Notices

The December Meeting of Arisia, Inc will be held on Sunday, December 15 at 4:00pm at the Westin Boston Waterfront, most probably in the Stone room on the lobby level past the Starbucks. The quorum for this meeting is 15 based on 51% of the average attendance of the last three meetings (33, 23, 28).

At this meeting we will be considering the Arisia 2014 Budget Amendments printed in this Mentor.

If your membership expired at the end of August, this is the last Mentor you will receive. Please renew. If you renew by 31 December and pay the full year’s dues of $24 you will retain your voting rights (if any), otherwise you will need to attend another meeting after rejoining before you can vote.

Arisia 2014 Budget Amendments

Income:
Advertising: reduce from $1000 to $200 (-$800)
Dealers: increase from $14600 to $15000 (+$400)
Alley: increase from $400 to $600 (+$200)
Comp Suite Rental: new line, +$2788
Registration:
Pre-reg@$45: increase from $18,000 to $24345 (already 541, not 400)
At-door Saturday only rate: increase from $40 to $45 per reg request (we probably won’t sell many of these)
Note: net reg income is not expected to change significantly

Total income change: +$2,588

Expense:
Conchair: Add line for fall DH meeting, $450 (leaving $500 for A25 party) (+$450)
Events: increase dance musicians from $500 to $700 (+$200)
GOh: reduce all Band lines to $0 (-$940); reduce WGoH food to $420 (for one, not 2) (-$420)
Hotel: add line Food Trucks, $650 for fees (+$650)
Multimedia: reduce line additional drape to $0 (-$600)
Ops: increase radio costs to $650 (+$150)
Staff Services: increase Thurs. Night food to $1063 (+$63)
Tech: decrease Galleria Space exchange from $5000 to $4950 (-$50)

Total expense change: -$497

Net budget change: +$3,085

October 23, 2013 Meeting Minutes

Date, Time, and Place: The meeting was called to order by Conor Walsh about 4:30 PM on 20 October 2013 in the Stone Room of the Westin Boston Waterfront.

In attendance (23 members): Anna Bradley, David D’Antonio, Samantha Dings, Mary Dumas, Don Eastlake, Jill Eastlake, Jaime Garmendia, Lisa Hertel, Rachel Kadel-Garcia, Al Kent, Rick Kovalcik, Alex Latzko, Ken London, Dale Meyer-Curley, Kris Pelletier, Phoebe Roberts (non-member), Sharon Sbarsky, Rachel Silber, Kris Snyder, Mike Sprague, Pat Vandenberg, Conor Walsh, Tanya Washburn. Late: Joel Herda.

Proxies: Lia Olsborg to Rick Kovalcik, Erik Meyer-Curley to Dale Meyer-Curley, Nicholas Shectman to Rachel Silber, Peter Olszowka to David D’Antonio, Carol London to Ken London, Janet Stickle to Rick Kovalcik, Terry Holt to Rachel Silber, Persis Thordnike to Jill Eastlake, Steve Huff to Mike Sprague, Karen Purcell to Jill Eastlake, Kathryn Kun to Kris Snyder, Ben Levy to Conor Walsh, Noel Rosenberg to Rachel Kadel-Garcia, and Bridget Boyle to Alex Latzko.

Eboard Report: We approved a dues waiver. Phoebe Roberts asked if she could come to a meeting to evaluate our communication for a class project; we told her she was welcome to attend. We approved Mathew Ebel’s use of our graphics on his website. (He is an event participant at Arisia 2014.) We voted to spend $200 out of the training fund for two future BARCC trainings. We are discussing signing a contract with the Westin Boston Waterfront for 2016.

President’s Report (Conor Walsh): I received some email about committees. I am appointing Hotel (Kris Snyder (head), Ben Levy, Rachel Silber), Budget (Ben Levy (head), Alan McAvinney, Alex Latzko, Rachel Kadel-Garcia), and Grants (David D’Antonio (head), Noel Rosenberg, Anna Bradley) committees. Hearing no objection they were appointed.
Vice President’s Report (David D’Antonio): No report.

