

MENTOR OF ARISIA

Issue 39

February 1994

UPCOMING EVENTS:

FEBRUARY:

- 2/13/94 ARISIA CORPORATE MEETING
at 2 pm --Brandeis - Usden Student Center,
Waltham. E-Board Meeting at 1:00 pm.
- 2/18/94 BOSKONE 31 through 2/20/94 at the
Sheraton Tara, Framingham, MA.
- 2/20/94 MENTOR #40 PRESS DATE

MARCH:

- 3/5/94 ARISIA CORPORATE MEETING
at 2 pm -- location to be announced.
- 3/18/94 LUNACON 37
- 3/28/94 MENTOR #41 PRESS DATE

APRIL:

- 4/1/94 BALTICON 28
- 4/10/94 ARISIA CORPORATE MEETING at 2 pm
--location to be announced.
NOTICE: Candidates For Convention
Chairman for ARISIA '96
MUST be submitted this month.

4/15/94 I-CON XIII

MAY:

- 5/2/94 MENTOR #42 PRESS DATE
- 5/15/94 ARISIA CORPORATE MEETING at 2 pm
-- location to be announced
--Submissions for the MIDSUMMER LARK
due.

CONVENTION CORNER:

- 2/18/94 BOSKONE XXXI: Framingham, MA
- 2/18/94 COSTUME CON 12: Santa Clara, CA
- 3/18/94 LUNACON 37: Rye Brook, NY
- 4/1/94 BALTICON 28: Baltimore, MD
- 4/15/94 I-CON XIII: Stony Brook, NY
- 7/1/94 WESTERCON 47: Los Angeles, CA
- 7/8/94 READERCON 7: Worcester, MA
- 7/8/94 COSTUME COLLEGE 1994: Altadena, CA
- 7/15/94 DRAGONCON '94: Atlanta, GA
- 9/1/94 CONADIAN 1994: Winnipeg, Manitoba,
CANADA

**ADDITIONS TO THIS POSTING
SHOULD BE PRESENTED TO
THE CLERK AS SOON AS
POSSIBLE**

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ConChair '95

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Articles, comments, and items for *Mentor* should be submitted to the Clerk at the address shown above.

People are requested to use their discretion when calling the officers listed above, especially at their places of employment.

For up-to-date information by computer/modem, call Arisia BBS: 617/364-1576 or 617/364-3343.

UPCOMING EVENTS: (continued)

5/30/94 MENTOR #43 PRESS DATE

JUNE:

6/12/94 ARISIA CORPORATE MEETING at 2 pm
--location to be announced.

Please notify the CLERK of any upcoming events or meetings which should go into this schedule. Thank you.

ANNOUNCEMENTS:

[The clerk would like to remind all members that there is only four days turn around time between the February Meeting and the Thursday due date for items going into *MENTOR #40*. Items and reports being submitted for this issue should be in writing

both to insure accuracy and to make my life easier. Written reports or submission stand a better chance this month making it into *MENTOR*. Thank You.]

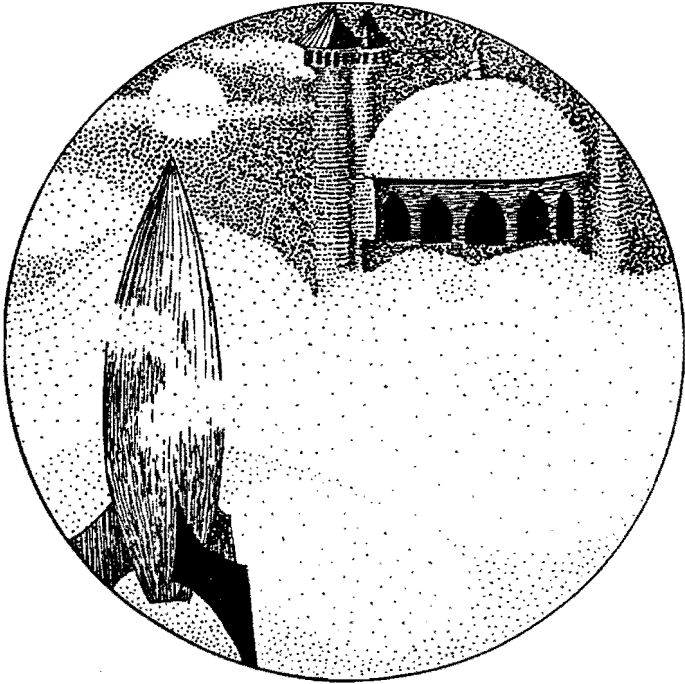
[The Clerk would like to thank **Ted Atwood** for his assistance in scanning the Lens on to disk. The Lens which appears in this issue is a graphic file imbedded in the text of this publication. The original artwork is a registered service mark of ARISIA, Inc. produced for ARISIA '90, our first convention, by our Artist Guest of Honor, A. C. Farley, and was given to the corporation.]

