



MENTOR OF ARISIA

Issue 43

June 1994

*(AND NOW A WORD FROM
OUR SPONSOR...)*

EXECUTIVE BOARD MEETING May 15, 1994

The president, A. Joseph Ross, called the meeting to order at 1:15 pm.

In Attendance: A. Joseph Ross, President; Nicholas Shectman, Vice-President; Allan Kent, Treasurer; Edward Dooley, Clerk; Sheila Oranch, ConChair '95; **also present:** George Flynn, Ken Knabbe, John Preston, Pat Vandenberg

The following corrections were noted in the minutes of the last two E-Board Meetings:

The Executive Board of Arisia had decided to meet in June to continue discussion of the matter covered at the meeting of the board on April 19, 1994. The minutes were accepted as corrected.

The E-Board discussed the matter of past meeting which extended beyond their time in order to hash out items before the corporate meetings. It was decided that discussion would be limited inquiries as to whether an item has been researched and ready to go to corporate. It was felt that this **should** cut down on the time spent in discussions.

The president inquired of the clerk if a suitable master was ready of the corporate letterhead. Ed admitted that he had let the matter slide for two reasons. The first being that he had not had the opportunity to have the old master scanned in to begin the clean up on it. The second reason was primarily due to being sick (sinusitis) since approximately the last E-Board meeting on the 19th. He apologized for not being ready. The president told him that if your sick your

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Articles, comments, and items for *Mentor* should be submitted to the Clerk at the address shown above--as well as changes in member information.

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

For Up-to-date information by computer/modem, call *Tangent* BBS at 617/364-1576 or 617/364-3343.

you're sick, but asked that the master be ready for the next meeting. He would be asking about it at each meeting until it was presented.

The next matter raised was the question of candidates for the position of **Convention Chairman** for **ARISIA '96**. The clerk announced that he had received E-Mail from **Tim Roberge** stating his intention to run, and that **Nicholas Shectman**, who had announced his intention at the April Corporate Meeting, had given his particulars as well. The president asked if the clerk had a print out of Tim's statement, the clerk stated he did not as he did not have a printer (outside of work). At the clerk's request Tim had forwarded the message to Randall Cohen who would be bring the statement to the meeting.

The Board discussed potential dates and locations for future meetings. Upon examination it was the

decision of the E-Board to recommend to the membership the following dates:

July 24 at 2 pm at the home of Nicholas Shectman in Cambridge.

August 21 at 2 pm, location to be decided.

September 18 at 2 pm, location to be decided.

October 16 at 2 pm, location to be announced.

The Board next directed its attention to the matter of the proposal to recognize a member of the ConCom for outstanding performance at con. It was noted that the idea was similar to the now **Order Of The Lens**. The president asked who had submitted the proposal. The clerk announced that it was submitted by Edward Dooley.

While the basic idea was considered good, it was felt that the idea needed more fleshing out, and perhaps that the clerk might want to consult with the **Order Of The Lens Committee**. Perhaps a member level? Or that the proposal could be developed along the lines of the NESFA Fellowship, to use as an example. Certain items that needed to be fleshed out were:

- o How many recipients should receive it any given time?
- o What criteria should be followed to determine who should get it?
- o Should it go for convention work only?
- o How much detail should be required to substantiate a nomination?
- o It should not conflict or draw away from the significance of the **Order Of The Lens**.

Ed said he would come up with more detail and flesh out the idea.

The Board discussed Computers for a short time. Phi announced that he was donating his old 386 to the corporation for the database. Ed also presented the backup for his recommendation for the 4K figure in his report in the last issue. The actual cost of the system that the head of the database project informed

the E-Board was \$ 3,889.97. It broke down as follows:

AST BRAVO MINITOWER \$ 1,797.00
(8 MB RAM,
340 MB HARDDRIVE,
Intel 486 DX/33,
1.44 MB FLOPPY DRIVE,
KEYBOARD,
MOUSE,
MS-DOS 6.0,
WINDOWS 3.1,
3 YEAR WARRANTY)

HP DESKJET 560 C \$ 586.99
(3 PAGES PER MINUTE,
18 SCALEABLE FONTS,
600 X 300 DOTS PER INCH,
COLOR & BLACK INK CARTRIDGE,
COLOR SMART TECHNOLOGY,
3 YEAR WARRANTY)

15" NEC MONITOR \$ 489.00
(28 DOT PITCH,
NON-GLARE/ANTI-STATIC SCREEN,
1024 X 768 MAX. RESOLUTION,
NON-INTERLACED,
REDUCED MAGNETIC FIELD {MPRII},
PC & MAC COMPATIBLE--INTERFACE KIT,
3 YEAR WARRANTY)

OFFICE FOR WINDOWS 2.0 \$ 399.00
(BORLAND,
COMMON CUSTOMIZABLE,
ICONS,
EASY INSTALL,
IDEAL FOR TEAMWORK,
QUATTRO PRO 5.0,
PARADOX 4.5,
WORDPERFECT 6.0)

JUMBO 250 TAPE DRIVE \$ 179.99

**14.400 V32 BIS
DATA/FAX MODEM \$ 189.00**

1.2 MB 5 1/4 DRIVE \$ 59.99

CD-ROM INTERNAL DRIVE \$ 189.00

TOTAL COST: \$ 3,889.97

Information offered by members present that NESFA recently upgraded the memory of their 386 DX/20 from 2 MB to 4. It was slow but capable before the upgrade. The president noted that he had produced *MENTOR* on an XT with 512 K of memory and that he was looking to sell it, and that it was capable of doing the job at the time he was clerk.

Ed stated that the only reason he had looked into the matter was one of the previous problems with the database was that the corporation did not have a higher end machine. Using a 486, XTs could be networked, using the appropriate software, and use the 486 as the main memory and the XTs as terminals.

The vice president stated that a 386 could be used to do the same thing, but that some items in the recommended system might be worth looking into for the database, such as a tape drive. It was also brought up that Jim Belfiore, had suggested that the corporation might purchase an inkjet printer to be used by the clerk (on any system) for the production of *MENTOR*, and shared with the convention to produce flyers and such. The estimated price was \$350.

It was the decision of the E-Board that it would recommend to the membership that \$350 be allocated to purchase a printer.

Sheila Oranch, the Convention Chairman for ARISIA '95, requested that the cost of Comp Memberships and Room cost be removed from individual budgets in the proposed budget for ARISIA '95 so that people would not spend the money. Removing the two cost figures was an attempt to produce a budget that was actual and realistic.

The E-Board voted to recommend this action to the membership (2 members for/2 members abstaining).

LONG RANGE PLANNING recommended that any vote on the comp membership be postponed, but asked for a 10 minute discussion at the corporate meeting as there had been no discussion on the board.

The president asked if there were any submissions for the MIDSUMMER LARK. Pat Vandenberg

announced that she knew of one which involved an area up near Mount Washington, but did not have the specifics with her.

Sheila Oranch informed the board that she had been in contact with the folks from CONCEPT from Montreal. A proposal was made that ARISIA could send its flyer with CONCEPT's mass mailing to the Montreal and Ontario Cons, Arisia would reciprocate with sending their flyer out with our mass mailing. Sheila stated that she needed the permission of the membership to do this.

The clerk stated that he would like a copy of any and all flyers to be put in *MENTOR*. Sheila saw no problem in that.

Discussion was held briefly on the motion to transfer Red Shirt Members to General. For some reason the president had mistaken the clerk's motion as a motion to eliminate the class of membership known as Red Shirt. The clerk stated that this was not the case. He felt that everyone had the right to vote, and as the requirement for attendance had been eliminate, it was only fair to give the present Red Shirt Members, many of whom could not make the meeting requirement, the opportunity to vote. It was not a motion to eliminate the class of membership known as Red Shirt.

A request was made by the Chair of ARISIA '95 that the corporation vote to make the Dealer's Rate permanent. The president stated he thought that we had set the rates when we updated the policies, and asked the clerk to look into it.

The meeting adjourned at 2:25 pm.

CONVENTION CORNER:

<i>7/1/94</i>	<i>WESTERCON47: Los Angeles, CA</i>
<i>7/1/94</i>	<i>ANIME EXPO 94: Anaheim, CA</i>
<i>7/8/94</i>	<i>READERCON 7: Worcester, MA</i>
<i>7/8/94</i>	<i>COSTUME COLLEGE 1994: Altadena, CA</i>
<i>7/15/94</i>	<i>DRAGONCON '94: Atlanta, GA</i>
<i>7/22/94</i>	<i>CONFLUENCE '94: Monroeville, PA</i>
<i>8/19/94</i>	<i>CASCADECON '94: Portland, OR</i>
<i>9/1/94</i>	<i>CONADIAN 1994: Winnipeg, Manitoba, CANADA</i>
<i>10/21/94</i>	<i>NOT JUST ANOTHER CON X: Amherst, MA</i>
<i>10/21/94</i>	<i>ALBACON '94: Glasgow, Scotland</i>
<i>11/11/94</i>	<i>ORYCON 16: Portland, OR</i>
<i>11/18/94</i>	<i>PHILCON '94: Philadelphia, PA</i>
<i>1/15/95</i>	<i>ARISIA '95: Boston, MA</i>
<i>2/17/95</i>	<i>BOSKONE 32: Framingham, MA</i>
<i>2/17/95</i>	<i>KATSU CON: Virginia Beach, VA</i>

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

ARISIA '96 Candidates for Chairman

TIM ROBERGE

It is my intention to run for ConChair for Arisia 1996 if fewer than three (3) candidates are available.

Here is my resume:

Currently:

Corporate Inventory Control Officer - FY 1993 till present. Duties include:

- 1) Obtaining and maintaining Inventory of Corporate Property.
- 2) Providing Comprehensive Manifest of Corporate property, primarily in storage.