Treasurer’s Report (Rick Kovalcik for Ben Levy): I’m sorry I can’t be at today’s meeting. The emergency funds for DarkoverCon (TSFS) have been sent, and they’ve deposited the check. We have about $137k total in funds and have spent about $4k since the last report.

Clerk’s Report (Rick Kovalcik): We filled the annual report with the Commonwealth for the last two years. I’ve started picking up email. There is a bunch of other things that still need to happen. We received a thank you.

A13 Report (Rachel Silber): No report. Jill reports we have a piece of artwork which has not been picked up yet. We will probably auction it off during A14.

A13 Treasurer’s Report (Rachel Kadel-Garcia): No report. Rick Kovalcik asks when we might be ready to close the books. Rachel reports that we will hopefully be ready to close the books real soon now (like in a couple of weeks to months).

A14 Report (Lisa Hertel): We just had a Concom meeting. There are various deadlines. We are ahead on memberships, which probably means


A15 Report (Mike Sprague):

Budget Committee (Rick Kovalcik for Ben Levy): The Budget Committee is planning to audit the corporate books at the end of the month [apparently 30 October].

CIC Committee (Rick Kovalcik): No report.

Honors Committee (Rick Kovalcik): Ann Thomas’ father died yesterday. We have a card in the back for Ann Thomas and Ben Levy.

IT Committee (Alex Latzko): No one is bitching; everything is working.

Meeting Space Committee (Janet Stickle): No report.

Relaxacon Report (Rick Kovalcik): The dates for Relaxacon 2014 are Friday 30 May to Sunday 1 June. You can still call the hotel Monday to Friday from 9 AM to 5 PM (by calling 1-800-345-5140 or 1-508-398-2279). If they don’t answer, it probably means they are on the phone. So, please call back. Also you can buy your membership online.

Comps Committee (Mike Sprague): The deadline for getting comps in for this year is 15 December. Please get your comps in. It’s a little late for estimates

Student Art / Student Writing Contests (): The mailings have gone out and we have received an invoice for the mailing and paid for it.

Grant Committee (David D’Antonio): If you want to be part of the Grant Committee please send mail to Conor. Arisia does receive grant requests. For example, we just received a request from the Locus Foundation. There was a discussion of who we could give grants to. It was stated that groups should be non-profits. Also, if the group has a restrictive membership covenant, any grant would require a 2/3 vote of the membership.

LRP Committee (Nicholas Shectman): No report.

Corrections to the previous minutes: We left the date of the last meeting out of the printed Mentor. It was 29 September. This was corrected in the version of Mentor published online.

Old Business:

Motion to leave the LRP bylaws amendments on the table for future discussion online (Mary Dumas, Pat Vandenberg). Fails 7 to 25.

Motion by take off the table the “Ombudsperson” amendment (Kris Snyder, Rachel Kadel-Garcia). Hearing no objection, it is taken off the table.

MOVED:

- To elect an ombudsperson to the Arisia Eboard. The ombudsperson shall be elected to the e-board in the same manner as other Arisia officers, except as provided below.

- The ombudsperson shall have the following responsibilities:
  a) to appoint members to and to chair a committee, such appointments to be confirmed by the corporation
  b) following the conclusion of an Arisia convention, collect, review, and follow up on incident reports. The ombudsperson can bring the results of investigation as a “request to ban” to the e-board and recommend changes to policies, procedure, or code of conduct.
  c) provide for maintaining information of bans (whether or not triggered by behavior at a convention) and incident reports from conventions in such a way as to balance the needs for confidentiality and community accountability.
  d) provide continuity between conventions on matters of staffing. Keep staff records in such a way as to balance the needs for confidentiality and community accountability.
  e) assist with maintaining clear policies and procedures for handling hiring and incident reporting, with consideration of consistency between conventions. This includes but is not limited to documents such as Code of Conduct, staff handbook, security handbook, and so forth.

