

Membership Meeting

July 13, 2024

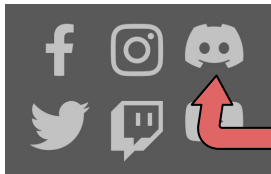


OPEN MIC NEAR END OF MEETING

You must join the public Discord to participate:



Link in Twitch chat



Click the Discord icon on kumoricon.org (footer)

REPORTS

The Kumoricon 2024 Executive Team!



CHAIR DIRECTORATE

Charity | Outreach | Nonprofit | Diversity, Equity, and Inclusion | Staff Training | Accessibility | Staff Relations | Recruitment | Staff Events

Amber Feldman (she/they) : Chair

Josh Youravish (he/him) : Vice Chair, External Support

Zarek Lee (he/they) : Vice Chair, Internal Support



CHAIR DIRECTORATE

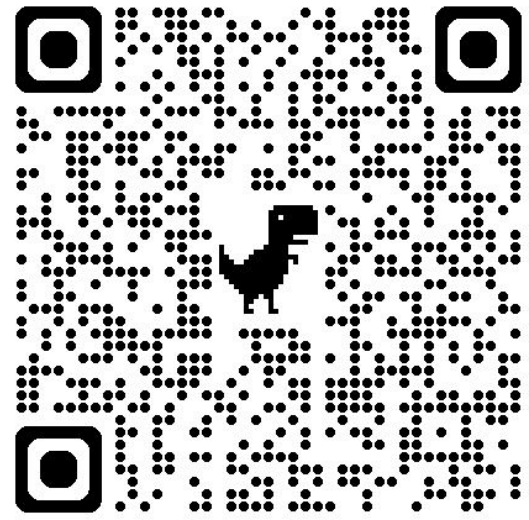
Charity | Outreach | Nonprofit | Diversity, Equity, and Inclusion | Staff Training | Accessibility | Staff Relations | Recruitment | Staff Events



- The picnic was a ton of fun. Thank you everyone who helped, and everyone who came out to join us!
- Strategic planning updates
- Chugging along

CHAIR DIRECTORATE

Charity | Outreach | Nonprofit | Diversity, Equity, and Inclusion | Staff Training | Accessibility | Staff Relations | Recruitment | Staff Events



- Training Info Gathering Form/Survey*
- Accessibility Awareness Knowledge Check of the Month:
 - Did you notice that we have less gifs? Gifs are great, but they can be a source of sensory overload or otherwise overwhelming and a source of distraction.

*You must be a Kumoricon Staff Member to access this form!



CHAIR DIRECTORATE

Charity | Outreach | Nonprofit | Diversity, Equity, and Inclusion | Staff Training | Accessibility | Staff Relations | Recruitment | Staff Events

- Nonprofit Grants Coordinator
 - Helps us find and apply for grants and other tools to utilize our 501(c)(3) status
- Staff Relations Specialist
 - Manages the Staff Relations inbox and any reports that come in. Provides support to staff in need
- Recruitment Liaison
 - Helps us build relationships with schools and websites to improve staff recruitment
- Vice Chair
 - This position helps oversee all teams reporting to the Chair department, assists before and throughout the convention as a resource, and serves as a backup for the Chair.



INFRASTRUCTURE DIRECTORATE

Facilities | IT | Hotels | KumoriMarket | Infrastructure Office

Leon Lewis (he/him) : Director of Infrastructure

Ally Raney (she/her) : Assistant Director

Nick Avgerinos : Liaison, Hotels

INFRASTRUCTURE DIRECTORATE

Facilities | IT | Hotels | KumoriMarket | Infrastructure Office

- Signed the Hyatt Contract for 2025.
- AA/SP review is in progress and should finish at the end of the month.
- Hired additional staff for hotel team.
- Working with web team to launch the new staff hotel page.



MEMBERSHIP DIRECTORATE

Attendee Registration | Specialty Registration | Staff Registration | Attendee Volunteer | Registration Software

Hannah Eulberg (she/her) : Director of Membership

Emily Vuong (she/her) : Assistant Director

Jessica Ulibarri (she/her) : Executive Assistant



MEMBERSHIP DIRECTORATE

Attendee Registration | Specialty Registration | Staff Registration | Attendee Volunteer | Registration Software

2024 Current Registration Numbers

- Attendee Pre-reg: 3029
- VIP: 21

Pre-Registration Price
\$70 through July 27th



MEMBERSHIP DIRECTORATE

Attendee Registration | Specialty Registration | Staff Registration | Attendee Volunteer | Registration Software

What has Membership been up to?



- Looking into sponsorships for our VIP bags
- Continuing to review membership policies and updated where needed
- Super close to finalizing layout

MEMBERSHIP DIRECTORATE

Attendee Registration | Specialty Registration | Staff Registration | Attendee Volunteer | Registration Software

Friendly Reminder for All Staff:

Please make sure your personal staff details are up-to-date!

