

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership on October 12, 2024, 12:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 12:01 pm by Amber Feldman, Chair.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 33 members signed in as present out of 543 total, with 20 needed to reach quorum.

Minutes

The minutes from the membership meeting of August 17, 2024 were approved without objection.

Reports

Chair

Amber Feldman, Chair, presented slides [*lightly copy-edited*]:

- Chair updates:
 - We have many projects in progress:
 - Onboarding training for staff
 - Developing stronger recruitment processes
 - Adding more accessibility tools
 - Prepping Charity activities
 - Building Strategic Planning roadmaps to help future boards
 - Planning Opening and Closing Ceremonies final details.
 - Planning Staff Appreciation Dinner
- Staff Appreciation Dinner info:
 - Staff Appreciation Dinner will be held on Sunday after the convention ends, with food starting at 9pm.
 - It will be held in the Oregon Ballrooms at the OCC this year, to hopefully make it easier for folks to get there and attend.
- Accessibility Awareness - Oregon Convention Center
 - Concession information like menus & hours, & eateries nearby
 - The page on the website updates according to the current time and date, and if the venue is currently open or not determines the order they show in, so keep that in mind when reviewing.
 - Parking accessible spaces within easy access of elevators
 - There are also passenger drop-off and loading zones.
 - Wheelchairs and electric convenience vehicles (ECVs)
 - Elevators, automatic doors, door openings 32 inches
 - Nursing Suites - ADA compatible
 - KultureCity Sensory Bags
 - Filled with items that help to alleviate sensory overload & promote engagement.
 - Assistive listening devices

- These are the accessibility resources made available by the Oregon Convention Center. This is a very short list highlighted here, but all of this information can be accessed on their website at Oregoncc.org.
- If you have any questions regarding accessibility-related explicitly to the OCC, you can email them at ask@oregoncc.org. For Kumoricon-related accessibility questions, you will want to email accessibility@kumoricon.com
- Hiring needs:
 - Nonprofit Grants Coordinator
 - Staff Relations Specialist
 - Recruitment Liaison
 - Accessibility Support
 - Charity Auction Support
- If you're interested, email chair@kumoricon.org with questions or go to kumoricon.org/staff-registration to apply!

Infrastructure

Leon Lewis, Director of Infrastructure, presented slides *[lightly copy-edited]*:

- Crunch time for Infrastructure; working on lots of things behind the scenes.
- Invoices for staff hotel program have gone out.
- Confirmations will be coming soon.
- Please pay by 10/18, or your spot in the hotel program could be forfeit.
- Hiring for Facilities Staff:
 - Facilities staff help connect OCC staff and Kumoricon staff so they can collaborate and problem solve as the need arises.
 - Previous experience working conventions, especially in the operations department is desired.
- Staff Hotel Program
 - We would like to thank everyone for providing feedback and working with us as we implemented this new program. It has been a learning experience, and there is a lot of good feedback for the team next year. We will be happy to answer any questions during Good of the Order, and we will be hanging out in our channel after this meeting.
 - The restrictions on the program (distance, nights covered) exist to ensure we can serve a large number of staff while being fiscally responsible. We understand this has caused problems for some staff, but it has allowed us to cover far more staff than we have in previous years. To expand, last year we gave out 70 reimbursement checks which covered 166 staff. This year we were able to cover 227 staff.

Membership

Hannah Eulberg, Director of Membership, presented slides *[lightly copy-edited]*:

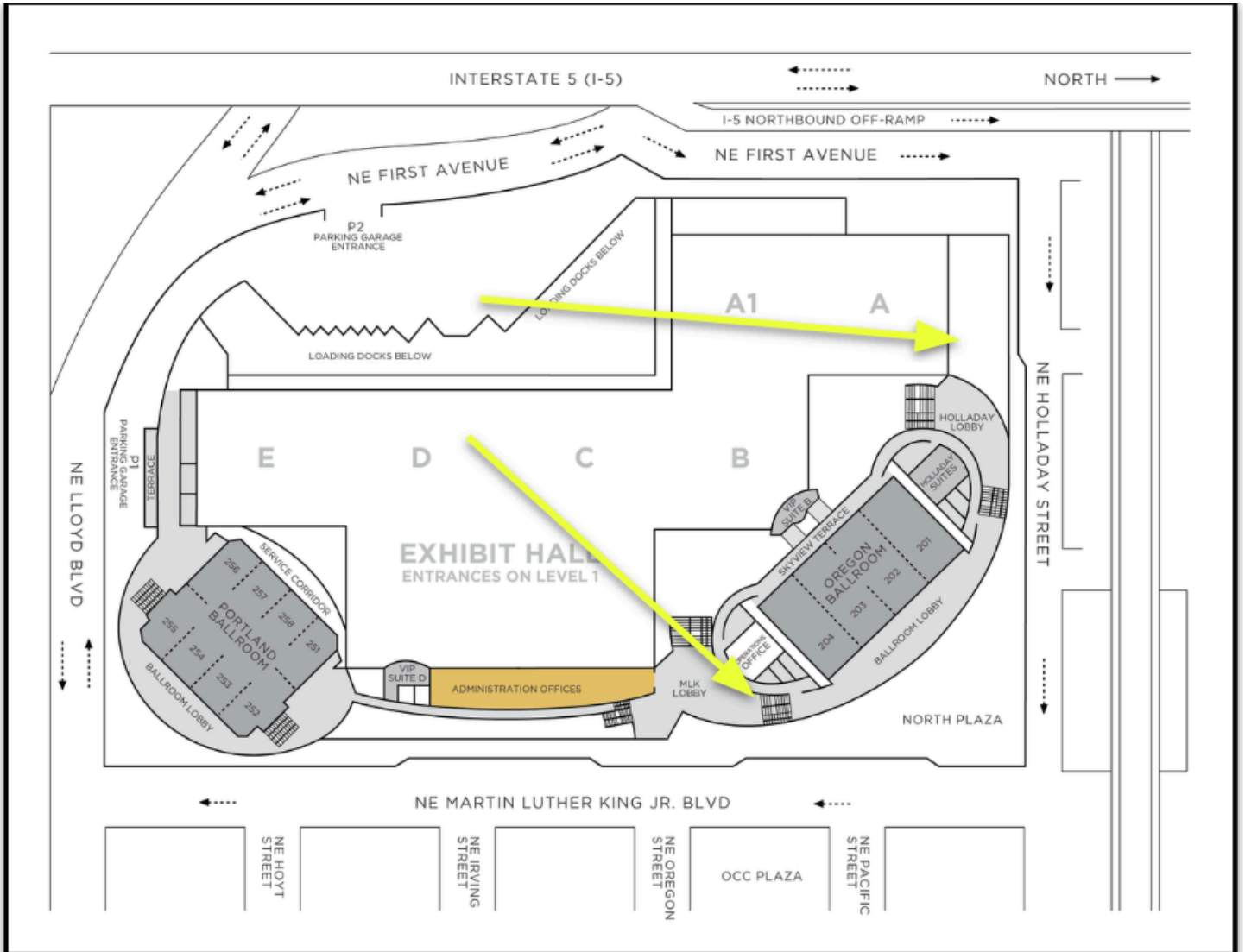
- 2024 current registration numbers:
 - Attendee pre-reg: 4,777
 - VIP: 33
 - Pre-Registration price: \$80 through Nov 2nd
- What has Membership been up to?
 - Design projects have been completed, proofs have been sent out, and fun items are in production!
 - Registration Hall supplies are in the process of being ordered and shipped
 - Working on training guides, emails, meetings, and other admin duties.
- Educational Group applications:

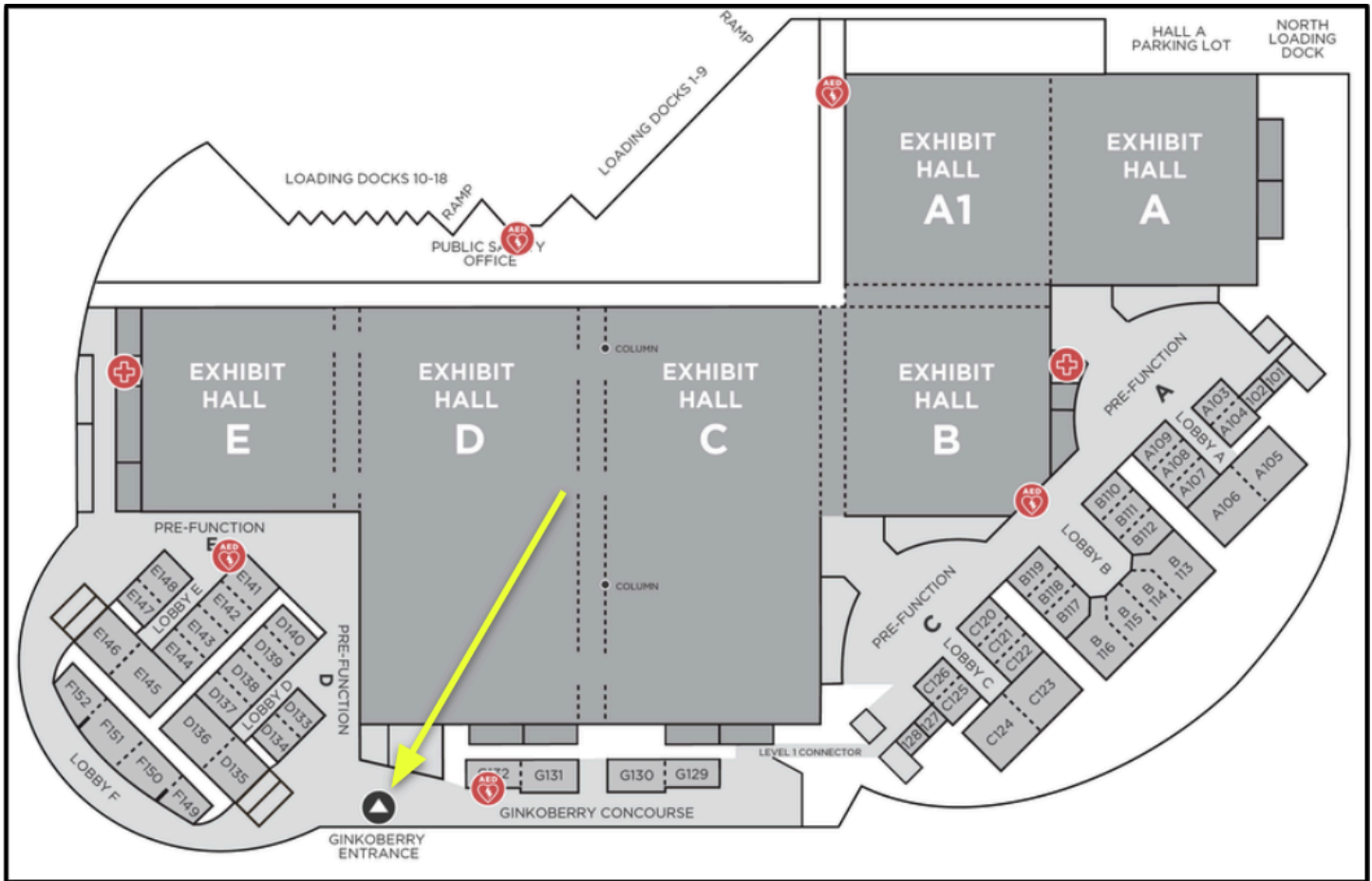
- Kumoricon is happy to announce that we will once again be offering group discounts to nonprofit educational youth groups! These include organizations like anime clubs or groups that are a part of a larger nonprofit organization (like a school), or other nonprofit organizations.
- If you're not sure if you fit the qualifications listed on the website, please don't be afraid to apply! Each group will be evaluated on a case-by-case basis.
- Volunteer applications:
 - Within Kumoricon, when we say "volunteer", what we mean is someone who has purchased a regular attendee membership for Kumoricon and is willing to donate at least four hours of time to the convention.
 - None of our volunteers are paid, but we do have rewards based on the number of hours registered attendees are willing to volunteer, including badge ribbons, a special volunteer t-shirt, and more!
- Come be a part of Membership:
- Staff spotlight:
 - Lead, Volunteers
 - The Volunteers Lead is perfect for someone who is self-reliant, has leadership skills, and is willing to work with general attendees in our volunteer program to find them the best spot to assist in.

