,000.00	
Green Room		\$800.00	
Admin		\$600.00	
GOH expenses	\$1,	\$1,100.00	
Security	Hotel	\$600.00	

Program Total \$8,100.00

Services		
Registration		\$600.00
Future Fans		\$650.00
Fast Track		\$150.00
Con Suite		
CS Room	Charge	\$470.00
CS Catering	Charge	\$350.00
CS Consumables		\$680.00
Staff	Lounge	
SL Romm	Charge	\$630.00
SL Catering	Charge	\$250.00
SL Consumables		\$620.00
Information	Newsletter	\$200.00
Sign Shop		\$50.00

Opening	Ceremonies	\$50.00	
Services	Total		\$4,700.00

Events			
Masquerade		\$150.00	
IceBreaker			
IB Security		\$400.00	
IB Catering		\$150.00	
IB Bar/Cashier		\$100.00	
IB Other		\$150.00	
Films		\$500.00	
Video		\$1,500.00	
Art Show			
AS Depr.		\$1,440.00	
AS Other		\$560.00	
Hucksters			
Hucksters	Security	\$700.00	
Hucksters	Other	\$100.00	
Breakfast	Serials	\$150.00	
Banquet		\$300.00	
Filk		\$450.00	
Meet VIP		\$800.00	
Events Total			\$7,450.00

OPS			
Office		\$200.00	
Gophers		\$750.00	
Gopher	Comps	\$500.00	
G. Hole			
GH Catering		\$200.00	
GH Other		\$400.00	
Ribbons		\$100.00	
OPS Total			\$2,150.00
Publications		\$1,800.00	\$1,800.00
Hotel			
Function	Fees	\$2,000.00	
Gratuities		\$400.00	
Admin		\$50.00	

Hotel Total			\$2,450.00	
Insurance		\$1,500.00	\$1,500.00	
Treasury				
Admin.		\$100.00		
Bank Fees		\$600.00		
Treasury	Total		\$700.00	
Storage	Costs	\$1,440.00	\$1,440.00	
Marketing				
Mailings		\$1,800.00		
Parties		\$500.00		
Prereg	Packets	\$300.00		
Misc		\$300.00		
Marketing	Total		\$2,900.00	
Contingency	Funds	\$1,000.00	\$1,000.00	
TOTAL Arisia	'93 Expense	\$40,040.00	\$40,040.00	\$1,500.00
				Total Withheld Expenses
Arisia '93	Profit/Loss		\$20.00	

Arisia '93 Cash Flow Projection - first estimate - incomplete

Outgo (cash disbursed)	Income (cash available)
-June 92-	
\$700 Flyer Mailing	
\$1,200 Flyer Printing	
\$200 Program Mailing	
\$200 Art Show Mailing	
\$80 Parties?	
\$120 Storage	
-July 92-	
\$120 Storage	
-August 92-	
\$120 Storage	
-September 92-	
\$120 Storage	
-October 92-	
\$600 T-shirt advance payment	
\$120 Storage	
-November 92-	
\$300 GOH transportation	
\$120 Storage	
-December 92-	
\$3,000 Hotel advance payment	
\$600 Pager Deposit	
\$600 T-shirt payment	
\$200 Films, Videos materials	
\$600 Registration ?	
\$500 Films rental	
\$1,500 Video rental	
\$120 Storage	
-1st wk Jan 93-	
\$4,000 Banquet advance payment	
\$50 Sign Shop	
\$50 Opening Ceremonies	
-2nd wk Jan 93-	
\$2,500 Video Equip Rental	
\$1,000 Ballroom Tech	
\$800 GOH hotel	
\$450 Babysitting	
\$1,500 Con Suite	
\$1,500 Staff Lounge	
\$200 Info Newsletter	
\$500 Truck Rental (logistics)	
-3rd wk Jan 93-	
\$200 Art Show postage	
	\$600 Pager Deposit returned
-4th wk Jan 93-	
\$120 Storage	
-February 93-	
\$120 Storage	
\$600 unforeseen payments	
e.g. film return penalties	
-end-	