[The Clerk would like to thank **Kim Van Auken** for the use of her art work contained in this issue. Ms. Van Auken's art work remains her property, and is used with her permission in this issue.]

[The Clerk would like to encourage submissions from all members for inclusion in a future issue. Art work, Convention Reviews, or opinions on various corporate issues is encouraged. Note--I'm not fully up and running electronically, yet. Snail mail or hand delivery best bet at this time.]

[The **NEXT CORPORATE MEETING** is scheduled for **February 13, 1994** at **BRANDEIS UNIVERSITY** -- Usden Student Center in Waltham at 2:00 pm. The **Executive Board** will meet an hour earlier.]





[NOTICE: The Database Committee will be meeting on Tuesday February 8, 1994 at 7:00 pm--location to be determined. Subjects on the agenda: Registration Application System, Programming Application System, and Art Show Application System. The committee should have ideas ready. We will be reviewing what we have as well as building on to it. Ideas are welcome. Seven months to September.]

[The ARISIA '94 Concom held their debriefing at 2 pm on 1/30/94. Due to the tight turn around (1 day) the notes that the clerk took are not ready. They will appear in the next issue of *MENTOR*.]

AND HERE BE DRAGONS...

NEW BUSINESS:

[The following **PRESS POLICY** was instituted at ARISIA '94. The following is the final (?) version of the policy as it appeared in the Early Friday edition of the at con newsletter *CASTLE CHRONICLES*. Various members have expressed interest in having the policy fully explained and discussed:

PRESS POLICY: (supercedes Program Book)

1) If you do not wish to be video or audio taped or photographed (i.e. recorded) by ARISIA personel, get a yellow sticker from convention operations in the Exeter Room. Anyone recording for ARISIA who notices such a sticker won't. Also, any requests made to ARISIA recording staff *NOT* to be recorded will be honored.

2) If you wish to record events or panels as listed in our program for personal non-commercial use only, you are free to do so, but we ask that you respect the yellow stickers mentioned above or any requests not to record. Please note that in certain areas of our convention (most notably the Castle), your setup may need to comply with operational polices as announced by our event/house managers.

3) If you are recorded at an ARISIA function against your will, notify security, which is located in convention operations.

4) If you wish to record at ARISIA areas which are listed in the schedule of events and panels for professional purposes, public broadcast, commercial use or the like, and are not an invited member of the press with an ARISIA press badge, go to convention operations and get a press stamp for your badge. *Members wishing to record for these purposes must have a press stamp in order to obtain permission to use their recorded materials in their productions.* You will be responsible for obtaining releases for individuals you record.

[A request was relayed to the clerk that one of the dealers present at ARISIA '94 would like to obtain a copy of ARISIA's mailing list. At present our policy is to release said information only to other non-profit organizations, and at the discretion of the E-Board.]

[PROPOSAL TO THE MEMBERSHIP:

In order to promote corporate growth, *and* reinforce the team spirit that the convention and the corporation are founded on, the corporation should consider establishing an award for outstanding proformance or action by a staff member or gopher at the convention excluding E-Board Members and Division Heads. The recipient of the award would receive formal acknowledgement of their action(s), and receive a

complementary waiver of corporate membership for eighteen months (18) as a token of the corporation's appreciation. The submission of candidates should be done by the February meeting, and formally presented at the March meeting.

PLEASE NOTE: This proposal is presented to the corporate membership as a proposal by a corporate member. It should **NOT** be misconstrued as policy, but is presented here as any other proposal or request made to the corporate body as a whole. Persons wishing items to be placed on the agenda for consideration at the next corporate meeting, should submit their proposals, in writing, to the clerk prior to the cut off date for **MENTOR** so that said proposals may be published in the corporate newsletter for the benefit of the membership to review and discuss.

Submissions of items after the cut off press date will still be placed on the agenda for the meeting but will not appear in **MENTOR** until the following month.



