



MENTOR

Mentor, The Newsletter of Arisia, Incorporated
Number 245 (rev 1), August 2017
Arisia, Incorporated, 561 Windsor Street, Somerville, MA 02143
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Announcements:

The next Corporate Meeting will be on Thursday August 24th at 7:30 PM at the NESFA Clubhouse. The quorum for this meeting is 13 based on 51% of the average of the last three meetings $((17+13+32)/3*.51=12.92)$.

At that meeting we will be voting on the Arisia 2018 Convention Budget which can be found at the end of this mentor and also <http://tinyurl.com/arisia-2018-con-budget>.

At that meeting we will be voting on a bylaws amendment to change the bylaws as follows:

7.3 Transfers of Funds, Special Conditions

[...]

(b) Funds allocated for grants may only be transferred to **a budget** line item in the case of an emergency approved by the two-thirds vote of the Membership, with at least 25% of General members voting.

8.2 Allocation and Distribution of Grants

(a) The Corporation shall, on **at least** an annual basis, **add** funds, when available, for grant distribution during the following fiscal year. Distribution of funds to other groups shall be done until **allocated** funds are exhausted.

Discussion of this bylaws amendment can be found in the July minutes, later in this Mentor.

If that bylaws amendment passes we will also vote on a follow-on motion:

If the Bylaws amendment for modifying 7.3(b) and 8.2(a) is passed, move to transfer any funds allocated for Grants from the Corporate budget to an independent Grant Fund.

The Eboard will also be reporting on six actions under the Disciplinary Process:

IR#2 The Eboard has voted to affirm the decision made by the ConChair at the convention, and enact no further action, against an associate of an outside contractor. The individual was reported for harassing a member of our staff, including non-consensual physical contact. They were told to stay clear from the area where the staffer was working and to review our code of conduct. We are additionally notifying the outside contractor of this occurrence.

IR#14 The Eboard has voted to give a member of Arisia staff a warning for their behavior as an audience member during a panel. It was reported that they were disruptive during the panel, including multiple interruptions and arguing with the moderator. The Eboard voted not to disclose the name of the staff member to the corporation at the meeting.

IR#16: The Eboard has voted to take no action against a member who was reported to have made comments about wanting to harass another member of the convention because of their cosplay.

IR#18 The Eboard has voted to give an Arisia dealer a warning for acting belligerently towards a member of hotel staff. The Eboard voted not to disclose the name of the dealer to the corporation at the meeting.

IR#20: The Eboard has voted to permanently restrict a member from staffing or volunteering, and ban from attending all Arisia events for at least one year pending completion of legal action against them regarding an arrest and incident unrelated to Arisia.

IR#21 The Eboard has voted to give an event organizer a warning for acting belligerently towards a member of Arisia staff while trying to troubleshoot a problem for them at-con.

Minutes of the Arisia Meeting of 23 July 2017:

The meeting was called to order by Cody Lazri at Rick Kovalcik's home in Newton, MA at 2:20 PM.

In attendance (32 members):

David D'Antonio, Daniel Eareckson, Jill Eastlake, Kelly Fabijanic, Lisa Hertel, Diana Hsu, Fred Isaacs, Rick Katze, Allan Kent, Michael J Kerpan, Rick Kovalcik, Cody Lazri, Benjamin Levy, Ken London, Dale Meyer-Curley, Erik Meyer-Curley, Elliott Mitchell, Dan Noé, Abby Noyce, Lia Olsborg, Mary Olszowka, Peter Olszowka, Noel Rosenberg, Sharon Sbarsky, Michael Sharrow, David Silber, Kris Snyder, Mike Sprague, Tom Traina, Pat Vandenberg, Al *Hobbit* Walker, Ellie Younger, and Joshua Burson (non-member).

The quorum for the next meeting is 13 based on 51% of the average of the last three meetings $((27+17+32)/3 \cdot .51 = 12.92)$.

Proxies (12 proxies):

Persis Thorndike to Rick Kovalcik, Terry Holt to Mike Sprague, Carole London to Ken London, Jeff Keller to Peter Olszowka, Diane Martin to Michael Sprague, Jaime Garmendia to Diana Hsu, Kris Pelletier to Daniel Eareckson, Kevin Schendell to Dale Myer-Curley, Karen Purcell to Benjamin Levy, Anna Bradley to Diane Hsu, (later) Raymond Isaacs to Fred Isaacs, and (later) Suli Isaacs to Fred Isaacs.

Corrections to the minutes:
None.

Officer and Committee Reports:

Eboard (Cody Lazri):

We voted to lend stuff to NASFiC. We voted to renew the lease for our existing storage space and to sign a new lease for additional storage space on the other side of the same floor. Both leases expire at the end of January 2021.

President (Kris "Nchanter" Snyder):
Kris stepped out temporarily.

Vice President (Cody Lazri):
No report.

Clerk (Rick Kovalcik):

Please check that you are signed in. Benjamin Levy sent out email about renewing Corporate Memberships. Memberships expire at the end of August.

Treasurer's Report (Benjamin Levy):

NESFA bought another 56 copies of the Halcyon Fairy Book. This brings our profit up to about \$2600. We have money. If you have questions, please ask me or see Mentor for details.

Members-At-Large:
No report(s).

A'16 (Kris "Nchanter" Snyder):
Kris stepped out temporarily.