Draft Corporate Arisia Budget for Fiscal Year beginning 1 September 1992

## Income

Corporate Dues 40 @ \$15	\$600
Interest earned	\$24

## Merchandise Income

T-Shirts	\$1,600	
Video '92+93	\$1,600	
Patches 50@\$3	150	
		\$3,350

total income	\$3,974
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\* \* \*

## Expenses

Bank Charges	\$275
Mentor Expense	\$400
Misc (postage, supplies)	\$400
Interest on Notes	\$200

## Merchandise Expense

T-shirts	\$1,100	
Video Producti	\$1,600	
Patches	0	
		\$2,700

total expense	\$3,975
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net LOSS before Arisia '93	\$26
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Conclusion: Corporate dues should be raised to \$20 a year = \$200 additional.

plus Arisia '93 net income	\$20
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less cash to retire Notes	\$?,???
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A reasonable combination of Arisia '93 budget and FY Corporate budget should yield a slightly positive net cash position before Arisia '94 advance income is taken into account! The present budgets do not provide cash to retire notes! There is also no money to buy additional art show hangings or other capital purchases!

Seed money for Arisia '94 will be the memberships, dealers tables, etc. for Arisia '94 sold at Arisia '93. This money will not be used to pay Arisia '93 expenses or to retire Notes Payable.



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

FIRST CLASS MAIL



manufactured goods. For us, it is a service mark because the running of a convention is a service, and the merchandise that we sell is an incidental promotion of the service that we provide. (12/13/91)

(Exec. Board) VOTED: To change the principal office of the corporation to:

185A Fairmount Avenue  
Hyde Park, MA 02136  
(12/13/91)

### III. FINANCE

VOTED: To give Exec. board authority to set parameters (i.e. price, buy-back time, and number sold) for producing bonds to raise money for Arisia. Amendment: Look into bonds for future plans, not for immediate needs. (6/1/90)

VOTED: that any two members of the ExecBoard be authorized to issue promissory notes. (8/12/90)

\*\*(Budget Committee Report, adopted as part of budget, 12/9/90):

\*\*27) VOTED: to authorize the reversion of any or all of the capital budget balance to the contingency budget if the contingency budget is fully depleted. (12/9/90)

\*\*29) VOTED: to require people with budgetary authority to report to the treasurer by December 26 regarding approximate timing and amounts of expenditures expected through February 1991. (12/9/90)

\*\*30) VOTED: to require immediate reporting of expenditures made on behalf of Arisia under expectation of later reimbursement. (12/9/90)

\*\*31) VOTED: to require people with budgetary authority to keep track of their budget balances in consultation with the treasurer. (12/9/90)

\*\*32) VOTED: to construe all department budgets to be under control of the successor to the people named, in the event that any positions change hands. (12/9/90)

\*\*34) VOTED: to construe sales tax collected on art sales and paid to the state as a non-budget item operating solely as a function of art sales, and to construe any future sales tax Arisia is required to collect in like fashion. (12/9/90)

\*\*36) VOTED: to authorize the head of Sales to set prices on all merchandise, to require that all such prices must exceed merchandise cost, to require corporate notification of such decisions, and to allow such prices to stand if no alternatives are voted by the corporation in timely fashion. (12/9/90)

(Executive Board) The Board first discussed the receipt of the resignation of Marshall Ellis as treasurer. It was agreed that it had previously been established as a standing policy that the corporate

books would be audited every time there was a change of treasurer unless the outgoing treasurer has been in office for less than a year. We will look into possible arrangements for conducting such an audit. (1/5/92)

(Executive Board) 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. (3/15/92)

(Treasurer) 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! (3/15/92)

#### IV. MERCHANDISE

VOTED: To sell Arisia sweat shirts at \$15.00 each, advance orders only, not to be sold at con. (12/9/90)

VOTED: To sell Arisia patches at a price of \$3/patch pre-con, \$5/patch at-con, and \$2/patch for department heads ordering in advance. (12/9/90)