Arisia 1995 - Developing Logistics Department. Duties include:

- 1) Pickup and delivery of all items to be brought into convention for use by the ConCom.
- 2) Tracking of items brought into convention.
- 3) Providing information to the person in charge of Insurance for the convention.
- 4) Return of items to the proper drop-off points.

Comments: Things are looking up this year. The department already has a staff of 7 (an increase of 5 over last year). There is also a comprehensive schedule for receiving submission of logistics forms, and expect other departments to have no problems.

Arisia 1994 - Head of Logistics Department. Duties include:

- 1) Pickup and delivery of all items to be brought into convention for use by the ConCom.
- 2) Tracking of items brought into convention.

NICHOLAS "phi" SHECTMAN

Statement of mission:

My first science fiction convention was Arisia 1990, and I feel a special kinship with Arisia and the ideals it embodies. Arisia is at the forefront of a movement to unify fandom and to forge fandom into a unifying force in an increasingly tribal and fragmented society. We have a commitment to serve every aspect of fandom, through the convention itself and also by developing a talent base that can be tapped by Worldcons. We must also be inclusive in our organization if we are to achieve these goals.

Arisia has a special relationship with computers and technology due to our knowledgeable volunteer base and location in Boston. It is our duty to develop ways of using this technology in running a convention and to find ways to use technology to unify fandom and society.

Arisia is a young convention and has an appeal to a younger generation of fen who have been left out of other fannish organization. We must seek out these fen and their ideas and integrate them into our organization. We also have an opportunity to promote the work of new talents through programming and selection of Guests of Honor.

Arisia currently faces a crisis of scale which has no apparent solution; our attendance base is growing faster than our volunteer base, and it is getting harder to run a convention with a small cadre of dedicated volunteers (as should be obvious from the resume below). There is no practical way to fix the growth of the convention (though it is certainly possible not to exacerbate it) without compromising the ideas Arisia represents, so our only course is to try and assemble a larger volunteer corps.

These imperatives dovetail nicely together in a set of policies for a con chair; to pick up-and-coming but still obscure guest of honor; to work with university fan groups and other groups of young fen; to focus marketing on groups that will expand the diversity -- and volunteer base -- of the convention; to emphasize training on the concom rather than relying on

- 3) Providing information to the person in charge of for the convention.
- 4) Return of items to the proper drop-off points.

Comments: Due to a lack of coordination between departments, and the split-up of the logistics department for political reasons, the department was difficult to fill out the body of the staff and Co-Head positions. In addition, the schedule for forms submission was ignored completely by 90% of the staff, especially the ConChair, causing overload and burnout of existing staff due to misinformation.

Arisia 1993 - Head of Logistics Department. Duties included:

- 1) Pickup and delivery of all items to be brought into convention for use by the ConCom.
- 2) Tracking of items brought into convention.
- 3) Return of items to the proper drop-off points.

Comments: I was asked to take the position in November 1992, due to the fact that nobody had taken the position as of that time. This gave me approximately four (4) working weeks before Con to put together a department.

I must admit that without a lot of teamwork at that con the task would have been impossible.

Arisia 1992 - Technical Staff / Set-Up crew / Tear-down crew. Placed on loan to Logistics at con.

Arisia 1991 - Gopher in Tech / Con Suite / and Art Show.

Arisia 1990 - Attendee.

Noreascon 3 (1989) - Attendee.

Comments: First convention ever.

existing but overtaxed expertise; to encourage attendees to get involved in running the convention; to find ways that technology can save on manpower; and to work on expanding the geographical diversity of the concom.

ARISIA experience:

Corporate:

o **1993-present:** Vice President. Chair of Grant Committee. Chair of Computer Needs Committee. Registered 'arisia.org' domain. Worked with Jeff Jordan and Benji Kline to connect the Tangent/ARISIA bulletin board to the internet and link bulletin board areas with ARISIA mailing lists. Provide computer equipment to needy Arisians. Provided second 14.400 Kbaud modem to Tangent/ARISIA bulletin board. With Insanity, established procedures for giving grants.

o **1993-present:** Mailing List Administrator. Established ARISIA mailing lists and wrote mailing list charters. Maintain mailing lists.

o **1992-present:** Member, Long-Range Planning Committee. Researched and wrote trailer proposal. Wrote comp membership policy proposal.

Concom:

o **1995:** Member Services Division Head. Oversee division, recruit staff, smof with con chair and division staff.

o **1993-present:** Party Czar. Planned Arisia parties, provided supplies from quartermaster stock. Provided space or convinced other people to provide space. Planned party seeding for 1994 convention.

o **1993, 1994:** Quartermaster. Purchased and transported food and food-related goods (and, in 1994, some office supplies) as needed for food functions (and, in 1994, some office functions). Worked with Hotel Liaison to define catering needs for food functions. Recruited staff for some food functions. Arranged for loan of equipment. Wrote full how-to report for future quartermasters.

Proposal for Arisia 1996 convention guests are such that they will fit in with my proposed theme:

The number Seven, the Supernatural, and Things that go bump in the night.

...Open mouth, insert foot, echo internationally.

- o **1993:** Pocket Program. Produced, sold advertising in, and arranged for reproduction of pocket program.

- o **1993:** Beeper Czar. Arranged for beeper rental and dealt with service provider. Chased after service provider and fixed billing problems when service provider failed to collect equipment.

- o **1993:** Con Suite Manager. Established hours and polices for con suite, and arranged for staff coverage.

- o **1992:** Staff Den. Established hours and polices for, provided equipment and supplies for, and staffed Staff Den. Proposed Quartermaster position.

- o **1991:** Gopher. Staffed con suite.

Other experience:

Organizations

- o **1993-present:** Voting member and Council member, BCEC (Boston in '98)

- o **1994-present:** Voting member, Baltimore Worldcon 1998

- o **1991-present:** Member, TinyMUD in '98 joke bid

- o **1989-:** Lifetime member, Harvard/Radcliffe Science Fiction Association

- o **1993-present:** Stockholder, Circlet Press

Staff or higher convention positions:

- o **1994 (April):** Bidcon. Programming Head.

- o **1993 (May):** Disclave. Night Con Suite (staff).

- o **1992 (November):** Philcon. Staff Den (staff).

- o **1992 (September):** MagiCon. Technical (staff).

- o **1991 (November):** Philcon. Staff Den (committee).

Other fannish activities

- o Gophered at various cons, including Lunacons, Balticons, Disclave, Philcons.
- o Coordinated rooms and travel for groups of fans at various cons.
- o Ran parties at conventions for various fan groups and joke worldcon bids.

Other volunteer experience:

- o 1993: Bar Coordinator, Stagesource benefit ball at Boston Center for the Arts Cyclorama. Coordinated shift workers and supplies for benefit dance for theatre umbrella organization.
- o 1991: Electrician and Sound Tech, _Talk Radio_, Mather House Drama Society.
- o 1991: Lighting Designer, _Broadway Bound_, Mather House Drama Society.
- o 1988: Senior Editor, _Log_. Responsible for about 1/4 of contents of high school yearbook.

Relevant "work" experience:

- o 1992-present: Electrical Engineer, Harvard SETI (Search for Extra-Terrestrial Intelligence) Group. Participate in the design and construction of a 25,000-MIPS supercomputer to be used in signal processing for the detection of extraterrestrial signals.
- o 1990-1992: Editor, Mather Messenger. Produced a weekly 2-page newsletter.

(GETTING DOWN TO BUSINESS:)

CORPORATE MEETING May 15, 1994

The meeting was called to order at 2:30 pm.

The following correction/clarification was made to the minutes of the April meeting. Memberships to the convention are admission to the convention, not membership to the organization. The minutes were accepted as corrected.

In Attendance: Ted Atwood, Randall Cohen, David Corriveau, Ed Dooley, Donald Eastlake III, Jill Eastlake, George Flynn, Sue Isaacs (N), Christine Ivey, Jeff Jordan, Walter Kahn, Allan Kent, Ken Knabbe (N), Michael McAfee (N), Pat McCormack, Sheila Oranch, John Preston, Nicholas Shectman, James Stevenson, Joe Ross, Pat Vandenberg, Amy West, Karl Wurst

[Members are reminded that they should grant their proxies to other members in the event that they can not make a meeting--or if they must leave early. The clerk recommends that all proxies be transferable in the event that the member it is assigned to can not hold it.]

PROXIES:

[Example proxy:

I, _____ give _____ my proxy for the Arisia Corporate meeting for _____. If for any reason _____ can not hold this proxy, it shall be transferred to _____, _____, or another member of the corporation who shall vote as they think I would vote.]

[Any variation of the above is acceptable. For members who post to E-Mail/BBS it has been

suggested that in addition to the member it would be assigned to, that a general posting to the public area of the board with the proxy be done in order to authenticate an E-Mail proxy.]

[The above is only a suggestion and should not be misconstrued as corporate policy.]

The following proxies were received by the clerk:

Noel Rosenberg granted his **limited proxy** to Jeff Jordan. The limitation was to vote yes on all transfers from Red Shirt to General, a yes vote on the establishment of the position of speaker to the net, and that the holder would vote as they thought Noel would if he was present. In the event Jeff could not hold this proxy it would pass to either Tim Roberge or the clerk, or whoever the above mentioned designated.

Marshall Ellis granted his proxy to Jeff Jordan with no limitations, it was transferable at Jeff's discretion.

Tim Roberge granted his proxy to Randall Cohen, with the clause that the clerk could assign the proxy until Randall arrived. The only limitation was that the bearer should vote as they thought Tim would if present.

[The president clarified that Red Shirt Members could hold proxies and vote them [the question was raised at the previous meeting].

TRANSFERS:

VOTED: to transfer the following members from Red Shirt to General membership.