A'16 Treasurer (Rick Kovalcik):
We hope to have done by August or else. I.E. I'm still working on it - coming up with totals for the various areas; we already have totals for income and expense.

A'17 (Anna Bradley):
Not present; no report.

A'17 Treasurer (Tom Traina):
Not present; no report. Tom arrived late and reported that he has a couple of new expense reports that he will deal with. He will be out of town for the second half of this week.

A'18 (Jaime Garmendia):
Not present; no report. There is a Div Head on Tuesday at 7 PM at the NESFA in Somerville, MA.

A'18 Treasurer (Ellie Younger):
There is a lot of discussion going on especially on the Div Head list about the A'18 Convention Budget. We plan to have one published in time to vote on next month.

A'19 Chair (Daniel Eareckson):
No report.

Budget (Benjamin Levy):
No report.

CIC (Rick Kovalcik):
Everything that went to NASFiC came back. We are working on populating the new storage space. The plan is that Art Show will move there first. We will then see how much more room we have and possibly also move Fast Track and Turtle Track and maybe some other stuff.

Corporate Welcoming Committee (Daniel Eareckson):
Welcome. We have a new member – Michael Sharrow.

Grants Committee (Cody Lazri):
Nothing to report at this time. We received at least one new grant application which we will look at.

Hotel Search Committee (Kris Snyder):
Kris stepped out temporarily.

Honors Committee (Anna Bradley):
Not present; no report.

IT Committee (Peter Olszowka):
A lot of things are going on.
We need to upgrade the website running on Hostgator to PHP 5.6 to make Drupal 8 happy. The easiest way to do this might be to switch to a new hosting plan which would be the same price but not have unlimited disk space. The biggest drawback is that our IP address would be changing. We are having some issues with that. We are also working on an SSL certificate. We temporarily have a free one from LetsEncrypt while we work out some problems with the certificate provider Hostgator uses. Zambia is running smoothly.

Our CM contract expires after the upcoming con. The easiest solution may be just to renew the contract. There is a question about whether we need to renew it for three years or can renew it for one or two years. Registration People have a concern that one year is not enough.

There was a motion to ask the IT Committee to get a quote for both two and three years. (Kovalcik, Hsu). There was a friendly amendment to get a quote for one year also. There was much discussion about moving over to a new Registration system. There was a motion to amend to include pricing for using a new event for one month at the end of the contract (Peter Olszowka, Noel Rosenberg). More discussion ensued. There was a motion to call the question on the amendment (Hertel, ???). Passes. Amendment is called. Amendment passes (16 to 15). The motion now reads "Motion to ask the IT Committee to get a quote for one, two, or three years and also to including pricing for using a new event for one month at the end of the contract." There was no further discussion. Passes.

We are currently using Guidebook. It is expensive. We have started to look into replacements. One possibility would be to use Grenadine instead. Since Grenadine is fannish, it is likely to be less expensive. Moved to go into Committee of the Whole to discuss this (Kovalcik, Many). The consensus seemed to be that this was a convention issue. Motion to come out of Committee of the Whole without a motion (Hsu, Kovalcik).

Two new proxies were received (Raymond Isaacs to Fred Isaacs and Suli Isaacs to Fred Isaacs).

Logo Committee (Conor Walsh):
Not present; no report.

Long Range Planning Committee (Conor Walsh):
Not present; no report.

Relaxacon Committee (Ellie Younger):
No update. Rick Kovalcik asks if they have anything else they are working on. They are working on documenting, probably using the Staff Wiki, what they did.

Student Contests Committee (Mike Sprague for Kris Pelletier):
We are working on updating mailing lists.

Old Business:
None.

New Business:

A Bylaws amendment signed by Benjamin Levy, Daniel Eareckson, Rick Kovalcik, Diana Hsu, and Cody Lazri was submitted:

Motion to modify the Bylaws by replacing "another line item" with "a budget line item" in 7.3(b), striking "through the budget" and "on a quarterly basis" from 8.2(a), and replacing "budgeted funds" with "allocated funds" from 8.2(a).

Changed Version:

7.3 Transfers of Funds, Special Conditions

[...]

(b) Funds allocated for grants may only be transferred to **a budget** line item in the case of an emergency approved by the two-thirds vote of the Membership, with at least 25% of General members voting.

8.2 Allocation and Distribution of Grants

(a) The Corporation shall, on an annual basis, allocate funds, when available, for grant distribution during the following fiscal year. Distribution of funds to other groups shall be done until **allocated** funds are exhausted.

Original Version:

7.3 Transfers of Funds, Special Conditions

[...]

(b) Funds allocated for grants may only be transferred to **another** line item in the case of an emergency approved by the two-thirds vote of the Membership, with at least 25% of General members voting.

8.2 Allocation and Distribution of Grants

(a) The Corporation shall, on an annual basis, allocate funds, when available, for grant distribution during the following fiscal year ~~through the budget~~. Distribution of funds to other groups shall be done ~~on a quarterly basis~~ until **budgeted** funds are exhausted.

There was also a companion motion:

If the Bylaws amendment for modifying 7.3(b) and 8.2(a) is passed, move to transfer any funds allocated for Grants from the Corporate budget to an independent Grant Fund.

There was a motion to change the word "allocate" to the word "add" in 8.2. Passes.