This includes, but is not limited to:

- Preferred first/last name
- Pronouns
- Pronoun display
- Shirt size
- Emergency contact info
- Allergies or medical conditions
- Badge image



If you haven't already done so, please make sure to review the new staff titles and levels change for Kumoricon 2024:

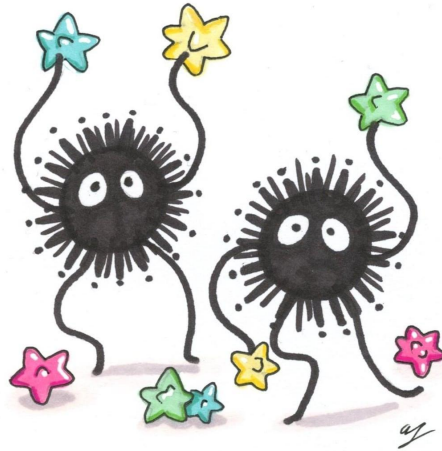
www.kumoricon.org/staff-registration

MEMBERSHIP DIRECTORATE

Attendee Registration | Specialty Registration | Staff Registration | Attendee Volunteer | Registration Software

COME BE A PART OF MEMBERSHIP

- Registration Hall Assistant
- Area Manager, Attendee Registration
- Volunteer Lead
- Registration Software Developers
- Registration Hall Crew



Staff Spotlight:

Registration Crew

Registration Crew work within one of four areas within the Registration Hall
General duties for all areas of the hall include customer service, tablet usage, and cash handling while checking in all those attending

Current Staff Count: 9 out of 200

OPERATIONS DIRECTORATE

Attendee Services | Cosplay Repair | Staff Station

Ange Abuyen (she/they) : Director of Operations

Tami Hatfield (she/they) & **Patrick Frymire** (he/they): Assistant Director

Mariona Gates (she/her) : Executive Assistant

Jeremy Burke (he/they) : Incident Response Specialist



OPERATIONS DIRECTORATE

Attendee Services | Cosplay Repair | Staff Station

- Shopping time!
- In Progress Projects:
 - Code of Conduct updates
 - Incident Reporting notifications
 - Staff station Catering Options & Vouchers
 - Digital Lost & Found portal
 - Ops training slide updates
 - Visibility Project - Ops folder reorganized
- Team Building: Thursday 7/18 @ 6:30PM PT
- Hiring All Ops Positions:
 - Staff Station & Dispatch - priority need!!
 - Attendee Services & Office - need more staff
 - Cosplay Repair Crew
 - Policy Support

The "I have a Masterplan" starter kit



Questions can be sent to
operations@kumoricon.org

PROGRAMMING DIRECTORATE

Special Events | Main Events | Live Events | Maid Cafe | Panels | Tabletop Gaming | Video Gaming

Bennett Do (he/him) : Director of Programming

Eny Atwood (they/them) : Executive Assistant

Jaki Hunt (she/her) : Assistant Director

Steven Garcia (he/him) : Assistant Director



PROGRAMMING DIRECTORATE

Special Events | Main Events | Live Events | Maid Cafe | Panels | Tabletop Gaming | Video Gaming

- Our Event Coordinators are still working on updating their events and prepping it for announcements.
 - Currently open
 - AMV contest (*closes Aug 31, 2024 at 11:59pm PDT*)
 - Panel Submissions (*closes Aug 18, 2024 at 11:59pm PDT*)
 - Updated Rule Pages:
 - Lip Sync
 - Idol Festival
 - Coming Soon
 - Cosplay Contest (rule page)
 - More coming in the future



What we have done in the last month

- Continue internal planning for our events
- Collaborated with Relations to support logistic planning for guests
- Met with Infrastructure about future space planning
- Attended the Staff BBQ and provided stationery activities and an Icebreaker event



Recruitment

- **Office Support and Programming Booth Support**
 - Customer Support for general inquiries. Prize Support. Button making.
- **Chibi Room Support**
 - Provides support to youth focused panels
- **Craft Support**
 - Provides support to our Cat Ears Station and assist in craft panels.
- **Karaoke Support**
 - Helps with the Karaoke room and act as KJ. May assist with the Karaoke contest



PUBLICITY DIRECTORATE

Press | Marketing | Newsletter | Graphics | Social Media | Website | Software | Community Moderation | Info Booth | Merchandise | Multimedia

Charly Youravish (they/them) : Director of Publicity

Kevin Gade (he/him) & Grace Shiley (she/they) : Assistant Director

Jessica Ulibarri (she/her) & Summer Ludahl (she/her) : Executive Assistants



PUBLICITY DIRECTORATE

Press | Marketing | Newsletter | Graphics | Social Media | Website | Software | Community Moderation | Info Booth | Merchandise | Multimedia