	For	Against	Abst
Erik Bunce	14	4	1
David Cantor	13	5	1
David Corriveau	14	4	1
D. Eastlake Jr., Col.	8	11	0
Donald Eastlake IV	10	9	0
Christine Ivey	19	0	0
Johnna Klukas	17	2	0
Skip Morris	10	9	0
Bill Powers	18	1	0
James Stevenson	17	2	0

In a break with tradition, the president held discussion on the record number of members put up for transfer, and accused the clerk with trying to eliminate the class of membership known as RED SHIRT. The clerk countered that it was not his intention to eliminate the classification of RED SHIRT but felt that it was an important right in any organization to vote and state ones opinion.

By making the motion to transfer the present red shirt members to general, Ed was attempting to give them their voting rights. Many members have been in the past unable to make weekend meetings but have been active in the convention organization. The clerk felt that it was only fair to give them a voice in the corporation. The only way they would lose their voting status would be not to pay dues or request a waiver before the start of the annual meeting.

Joe asked if anyone knew the members up for transfer:

Erik Bunce: On the Hotel Liaison staff for A95, has attended past meetings.

David Cantor: Now living in CT, once very active in the organization, became Red Shirt primarily due to the 1 in 4 rule.

David Corriveau: Was present. Usually works during the weekend. Very interested (enthusiastic), but did not believe there being any point in being a member if he had no voice in the corporation.

D. Eastlake Jr.: Jill Eastlake's father-in-law. Presently in Germany.

Donald Eastlake IV: Son of Jill Eastlake. Remained home today.

Christine Ivey: Long time member, would like to be able to vote, but has not been able to make meetings regularly recently due to work schedule.

Johnna Klukas: Would like to be able to vote if something happened.

Skip Morris: Was known, not much said.

Bill Powers: Part of the present database project.

James Stevenson: Was present, and yes, he wanted

his voting rights!

Pat McCormack spoke against the transfer of so many since we were asking if anyone knew the people in question. He felt we should not be doing it.

Joe Ross pointed out it will up the 25% requirement needed to change the Bylaws in the future if the need arises.

The Vice President, Nick Shectman, countered that there is no reason something can't be done as it would have to go thru *MENTOR* anyway.

Ted Atwood concluded the discussion by asking the clerk what requirements for attendance remained after a member got their voting rights. The clerk answered that they only had to pay their dues before the election at the annual meeting. Ted nodded, and stated that "We've removed the requirement for commitment after a member obtains their voting rights, why should we demand commitment before. Call the question!"

(FROM THE DESK OF "EL SUPREMO"...)

President's Report:

A. Joseph Ross reporting:

The president reported that he had received a telephone message from a John Watson, concerning help from Arisia at a local convention. Joe reported that he was playing telephone tag with the person. The president was asked if there was an E-Mail address for the individual, and if he would give it to persons present inquiring for it.

VICE-PRESIDENT'S REPORT: / GRANT COMMITTEE: / COMPUTER NEEDS COMMITTEE:

Nicholas Shectman reporting:

** Grant Committee report in APPENDIX A.

TREASURER'S REPORT: / BUDGET COMMITTEE:

Allan Kent reporting:

The treasurer's report began with a report concerning ARISIA '93. Certain facts were being obtained from Mike DiGenio, and A93 should be closed, "real soon now". On ARISIA '94, the books should be closed soon as well. A new financial statement was passed out, and the number the membership was informed to watch was the NET WORTH figure. Significant amounts owed and owed--went back and forth. Items in ARISIA '95's budget that were pointed out as CORPORATE EXPENSES were: Storage, Mail Box, Art Show, and Art Show Depreciation, and should not be part of the convention budget. It was felt that these items should be worked out at the BUDGET COMMITTEE.

It was asked if the ConCom could buy something and turn it over to the Corporation (A photocopier was used as an example).

Discussion turned to the budget submitted by ARISIA '95, and Ken Knabbe took the floor to attempt to explain the budget before the corporation. What was attempted was to identify Castle expenses and last minute expenses, extract actual costs for budgeted items. What did it actually cost to do something as opposed to budgeted cost.

Certain areas were being consolidated to obtain better prices. Printing and mailing expenses were felt should be in the PUBLICATIONS area of the budget. Publications was searching out the best buy method by attempting to give our business to one printer.

The question of tax was raised. Should individuals be paying tax for personal items on the corporation's bill (such hotel room tax) even though the organization is tax exempt, was it the responsibility of the corporation to collect the tax, and pass it on? An example used by one of the members was that individuals had to pay tax on purchases on their accounts even though they turned the bill over to their company for payment, and the company deducted the tax as they (the company) was tax exempt, but the

purchaser, and purchase was not. It was noted as something that had to be looked into.

Comp Rooms were raised. Individuals who stayed in comp rooms of the organization should pay the organization. [Questions have been asked how does one get their room comped. Is there a policy?]

Some discrepancy in certain line items were raised. A quick summary was done, and compared quickly to items in the books. Allan stated he trusted the books. It was felt by some, that income for memberships should be lower and other items equalled the discrepancy as a wash.

It was noted that the March figures were not as good as the figures presented at the May meeting. (Copies available to members on request--Sorry guys, contrary to popular belief I really don't like **LARGE** issues!)

Ken noted that he saw no reason to vote on budget at this time as some fine tuning was still needed.

Jeff Jordan stated that the \$6000 discrepancy needed to be explained. If A94 had a shortfall, who will pay if A'95 has a similar shortfall.

Sheila Oranch stated that she was removing comp membership and room cost from departmental expenses so people would not spend the money.

Pat McCormack addressed the issue of elves. He seemed to remember being at the meeting in question. If things worked as they should, departments were suppose to go through ConCom to get authorization. Staff/Gopher comps should be addressed in separate account. A94 would pay into account.

A95 would count up number of comps it has to provide, get figure \$\$ it has coming from A94 and take money out of account. If A94 gave out less comps than previous conventions there would be money left in the account (gain), if A94 gave out more comps from previous conventions and did not cover it there would not be money in the account--Corporate would have to cover.

Again the concept that Comp Memberships are at times considered to be "funny money" was raised by the president. Ken Knabbe, the convention treasurer for ARISIA 95 stated that comp memberships involve certain costs and there for should have a value. Jeff

Jordan moved that the entire thing be sent back to committee for resolution. The item was voted on and sent back to committee.

CLERK'S REPORT: / DATABASE COMMITTEE:

Edward Dooley reporting:

The clerk reminded members to sign in--failure to sign in could skew the quorum figure. For persons joining during the meeting, the amount due was \$8. For persons joining after the meeting the membership fee dropped to \$6.

The clerk reminded members that information published in the corporate directory and the comcom directory, if marked with a restriction, are **NOT** to be given out to the general public. A phone number, which was marked **CLERK'S EYES ONLY**, was given out without proper authorization and later posted incorrectly to the INTERNET. The matter was called to the clerk's attention by the member. Luckily the number was misprinted. Members are reminded that numbers printed in any corporate directory are only done with the permission of the member and **ANY** restriction shall be respected!

The clerk also called to the attention of the membership that Title 17 of the U.S. Code states, in general, that the copyright law prohibits photocopying of copyrighted materials without the permission of the copyright owner. The matter was raised after the publication of an item which was inserted into a publication of the comcom which gave neither who produced the item and where it was taken from. The clerk asked if anyone was aware of the term "permission fees"?

The clerk pointed out that even in the publishing industry reprinting of items published in house gave credit to the book and author. Other members admitted that it was possibly an infringement on a copyright but doubt if it could be construed as plagiarism under "free use". The clerk countered that anything published by the corporation had to stand up to the law, also, to use a simple standard, if the item had appeared in a report in a college or high school class the paper would be failed. A member said that none in the membership was a high school student.

The clerk stated that sometimes some members acted as such.

Concerning the status of the database, Ed was forced to admit that one enhancement was holding up the development schedule. The database, which had been projected to be up and cloneable by today, was not, but was expected to be "real soon now".

The enhancement, a pop up window which would display multiple phone numbers on a given record, was slowing down the run time of the program. Ed apologized to the head of registration, and announced that he had instructed Bill Powers to back-burner the enhancement and give top priority to the clonability of the program [Bill had pretty much already decided that the enhancement would have to be put on hold, but hoped that it might be feasible once a new dbase feature was released in the next version. I still want to review the need for the enhancement once the program is up and running. Some security feature, perhaps a password, may be needed. There is some data that not everyone needs access to. (See clerk's previous statement concerning phone numbers).]

Instructions were given to Bill to finish the few loose ends on registration, and begin the enhancements needed for the Art Show application system. Additionally, a request had been made by the ConChair for ARISIA '95 to complete development of the Program Application system that had been "jury-rigged" for ARISIA '94 for the Programming Division.

***(...TO THOSE BEHIND THE
LENS.)***

COMMITTEE REPORTS:

ConCom '94:

Jim Belfiore reporting:

Joe Ross announced he had been speaking with Jim earlier, only a few financial matters remained to be resolved. Nothing else to report.

ConCom '95:

Sheila Oranch reporting:

The Chair for ARISIA '95 spoke briefly on the meeting schedule for the various divisions. It was noted that Programming usually takes the month of February off and begin holding meetings in March. Other divisions do not have the need to start up as early.

Sheila did note that she expected all other divisions should plan at least two (2) meetings to touch base with their staff and with other divisions--especially with PUBLICATIONS. If, after those meetings things are proceeding well, then they may take the summer off if there is nothing to do.

Briefly concerning the budget, Sheila commented that some divisions have sat down and have given budget information. Others have not.

The Chair also announced that Ed Dooley had accepted the position of Managing Editor for the ConCom News, and distribution was expected to be handled differently this year than in the past. Sheila also raised the issue that CONCEPT had offered to send an ARISIA flyer out with their mass mailing, if Arisia would include a CONCEPT flyer in with our mass mailing. CONCEPT is a major Montreal convention. It was pointed out by one of the members that approximately 30 fans come down from Canada while only 2 fans go up to Canada.

Jill Eastlake announced that people who need to contact her should do so by phone or via E-Mail. One member suggested that perhaps a phone tree should be put in place. Sheila hoped that stronger controls would be put into place so that sensitive information won't be given out.