As written, any time money would be added to the budget, the Corp needs to approve it and it requires notice. This change would make it easier to add money to the Grants Fund.

As of now, it's pretty ambiguous how the money is handled.

This Bylaw change makes official what we're already doing.

Moved to add "at least" to 8.2. Passes.

The changed version now reads:

7.3 Transfers of Funds, Special Conditions

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The Bylaws amendment is automatically tabled until notice is given to vote on it at a future meeting.

Motion (Kovalcik, Rosenberg) to find the original motion about the creating the Capital Equipment Fund and to add it to policies. Passes unanimously.

The August meeting is Thursday 24 August at 7:30 PM at NESFA.

The September meeting is Sunday 17 September at 4:00 PM at the Westin Boston Waterfront, Boston, MA.

Motion to set the October Meeting as Tuesday 24 October at 7:30 PM preferably at NESFA (Kovalcik, Many Seconders). Passes.

Announcements:

Dues are due by September 1st. See Ben or go to website, <http://corp.arisia.org/membership>.

Pat Vandenberg and Al Kent have 2 memberships to Helsinki to sell.

NESFA Annual BBQ will be Sunday September 4th from 3 pm to 7:30 pm, at The Shelter (a covered area with 6 grills and 8 tables) at Larz Anderson Park in Brookline. Note that dogs are not allowed in this area. All fans are welcome. NESFA will provide the basics: hamburgers, hot dogs, buns, condiments, and fire; please bring something

to share.

Meeting was adjourned at 4:00 PM into smofing and the Annual Arisia Summer Cookout. Minutes taken and submitted by Rick Kovalcik with help from Diana Hsu.

Treasurer's Report – July 2017:

June 30, 2017			Change vs last month
Odd Year - A17		\$36,650.77	\$5,248.15
Even Year - A18		\$33,936.37	\$0.00
Corporate			
Reserved/Unspent			
Two years expenses (CDs)	\$41,678.15		\$1.15
Grant Fund Available	\$4,020.09		\$0.00
Grant Fund Allocated	\$0.00		\$0.00
Capital Equipment Unallocated	\$619.24		\$0.00
Capital Equipment Allocated	\$1,500.00		\$0.00
MCFI/CostumeCon	\$880.18		-\$101.83
Training Fund	\$1,657.00		\$0.00
Relaxacon	\$450.86		-\$951.81
Scholarship(?) Fund	\$0.00		\$0.00
Voted Expenses (excludes budget)	\$945.00		\$0.00
Unspent Budget	\$4,712.32		-\$1,192.94
Total Reserved		\$56,462.84	-\$4,338.12
Unallocated Funds		\$24,320.81	-\$2,069.31
Total Corporate Funds		\$80,783.65	-\$6,407.43
Total Assets		\$151,370.79	-\$1,159.28
Total Corporate Income		\$6.76	-\$12.56
Total Corporate Expenses		-\$4,996.21	-\$3,561.26

Committees:

Committees remain as appointed until the new president appoints new committees.

Budget: Benjamin Levy (chair), Rachel Kadel-Garcia, Alex Latzko, Tom Traina, Ellie Younger
Corporate Inventory Control: Rick Kovalcik (chair), Jaelen Hartwin, Angela Morley, Peter Olszowka
Corporate Welcoming: Daniel Eareckson (Chair), Anna Bradley, Rick Katze, Abby Noyce, Tom Traina.
Grants: Cody Lazri (chair), Anna Bradley, David D'Antonio, Rick Katze, Noel Rosenberg
Honors: Anna Bradley (chair), Fred Isaacs, Mike Sprague
Hotel Search: Kris "Nchanter" Snyder (chair), Joel Herda, Benjamin Levy, B. Diane Martin, Ellie Younger
IT: Peter Olszowka (chair), Rick Kovalcik, Benjamin Levy, Cody Lazri, Abby Noyce, Noel Rosenberg, Sharon Sbarsky
Logo: Conor Walsh (chair), Anna Bradley, David D'Antonio, Sharon Sbarsky
Long Range Planning: Conor Walsh (chair), Anna Bradley, Mink Rosequist
Relaxacon: Ellie Younger and Johnny Healey (chairs)
Student Contests: Kris Pelletier (chair), Jaelen Hartwin (Student Art Contest Chair), Terry Holt (Student Writing Contest Chair) Anna Bradley, Johnny Healey, Allison Holt, Fred Isaacs, Skip Morris, Abby Noyce, Mike Sprague, Carolyn VanEseltine, Conor Walsh

Membership List:

This membership list is as of 8/1/2017.

Names in Italics are non-voting honorary members.