What's happening in Publicity

- The 2025 Mascot Contest has been launched, entries must be submitted by August 15th 2024
- New Merch Items featuring 8-Bit Neko and our new Pride Nekos will be available for sale at Portland Pride, stop by the Kumoricon Outreach booth to check them out.
- We had an Ad in the Portland Mercury's June Pride Edition. Let us know if you've seen it!
- All our marketing teams (social media, graphics, copy editing & website) are working hard to stay up-to-date with announcement requests and website updates, however, due to limited staff there are going to be delays. Please be patient as we work through all of the requests coming in. Our team leads will let you know realistic timelines for completion and keep you updated if they expect delays.



PUBLICITY DIRECTORATE

Press | Marketing | Newsletter | Graphics | Social Media | Website | Software | Community Moderation | Info Booth | Merchandise | Multimedia

Join a Publicity team



- Content Developer, Website
- Developer, Software
- Discord Moderator, Moderation
- Twitch Moderator, Moderation
- Inventory Support, Merchandise
- Organizer, Publicity Office
- Assistant Director, Publicity
- Copy Editor, Marketing
- Design and Layout, Graphics
- Content Creator, Social Media

RELATIONS DIRECTORATE

Guests | Guest Hospitality | Industry | Autographs

Drew Herget (he/they) : Director of Relations

Ashley Tognetti (she/they) : Assistant Director

Layah Krimbow (she/her) : Assistant Director

Pam Crawford (she/her) : Executive Assistant

Cam Lewis (she/they) : Executive Assistant



RELATIONS DIRECTORATE

Guests | Guest Hospitality | Industry | Autographs

COSPLAY GUEST ANNOUNCEMENT!

Faeliae Cosplay



Black Bettie Cosplay



Eli Ebberts



RELATIONS DIRECTORATE

Guests | Guest Hospitality | Industry | Autographs

- Industry Applications Open!
 - industry@kumoricon.org
- Finishing on Partner Table Application Edits
- Lots of behind the scenes activities
- More Guests coming out soon!



RELATIONS DIRECTORATE

Guests | Guest Hospitality | Industry | Autographs

Open Spots

- Green Room Support
- Driver Supervisor
 - Drivers
- Dispatchers
 - Gophers
- Support, Autographs



SECRETARY DIRECTORATE

Meeting Minutes | Staff Ratifications | Policy Documents

Marie Jackson (she/her) : Secretary

Stephen Weber (they/them) : Assistant Secretary

Kyo Anderson (she/her) : Executive Assistant



SECRETARY DIRECTORATE

Meeting Minutes | Staff Ratifications | Policy Documents

- Minutes are just about up to date.
- Staff are getting ratified.
- Secretary is hiring! If you're interested, email secretary@kumoricon.org. I'm looking for another Assistant Secretary and/or Executive Assistant.
 - Benefits of working with Secretary:
 - Very little at-con work, so there's more time to enjoy the convention!
 - Excellent work experience, looks amazing on a resume!



SECRETARY DIRECTORATE

Meeting Minutes | Staff Ratifications | Policy Documents

Executive Meetings Summary

The Executive Board has met once since the last membership meeting to handle business items. The following items were approved via out of meeting board actions:

- Hyatt contract signing approvals

July 9, 2024:

- Updated the educational and youth group discount policy
- Discussed funding plan for 2025 guests
- Promoted the Supply and Logistics Facilitator position to executive status
- Discussed the strategic planning initiative
- Discussed removing some animated gifs from Membership Meeting slides to better promote accessibility
- Discussed executive meeting processes

TREASURER DIRECTORATE

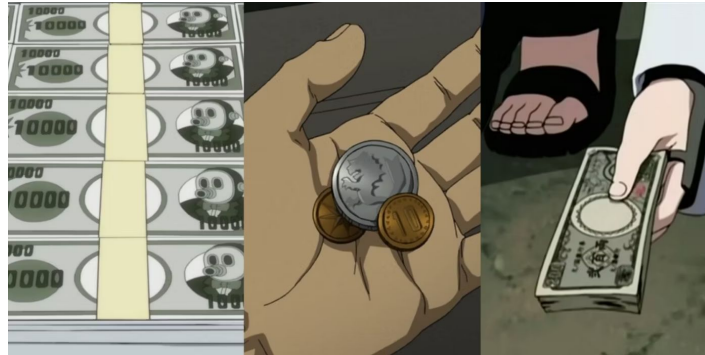
Financial Administration | Financial Reporting | Banking | Bookkeeping | Asset Management