Distribution of the ConCom News was going to be handled differently, as was the very nature of the ConCom News itself. Division Heads and Department Heads would receive the ConCom News, **BEHIND THE LENS**, directly. Division Heads/

Department Heads may request additional copies or photocopy as needed if there is information they feel their people need to have. All corporate members will receive **BEHIND THE LENS** with their corporate newsletter as corporate members have a responsibility to know what is going on in the ConCom.

LONG RANGE PLANNING:

Pat Vandenberg reporting:

The need for a meeting was raised by the chairman of the committee [members of the LRP met on the 19th]. Items that should be discussed was:

- o The need to begin setting money aside for the emergency cushion.
- o To discuss whether the membership cap should be raised to 1800 attending.

The chair of LRP had asked that the comp membership policy be allowed to be discussed, but that no action be taken. [An informal meeting was held on the 19th and touched on these items. Primarily, LRP discussed the current comp policy. A detailed report is forthcoming.]

ORDER OF THE LENS

Pat McCormack reporting:

The award committee has met and begun consideration on the details of the new award. We broke the question down into four parts. These were Actual Rules, Committee Guidelines, Procedures, and Specifications of the Award itself.

For the actual rules of the Award, our first working proposal is the following:

- 1: The Award shall be given to "rising stars" in the field of speculative media, ie. the written word, film, video, painting, music, or any other art form in the genres of science fiction, fantasy, horror, and any others that are of general interest to the fannish community.

Writers, editors, painters, songwriters, illustrators, actors, and anyone else who fits into the above guideline is eligible.

- 2: The Award shall only be given to professionals and those who have their work shown regularly on a professional basis.
- 3: The Award shall be given to individuals, not organizations.
- 4: The Award shall not be given to someone from the same category more than two years running.
- 5: The recipient of the Award shall be chosen by vote of the membership of Arisia, Inc. each year from a slate of candidates nominated by the fannish community.

To make sure the award stays focused on the ideal expressed in the first rule, we thought that it would be appropriate to lay down a set of guidelines for the selection procedure which would be for internal use only. The following represents our first thoughts on what these internal guidelines should be:

- 1: Nobody should make the final slate of nominees who is TOO successful. The Award is meant for people just beginning to make a name for themselves.
- 2: Having been the GoH at a major convention should, in most cases, disqualify a nominee.
- 3: The nominees should be checked against winners of other awards. Major Awards to professionals, like Hugo's and Nebula's should be automatic disqualification. Winning a lesser known award should not mean automatic disqualification, but should count against the nominee.
- 4: The Campbell Award, specifically, falls into the second category.
- 5: While the award cannot be given to an organization, such as a magazine or TV production house, it can be given to the head of such an organization. However, Guideline #1 should be strictly enforced in such cases. Let's not give the Award to the Head of

Paramount Studios for their work on Star Trek: The Next Sequel.

- 6: It would be possible for someone who is well known in one field to be nominated for work in a new field they were just breaking into. However, care should be taken not to give the Award to someone if their notoriety for their first earlier work would obscure the reason the Award was being presented. As an example, William Shatner would technically be eligible for the Award for his new novels, but his work in Star Trek would obscure that reason, and he should not be considered.
- 7: To make sure the Award does not IMMEDIATELY get stereotyped as another writer's award, we feel the first Award should have to go to a non-writer.

The following is an overview of the procedures we think should be used in the process of selecting the Award recipient:

- 1: A blurb describing the Award and asking for nominations should be included in all corporate and convention mass mailings.
- 2: All forms returned with nominations shall be forwarded to the Award Committee.
- 3: The number of separate nominations for a particular person will not be a criteria for consideration of a nomination.
- 4: The Committee will split up the nominations and research them for eligibility. The spirit of the Award is the tantamount consideration even if a nominee is technically eligible or ineligible. It should be held in mind during the deliberation process.
- 5: After deciding that a nominee is eligible, the committee will research the nominee to provide a brief background so everyone will be familiar with his work.
- 6: The end of each convention is the end of nominations for next year's Award.
- 7: After assembling background data on each eligible nominee, the committee votes on the

best choices to create a slate of nominees for the General Membership to vote on. The slate must include choices from several different categories.

- 8: About 3 months after the convention, the committee should present their slate of nominees to the corporation. The vote **MUST** be tabled for one month to allow time for the membership to acquaint themselves with each nominee's work, if they care to do so.
- 9: At the next meeting, the General Membership votes and decides whom the Award will be presented to.
- 10: The committee sends a letter of award to the recipient, including an invitation to be officially presented with the Award at the next convention.
- 11: The recipient may turn down the invitation, but still get the Award.

The following is our thought on what the Award should look like and what should go along with it:

- 1: The name of the Award should be consistent with the "*Lensman*" motif of our organization. We think the name, "Order of the Lens" is the best one that has been proposed so far.
- 2: Physically, we like the idea of a medallion about the size of a Purple Heart in the shape of the Lens, with an accompanying scroll.
- 3: At a minimum, should the recipient accept the invitation to come to the next convention, the corporation should provide transport, lodging, and a reasonable allocation for meals for the recipient and a guest. In essence, the recipient will receive all the benefits of being a GoH.
- 4: The only obligation to receive the above should be appearing at the award ceremony. Realistically, the recipient will probably want to speak on panels, and such, but it should be stressed that he/she is a guest of the corporation, and not the convention, and under no obligation to carry out whatever minimum duties the convention sets on a guest/panelist in

any given year.

These are our first ideas on the Award, and we welcome feedback. As a starting point, we would like to send a letter to the various conventions that we know of announcing the award, asking for a list of their GoH's for the past 10 years so we can start a database, and asking if they have any nominees for the first award. This doesn't have to be done all at one, it can be done over a period of time. We will need some Arisia stationary and some postage money to start off with.

CORPORATE DEPARTMENTS:

Corporate Benefits:

The president announced once again that the position was open and anyone interested should speak with him. **Randall Cohen**, one of our newer members, announced that he had an interest in the position. Joe asked Randall to speak with him after the meeting.

Corporate Merchandising:

Jim Belfiore reporting:

No report. Supposedly coming.

Inventory Control Officer:

Tim Roberge reporting:

Ed Dooley reported briefly for Tim. A complete corporate inventory was scheduled for Sunday May 22nd at 9 am at the storage location in Burlington. [Inventory was done and storage was cleaned up. Present at storage for the duration were: Ted Atwood (Art Show/EXHIBITS), Randall Cohen (Security/OPERATIONS), Ed Dooley (Clerk/E-BOARD), Robert Fairbairn IV (Logistics/OPERATIONS), Tim Roberge (CIC Officer/ARISIA CORPORATE).

Tim wished to publicly thank those who attended for their help and assistance. Inventory concluded at 1:30 pm. A detailed inventory will be reported. Items not belong to the corporation will be removed from storage after 30 days if prior arrangement has not been made with CIC.]

(AND HERE BE DRAGONS...)

OLD BUSINESS:

COMP MEMBERSHIPS:

A heated discussion was held concerning the present policy and proposed policy for COMP Memberships. Debated for a few minutes was whether or not it was necessary to pass funds or whether the matter was something that could be handled by internal accounting. It was proposed by some that a debt was being accrued by one con and being passed to the next, and no funds were being passed, automatically starting the next con off with a loss. It was explained by others that this was not the case.

The debate shifted to discussion on ELF Memberships. One argument raised was that to have an Elf that person had to be budgeted for. In effect, the person was receiving a gift membership from the corporation. If this was so, it was argued, then an elf who worked 18 hours would qualify to receive a comp membership.

It was questioned whether this was so, or whether it was fair. Gophers and staff members at some point paid for their memberships. It was suggested by Randall Cohen that perhaps elves should be required to log 27 hours.

It was asked by Jeff Jordan what the value of a comp membership was. It was pointed out to the membership that it was not a good idea to place an actual value on a comp membership. Ed Dooley reminded the membership that the present comp policy came about only because of the financial situation of the corporation at the time, and that it was a cost saving measure.

David Corriveau made the suggestion that, as conchair, it might be wise to set a cap on the number of staff working on the convention. It was immediately question by Walter Kahn, that, if there were a cap on staff, what would we do if someone came in at the last minute and wanted to work as staff. Would we send them away?

Ted Atwood, responding to Randall Cohen's suggestion on 27 hours, suggested that all numbers be made the same at 18. Another question was raised immediately as to whether comp memberships counted toward the 1500 cap or were they outside the cap, and would certain comp memberships be paid by the people who had them if they did not qualify (in other words, would those same people come to an Arisia Convention if they had to pay for it?).

Ed Dooley ended the ten minute discussion with an overall history of the comp membership problem. He informed the membership that he had spoken to Rob Bazemore (Insanity) recently, and Rob wanted the membership to remember that originally all staff memberships were to have been reimbursed, but because of financial problems of earlier years the corporation adopted the policy of comping memberships.

Ed also went on to remind the membership that the only reason we had elves was because of certain abuses by various departments. Specifically, the art show. The clerk reminded the membership that he had penned the initial policy to counter one that had been drafted by Rob Bazemore just before Rob's convention, and while it was not adopted, much of it was adapted to the present policy. The main reason we have elves was due to the fact that Holly Love had let slip at one of Rob's concons that she would send people to gopher and have them come back to work specifically the art show. Unfortunately that did not comp them for that years membership, but for the following years. Ed ended his discussion at just about the ten minute mark the president announced (Imagine, an E-Board member finishing on time--gasp!)

NEW BUSINESS:

Legal Counsel:

The question of who Arisia's lawyer was by one of the newer members. The member was informed that it was the president, A. Joseph Ross. The member asked whether or not that represented a conflict of interest?

No real answer was given. It was suggested that a standardized policy be written up and have it reviewed by someone who specialized in criminal law and civil rights law. There was minor discussion back and forth as to whether this was necessary.