Dawn Ash	Suli Isaacs	Sheila Oranch
<i>Rob Bazemore</i>	Rachel Kadel-Garcia	Kris Pelletier
Melissa Beetham	Jeanne Kahn	Karen Purcell
Bridget Boyle	Walter Kahn	Danielle Reese
Anna Bradley	Terry Karney	Mark Richards
Andrea Carney	Rick Katze	Nicole Robinson
Mieke Citroen	Jeff Keller	Noel Rosenberg
Adam Cohn	Allan Kent	Andy Rosequist
Emily Coombs	Michael J Kerpan	Mink Rosequist
<i>Brian Cooper</i>	Rick Kovalcik	<i>Joe Ross</i>
Todd Cooper	Paul Kraus	Sharon Sbarsky
Tom Coveney	Suzanne Labonville	Kevin Robbins Schendell
Elizabeth Crefin	Alex Latzko	Richard Schmeidler
Mary Catelynn Cunningham	Cody Lazri	Jason Schneiderman
David D'Antonio	Paul "PJ" Letersky	Kristin Seibert
Elka Tovah Davidoff	Benjamin Levy	Jude Shabry
Jaquelin Davison	Carol London	Michael Sharrow
Daniel Eareckson	Ken London	David Shaw
Don Eastlake	Glenn MacWilliams	Nicholas Sheckman
Jill Eastlake	B. Diane Martin	Dave Shevett
Angela Ercolini	Alan McAvinney	<i>Cris Shuldiner</i>
Arthur Ercolini	Craig McDonough	David Silber
Maria Eskinazi	Felicia McGinty	Rachel Silber
Kelly Fabijanac	James Meickle	Kris Snyder
John Francini	Jason Melchert	Mike Sprague
Jaime Garmendia	Dale Meyer-Curley	Persis Thorndike
Jaelen Hartwin	Erik Meyer-Curley	Tom Traina
Taylor Hartwin	Elliott Mitchell	Pat Vandenberg
Joel Herda	Angela Morley	Kiran Wagle
Lisa Hertel	Skip Morris	Mark Waks
Terry Holt	Dan Noé	Al *Hobbit* Walker
Diana Hsu	Abby Noyce	Conor Walsh
Crystal Huff	Lia Olsborg	Tanya Washburn
Fred Isaacs	Mary Olszowka	Jacqueline Wolpoe
Ray Isaacs	Peter Olszowka	Ian Waters
		Ellie Younger

Executive Board (Eboard):

President	Kris “Nchanter” Snyder	president@arisia.org
Vice President	Cody Lazri	vicepresident@arisia.org
Corporate Treasurer	Benjamin Levy	treasurer@arisia.org
Clerk	Rick Kovalcik	clerk@arisia.org
Members-At-Large	Diana Hsu	dromeda@arisia.org
	Abby Noyce	abby@arisia.org
	Peter Olszowka	petero@arisia.org
Arisia '16 Conchair	Kris Snyder	nchanter@arisia.org
Arisia '16 Treasurer	Rick Kovalcik	con-treasurer@arisia.org
Arisia '17 Conchair	Anna Bradley	conchair@arisia.org
Arisia '17 Treasurer	Tom Traina	con-treasurer@arisia.org
Arisia '18 Conchair	Jaime Garmendia	conchair@arisia.org
Arisia '18 Treasurer	Ellie Younger	con-treasurer@arisia.org
Arisia '19 Conchair	Daniel Eareckson	conchair@arisia.org
Arisia '19 Treasurer	TBD	con-treasurer@arisia.org

Storage Key List:

If you need access to Arisia storage and do not have a key, email keys@arisia.org and all key holders will receive your request.

Key#	Holder	Key#	Holder	Key#	Holder
1	Landlord	14	Janet Stickle	27	Benjamin Levy
2	Noel Rosenberg	15	Mike Sprague	28	Angela Morley
3	Skip Morris	16	Lia Olsborg	29	David Silber
4	Craig McDonough	17	Anna Bradley	30	Jaime Garmendia
5	Dave Shevett	18	Peter Olszowka	31	Rick Katze
6	Phi Shectman	19	Alex Latzko	32	Landlord
7	Dan Noé	20	David Shaw	33	Daniel Eareckson
8	Mike Trachtenberg	21	Tom Traina	34	Diane Martin
9	*hobbit*	22	Sharon Sbarsky	35	Lisa Hertel
10	Rick Kovalcik	23	Lucky	36	Kim Van-Auken
11	Crystal Huff	24	Pat Vandenberg	37	Nchanter
12	Persis Thorndike	25	Kristin Seibert	38	Jaelen Hartwin
13	Rachel Silber	26	Thumper		

Mentor Subscription Information:

Subscription to Mentor of Arisia is included with Corporate Membership. Membership runs from September 1st to August 31st and costs \$24. Dues are pro-rated on a monthly basis for members joining during the year.

September	\$24	December	\$18	March	\$12	June	\$6
October	\$22	January	\$16	April	\$10	July	\$4
November	\$20	February	\$14	May	\$8	August	\$2

Calendar:

Thursday, 24 August, 7:30 PM: Arisia Corporate Meeting – NESFA Clubhouse, 504 Medford St., Somerville, MA

Sunday, 17 September, 4:00 PM: Arisia Corporate Meeting (Preceded by ConCom at 1:00 PM) – Westin Boston Waterfront, Boston, MA

Tuesday, 24 October, 7:30 PM: Arisia Corporate Meeting – NESFA Clubhouse, 504 Medford St., Somerville, MA