James Bradley (he/him) : Treasurer

Jo Ayers (they/them) : Financial Account Organizer

Jeremy Cook (he/him) : Assistant Director

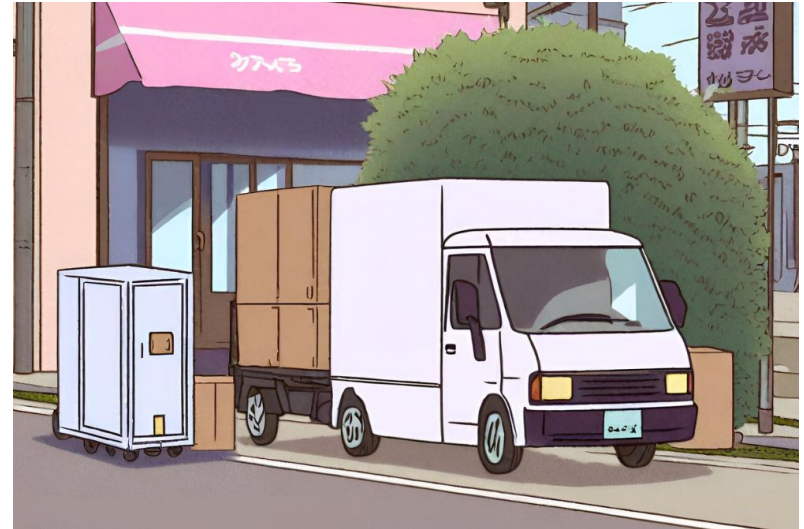
Trevor McClung (he/him) : Supply and Logistics Facilitator



TREASURER DIRECTORATE

Financial Administration | Financial Reporting | Banking | Bookkeeping | Asset Management

- Revenue and expense tracking through June is finished
- Infrastructure supplies and equipment are palletized
- Working on an inventory and labeling system
- Open positions:
 - Treasury Support
 - Load-in/Load-out
 - Truck Drivers and Movers



OUTREACH

Reaching out to the stars and letting them know we exist

Devin Hunter (he/him) : Lead

Brian Mathews (he/him) : Facilitator



Staff communication tools

- Staff email guide
 - Email change request form
- Staff Discord
 - Channel request form
 - Channel naming scheme
- Membership meetings (public access)
 - Membership meeting recordings (staff/member access only)
- Website form creation request
- Google Drive staff guide
- Monday.com staff guide
- 1Password staff guide
- Calendars:
 - Membership meetings and convention dates
 - Executive-level meetings (executive access only)
 - Meeting availability (executive access only)
 - Outreach events and workgroup meetings (all-staff access)
 - Staff deadlines (executive and select staff access only)

OUTREACH

Reaching out to the stars and letting them know we exist



July 19 to 21
Spokane, WA



July 20 to 21
Portland, OR



July 27
Eugene, OR

GOOD OF THE ORDER



Good of the order is accepting submissions!



You can email
[good.of.the.order@kumoricon.org!](mailto:good.of.the.order@kumoricon.org)

JOIN STAFF

Want to join staff but not sure what you want to do?

Review open positions here:



kumoricon.org/staff-registration

Know what you want to do or need some help making a decision?

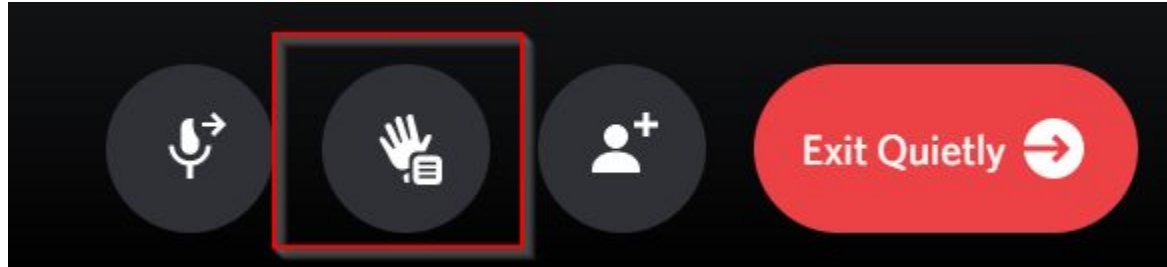
Apply or take a small survey here:



Open Mic Time!

If you have questions, comments, or anything to bring up:

Go to the public Discord, and use the “**raise hand**” icon in the meeting channel.



A moderator will invite you to the stage, and you have to accept.

Remember, you're live!



2024 Mascot by
zephyrine-gale

Thank you!

CON WEEKEND

Nov 8-10, 2024 at the
Oregon Convention Center

CURRENT FULL WEEKEND PRICES

Ages 13+ **\$70**

Ages 6-12 **\$25**

Ages 0-5 **FREE**

Volunteer Staff **FREE**