WEEKENDS vs WEEKNIGHTS:

The E-Board made its recommendation as to when and where the next meetings. The clerk announced that he had been handed a list of dates and locations that had been reserved for the corporation at the University of Massachusetts by the UMass Science Fiction Society. The dates provided were:

Tuesday, July 19th at 7:30 pm at the Wheatley Building, 4th floor lounge.

Thursday, August 18th at 7:30 pm at the Wheatley Building, 4th floor lounge.

Tuesday, September 20th at 7:30 pm at the Wheatley Building, 4th floor lounge.

NOTE: The 4th floor lounge was reserved for ARISIA starting at 1700 hours or 5 pm. [Courtesy of Noel Rosenberg, General Member]

The president stated that he had wished that people had not acted on their own and that we had had problems in the past attempting to meet on weeknights. Several times in the past, the president informed the membership, that the corporation had attempted to meet on Friday nights and not on the week-ends.

General member, Christine Ivey, immediately challenged the president, reminding him that he had asked for people to come to this meeting with times, dates and locations for future meetings. Also, Chris pressed, she remembered the Friday night meetings. Mostly they were held out in Amherst 100 miles away, it was no wonder that attendance was poor since the majority of the membership lived in the 128 belt.

Additionally, it was always the same people travelling out to Amherst, and that problems also start appearing when the members who wanted them out in Amherst start to not show up. Also, it was unfair to use Friday as an example of an off weekend night, as some people do consider Friday night part of the weekend. Upon survey of most of the people present, it was determined that a majority would find a weeknight meeting possibly a better choice, at least for the summer.

Further it was decided that the weeknight meeting should be heavily published. Also, it was stressed that it was important not to limit the meeting night to only one night. In the past several members who work on the weekends have missed out either attending the meetings, or on work and needed rest by attending the meetings. It was, therefore,:

VOTED: To hold the July Corporate Meeting on **TUESDAY** July 19th at 7:30 pm at the University of Massachusetts, Boston, Wheatley Building, 4th floor lounge.

VOTED: To hold the August Corporate Meeting on **THURSDAY** August 18th at 7:30 pm at the University of Massachusetts, Boston, Wheatley Building, 4th floor lounge.

It was decided not to vote on the date, time or place of the Annual Meeting. Both Sunday, September 18th and Tuesday, September 20th were discussed, but no action was taken at this time.

The following motion was made by Sheila Oranch:

To require the E-Board to publish a proposed agenda for the next meeting in the current **MENTOR** each month, including time limits.

Corollary:

That motions, in order to be on the agenda, should be submitted in writing to the clerk by the **MENTOR** deadline. Additional motions will be added at the meeting as time allows unless they are points of "good & welfare" for the safety or well-being of the membership, required by the bylaws, calendar, or time-critical from outside causes.

Motion referred to E-Board.

A request was made by Donald Eastlake III, speaking for the BCEC, if they could use ARISIA's Visa Account at Conadian. Ken Knabbe, ARISIA '95 Convention Treasurer, stated it would be unwise to do so as ARISIA '95 is planning to use the account at Conadian. The paperwork would be too tricky. Allan Kent, Corporate Treasurer, announced that he did not think that was the case.

The matter was referred to the E-Board.

It was recommended that \$350 be authorized to purchase a (inkjet) printer for use by the clerk, and concom. Some discussion was raised on the need to purchase an inkjet. One member raised the question of whether anyone had heard of dot-matrix? The discussion further deteriorated on rounds of "Why the Corporation can't own things/Why the ConCom can't own things" until it was a volley of pschobabble.

The matter was referred to the Computer Needs Committee.

The meeting adjourned at 5:13 pm.

DIRECTIONS TO BRANDEIS:

FROM 128 SOUTH:

Take Route 30 exit. Go Straight across Route 30 at traffic lights. Go Past the Mass Pike entrance (You are on Summer Street in Weston--This becomes South Street in Waltham. Route 128 is on you right and over the fence). Crossing Stoney Brook at the Watermill Office Building you are now in Waltham on South Street. Proceed along South Street past the CharlesBank Apartments, Small Strip Mall, University Office Park, and across the Boston & Maine Railroad crossing. Before you South Street goes up a hill--go over it. Once over the hill the entrance to Brandeis is on your left.

FROM 128 NORTH:

Take Route 30 exit. Turn left at top of ramp on to Route 30. Bear left at the traffic lights on to Summer Street. Follow the directions from this point above.

BY MBTA:

Commuter Rail:

From Boston take the South Acton/Fitchburg Train. Get off at **BRANDEIS/ROBERTS** station. Cross the parking lot toward the hill. Follow the directions from this point above.

Bus:

DOES NOT RUN ON SUNDAYS

UPCOMING EVENTS:

JUNE:

6/12/94 ARISIA CORPORATE MEETING at 2 pm
-- Brandeis University, Waltham. E-Board
will meet at 1 pm.

JULY:

**7/1/94 MEMBER RENEWAL LETTERS IN
THE MAIL**

7/5/94 PRESS DATE FOR ISSUE 44 (Submission
deadline is the Thursday before 6/30)

7/19/94 ARISIA CORPORATE MEETING
at 7:30 pm -- University of Massachusetts,
Harbor Campus, Boston--Wheatly Building,
4th floor lounge.

**NOTE: THIS IS A TUESDAY NIGHT
MEETING!**

AUGUST:

8/3/94 PRESS DATE FOR ISSUE 45 (Submission
deadline is the Thursday before --
Candidates for Corporate Elections should
keep this in mind.)

8/18/94 ARISIA CORPORATE MEETING
at 7:30 pm -- University of Massachusetts,
Harbor Campus, Boston--Wheatley Building,
4th floor lounge.

**NOTE: THIS IS A THURSDAY NIGHT
MEETING**

**8/31/94 MEMBERSHIPS EXPIRE AT
MIDNIGHT**

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

ANNOUNCEMENTS:

Sheila Oranch offered as an alternative the to
MidSummer Lark in New Hampshire the possibility
of having some sort of function over Fourth Of July
at her hotel room over looking the Charles and the
Pops Concert. People should contact Sheila.

[IMPORTANT INFORMATION ALERT**]**

As MENTOR goes to press, I have been notified
that I can not attend the monthly meeting on the
12th of June due to a family obligation which has
just arrived in today's mail. I have to be at a
christening of a new family member (okay, so
what if I'm a practising catholic--one of these days
I might get it right, maybe.). I intend to ask
someone to act on my behalf and hold my proxy.
I apologize for the inconvenience, but as I have not
missed more than one meeting since I joined the
organization in 1992, I think I am entitled--
Edward Dooley, Clerk, Arisia, Incorporated]

The ARISIA science fiction grant fund

ARISIA, inc, in addition to running the ARISIA science fiction convention, has a grant fund to disburse money to needy fan groups.

how to apply for a grant:

A complete grant proposal contains:

- a filled-out applicant information form or equivalent
- a project budget
- a project description
- a timeline

In addition, if this is the first time you have applied for a grant from us, we need to make sure your organization is eligible. A copy of the by-laws and/or articles of organization is usually sufficient to prove this.

Completed grant proposals can be mailed to:

Arisia, Inc., 1 Kendall Square, Suite 322, Cambridge MA 02139.

grant fund policies:

how grants are administered:

- Money that is granted to an individual or group may only be used for the purpose(s) that Arisia, Inc. has approved from the submitted grant proposal. Any funds left over are to be returned to Arisia for use in future grants.
- Approved grants shall be paid via reimbursement to the grant recipient upon the recipient submitting in receipts for money spent. The reimbursement shall be in one lump sum. As part of the grant proposal the individual or group may request special grant payments other than the lump sum reimbursement, but all grant funds must be properly accounted for, and the unused portion returned.
- Any group or individual submitting a grant proposal that is turned down may request a second chance and be informed when the second chance vote is to take place, so as to be present to support their proposal.
- Any recommendation of the grant committee is voted on by the executive board, which can either refer the proposal back to the grant committee (once) or send it to the membership of the corporation. The recommendation must appear in Mentor (the corporate newsletter) before being voted on by the corporate membership.

who we want to give money to:

Don't be shy. We really want to give you money.

From sections 8.3–8.4 of the Arisia bylaws:

Requests for grant funding are prioritized as follows:

- Supporting and furthering discussion groups and conferences about the genre of science fiction and fantasy.
- Supporting and furthering libraries, archives, and other public forms of storage of materials related to the genre. Such collections of material must be available for public use with

- regularly scheduled hours.
- Supporting and furthering literary research about the genre.
- Publications, in any medium, within the genre.

The order of funding priorities set forth in this Section may be waived by the Membership by two-thirds vote, with at least 50% of the General members voting.

In making grants, the following issues shall be considered: fiscal stability, proximity to the Corporation (the nearer the better), number of other sources contacted (the more the better), and history of service to the science fiction and fantasy community.

who can apply for a grant:

From section 8.5 of the Arisia bylaws:

Any group having a restrictive membership covenant shall not receive distributions. This prohibition may be waived by the membership by two-thirds vote, with at least 50% of all General members voting. A restrictive membership covenant is any of the following:

- Limiting full voting membership rights by virtue of race, religion, national origins, sex, sexual preference, or political affiliation;
- Requiring that a person be a non-voting member of the organization for a period greater than one (1) year before acquiring voting rights;
- Requiring a vote of the membership, the officers, or a committee of the organization to grant full voting rights.

this page maintained by:

phi@www.arisia.org

last updated may 14, 1994

ARISIA grant fund applicant information form

We still process these forms on paper. The submitted application need not look exactly like this, but should contain the same information.