How to get to Brandeis

Because we are so near Boston, we are easily reached by all major forms of transportation

By car

From Route 128 southbound — take Route 30 exit, go straight across Route 30 at traffic lights at top of ramp; street becomes South Street at Weston-Waltham line; proceed across railroad tracks and up hill, campus is on left

From Route 128 northbound — take Route 30 exit, turn left at top of ramp onto Route 30; turn right at traffic lights; proceed across Weston-Waltham line over railroad tracks; Brandeis is on the left

From Massachusetts Turnpike eastbound — take Route 128-Route 30 exit, after tollgate, follow signs to Route 30; at top of ramp, left on Route 30, right at lights

From Massachusetts Turnpike westbound — take Route 30-Weston exit at 128 interchange, after tollgate, proceed straight, right at top of ramp and right at traffic lights; left at next set of lights

All visitors to the campus should stop at the main entrance for a temporary parking permit

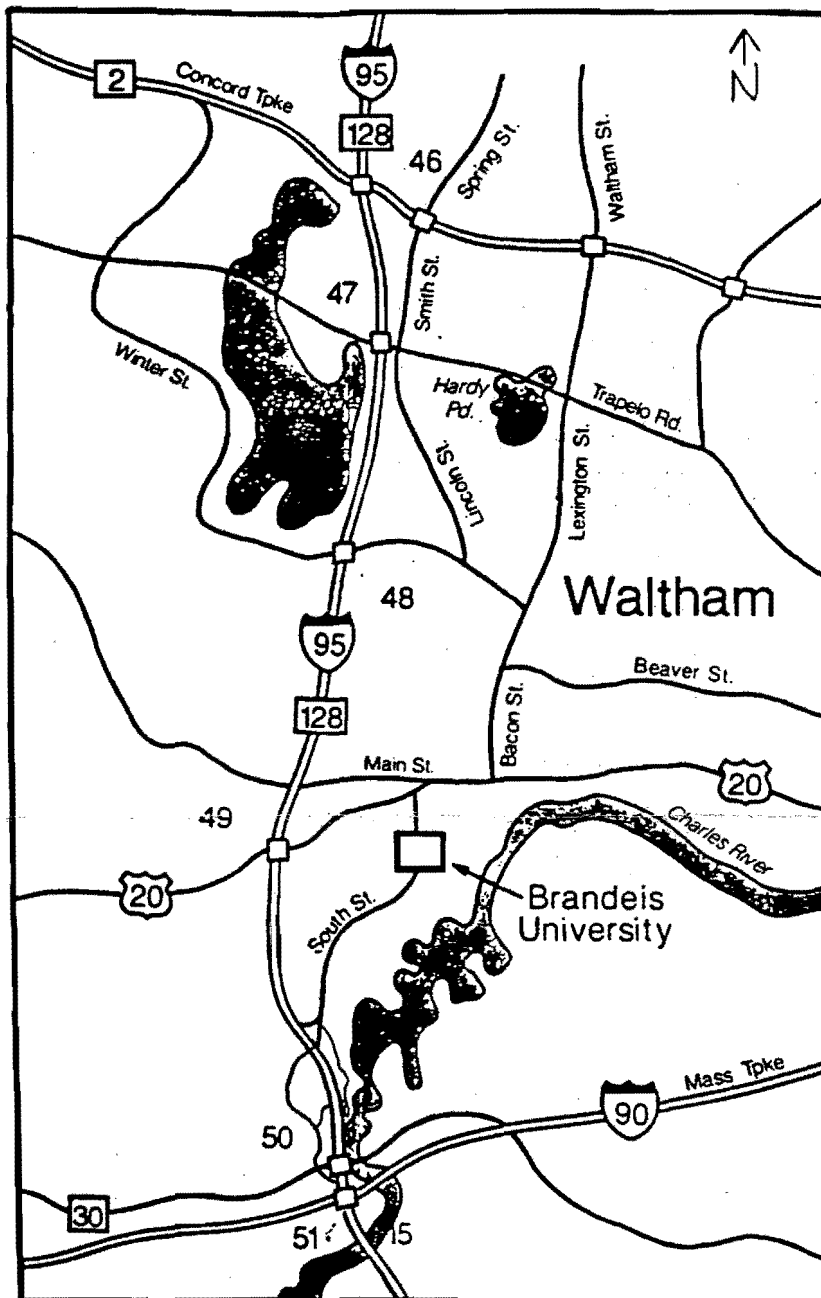
By plane

Logan International Airport is approximately half an hour from campus, by taxi or the public transit system