Income Summary		A18 Rates	A18 Est. Count	A18 Budget					
Non-registration									
Advertising					\$1,000.00				
Art Show			\$3,932						
	tables =	\$36	28		\$1,008.00		32	1152	
	panels =	\$28	98		\$2,744.00		99	2772	
	mail fees =	\$15	12		\$180.00		15	225	
Dealers		\$120	125		\$15,000.00				
Alley	Tables counted under Expo	\$120	0		\$0.00				
Indy Game Expo		\$80	30		\$2,400.00				
Comped suite/room re-rental									
	King	167			\$0.00				
	Double	189			\$0.00				
	Suite	334			\$0.00				
	Non Reg Income						\$22,332.00		
Registration									
	Full Year Ahead @ 45	\$45.00	265		\$11,925.00		5.80%		
	Student Year Ahead @ 30	\$30.00	39		\$1,170.00		0.85%		
	Fast Track Year Ahead @ 45	\$45.00	25		\$1,125.00		0.55%		
	Turtle Track Year Ahead @ 70	\$70.00	7		\$490.00		0.15%		
	Year Ahead Totals						\$14,710.00		
	PreReg @ 50 (Thru 30 Sep)	\$50.00	540		\$27,000.00		11.82%	550	
	Fast Track @ 50 (Thru 30 Sep)	\$50.00	44						
	PreReg @ 60 (1 Oct - 31 Dec)	\$60.00	624		\$37,440.00		13.66%	650	
	Fast Track @ 60 (1 Oct - 31 Dec)	\$60.00	32						
	At-Door or PreReg @ Full Rate \$70 (1 Jan - Con)	\$70.00	598		\$41,860.00		13.09%	350	
	Student @ 30	\$30.00	541		\$16,230.00		11.85%	500	
	Fast Track Full @ 70	\$70.00	29						
	Turtle Track @ 70	\$70.00	22		\$1,540.00		0.48%	30	
3% growth	Pre Reg Totals						\$124,070.00		
	At Door Full @ 70	\$70.00		see line 36	\$0.00		0.00%		
	Student @ 30	\$30.00	64		\$1,920.00		1.40%		
	Turtle Track @ 70	\$70.00	0		\$0.00		0.00%		
	Friday	\$25.00	100		\$2,500.00		2.19%	50	
	Saturday	\$50.00	306		\$15,300.00		6.70%	150	
	Sunday	\$35.00	240		\$8,400.00		5.26%	150	
	Monday	\$15.00	71		\$1,065.00			30	
3% growth	At Door Totals								
	Program & CompUpgrade	\$50.00	20		\$1,000.00		\$1,000.00	0.49%	60
	Comps and Unpaid	\$0.00	1000		\$0.00		24.39%	1100	
	TARGET		4567						
	Total Reg Income						\$168,965.00		

	Total Income						\$191,297.00			
	Total Expenses						\$195,064.44			
	Net						-\$3,767.44			

Categories	A'18 Budget	A'18 Breakdown	Group Subtotals	A'18 Comments	A17 Budget	Delta A18 to A17
Con Chair			\$11,826			
Admin	\$1,000.00				\$1,000.00	\$0.00
Contingency / Damage	\$2,000.00			insurance under corporate	\$2,000.00	\$0.00
Special Projects	\$500.00				\$500.00	\$0.00
Con parties	\$700.00				\$1,000.00	-\$300.00
		\$200				\$0.00
		\$200				\$0.00
		\$300		sponsorship at SMOFCON?		\$0.00
Con Chair Discretionary	\$3,825.94			Calculated	\$3,357.92	\$468.02
Division head meetings	\$1,200.00			Food - More All-Day Meetings (increase for at-con?)	\$1,200.00	\$0.00
Meeting space rental	\$600.00			Donation for use of NESFA, etc.	\$300	\$300.00
Debrief	\$2,000.00				\$1,900.00	\$100.00
						\$0.00
Corporate			\$20,680			\$0.00
Annual charge to convention	\$20,680.00				\$16,000	\$4,680.00
						\$0.00
Communications			\$1,840			\$0.00
Admin	\$50.00				\$50	\$0.00
Advertising	\$200.00			WisCon '17	\$200.00	\$0.00
Food	\$0.00			at-con		\$0.00
Promo Print (i.e. bookmarks)	\$0.00				\$200.00	-\$200.00
Business cards	\$0.00				\$0	\$0.00
Software costs	\$70.00			InDesign 2 licenses at non-profit rate	\$150	-\$80.00
Mass Mailer	\$0.00				\$0	\$0.00
Ad sales expense	\$50.00				\$50	\$0.00
MailChimp	\$250.00				\$250	\$0.00
Newsletter	\$500.00			At-Con printing	\$250.00	\$250.00
Sprout Social	\$720.00			12 months @ \$60/month		\$720.00
						\$0.00
Events			\$2,375			\$0.00
Admin	\$50.00			business cards, office supplies	\$50.00	\$0.00
Event #1	\$250.00				\$250.00	\$0.00
Event #2	\$250.00				\$250.00	\$0.00
Event #3	\$250.00			event incidentals like ear plugs etc. or for subsidizing	\$250.00	\$0.00
Event #4	\$250.00			performers	\$250.00	\$0.00
Bouncy Castle	\$0.00			not for A'18		\$0.00
Masquerade admin	\$200.00				\$200.00	\$0.00
						\$0.00
Masquerade Green Room	\$25.00			food is listed under hotel	\$25.00	\$0.00
Dance Musicians	\$0.00					\$0.00
ASCAP	\$800.00			based on A17 rates	\$750	\$50.00
BMI	\$300.00			.07 per head	\$300	\$0.00
						\$0.00
Exhibits			\$2,050			\$0.00
Art show Admin	\$250.00				\$250	\$0.00
Art show Forms Printing	\$150.00				\$0	\$150.00