VOTED: To amend the authorization passed at the last meeting to sell Arisia sweat shirts to refer to Arisia corporate sweat shirts of navy blue and gold design. (1/13/91)

VOTED: That the rates for sales of T-shirts and the 1991 Masquerade video be set by the Marketing Division of the Con Committee at at least 25% over cost for sales at Lunacon and Balticon. The Marketing Division shall then report back to the Executive Board. (2/24/91)

VOTED: To authorize the Merchandising Committee to set rates for old T-Shirts. (4/12/92)

VOTED: 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. (4/12/92)

#### V. MEETINGS

(Clerk) Those who give reports or make announcements at meetings are asked, whenever possible, to provide a written copy to the Clerk for inclusion in the minutes. Oral reports and announcements will be reported as best as possible, but written reports stand a much better chance of getting reported accurately. (12/9/90)

(Executive Board) The Exec. Board asks that anyone with any major piece of new business submit the matter to the Exec. Board for consideration before bringing it up at a corporate meeting. This is intended to

improve the conduct of business at corporate meetings. From now on, the Exec. Board will meet regularly approximately one hour before each corporate meeting. (3/24/91)

(President) "A procedural question came up after last meeting with regard to how motions from the floor interact with a standing committee's authority. Robert's Rules provide that motions can be sent to committee for evaluation and recommendations before they are brought before the general Membership. This doesn't mean the committee can throw out a motion it disagrees with. It provides a mechanism through which the committee can offer an informed opinion to the general Membership as to what the results of the motion will be and offer their recommendations as to whether or not it should be adopted.

"In this case, the motion in question touched on the concerns of the Budget Committee. Because of the resignation of our current treasurer, no Budget Committee has been formed yet. In lieu of the Budget Committee, the E-Board has evaluated the motion and will present its recommendations when we take up the question again.

"In the future, any motions regarding grants, budget & rate setting, merchandising, the database, or any other matter that touches on the sphere of any of the standing corporate appointments will be referred to that committee/person for recommendation before being brought to the floor. You can save time by taking your motion to the appropriate committee/person in advance whenever possible." (2/21/92)

VOTED: That the corporation will no longer hold meetings on a regular basis in Amherst. (1/5/92)

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 at no cost and to direct the Executive Board to implement a search for meeting space. (5/17/92)

## VI. OFFICERS AND COMMITTEES

(President) The correct honorific to address the president is "El Supremo." (10/13/91)

VOTED: To establish a long range planning committee with the number of members at the discretion of the board based on interest by corporate members. (6/1/90)

VOTED: To establish a Merchandising Committee, to be responsible for the making and selling of all items of merchandise which the corporation sells. (10/13/91)

(Executive Board) VOTED: To establish the corporate-level position of Data Systems Manager. (2/21/92)

(President) "I've looked into the database question since the last meeting. The program Kevin Fallon has been working on over the past year is essentially completed. It was taken down to Genericon and given a test run in their art show. By all reports the program worked well

and the staff liked the way it ran. Kevin says that the program is in a language that can be compiled to run on both Macs and IBMs. He says that the remaining programming involves asking what information the various department heads want to track, so the database can be formatted accordingly.

"Given that this program is operational and meets our requirements, the E-Board has created the position of corporate Data Systems Manager, and I am appointing Kevin to that position, with Matthew Saroff as his assistant in charge of the mailing list. Kevin will be asking you about what your departments need to track. Please respond quickly to his requests. If you have any questions about the program, etc., address them to him.