By train

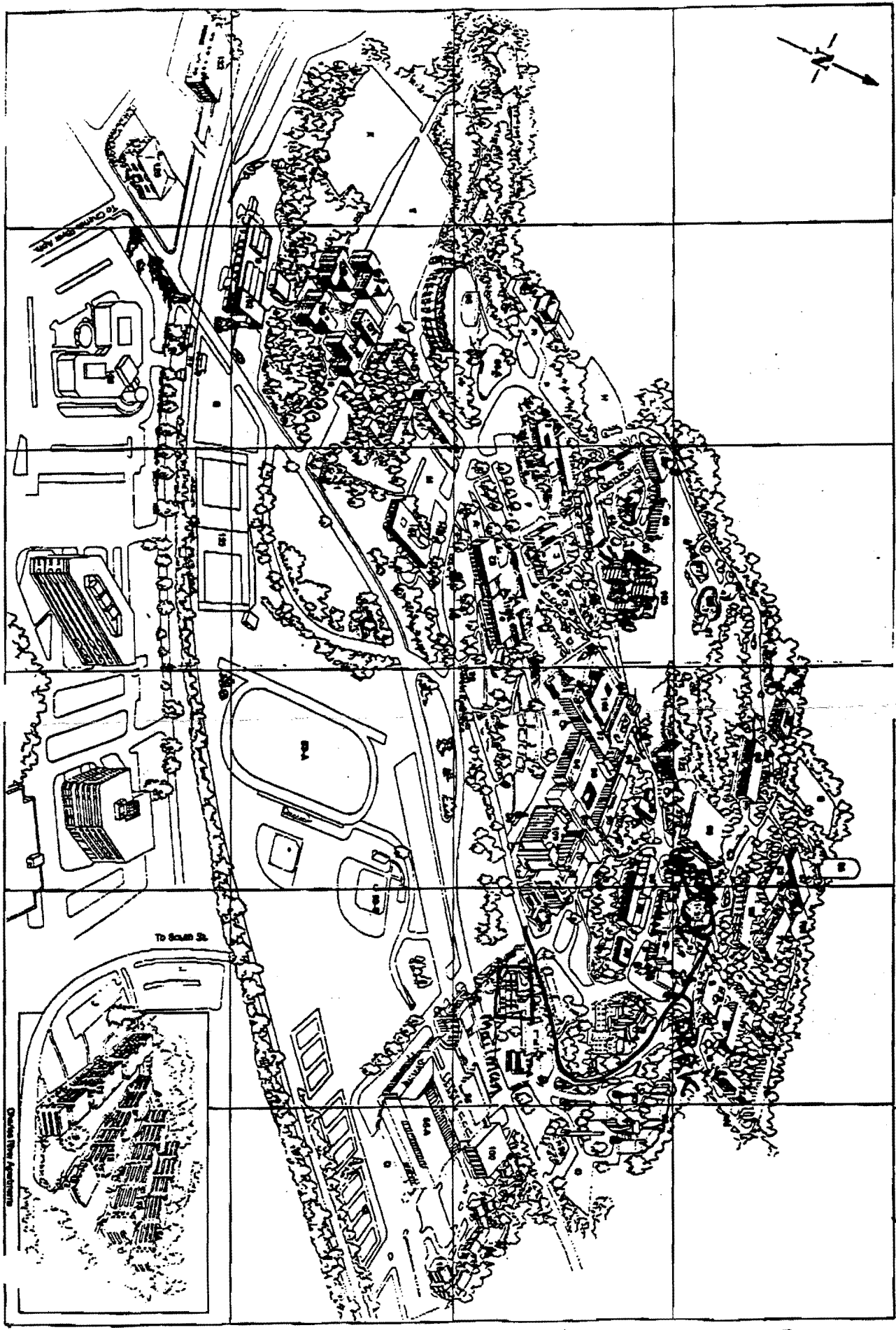
Amtrak provides express service to Boston's South Station. Local trains, buses and cabs are accessible for the short trip to Waltham

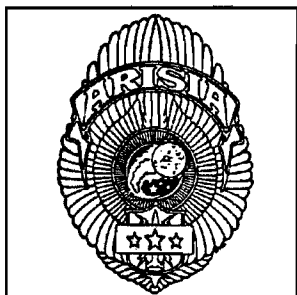
Commuter train service is available from Boston's North Station to the Brandeis/Roberts Station which borders the campus



* LOCATION: U.S. DAN
UPSTAIRS FROM
RADIO STATION

Park along the
peripheral road (turn right after
cassette)
U.S. DAN on left, after cassette, or proceed
from castle





ARISIA CORPORATE POLICY
(As of 12/5/93)



This compilation contains all standing corporate policy decisions that appear in the minutes available to the Clerk. If the authority adopting the policy is not stated, it is a Membership vote. The date in parentheses after each policy is the date of the minutes in which it was adopted or announced.