Art show Returns	\$25.00				\$0	\$25.00
Art Show Mail Drop	\$350.00		Fortress Storage Mail Stop		\$250	\$100.00
						\$0.00
Art Show Feeding Vols	\$100.00				\$50	\$50.00
Art Show Mtg Expenses	\$125.00				\$125	\$0.00
Art Show Ads	\$0.00		Skipping it for A18		\$185	-\$185.00
						\$0.00
Dealers Admin	\$25.00				\$25	\$0.00
Fan Tables Admin	\$25.00		Moved from Member Services		\$25	\$0.00
Galleria setup	\$150.00		Gaff Tape		\$150	\$0.00
-Anime, Films, Videos						\$0.00
Anime	\$100.00				\$250	-\$150.00
Video	\$100.00				\$100	\$0.00
						\$0.00
Promoter fee	\$200.00				\$200	\$0.00
Exhibits Admin	\$50.00					\$50.00
						\$0.00
Video MPLC	\$400.00		need to allow for non-preferred rates		\$400	\$0.00
Additional Drape	\$0.00				\$0	\$0.00
						\$0.00
Food			\$21,718			\$0.00
Admin	\$100.00		misc supplies; gas and tolls for QM		\$100	\$0.00
Quartermaster Van Rentals	\$500.00		Rental / Parking / Gas / Tolls for 1 Van		\$800	-\$300.00
Staff Den	\$3,000.00		\$6/head assume 500 staff		\$5,000	-\$2,000.00
Staff Den decorations	\$50.00		décor		\$50	\$0.00
Green Room	\$5,500.00		food/drink, \$7.50/pro, 400 pros + \$5 for 500 staff		\$3,000	\$2,500.00
Green Room decorations	\$50.00		décor		\$50	\$0.00
Con Suite	\$11,417.50		food/drink \$2.50/attendee (Is Excel Formula linked to		\$10,400	\$1,017.50
Con Suite decorations	\$150.00		décor & fridge rental		\$150	\$0.00
Dead Dog (Monday)	\$300.00				\$300	\$0.00
						\$0.00
Couch Rental	\$650.00				\$650	\$0.00
						\$0.00
Gaming			\$3,750			\$0.00
Indie Gaming Admin	\$0.00		admin, prizes, badge holders		\$0	\$0.00
LARP Gaming	\$0.00		admin, prizes, badge holders		\$50	-\$50.00
Tabletop Gaming	\$250.00		admin, prizes		\$250	\$0.00
Gaming Upkeep	\$500.00		For replacing games that get damaged		\$500	\$0.00
Video Gaming	\$3,000.00				\$2,000	\$1,000.00
						\$0.00
						\$0.00
Guest of Honor Liaison			\$9,625			\$0.00
Admin	\$25.00				\$25	\$0.00
Miscellaneous	\$0.00				\$0	\$0.00
						\$0.00
AGOH Transportation	\$600.00		SEA - BOS for 2 ppl		\$850.00	-\$250.00
AGOH Parking	\$100.00				\$0.00	\$100.00
AGOH Food	\$900.00		two people		\$900	\$0.00
AGOH Other / Shipping	\$500.00				\$500.00	\$0.00
						\$0.00

FGOH Transportation	\$600.00		CHI - BOS for 2 ppl	\$850.00	-\$250.00
FGOH Parking / Taxi at Home Airport	\$100.00			\$100.00	\$0.00
FGOH Food	\$900.00		two people	\$900	\$0.00
WGOH Transportation	\$1,600.00		LON - BOS for 2 ppl	\$850.00	\$750.00
WGOH Parking / Taxi at Home Airport	\$100.00			\$100	\$0.00
WGOH Food	\$900.00		two people	\$900	\$0.00
CGOH Parking / Taxi	\$250.00			\$100.00	\$150.00
CGOH Transportation	\$1,000.00		LAX - BOS for 2 ppl	\$850.00	\$150.00
CGOH Food	\$900.00		two people	\$900	\$0.00
					\$0.00
GOH Dinners w. Conchair	\$700.00		2 dinners, each with (2 GoHs + 2 GoH+1s + 1 GoH Liaison + ConChr + CONChr+1) * \$50	\$700	\$0.00
GOH Misc	\$0.00			\$0	\$0.00
Gift Baskets	\$450.00		Gift Baskets for GOHs	\$450	\$0.00
					\$0.00
Hotel Direct Bill		\$26,379			\$0.00
<i>Total to be paid directly to hotel</i>		\$32,879	<i>includes Truss and Food Truck Concourse Cleaning</i>		\$0.00
Electricity	\$3,000.00			\$3,025.00	-\$25.00
Internet	\$6,200.00		based on '17 actuals - look into alternative options,		\$6,200.00
Telephone	\$0.00		for A'18 - need to find alternative phone option.		\$0.00
					\$0.00
					\$0.00
- Food (via Hotel)					\$0.00
					\$0.00
Food Voucher Program			Not for A'18		\$0.00
Ice	\$1,000.00		Based on 2017	\$0.00	\$1,000.00
Events food allowance	\$500.00		bigger con, 2 events @ \$250/ea	\$500.00	\$0.00
Filk Refreshments	\$450.00		3 nights at \$150	\$500	-\$50.00
Art Show Reception	\$6,000.00		Need to gatekeep to artists, staff, dealers, and NOT general attendees	\$6,000	\$0.00
					\$0.00
Masquerade green room food	\$1,750.00			\$1,400	\$350.00
					\$0.00
Other Food (from hotel)					\$0.00
Ops Food	\$300.00		Starbucks		\$300.00
					\$0.00
- Other (via Hotel)					\$0.00
Carpet protection	\$0.00				\$0.00
Furniture removal	\$1,000.00			\$0.00	\$1,000.00