The election of the first ombudsperson shall be at the corporate meeting following the adoption of this motion, and the ombudsperson shall propose a committee for approval by the membership at the corporate meeting following such election. Following that election, the term will end at the following Annual Election.

- As part of this motion, amend the Arisia Bylaws in the following manner:

  3.1 Replace “and clerk” in the list of officers with “clerk and ombudsperson”.

  3.2 Insert a paragraph after (d), which reads: (e) The ombudsperson shall have the following responsibilities: appointing and chairing a committee that can assist the eboard in reviewing incident reports from a convention and conducting any needed investigation, conducting other such investigations required by the corporation, keep records of these actions and appropriately control access to them, provide similar record keeping support for staff files; and review policies and procedures of the corporation and convention that touch upon these duties.

There was a discussion of the name of Ombudsperson vs. Safety Officer vs. something else. There was a discussion of whether this should be a bylaws amendment or a policy at
first. Part of the problem is that it needs to be voting position on the Eboard. There was a discussion of whether Sergeant-at-Arms would be a better title. Don Eastlake reports no. There was a discussion that it was good that this person be on the Eboard and have a vote but there shouldn’t be a separate committee; it should be the Eboard with ultimate responsibility. There were comments about Ombudsperson being a good title because the person should be neutral. There was a comment that this position should be appointed the same way as the Con Treasurer is appointed – jointly between the ConChair and the Eboard.

Motion to refer this bylaws amendment to an Ad Hoc Committee to figure out what we want to do (Rick Kovalcik, Sharon Sbarsky).

Rules were suspended to allow further discussion of the bylaws amendment. Further discussion of what the ConChair and Eboard should do versus taking work off the Eboard. Discussion of whether this would be better served by adding more people to the Eboard who could fill in where needed. Discussion that things are working the way they are. Discussion of this position may be good but we don’t need another committee under them because the Eboard should be invested. Suggestion of creating a position (Ombudsperson) that is unfilled until such time as it is needed at which point it is filled, perhaps by the Eboard.

Motion to refer is withdrawn.

Motion to amend this bylaws change as follows (Jaime Garmendia, Rick Kovalcik):
(a) Replace the first paragraph with “Direct the Eboard to appoint an Officer with the following duties.
(b) To strike all references to Ombudsperson and replace with Officer.
(c) To strike section (a) and parts about elections.

Motion to refer the “Ombudsperson” Bylaw’s Amendment to an Ad Hoc Committee (Tanya Washburn, Rick Kovalcik).Passes. Conor appoints an Ad Hoc Committee consisting of Rachel Silber (Chair), David D’Antonio, Kris Snyder, Sharon Sbarsky, Jaime Garmendia, Anna Bradley, and Rick Kovalcik.

Motion to bring the “Members-at-Large” amendment off the table (Sharon Sbarsky, Jill Eastlake). Passes.

Straw poll of who might be interested in running if this passes. About five people raised their hands.

Proxies at this point from Dale Meyer-Curley to Kris Pelletier and Erik Meyer-Curley to Jaime Garmendia.

Motion to call the question (Lisa Hertel, Jill Eastlake). Passes.

“Members-At-Large” bylaws amendment passes (24-7).

Motion to pick up “Directors” amendment from table (Rick Kovalcik, Sharon Sbarsky). Passes.
Motion to have the Corporation spend $580 to $600 on fireproofing 16 four-foot lengths of drape for convention use (Mary Dumas, Pat Vandenberg). Friendly amendment to change motion to say “spend up to $600”. Passes.

Meeting was adjourned at 7:01 PM.

November 19, 2013 Meeting Minutes

Date, Time, and Place: The meeting was called to order by Conor Walsh about 7:40 PM on 19 November 2013 at the NESFA Clubhouse in Somerville, MA.