- Submission date:

applicant information

- Applicant name:
- Applicant name also known as:
- Address:
- Mailing Address (if different):
- City/State/Zip:
- Chairperson (name, title):
- Executive Director (name, title):
- Project contact (name, title):
- Daytime telephone:
- Fax:
- Summarize the mission of your organization:
- Last fiscal year total income:
- Last fiscal year total expenses:

project information:

- Title of project:
- Summary of proposed project:
- Project start date:
- Project end date:
- Number of individuals directly participating in/benefitting from this project:

authorized signature:

the signature below is that of the person authorized to testify as to the accuracy of this application (signature/title/date):

credits:

This form was cribbed from the forms of the Massachusetts Cultural Council.

this page maintained by:

phi@www.arisia.org

last updated may 14, 1994

ARISIA grant fund sample blank budget

This sample budget was taken from the Massachusetts Cultural Council grant application. It is provided as an example; you should not feel compelled to use this particular form or style.

sample budget:

income

admissions

- ticket sales
- subscriptions
- total

contracted services

- performance, residency fees, tuitions, fees through sale of services

other income

- e.g. concessions, sales, parking, publications, rentals, gift shop, investment income

non-government

- corporate/business
- foundation
- clubs/organizations
- other private contributions including fundraising events
- total

government income

- federal (NEA/NEH/NSF/IMSF/other)
- local cultural council
- state
- municipal
- school department
- total

applicant cash

subtotal

grant amount requested

total cash income

in-kind services, materials, facilities

total project income

expenses

salaried personnel

- artistic/humanistic/scientific
- technical/production
- administrative/professional
- administrative/support
- fringe ____%
- total

outside professional services

- artistic/humanistic/scientific
- technical production
- other: _____
- total

space rental

- program-related
- office
- total

travel

- in-state
- out-of-state
- lodging/meals
- total

marketing

- promotion/advertising (excluding fundraising)

remaining expenses

- program consumables
- program equipment rental
- program related printing/duplicating
- office supplies
- office equipment rental
- shipping and trucking
- postage
- utilities/telephone
- insurance
- ensuring access
- other: _____
- total

total cash expenses

total in-kind contributions

total project expenses

this page maintained by:

phi@www.arisia.org

Arisia 95 Proposed Budget (based on 1500 Paid attendees)

Income Summary

	94 budget	94 actual	95 budget	95 to date
Memberships				
at \$25	6250.00		5180.00	5180.00
at \$30	22500.00	16002.00	18000.00	
at \$40 (at-con)	6420.00	27720.00	25000.00	
<i>totals</i>	35170.00	43722.00	48180.00	5180.00
				* 94 includes \$25 and \$30
Dealers				
	2640.00	2405.00	2640.00	1980.00
Art Show				
panels	1800.00		2200.00	
tables	400.00		480.00	
22	2200.00	2218.25	2680.00	
commissions		720.60	750.00	
<i>totals</i>	2200.00	2938.85	3430.00	
Hotel				
comp rooms	1200.00	1350.00	1000.00	
hotel comp	7010.00	7126.00		
				* 1350 if paid
				* one time
Ad Income				
	0.00	455.00	1000.00	
TOTAL INCOME	48220.00	57996.85	56250.00	7160.00

94 budget	94 actual	95 budget	95 to date
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Expense Summary

Art Show

depreciatio	623.42	850.00	
Electricity	350.00	350.00	
T-Shirts			* see recognition
supplies		210.00	
forms/mailers			* see publ.
reception			*see catering
admin		100.00	
<i>totals</i>	0.00	973.42	1510.00

Catering

VIP (opening ceremonies)	325.00	900.00	
Artists reception	647.30	1000.00	
Breakfast Serial		100.00	(cashier)
Banquet	422.75	250.00	
Sat Midnight Event		250.00	
Con Suite	734.50	750.00	
Staff Lounge	240.00	250.00	
Dead Dog Party		250.00	
Debriefing	217.12	250.00	
<i>totals</i>	2586.67	4000.00	

Consumables

Consuite	725.00	1000.00	
Masq. Green Room		300.00	
Staff Lounge	800.00	1000.00	
Art Show		500.00	
Auxiliary Lounge (off hours)		200.00	
Gopher Hole	200.00	300.00	
Dead Dog		100.00	
Green Room	870.00	1200.00	
<i>totals</i>	2595.00	4600.00	

Con Chair Expense

concom news	653.06	500.00	
admin		100.00	13.50
telephone		200.00	
contingency	172.60	1000.00	
debriefing postage, copying		120.00	* see also catering
goh transportation		1300.00	
goh food	2245.00	900.00	* 94 includes trans. and food
unpaid memberships			*see Appendix A
<i>totals</i>	0.00	3070.66	4120.00

	94 budget	94 actual	95 budget	95 to date
Events				
Meet the VIP				* see catering
Chronol Cotillion			300.00	* for band
Time Trip			300.00	
All Hell Breaks Loose			300.00	
Masquerade		167.17	300.00	
(filk) Concerts			100.00	* for copying
Closing Ceremonies			100.00	
Banquet Admin + Decorator			300.00	
Breakfast Serials				* see catering
Material			100.00	
admin			100.00	
<i>totals</i>		167.17	1900.00	
Exhibits				
film/video theatre equip. rental		602.00	2000.00	
license fee			300.00	
dealers room		100.00	200.00	
<i>totals</i>	0.00	1718.05	2500.00	
Finance				
Bank Fees		425.51	500.00	
Admin		65.00	150.00	
Mail Box		210.00	192.00	192.00
Insurance		1476.00	1550.00	
Treasury Room Cost				* See Appendix B
<i>totals</i>		2176.51	2392.00	
Hotel Liason				
Gratuities		210.00	300.00	
Admin		209.75	200.00	
<i>totals</i>		419.75	500.00	
Marketing				
parties	500.00	700.00	700.00	325.00
prog. book ads			500.00	215.00
worldcon ad			0.00	
book marks			100.00	
administrat postage	200.00	22.00	400.00	
mundane ads	2000.00	1501.50		
press passes				* appendix A
<i>totals</i>	2700.00	2223.50	1700.00	540.00
Member Services				
Admin			100.00	
Information Admin			25.00	
Consuite				* see catering & consumables
Handicap Access Admin			50.00	
Coat Check		675.00	100.00	
<i>totals</i>		675.00	275.00	

	94 budget	94 actual	95 budget	95 to date
Operations				
Water Bubblers		300.00	400.00	
Dead Dog				* see consumables
Admin		204.10	200.00	
Gophers				
T-Shirts				* see Recognition
Food				* see consumables
Other		200.00	200.00	
Ribbons		280.00	300.00	
Logistics		780.00	1450.00	
Contingency			360.00	
Sign Shop		35.00	50.00	
Quartermaster			50.00	
Staff Lounge				* see consumables
<i>totals</i>		1799.10	3010.00	
Program				
Green Room Room Cost				* see Appendix B
Comp Mem				* see Appendix A
Green Room food				* see consumables & catering
Program Mailings		832.41		* see publications
Admin			100.00	
Guest Liason Phone		316.49	400.00	
Future Fans (babysitting)		108.60	150.00	* 15 beepers are in security item
Future Fans room cost				* see Appendix B
Fast Track		115.00	300.00	* VCR in Tech budget
Fast Track Room Cost				* see Appendix B
<i>totals</i>		1372.50	950.00	
Publications				
flyers		999.62	1000.00	172.00
glossy flyer			950.05	950.05 * given out at 94
prog. book	2000.00	2442.00	2500.00	
pocket prog.		943.39	350.00	
at-con news		671.06	400.00	
rest guide		75.00	250.00	
pre-reg packet	300.00	611.00	500.00	
admin/postage			100.00	
art show mailing			620.00	
general copying			250.00	
program mailing			1500.00	
dealer mailing			200.00	
<i>totals</i>	2300.00	5742.07	8620.05	1122.05
Recognition				
Technical			250.00	
Security		245.16	350.00	
Art Show		229.00	250.00	
Gophers		825.00	850.00	
<i>totals</i>		1299.16	1700.00	

	94 budget	94 actual	95 budget	95 to date
Registration				
forms		233.00	200.00	
badges & holders		900.00	1000.00	
computer rental			500.00	
costs for safe computing			1000.00	
labeler			500.00	
admin		400.00	400.00	76.00
<i>totals</i>	0.00	1533.00	3600.00	76.00
Security				
Pagers			595.68	* includes 15 beepers for future fans
copying/Postage				* see Publications
Admin			275.00	
Misc		610.00	100.00	
T-Shirts				* see Recognition
Hotel Security		2156.25	1500.00	
Radio Equipment				
Headsets		100.00	100.00	
First Aid Kit			69.00	
<i>totals</i>		2866.25	2639.68	
Storage				
Storage		1440.00	1440.00	1440.00
Equipment			500.00	
<i>totals</i>		1440.00	1940.00	
Technical				
live video			1500.00	
lt/sound ballroom			3800.00	* includes \$400 for electricity
program av		400.00	400.00	
staging			200.00	
admin			100.00	
recognition				* see Recognition
tech hole - room cost				* see appendix B
<i>totals</i>	0.00	4971.81	6000.00	
Total Expenses		35910.71	48946.73	
Total Income		57996.85	56250.00	
Net		22086.14	7303.27	

Appendix A

Earned memberships	225	(no set value to date)
Program Participants	240	
unpaid memberships	60	
Press	25	
total	550	

Appendix B

Rooms provided per hotel contract

- 2 1 bedroom suites
- 3 1 bedroom rooms

Projected Usage of contractual rooms

GOH	1 bedroom suite	4 nights
consuite	back room	5 nights
Fan GOH		4 nights
consuite	1 bedroom suite	4 nights
staff lounge		4 nights

Potential function space charge 3000.00

This is the maximum charge if the con does not pick up any of its room nights.

Actual Room Usage Needs

(these are beyond the usages given above)

For every 50 room nights booked the con gets a free room night

Tech Hole	234.00 for 3 nights
Future Fans	312.00 for 2 nights
Fast Track	156.00 for 2 nights
Treasury	234.00 for 3 nights
Green Room	390.00 for 2 nights

The above budget was worked out from 1994 actual amounts spent, how much the current con chair wished to spend on the given items, from individual budgets turned in to the finance committee, and a large amount of guessing by the members of the finance committee.