Westin rooms in excess of comps	\$6,179.00		Room nights: 6 Con-or-Bust, 10 Babysitting, 4 Quiet Room, 4 Reg Person, 5 Treasury, 25 Furniture	\$3,000.00	\$3,179.00
kings		\$0	0 kings @ \$167 plus tax		\$0.00
doubles		\$0	0 doubles at \$189 plus tax		\$0.00
					\$0.00
plus Grand Ballroom Truss (see notes)	\$6,000.00		from Tech so that total paid to hotel is in one place		
plus Food Truck Concourse Cleaning (see notes)	\$500.00		from Member Services so that total paid to hotel is in one place		
minus Grand Ballroom Truss (see notes)	-\$6,000.00		from Tech so that total paid to hotel is in one place		
minus Food Truck Concourse Cleaning (see notes)	-\$500.00		from Member Services so that total paid to hotel is in one place		
					\$0.00
Hotel Liaison			\$7,850		\$0.00
Hotel Admin	\$100.00			\$100.00	\$0.00
Tips Cash	\$7,000.00			\$6,500.00	\$500.00
Hotel Gift Baskets	\$750.00			\$500.00	\$250.00
Aloft commitments	\$0.00		See Space Pilot		\$0.00
					\$0.00
Member Services			\$5,280		\$0.00
Admin	\$25.00			\$25.00	\$0.00
- Access					\$0.00
Supplies	\$150.00		gaff tape from tech	\$150.00	\$0.00
Assisted Listening Device	\$400.00			\$400	\$0.00
CART (closed captioning)	\$600.00			\$600	\$0.00
ASL	\$3,000.00		\$60/hr x 5 x 20 hrs (signers last year charged \$55 - \$65 / hour)	\$3,000	\$0.00
Tactile Supplies	\$10.00			\$10	\$0.00
Large Print Program	\$0.00		paper under ops	\$0	\$0.00
Braille Program	\$120.00		paper	\$120	\$0.00
Coat Check Admin	\$50.00			\$50	\$0.00
Coat Check Tags	\$0.00		corporate expense	\$0	\$0.00
Info Desk Admin	\$25.00			\$25	\$0.00
Cosplay Repair Station	\$100.00			\$100	\$0.00
Photobooth	\$100.00		Camera transport/rental	\$600	-\$500.00
- Food Trucks	\$600.00			\$600	\$0.00
Permit Fees		\$100			\$0.00
Concourse Cleaning Fee		\$500			\$0.00
Promotions/ Freebies Admin	\$100.00			\$25	\$75.00
					\$0.00
					\$0.00
Ops			\$7,050 Sign Shop added for A16		\$0.00
Admin	\$500.00		blue tape, etc.	\$500	\$0.00

First Aid	\$200.00		supplies	\$500	-\$300.00
Radios	\$2,500.00		Rental / Shipping only. Breakage would be from master contingency	\$2,250	\$250.00
Network Infrastructure	\$200.00		cables/ties/etc	\$200	\$0.00
"Rope" and Stanchion				\$0	\$0.00
- Logistics					\$0.00
Food	\$500.00			\$500	\$0.00
Gas/tolls	\$300.00			\$300	\$0.00
Truck rental	\$1,200.00			\$1,200	\$0.00
Labor Ready	\$800.00		32 man hours at \$25/hour	\$800	\$0.00
- The Watch					\$0.00
Supplies	\$200.00			\$500	-\$300.00
Art Show Security	\$0.00			\$0	\$0.00
- Sign Shop					\$0.00
Toner	\$150.00		back to sign shop	\$150	\$0.00
Supplies	\$500.00		includes paper for ops	\$500	\$0.00
Signposts / kiosks					\$0.00
					\$0.00
Programming		\$1,250			\$0.00
Admin	\$100.00			\$100	\$0.00
Token Speaking Fees	\$100.00		\$1 to \$10 per person if contract required	\$100	\$0.00
AV	\$0.00			\$0	\$0.00
Nexus (Ops)	\$500.00		Labels, Packets, Table Tents, Etc.	\$500	\$0.00
Thank Yous	\$100.00		postage for mailing	\$100	\$0.00
Workshop Supplies	\$300.00			\$200	\$100.00
Pre-Con Food	\$150.00		for work sessions		\$150.00
					\$0.00
Publications		\$12,000			\$0.00
Family Friendly Guide	\$250.00		Assume: printed by Rick?	\$250	\$0.00
Pocket Program	\$5,000.00		may require larger page count and more expensive binding method	\$4,600	\$400.00
Souvenir Book	\$5,000.00			\$5,300	-\$300.00
Program Grid	\$600.00			\$550	\$50.00
Restaurant Guide	\$800.00			\$700	\$100.00
Guidebook (mobile app)		\$2,200	on recommendation of Publications	\$1,500	-\$1,500.00
Kon Opas	\$100.00				\$100.00
Playbill (paper pub)	\$250.00		Ads Sales to defray cover cost; printed by Rick		\$250.00
					\$0.00
Registration		\$9,865			\$0.00
Admin	\$250.00		training session	\$250	\$0.00
Civet License Fee	\$4,000.00			\$4,000	\$0.00
					\$0.00
Workstations	\$0.00		Corporate Expense	\$0	\$0.00
Network Expendibles	\$0.00		under ops	\$100	-\$100.00
Printer supplies	\$0.00		No more paper printing	\$300	-\$300.00
Badge stock	\$2,265.00		5500 blanks @ \$0.40/ea + \$65 shipping	\$2,065	\$200.00