All comments, corrections, additions, etc. should be submitted to the Clerk. Committee chairs are particularly urged to review the policies affecting their own areas.

I. MEMBERSHIP AND DUES

VOTED: That dues for all members are due on 1 September of each year. For any member who joins during the year, dues shall be pro-rated to the following 1 September. The membership of any member who has not paid dues or requested a hardship waiver shall expire at the beginning of elections at the Annual Meeting. The clerk shall so notify any member who has not paid dues or requested a hardship waiver by 1 September.
(8/16/92)

VOTED: That as a matter of policy, the names of members who request waivers or other dues arrangements due to financial hardship shall not be put in the minutes.
(9/20/92)

II. CORPORATE MATTERS

VOTED: That the Executive Board shall appoint the next con chair no later than the Annual Meeting. (9/20/92)

(Clerk) The clerk wanted to remind everyone that since "Arisia" is a service mark registered with the State Secretary's office, no paper, cloth, or other tangible item bearing the "Arisia" name should emanate from us without clear indication that it is a service mark. Preferably, the most prominent appearances of the name should bear the superscript

SM. Where space permits, a notice that "'Arisia' is a registered service mark of Arisia, Incorporated." should appear. (2/24/91)

(Clerk) Reported on what was necessary in order to protect our rights to our service mark. In short, every item which emanates from us bearing the word "Arisia" ought to contain a reasonably prominent notice of our claim to the service mark, either by the statement "Arisia is a service mark of Arisia, Incorporated" or by the letters "sm," usually as a superscript. We don't have to say Registered service mark. The difference between a service mark and a trade mark is that a service mark is used for services provided, whereas a trade mark is used for 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)

VOTED: That the Clerk shall receive **INSTANT MESSAGE** and make it available to the E-Board members on request.

(12/5/93)

VOTED: To authorize the Executive Board to approve ad rates for progress reports, newsletters, and video program. Such rates must exceed marginal costs. (12/5/93)

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)

VOTED: There will be a thorough review of the books every time there is a change of treasurer unless the outgoing treasurer has been in office for less than a year. (9/20/92)

(Exec 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)

VOTED: To require people with budgetary authority to keep track of their budget balances in consultation with the treasurer. (12/5/93)

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)

VOTED: To authorize a 20% discount on all **new** ARISIA

merchandise for ARISIA Corporate Members. (12/13/92)

VOTED: That the Executive Board be authorized to approve merchandise prices.

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)

(Exec 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)

VOTED: That any motion regarding any matter that touches on the sphere of any standing committee or other corporate official shall be referred to that committee or official for recommendation before being brought to the floor. (9/20/92)

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)

(Exec Board)

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

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

VOTED: That the following process be observed when selecting a convention chairman:

- o The identity of the candidates would be public knowledge.
- o When there is more than one candidate, each candidate will be interviewed.
- o The selection process will start no later than April, and allow the membership to vote to confirm the E-Board's appointment in July. (POINT OF INFORMATION: The E-Board selects the ConChair so to avoid a popular vote. The E-Board is suppose to use their judgement, when making their selection, and be able to substantiate their decision if questioned by the membership.)
- o The resumes of all candidates will be published in the Corporate Newsletter, **MENTOR**.

VII. CONVENTIONS

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

VOTED: To adopt as **policy** that the ad rates would remain the same as set for ARISIA '93 and would only be adjusted if cost changes. (8/8/93)

At this time the rates are:

	IMAGE AREA	RETAIL	PREFERRED	F A N
FULL PAGE:	7 1/2" x 10"	\$ 275	\$ 165	\$ 80
HALF PAGE:	7 1/2" x 4 3/4" 3 1/2" x 10"	\$ 175	\$ 95	\$ 50
QUARTER PG:	3 1/2" x 4 3/4"	\$ 115	\$ 65	\$ 30

7 1/2" X 2 1/4"

Prices quoted are for **camera ready copy**. Special printing arrangements, such as bleeds, screens, and color are and added cost.

A special 10% discount may be deducted for any advertisement which reaches us by ~~xxxxxxxx~~ xx. Payment is due upon submission of advertisement.