Many of the sums of '94 spent' do not add up to the amounts presented by Al Kent in the April 30, 1994 Arisia Inc. Financial Summary, because this budget has many more items than the 94 con budgetted for and many just did not translate well.

I have tried to present the actual 1994 cost wherever possible for comparison.

BEHIND THE LENS

The ConCom News of ARISIA '95

Volume 1, Issue 1
JUNE 1994

\$ Zero Budget . No Sense

HELLO SUCKER! A WORD FROM ARISIA'S AGENT PROVOCATEUR

by Ed Dooley

5/1

Fast-breaking news. The chairman of ARISIA '95 announced today, at the Art Show Meeting, that she had approached Edward Dooley of ARISIA, Incorporated to head up the editorial staff of the ConCom News for her convention. Ed, as some on the committee know, is the present clerk of the corporate organization. The new editor of the ConCom News brings a new look to the organization's circular.

All members of the ConCom are invited to submit issues or reports to **BEHIND THE LENS**.

ART SHOW MANAGEMENT IS AS EASY AS A, B, AND C.

by Ed Dooley

5/1

A minor coup was announced today at the Art Show meeting at Ted Atwood's home in Natick. The director of ARISIA '95's Art Show announced that he had successfully negotiated the use of Berkeley and Clarendon with Carol Salemi (Masquerade) and Patricia Vandenberg (Registration). While the complete details were not settled, various items of the deal were.

The Art Show would allow the use of a portion of Arlington, obtained from the Programming Division earlier in the year, to Registration on Friday during peak times. Ted's staff pointed out that ideally the room should be turned back to the Art Show around 8 pm on Friday in order for set up of the Art Show Reception. Ted assured his staff that he would be discussing the details with Ms. Vandenberg at a

future meeting. Registration, it was reported, would be using the Berkeley/Clarendon setup on Friday and Saturday, vacating the room on Saturday afternoon to Carol Salemi and the Masquerade. It was mentioned how Ms. Salemi hoped that she would be able to seal off the corridor running past A, B, and C around four in the afternoon on Saturday.

This presented a problem to the Art Show.

It was pointed out to the Convention Chairperson, Sheila Oranch, that the Art Show could easily stay open until 9 pm. However, because of the awkward access situation of the Masquerade stage, the Art Show is willing to close early. The Chair recommended that Mr. Atwood work out the fine points between the two areas. Ms. Oranch further went on to explain that several areas in the convention structure are very insulated, and very possessive of their territory. She urged communication, and stated that she knew she could depend on the art show staff to work towards an amicable solution.

YOU WANT IT WHEN? A LOOK INSIDE ARISIA LOGISTICS

by Ed Dooley

"Put it in writing!"

This was the answer Tim Roberge recently gave to that most commonly asked question, "How can I get my stuff to the con?"

"In the past," the Logistics head told me, "I've been too easy. I haven't said, nnn, nnn, nnnno, when I should have. Because of that, Logistic's has slept in the wet spot. Well, it's not going to happen in '95!"

What do you think of the ConChair's recent speculation to split QUARTERMASTER out of the department?

"In my opinion, it's a farce! If it hadn't been put under Logistics in the first place, I probably wouldn't be bitching about it! But it was, and I am!"

Why should QUARTERMASTER be under Logistics?

"Effectiveness. The people I have recruited for the position, Mellissa Young and Jeremy Brown, are good. They know what they are doing. Right now, they are already doing what Quartermaster's should be doing. Looking into areas where we can make purchases more effectively. What does it take to set up corporate accounts with Coca Cola, Frito Lay, and other companies. We're going to do it right this year and save the organization money! We're taking the initiative.

We're going to do things right this year, and we're going to stick to schedule. I might not be able to make all the meetings this year due to my job, but I have people who can represent me at meetings. Counting the two quartermasters, and myself, I've got six good people--with a few possibilities waiting in the wings, and one raptor. Sheila has told me to convince her why QUARTERMASTER should stay under Logistics and I intend to."

One raptor, huh? What's its job?

"Let's hope you don't find out!"

ALTERNATIVE PROGRAMMING: A LOOK AT TRUE SPECULATIVE FICTION

by Ed Dooley

"What if the Council of Nicaea never happened?"

This was the very question that Christine Ivey, Arisia '95's Programming Director, asked at a recent meeting with her top staff. "I want to do something different this year," Christine went on to tell her people. C. J. Cherryh is a diverse author whose specialties also include Mediterranean Archaeology, and Linguistics.

"What if Gandalf had found and put on the ring? What if Aragorn had? What if Charles Babbage's Differential Engine had worked?" Chris asked.

Mark Pirtiaho told Chris, "The idea might work, but the incidents you should concentrate on are the

important ones. History is just as much luck, as it is calculation."

"Just imagine if Victoria had not been interested," Ed Dooley put in.

"What if she had decided to pull an Elizabeth the First, and put off child bearing," Mark added. "The Russian Revolution might not have happened!"

"No," Ed insisted, "what if she had not been....interested...?"

Chris glowed with the idea, "Guys, I think we have another track!"

WHO GETS WHAT?

5/7

Sheila announced a new and innovative idea at her ConCom Meeting on May 7th. If people want more information on a subject, there will be a contact person who will get the request, and answer it.

As Such:

CORPORATE MEMBERSHIP	Ed Dooley
CHILDREN'S MEMBERSHIP	Sue Issacs
CONVENTION MEMBERSHIP	Allan Kent
GROUP RATES	Allan Kent
ART SHOW REGISTRATION	Bonnie Atwood
DEALERS ROOM	Beckie Kaplowitz
DEALERS ROW	Beckie Kaplowitz
MASQUERADE	Carol Salemi
LRP GAME	Sheri Kaplowitz
AMATUER VIDEO CONTEST	Rich Maynard
WRITER'S WORKSHOP	Paul Tumey
PARTY REGISTRATION	Bill Powers
EVENT REGISTRATION	Bill Powers
CLUB TABLES	Bill Powers
PROGRAM PARTICIPATION	Dave Corriveau
ORGANIZING PRE-CON	James Fountas
GOPHERING	James Fountas
STAFFING AT-CON	James Fountas
SET UP AT-CON	Tim Roberge
TEAR DOWN AT-CON	Tim Roberge
MERCHANDISE SALES	Mark Hertel
PROGRAM BOOK ADS	Sheila Oranch
TECHNICAL TRAINING	Deryl Burr
ARISIA BBS	TBA
GENie	TBA
INTERNET	Nick Sheckman

CONCERNING LOGISTIC STAFF AND PROCEDURES:

Tim Roberge announced the names of the people he has recruited to staff ARISIA '95 Logistics as well as his preliminary schedule for Pre-con Logistics.

The staff listings are as follows:

Tim Roberge	Department Head
Ed Dooley	Staff-Light Duty (PC)
Rob Fairbairn	Staff
Tang	At-con coordinator
Melissa Young	Quartermaster
Jeremy Brown	Quartermaster
Noel Rosenberg	Staff-Light Duty (PC)

The LOGISTICS policies will be published both in MENTOR and in BEHIND THE LENS.

Here is a synopsis:

- * Everything must be submitted in writing on an acceptable form. We will determine what constitutes an acceptable form by providing one to you.
- * The following schedule will be tightly adhered to:

Until 09/30/94 Requests will be accepted point in the order they were received (FIFO).

Until 10/31/94 Requests must be countersigned by Division head to be considered.

Until 11/30/94 Requests must be countersigned by Division head and Conchair to be considered.

Until 12/31/94 Requests must be countersigned by Division head, Conchair, and TWO(2) VOTING EXECUTIVE BOARD MEMBERS!

After 12/31/94 NO requests will be considered except under EMERGENCY CONDITIONS!

NOTE: If you qualify as a Division Head, ConChair, or E-Board Member, you can only sign **once** per request.

- * As long as we have a good idea of what is coming in, we will probably have no problems

with amendments to existing requests.

HINT: Give us a clue about what is coming in using the posted schedule and update it with specifics (i.e.: Item type now, exact model later)

WORK WITH US AND WE'LL WORK WITH YOU!

- * We are learning a new word this year, "nnnn, NNNNNN, NO!", IF YOU HAND US A FRIVOLOUS OR IMPROPERLY FILLED OUT REQUEST, YOU SHOULD EXPECT TO HEAR IT!
- * Please note that if there is a good reason for an exception to the rule, we will probably be nice guys about it and let you live.

Maybe.

ABOUT BEHIND THE LENS

BEHIND THE LENS is the ConCom News of ARISIA '95. Its focus is on the people who are responsible for putting on the next ARISIA. They are, multi-talented, diverse, innovative, abrasive, hot-headed, nasty at times, on a real ego trip, and professionals (submissions to the list gratefully welcomed!).

We can agree that we will not always agree, but we all have one goal. That goal is: **TO FUNCTION AS A TEAM!** Not everyone may like what is printed in these pages, but the focus of this newsletter is on the potential problems which might hamstring our activities. Take a closer look at what is being pointed out. If one person has a fault, might it not be said of others?

No malice is intended toward anyone, but the truth is the truth. If you don't want it published, then don't say it around the staff of **BEHIND THE LENS**. They have standing orders to listen! They also have standing orders to check out the facts, because if they don't, their managing editor will!

Submissions are gratefully accepted, especially from division and department heads. After all, they know best what is going on, or should. Problems shared are problems lessened.