In attendance (26 voting members, 2 new members): Anna Bradley, David D’Antonio, Don Eastlake, Jill Eastlake, Lisa Hertel, Terry Holt, Crystal Huff, Fred Isaacs, Ray Isaacs, Suli Isaacs, Rachel Kadel-Garcia, Rick Kovalecik, Kathryn Kun, Alex Latzko, Ben Levy, Glen MacWilliams (new member), Alan McAvinnie, Karen Purcell, Noel Rosenberg, Sharon Shbarsky, Rachel Silber, Kris Snyder, Mike Sprague, Janet Stickel, Tom Traina (new member), Conor Walsh, Tanya Washburn, and Joel Herda (late).

Proxies: Jude Shabry to Kris Snyder, Jaime Garmendia to Mike Sprague, Persis Thorndike to Kathryn Kun, Lia Olsborg to Rick Kovalecik, Mary Dumas to Lisa Hertel, Nicholas Shectman to Rachel Silber, Kris Pelletier to Mike Sprague, Michael Leuchtenburg to Crystal Huff, Bridget Boyle to Alex Latzko, Peter Olszowka to David D’Antonio, Steve Huff to Alan McAvinnie, Pat Vandenberg to Jill Eastlake, Allan Kent to Jill Eastlake, and Dale Myer-Curley to Kris Snyder

Eboard Report (Conor Walsh): We voted 3 to 1 to approve a contract with PSAV for rigging at the Westin. We found out that we may be eligible for a grant from the Staples Foundation. We voted to negotiate a contract for A16 with the Westin.

President’s Report (Conor Walsh): Conor summarized an LRP report from 1993 which came to fruition after a long number of years. He feels that LRP should be looking further in the future. There is a plan for an Eboard meeting after this meeting.

Vice President’s Report (David D’Antonio): No report.

Treasurer’s Report (Ben Levy): Ben send his apologies that he can’t be at today’s meeting. Our postage due account is closed. Ben and Ann send their thanks for the condolence card. The emergency funds for DarkoverCon (TSFS) have been sent, and they’ve deposited the check. We have about $137k total in funds and have spent about $4k since the last report.

Clerk’s Report (Rick Kovalcik): I’ve distributed some mail. Sorry I didn’t get the Mentor with minutes out; life has been crazy.


A13 Treasurer’s Report (Rachel Kadel-Garcia): All expense reports I have in hand have been paid (some checks went out
this weekend). There are about $400 worth of checks that need reissuing; I have sent out requests for address updates, and am reissuing those checks as I receive responses. I have one pending sort-of-request for reimbursement for about $900 that I'm trying to track down more information on. Current odd year balance is $23,873.72; I believe when all is said and done Arisia 2013 made about $22,500, but I have some spreadsheet-wrangling still to do to actually close the books.

A14 Report (Lisa Hertel): We had a Concom meeting two days ago. We have a Div Head meeting two days from now. Things are moving along. A lot of deadlines are coming up or have just passed. People should respect those deadlines.

A14 Treasurer’s Report (Rachel Kadel-Garcia): We're OK so far. We're working on figuring out whether a budget revision amendment will be necessary, if so we'll publish it in mentor to be voted on at next corporate meeting.

A15 Report (Mike Sprague): The position of treasurer is still under consideration. Mike will be talking to the Eboard about this.

Budget Committee (Rick Kovalcik for Ben Levy): The Budget Committee is planning to audit the corporate books at the end of the month [apparently 30 October].

CIC Committee (Rick Kovalcik): We still have storage. Our Art Show lights have been fixed. They are still at NESFA and will be picked up before Arisia. There are two sample bins at Arisia Storage as examples of possible replacements.

Comps Committee (Mike Sprague): No report.

Grants Committee (David D’Antonio): We discussed the Locus Grant but have not finished dealing with it yet.

Honors Committee (Rick Kovalcik for Joel Herda): No report.

Hotel Search (Kris Snyder): No report.

IT Committee (Alex Latzko): It’s running. If you need wireless or wired networking at Arisia, please let Alex now.