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)

VOTED: To approve the following Gopher Policy for ARISIA conventions.

GOPHER POLICY:

1. Gophers must sign in at the Gopher Hole, sign a waiver sheet, and receive a gopher ribbon or other visible indication of gopher status.
2. Gophers are granted access to Gopher Hole.
3. After 8 hours of work at-con, gophers receive a **Team ARISIA** T-shirt. Work must be signed in at Gopher Hole.
4. After 18 hours of work at-con, gophers receive a free membership to the next **ARISIA** convention.

(10/18/92)

VOTED: To approve the following staff policy for ARISIA Conventions.

STAFF POLICY:

1. **Staff positions are appointed in a specific department by the Convention Chair, the Division Head, or the Department Head.**
2. Staff must sign in at Operations or with their division head, sign a waiver, and receive a

ribbon or other visible indication of status.

3. Staff are granted access to Staff Den.
4. After 8.1 hours of work at-con, staff receive a **Team ARISIA** T-shirt.
5. After 18.2 hours of work at-con, staff receive a free membership to the next **ARISIA** convention.
6. Pre-convention work hours and/or post convention work hours may be **substituted** for at-convention work at the discretion of the Convention Chair.

(10/18/92)

VOTE: To approve the following Elf policy for **ARISIA** conventions.

ELF POLICY:

1. **Elves must be budgeted by a specific Division Head, and are appointed by that division head.**
2. Elves must sign in at Operations or with their division head, sign waiver, and receive a ribbon or other visible indication of status.
3. Elves are granted access to the Staff Den.
4. After 8.1 hours of work at-con, Elves receive a **Team ARISIA** T-shirt.
5. Elves receive a complementary membership to the current **ARISIA** convention.

(10/18/92)

VOTED: To set Group Discounts as follows:

10-14 Memberships	5%
15-19 Memberships	10%
20-29 Memberships	15%
30 + Memberships	20%

Discounts require **one** check, and **one** contact person who must submit all names of the group members, to be purchased and submitted no later than six weeks before con, or at the end of pre-reg; whichever being earlier. (12/5/93)

VOTED: To allow each ConChair to pick the Guest of Honor for that convention. (12/5/93)

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)

VOTED: To adopt, **as policy**, the **E-Board's** recommendation that a \$10 refundable deposit be required to obtain a key to storage. (8/8/93)

ARISIA, Inc

MEMBERSHIP SURVEY

(please print)

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____

STATE/PROVENCE: _____

ZIP CODE: _____

COUNTRY: _____

FAN #: _____

FAN NAME: (OPTIONAL) _____

MAY WE PUBLISH YOUR ADDRESS IN OUR MEMBERSHIP ROSTER:

YES

NO

MAY WE SHARE YOUR ADDRESS WITH OTHER ORGANIZATIONS:

YES

NO

HOME PHONE: _____

WORK PHONE:(OPTIONAL) _____

PAGER NUMBER:(OPTIONAL) _____

E-MAIL ADDRESS:(OPTIONAL) _____

MAY WE PUBLISH YOUR PHONE NUMBER(S) IN OUR MEMBERSHIP ROSTER:

YES

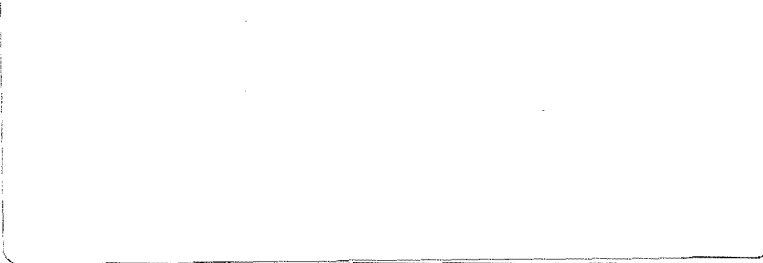
NO

MAY WE SHARE YOUR PHONE NUMBER(S) WITH OTHER ORGANIZATIONS:

YES

NO

FIRST CLASS MAIL



ARISIASM, Incorporated
1 Kendall Square, Suite 322
Cambridge, MA 02139



Mentor of ARISIA is a monthly publication of:

ARISIA, Incorporated
1 Kendall Square, Suite 322
Cambridge, MA 02139

Subscriptions to Mentor are included in ARISIA corporate membership. Membership runs from September 1 to August 31, and costs \$24 per year. Dues are pro-rated on a monthly basis for members joining in months other than September; the rate for members joining in March is \$12.

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