Operations

Ange Abuyen, Director of Operations, presented slides *[lightly copy-edited]*:

- Oregon Convention Center:
 - Final walkthrough of the OCC on October 21, 2024, at 9:30 AM.
 - Reminder: Signage can not be attached to OCC walls or doors. (pinned, taped, ext.)
 - You may notice Live Action Role Playing (LARP) in lobby areas.
 - [LARP has been given a Code of Conduct exception for stage fighting.]
 - Kumoricon main entrances at the OCC this year.
- Oregon Convention Center entrances and open hours:
 - [Secretary's note: see related graphics below.]
 - Martin Luther King (MLK)
 - All Kumoricon operating hours.
 - Ginkoberry
 - Only during Registration hours of operation.
 - Holladay
 - Outside of Registration hours.





- **Staff Station - Functionality**
 - Both grab-and-go and vouchers will be available this year:
 - **Grab-and-go:**
 - Food
 - Drinks
 - Snacks
 - **Vouchers are:**
 - 1 per person
 - 1 per day (Hyatt or OCC)
 - \$15.00 value each
 - [One-time use; unused funds will not be refunded.]
 - OCC-only voucher located at VIP D (Staff Station)
 - Hyatt-only voucher [will be at the] Hyatt Operations office
 - First wave of emails regarding schedule and expectation sent October 7, 2024. Follow-up emails will go out [towards the] end of October.
- **Radios:**
 - If you need a radio in your area, please inform your lead/management.
 - Management, please send an email with the total number of radios your department needs by October 26, 2024.
 - Tips:
 - Press and hold the Talk button.
 - Wait a second or two, then begin speaking.
 - State your name, location, and briefly describe what you need.
- **Needed staff positions:**
 - Staff Station - critical need

- Dispatch - critical need
- Attendee Services
- Operations Office
- Code of Conduct remaining training dates:
 - October 12, 2024 - 3:00 pm (Today!) [During breakouts/end of meeting]
 - October 16, 2024 - 7:00 pm
 - October 24, 2024 - 6:00 pm
 - November 2, 2024 - 3:00 pm
 - [An additional training session may be held during the Late October Membership Meeting, but is not confirmed at this time.]

Programming

Bennett Do, Director of Programming, presented slides *[lightly copy-edited]*:

- The scheduling phase of the Programming schedule has been progressing smoothly. We are currently collaborating with Publicity to clean up information for print.
- Working with Event Coordinators and Managers to ensure plans are on track.
- Final details for Maid Cafe are being finalized, so keep an eye out for pre-registration announcements soon.
- Attending numerous meetings with other departments to align efforts.
- Programming events and contest status:

Name	Status	Deadline
Lip Sync	Closed	9/27/2024
Cosplay Contest	Closed	10/4/2024
Idol Contest	Open	10/18/2024
Cosplay Chess	Open	10/21/2024
Purranormal Maid Cafe	In Process	10/27/2024
Cosplay Cabaret	Open	10/28/2024
Fan Fiction Contest	Open	Novel Deadline: 10/11/2024 Novella Deadline: 10/18/2024 Final Deadline: 11/1/2024
Karaoke Contest	Open	11/5/2024
Fan Art Contest	Open	11/8/2024
Gunpla Model Showcase	Open	11/9/2024

- Staff needs:
 - Support, Karaoke
 - Panel Tech, Panels
 - Support, Chibi Room
 - Support, Office

Publicity

Charly Youravish, Director of Publicity, presented slides *[lightly copy-edited]*:

- Mascot Contest Closes tonight!
 - Don't forget to vote for your favorites!
- The Copy Editing team is working on the Schedule and making sure everything is all correct!
- The Graphics team is working extremely hard on all the requests we received. We apologize for any delay; if you are expecting to see proofs on something before we send it to print, please email graphics@ so the Leads can follow up with the designers and make sure they are on track.
- We are working on the Pocket Guide, Opening & Closing Ceremonies, and ALL the event signage.
- Join a Publicity team:
 - Assistant Director, Publicity
 - Publicity, Office Organizer
 - Publicity, Office Support
 - Press, Office Support
 - Info Booth, Crew
 - Merchandise, Inventory Support
 - Merchandise, Restocker
 - Multimedia, Photographer
 - Multimedia, Videographer