Meeting Space Committee (Janet Stickle): We completed a survey but failed to look for space. A discussion ensued. Moved to disband the meeting space committee, thank them for their service, and refer this matter to Eboard (Kovalcik, Sbarsky). Passes.

Relaxacon Report (Rick Kovalcik): The dates for Relaxacon 2014 are Friday 30 May to Sunday 1 June. You can still call the hotel Monday to Friday from 9 AM to 5 PM (by calling 1-800-345-5140 or 1-508-398-2279). If they don’t answer, it probably means they are on the phone. So, please call back. Also you can buy your membership online.

Student Art / Student Writing Contests (): We have started receiving responses. We have some judges.

Ombudsperson Bylaws Amendment Committee (Rachel Silber): No report.

Old Business:
None.

Elections: Anna Bradley, Terry Holt, Kathryn Kun, Noel Rosenberg, and Tanya Washburn were nominated for the three new member-at-large positions.

It was decided to have three separate preferential ballots. Kathryn Kun was elected first. Anna Bradley was elected second. Voting for the third position wound up 14-13-13 and there was no good way to pick a winner among the three candidates. It was decided to revote with the understanding that if that happened again whoever came in first would be elected. Tanya Washburn was elected on the re-vote. [This is a gross summary / simplification of the elections which took a lot of time.]

New Business:

Motion to set the date and time of the February Corporate Meeting to be Tuesday February 18th, 2014 at 7:30 PM at Chez Wood (the home of Rick Kovalcik) in Newton. Seconded. Passes unanimously.

The meeting was adjourned at 10:10 PM (into sighs of relief).

September Treasurer's Report

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<thead>
<tr>
<th>September 30th, 2013</th>
<th>Change vs. last month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odd Year - A13</td>
<td>$23,925.49</td>
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<tr>
<td>Even Year - A14</td>
<td>$36,610.81</td>
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<tr>
<td>Corporate Reserved/Unspent</td>
<td></td>
</tr>
<tr>
<td>Two years expenses (CDs)</td>
<td>$35,617.74</td>
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<tr>
<td>Grant Fund</td>
<td>$5,000.00</td>
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<tr>
<td>Capital Equipment Fund</td>
<td>$1,690.64</td>
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<tr>
<td>Training Fund</td>
<td>$1,554.00</td>
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<tr>
<td>Scholarship(?) Fund</td>
<td>$0.00</td>
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<tr>
<td>Voted Expenses (excludes budget)</td>
<td>$7,294.62</td>
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<tr>
<td>Unspent Budget</td>
<td>$15,651.47</td>
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<td>Total Reserved</td>
<td>$66,808.47</td>
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<tr>
<td>Unallocated Funds</td>
<td>$9,084.19</td>
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<td>Total Corporate Funds</td>
<td>$75,892.66</td>
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<tr>
<td>Total Assets</td>
<td>$136,428.96</td>
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<tr>
<td>Total Corporate Income</td>
<td>$580.26</td>
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<tr>
<td>Total Corporate Expenses</td>
<td>-$1,635.74</td>
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October Treasurer’s Report

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Change vs. last month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Odd Year - A13</td>
<td>$23,501.99</td>
<td>-$423.50</td>
</tr>
<tr>
<td>Even Year - A14</td>
<td>$56,495.80</td>
<td>$19,884.99</td>
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</tbody>
</table>

Corporate Reserved/Unspent

- Two years expenses (CDs): $35,619.85, $2.11
- Grant Fund: $5,000.00, $0.00
- Capital Equipment Fund: $1,690.64, $0.00
- Training Fund: $1,554.00, $0.00
- Scholarship(?) Fund: $0.00, $0.00

Voted Expenses (excludes budget): $2,894.62, -$4,400.00

Unspent Budget: $12,844.98, -$2,806.49

Total Reserved: $59,604.09, -$7,204.38

Unallocated Funds: $8,116.90, -$967.29

Total Corporate Funds: $67,720.99, -$8,171.67

Total Assets: $147,718.78, $11,289.82

Total Corporate Income: $33.42, -$546.84

Total Corporate Expenses: -$7,797.09, -$6,161.35

Membership List (as of 11/30/2013)

Strikethrough (like this) indicates expired memberships.
Italics (like this) indicates honorary (non-voting) members.