**** WARNING IMPORTANT
** INFORMATION ALERT ****

DEADLINES:

5/31/94	Area Info Handouts Due to PreReg	11/30/94	Logistics Requests accepted with DivHead/ConChair signatures at this time
6/09/94	CONCOM MEETING at Pat & Allan's Arlington, MA (BRING MUNCHIES!!)	12/01/94	Pre-Reg Deadline
6/15/94	Budget Report/Feedback	12/10/94	Pre-Reg Completed
6/30/94	Marketing Text Due for PR# 1	12/17/94	Pre-Reg Leftovers mailed
7/31/94	Logistics Plan Published for Storage/Moving Process -- Interaction Corp. Inventory Control	12/18/94	Program Book to press
8/13/94	Art Show Mailing to Artist/Agents	12/26/94	Pocket Program to press
8/15/94	PR# 1 goes to press	12/31/94	Logistics Requests accepted with DivHead/ConChair/2 E-Board signatures at this time
9/04/94	PR# 1 mailed (mass mailing)	1/06/95	Con News Issue 1 Deadline
9/21/94	Final Con Policies about: conduct, weapons, press, etc, for Publication due	1/11/95	ARISIA '95 Move In begins
9/30/94	Hotel Rooms/Layout Requests Due	1/12/95	ARISIA '95 Move In in process
9/30/94	Initial Logistics Requests due without penalty	1/13/95	ARISIA '95 Opens
10/07/94	Bios & Program Items due	1/15/95	ARISIA '95 Closes/Move Out begins
10/15/94	Gopher Requests Due	1/15/95	ARISIA '95 Dead Dog Party
10/22/94	Pre-Reg Final Proofing	1/16/95	ARISIA '95 Move Out concludes
10/31/94	Logistics Requests accepted with DivHead signature due at this time	1/17/95	??????????
11/01/94	Program Book Ad deadline	1/22/95	ARISIA '95 Debriefing
11/08/94	Pre-Reg Packet to press		
11/13/94	Pre-Reg Packet mailed		
11/18/94	Deadline for submission for Program Book		

ARISIA '95: Getting Down To Work
by Ed Dooley

5/7

The Convention Committee of **ARISIA '95** had its first official meeting today at the Boston Park Plaza Hotel and Towers. Very few people showed up, but this did not stop Sheila Oranch, Chairman of the Convention Committee, from pressing forward. A new version of the committee's function organization chart was unveiled, and to no one's surprise the chart had once again mutated.

Various people thought it would make a nice screen saver, but only if the bubbles moved around. It was pointed out to the Chair that it might be time for a more conventional structure. One of the noticeable changes was that Quartermaster was once again a department under Logistics. When questioned on the matter Ms. Oranch stated, "I told them to convince me. They did!" (Logistics says thank you.)

A heated discussion arose in one corner of the room between Ted Atwood (Art Show/EXHIBITS) and Pat Vandenberg (Registration/REGISTRATION) concerning the details over the usage of Arlington. No facts have yet been disclosed as to the final agreement between the two areas, but it was observed that the two went off to examine the room in question together. *Behind The Lens* will be listening very closely for any new developments.

Sheila introduced Elisa Hertel (she prefers Lisa) as the head of the publications division. Ms. Hertel, who is active in **Boskone**_{sm}, NESFA, and MCFI, is known for her hard work in those organization, and intends to attack her duties as the head of the Publications Division with the same intense energy. As such, Lisa has set a reasonable schedule which, if followed, will bring **ARISIA '95's** publications in on time, and, hopefully, under budget. Initial deadlines for the Program Book, Pocket Program and At-Con News have been set. Lisa has assisted at previous Arisia Conventions in Logistics and Banquet as well as lending a hand where it may be needed.

Also introduced was Jennifer Bunce who will be heading up the Marketing Department in the Publications Division. Jennifer, who met Elisa Hertel at this meeting, seemed to hit it off with her division. So much so, in fact, that Sheila Oranch had to step back from the two as ideas flew. It may be

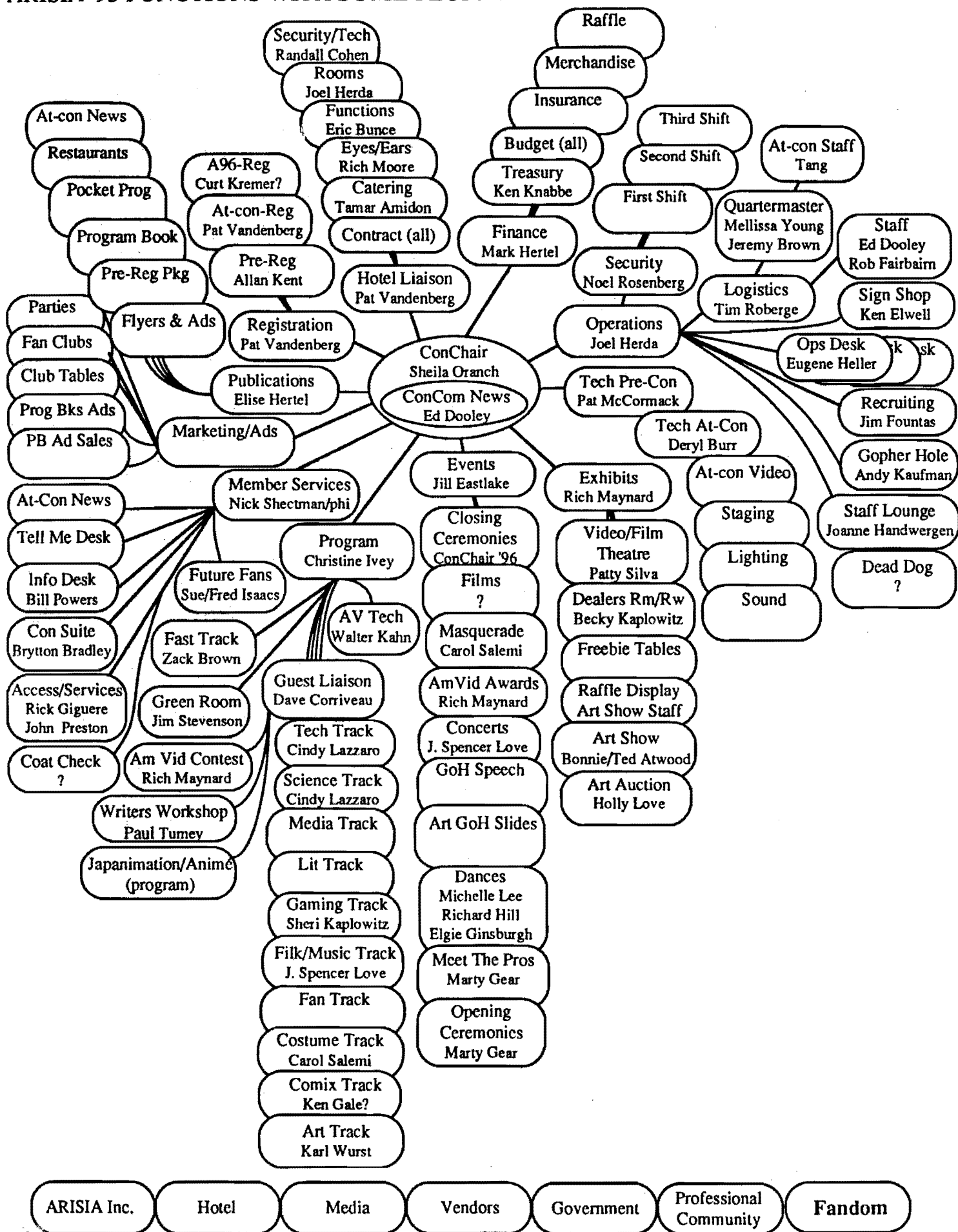
that Sheila has met her match in the area of multi-tasking.

Representing Tim Roberge for Logistics, was yet another new comer, Robert Fairbairn IV. Rob has previously worked at Arisia Conventions in the Security Department, but has decided to branch out this year and help out in Logistics. Much to the dismay of Randall Cohen (Security/OPERATIONS) who had planned on having Rob as a shift supervisor, but people should not worry yet, negotiations are under way to work something out between the two departments.

Diversity, the theme of this years convention, seems to be well established in the Logistics staff this year. Noel Rosenberg (Security/OPERATIONS), director of Arisia Security, has volunteered to do a stint with Logistics as phone coordinator (just hope YOU don't get a call from HIM!). Ed Dooley, better known as the corporate clerk, is planning to do work for Programming, Green Room, Logistic (pre/post con), Art Show, and, it is rumored that OPS is looking for some time in Ed's schedule (Registration and Budget don't know quite how they intend to classify Ed in the database yet. If he suddenly disappears...).

Also present at the meeting were representatives of the Events Division, Jill Eastlake and Carol Salemi. Much of the group's overall time was spent in touring the facilities and getting measurements. Christine Ivey (PROGRAMMING) was interested in seeing specific rooms that were being turned over to the Programming Division, and had members of her staff present to help.

The meeting broke up around seven p.m.



**ARISIA '95
CONCOM QUESTIONIARE**

All data collected is for **INTERNAL** use **ONLY** and should not be given out to non-concom or corporate members. **ARISIA '95** is the operating name for the Convention Committee of **ARISIA, Incorporated**. ConCom members will be listed in the next issue of **ARISIA, Incorporated's** Membership Directory. Corrections to all entries should be made in writing and directed to the clerk of **ARISIA, Inc.**

NAME: _____ FAN #: _____

DIVISION: _____ DEPARTMENT: _____

1) Are you presently a corporate member? Y / N

If YES, is your information still the same as on file with the clerk? Y / N

IF YES, you do not need to fill in this questionnaire. Your data on file will be used.

2)

FAN NAME: (optional)

ADDRESS:

ADDRESS:

CITY:

STATE/PROVENCE:

ZIP-CODE:

COUNTRY:

TELEPHONE #:

E-MAIL #:

OTHER #:

OTHER #:

May we print your data in our directory? Y / N

FIRST CLASS MAIL

BEHIND THE LENS
The ConCom News Of ARISIA '95
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Waltham, MA 02154

Behind The Lens is distributed to all Division Heads, Department Heads of ARISIA '95, and to all Corporate Members of ARISIA, Incorporated. Members of the ARISIA '95 Convention Committee may request a copy of the ConCom Newsletter from their Division Head. ***Behind The Lens*** is available on the Tangent BBS.

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