Relations

Drew Herget, Director of Relations, presented slides *[lightly copy-edited]*:

- MEETINGS, MEETINGS, MEETINGS!
- Getting connections with local businesses!
- Thank You for Your Support!
 - Sentai Filmworks
 - Things From Another World
 - [Both have generously provided items for Prize Support this year.]
- Industry Panelist
 - Dark Horse Comics
- Guest announcements:
 - David Matranga
 - Stephanie Sheh
 - Allegra Clark
 - Briana White
- Music Guest!
 - Nano
- Staff needed:
 - Gopher, Relations Logistics
 - Green Lounge Support, Hospitality
 - Support, Autographs
 - Green Room Support, Hospitality

Secretary

Stephen Weber, Assistant Secretary, on behalf of Marie Jackson, Secretary, presented slides *[lightly copy-edited]*:

- Minutes are current

- Ratifications are also current
 - Directors: Please ping Secretary in Discord if you have any urgent ones. Typical turnaround time is currently 72 hours.
- Making sure things are ready for con
- Executive meetings summary:
 - The Executive Board has met twice since the last membership meeting.
 - September 10:
 - Approved a line of credit with the Hyatt.
 - Approved a 2025 hotel block contract.
 - Approved a spending change for Staff Station.
 - Approved 2025 Membership prices and tiers.
 - September 29:
 - Approved a spending increase for the Staff Hotels Program.
 - The following items were approved via out of meeting board actions and are pending ratification:
 - 2024 OCC Contract Addendum for VIP D
 - Operations Security Spending Plan increase

Treasurer

James Bradley, Treasurer, presented slides *[lightly copy-edited]*:

- Expenses through September 30 are almost completely up to date
- Locker updates:
 - Standardized racking and updated layout for extra efficiency
 - Working on planning for Load In
- Looking for Treasury Support Staff!

Outreach

Devin Hunter, Lead, Outreach, presented slides *[lightly copy-edited]*:

- We have now completed all 14 of our targeted events:
 - Rose City Comic Con - As always it was a fun event that was busy.
 - Ani-Medford - The new venue is awesome and we talked to a lot of people who are new to conventions.
 - Super Queer Fun Fair - This area of Oregon has not heard of us yet so we talked to a bunch of new people!
 - Portland Retro Gaming Expo - They've expanded their footprint and we look forward to them growing to fill the extra space.
 - There are no events remaining for this year, see you in 2025! The team will be holding a few planning meetings on the Staff Discord. If you are interested in helping out, feel free to drop into voice chat when you see Brian and I in there.
- A big thank you to all the volunteers who helped make the Outreach program possible. We can't do this without your energy and effort!

Unfinished business

There was no unfinished business.

New business

There was no new business.

Good of the order

Good of the order is accepting submissions!

- You can email good.of.the.order@kumoricon.org!
- An email was received from Stuart M.:
 - “Will you guys have enough security? I'm concerned about it because the con starts 3 days after the election and there's just a lot of anxiety.”
 - Ange noted we began planning for increased security early in the year. The OCC will have their own additional security this year, and we have already increased the security Kumoricon will hire this year.
- An email was received from Joelliuz A.:
 - “The summer anime season just recently ended and *That Time I Got Reincarnated As a Slime* [season three] just ended. Sometime in the fall season we are getting another movie.”
- A question was asked about when Guidebook will be available this year. Charly responded it is usually ready two weeks before con.

Joining staff

- Want to join staff but not sure what you want to do?
 - Visit <https://www.kumoricon.org/open-positions> to read about all the positions we have available.
- Know what you want to do or need some help making a decision?
 - Visit <https://www.kumoricon.org/staff-application> to apply or take a small survey so we can help you figure out what to do.

Good of the order is accepting submissions!

- You can email good.of.the.order@kumoricon.org!

Adjournment

The meeting was adjourned at 12:47 pm by Amber Feldman, Chair.

Submitted, and revised and approved by the members,
Marie Jackson, Secretary

Attachment: Presentation slides

See file *kumoricon-minutes-member-20241012-attachment.pdf*