Dawn Ash  Rachel Kadel-Garcia  Josh Rachlin
Rob Bazemore  Jeanne Kahn  Danielle Reese
Melissa Bootham  Walter Kahn  Kim Rick
Bridget Boyle  Allan Kent  Mary Robison
Anna Bradley  Rick Kovalcik  Joel Herda
Andrea Arney  Kathryn Kun  Sharon Sbarsky
Brian Cooper  Zanne Labonville  Richard Schmeidler
Tom Coveney  Alex Latzko  Paul Selkirk
David D’Antonio  Paul Letersky  Mike Sprague
Elka Tovah  Michael Leuchtenburg  Nicholas Shectman
Kenneth Davis  Benjamin Levy  Dave Shoveit
Samantha Dings  Carol London  Cara Lee Shockey
Mary Dumas  Ken London  Kris Snyder
Don Eastlake  Glenn MacWilliams  Rachel Silber
Jill Eastlake  Alan McAvinnie  Rachel Silber
John Francini  Dale Meyer-Curley  Mike Sprague
Jaime Garmendia  Erik Meyer-Curley  Janett Stickle
Joel Herda  Skip Morris  Julia Suggs
Brendan Hertel  Dan Noe  Persis Thorndike
Lisa Hertel  Abby Noyce  Amol Vaidya
Lisa Holberg  Pam Ochs  Pat Vandenberg
Terry Holt  Lita Olsborg  LuAnn Vitalis
Crystal Huff  Peter Olszwoka  Al Walker
Steve Huff  Sheila Oranch  Conor Walsh
Fred Isaacs  Kris Pelletier  Tanya Washburn
Ray Isaacs  James Pinkerton  Alexandra Wilkie
Suli Isaacs  Karen Purcell

2013-2014 Executive Board (Eboard)

President  Conor Walsh  president@arisia.org
Vice President  David D’Antonio  vicepresident@arisia.org
Corporate Treasurer  Benjamin Levy  treasurer@arisia.org
Clerk  Rick Kovalcik  clerk@arisia.org
Members-At-Large
Arisia ’13  Rachel Silber  conchair@arisia.org
Arisia ’14  Rachel Kadel-Garcia  con-treasurer@arisia.org
Arisia ’15  Rachel Kadel-Garcia  con-treasurer@arisia.org
Arisia ’16  Mike Sprague  con-treasurer@arisia.org

Storage Key List

If you do not have a key and need to get into storage, email keys@arisia.org and all keyholders will get your request.

<table>
<thead>
<tr>
<th>Key</th>
<th>Holder</th>
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<tbody>
<tr>
<td>1</td>
<td>Landlord</td>
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<tr>
<td>2</td>
<td>Noel Rosenberg</td>
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<td>3</td>
<td>Skip Morris</td>
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<td>4</td>
<td>Craig McDonough</td>
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<td>13</td>
<td>Rachel Silber</td>
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<td>14</td>
<td>Janet Stickle</td>
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<tr>
<td>15</td>
<td>Ben Levy</td>
</tr>
</tbody>
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Upcoming Events and Meetings

Sunday, December 15 at 1pm: Concom meeting at the Westin
Sunday, December 15 at 4pm: Corporate meeting at the Westin
Sunday, January, 4, 2014 at 1pm: Final Concom meeting for A14
January 17-20, 2014: Arisia at the Westin Boston Waterfront Hotel
Sunday, January 19, 2014 at TBD time: Corporate meeting at the Westin during Arisia 2014
February 14-16, 2014: Boskone at the Westin Boston Waterfront Hotel
February 18, 2014 at 7:30pm: Corporate meeting at Chez Wood in Newton (Rick Kovalcik’s house)
August 14-18, 2014: Worldcon in London, UK