Badge clips	\$300.00		4500 nylon badge clips @ \$0.06/ea	\$300	\$0.00
Forms	\$0.00		No more paper forms.	\$0	\$0.00
Badge Printer Rental	\$2,000.00			\$2,000.00	\$0.00
Badge Printer Supplies	\$400.00			\$350.00	\$50.00
Transit for Civet Consultant	\$650.00			\$500.00	\$150.00
Staff Services		\$22,502			\$0.00
Admin	\$50.00			\$50	\$0.00
Volunteer Rewards	\$1,300.00		water bottles from 4Promos	\$1,300	\$0.00
Volunteer T- Shirt	\$4,000.00			\$4,000	\$0.00
SpacePilot	\$6,272.00		A'17 Actual; \$7365 (11 rooms, 3.5nights/room)	\$6,000	\$272.00
Space Pilot Part B	\$3,780.00		20 nights, calculated with double rate	\$6,000	-\$2,220.00
Team HQ Lounge	\$150.00			\$150	\$0.00
Vol. Lounge - food	\$500.00		We have corkage waiver for this space - snackage	\$500	\$0.00
Duck Hunt	\$400.00			\$400	\$0.00
Furniture Rental	\$350.00			\$350.00	\$0.00
Staff Appreciation Events	\$750.00			\$750	\$0.00
Recruiting costs	\$0.00			\$0	\$0.00
Training	\$0.00			\$0	\$0.00
Ribbons	\$2,000.00			\$2,000	\$0.00
Thursday night event	\$2,250.00		300ppl @ \$7.50	\$1,500	\$750.00
- Massage Den					\$0.00
Supplies	\$300.00		replace old stock totally	\$300	\$0.00
Sheet Rental	\$400.00		inflation	\$400	\$0.00
					\$0.00
Tech		\$16,750			\$0.00
Admin	\$50.00		contingency (breakage) should be from master contingency	\$50	\$0.00
Scaffolding	\$800.00		might get \$200 rebate/deposit.	\$800	\$0.00
ClearComm	\$250.00			\$250	\$0.00
Food	\$400.00			\$300	\$100.00
Lighting & Truss Rental (ALPS)	\$5,000.00			\$4,500	\$500.00
Galleria Space Exchange	\$0.00		One time	\$0	\$0.00
Grand Ballroom Truss	\$6,000.00		need to split ballroom for events use	\$6,000	\$0.00
ALPS delivery fee contingency	\$500.00		pickup and delivery	\$500	\$0.00
Sound	\$1,000.00		same old	\$1,000	\$0.00
Supplies	\$300.00		gaff/cordage/expendables	\$300	\$0.00
Masq Video Gear	\$0.00		we now own our gear	\$0	\$0.00
Masq Video Supplies	\$100.00		DV tape	\$100	\$0.00
Masq Video Fiber Converter	\$0.00		was capital purchase	\$0	\$0.00
Video Projector Rental (Main Tent)	\$1,500.00		2x 5k	\$1,500	\$0.00
Video Projector Rental (Program AV)	\$0.00		2x short throw	\$500	-\$500.00
Video Staging Rental	\$500.00			\$200	\$300.00

Tech Shipping		\$350.00		Arisia TV server etc. from West Coast etc.		\$350		\$0.00
								\$0.00
Treasurer			\$6,225					\$0.00
Admin		\$200.00		toner, checks, stamps, etc.		\$200		\$0.00
Bank Fees		\$25.00				\$25		\$0.00
Credit Card Reader Rental				no longer able to rent card readers.		\$0		\$0.00
Credit card and paypal fees		\$6,000.00				\$6,000		\$0.00
								\$0.00
								\$0.00
Youth Services			\$6,050	Teen Lounge added for A16				\$0.00
Admin / Miscellaneous		\$50.00				\$50		\$0.00
Fast Track supplies		\$200.00				\$150		\$50.00
Babysitter payroll		\$5,200.00				\$5,200		\$0.00
Babysitting supplies and snacks		\$300.00				\$300		\$0.00
Babysitting non-consumables			\$300.00	Speakers, Toys, Replace broken Pack n Play. Corp expense		\$150		\$150.00
Teen Lounge supplies		\$100.00				\$100		\$0.00
Teen Lounge snacks		\$200.00				\$200		\$0.00
Teen Lounge Bean Bags			\$400.00	Corp Expense?				\$400.00
Total Income		\$191,297.00						
Total Expenses		\$195,064.44	\$195,064					19926.52
Net		-\$3,767.44				\$175,837.92		