"After Kevin puts the finishing touches on the program, all of our records will be kept in that format. Be sure you voice any concerns or questions before the final format is set." (2/21/92)

VOTED: To create the position of Membership Benefits Coordinator.  
(5/17/92)

#### VII. CONVENTIONS

\*\*VOTED: The next Arisia Con will be called Arisia 91. (8/4/89)

It is Arisia policy that Staff and Committee pay for their Convention memberships. If all goes well, these fees will be refunded. (5/4/90)

\*\*VOTED: That group rates for Arisia 91, as stated in the progress report, shall be:

10-14 persons	5% discount
15-19 persons	10% discount
20-29 persons	15% discount
30+ persons	20% discount

(9/16/90)

\*\*VOTED: to set Group Membership rates for the 1992 convention as follows:

5% discount for 10-14 memberships
10% discount for 15-29 memberships
15% discount for 20-29 memberships
20% discount for 30+ memberships

One check to cover the entire purchase, one group contact. Payment must be received by 6 weeks before the convention. List of names and addresses of individuals in group must be received by 2 weeks before the convention. (1/13/91)

\*\*VOTED: To set Group Discounts at Arisia 93 as follows:

10-14 memberships	5%
15-19 memberships	10%
20-29 memberships	15%

30+ memberships

20%

Discounts require one check and one contact and must be purchased no later than six weeks before the con. (9/22/91)

**\*\*VOTED:** That any gopher at Arisia 91 who does 16 hours or more of duty receive a complimentary membership to Arisia 92. (11/4/90)

**\*\*VOTED:** To allow the con chair to pick the Guests of Honor for Arisia 92. (1/13/91)

**\*\*VOTED:** to set the rate for 1992 children's convention memberships at \$15.00 each, Kid in Tow to be free, and to advise the con committee to make additional space available for children's naps. (1/13/91)

**\*\*VOTED:** to set 1992 dealers' rates as follows:

\$50.00 for the first table  
\$75.00 for each additional table  
\$100.00 for third table  
\$50.00 for dealers' row, if one is used.

There will be a limit of one table sold per dealer until the location of the 1992 convention is firm. There will be a limit of 3 tables per dealer, unless space allows otherwise, at Concomm discretion. Dealers must provide a brief description of merchandise to be sold, a complete address and phone number, and full payment to be considered registered. Each person working at a dealer's table must be a convention member. At least one convention membership must be purchased for each dealer's row room, if such exists. (1/13/91)

**\*\*VOTED:** To set the following Arisia 93 Dealers Rates for tables sold at Arisia 92:

First table	\$50.00
Second Table	\$75.00
Third Table	\$100.00

These rates do not include convention memberships. (9/22/91)

**VOTED:** to set a fee for returned checks of \$10.00. (1/13/91)

**\*\*VOTED:** to leave ad rates for progress reports, newsletters, and the video program to the discretion of the people responsible for those areas, subject to approval of the Executive Board and the requirement that revenues exceed marginal cost. (1/13/91)

**\*\*VOTED:** To adopt the following as policy for the Arisia 92 Art Show:

1. Artists must reserve space prior to December 1, 1991.

2. Fees for original art are based on the display space provided, and we charge a 10% commission on all sales. The artist's display fees will be credited toward our commission, with a \$50.00 cap on total fees and commissions per artist.

3. Fees for space are as follows:

1	full table or panel:	\$15.00
1/2	table or panel:	\$8.00
1/4	table or panel:	\$5.00

4. Artists are limited to 3 panels or 2 tables; combinations of panels and tables must be approved by the Art Show Director in advance.

5. There is a 15% commission on all print sales.

(2/24/91)

\*\*VOTED: To set a cut off date of three weeks prior to the convention for mail-in memberships. (2/24/91)

VOTED: To set a membership limit for each convention of 1500 paid memberships. (6/14/92)

VOTED: That for purposes of determining the registration limit, committee, staff, and guests will not be counted. (10/13/91)

#### VIII. MISCELLANEOUS

(Clerk) The clerk announced a policy of sending two free issues of the Newsletter to non-members who attend meetings or who otherwise are thought may be interested in Arisia. (9/16/90)

VOTED: To authorize the Keeper of the Mailing List to enter into discussions with other organizations relative to sharing mailing lists. (12/9/90)

VOTED: To actively recruit other science fiction groups into the mailing list consortium, as permitted by tax laws. (3/15/92)

VOTED: That Arisia is in favor of continuing to share mailing lists with SCUM on an informal basis. (6/14/92)

VOTED: To authorize the Executive Board to approve downsizing of storage space. (5/17/92)