

Kumoricon / Altonimbus Entertainment

General Meeting of the Membership on September 19, 2021, 12:00noon Online

Call to Order

The meeting was called to order at 12:02pm by Brian Mathews.

At the initial quorum count, the meeting continued once 31 members signed in as present, thus meeting quorum. In total during the meeting, 41 members signed in as present out of 282 total, with 30 needed to reach quorum.

Minutes

The minutes from the membership meeting of August 22, 2021, were approved without objection.

Reports

Chair

Brian Mathews, Chair, presented slides *[lightly copy-edited]*:

- Things are ramping up!
- My life is becoming meetings, which is normal.
- Let me know if you need anything, no matter your position! I'm happy to help!
- I said you'd have answers in September. I did not lie!
- We have announced how we will handle COVID-19!
 - All attendees age 12 and over must either provide proof of COVID-19 vaccination, or proof of a negative test. All attendees ages 6 to 11 must provide proof of a negative test. Negative test results must be dated within 48 hours prior to check-in. Verification will be conducted on site.
 - All attendees age 2 and over must wear facial coverings in convention space, except in designated eating areas while eating or drinking.
 - Facial coverings must completely cover the nose and mouth, and must attach to the head with a strap. Facial coverings that are not allowed include (but are not limited to): any masks with an exhalation valve, bandanas, mesh materials, masks with excessive holes or damage, face shields without a mask, and neck gaiters.
 - Facial coverings must be visible. Attendees may not wear a costume such as a head covering that prevents anyone from seeing that the facial covering requirement is being followed.
 - The facial covering requirement applies in all locations in the Oregon Convention Center except designated eating areas while eating or drinking, and in all event rooms and event hallways in the Hyatt.
- I will be hosting an AMA on Twitch to answer more questions on Tuesday, September 28, at 7pm.
 - Questions for the AMA can be submitted through <https://www.kumoricon.org/covid-19-safety-ama>

Infrastructure

Ash "Bunny" B, Director of Infrastructure, presented slides *[lightly copy-edited]*:

- Now is the time for near daily meetings. We are officially in Infrastructure's busy season! Hooray! We are working really hard on making this year as safe and awesome as possible.

- It has come to our attention that the hotel reservation link is, for some reason, not working. That will be back up soon!
- Staff hotel discount application coming soon as well—please apply if you have a hotel reservation at the con hotel so that I can save you money.
- If you have any experience or desire helping with:
 - Hotels
 - Facilities
 - IT
 - Exhibitor halls
 - Department offices
 - Or otherwise want a job that doesn't interact with attendees a lot directly but see a lot of the show floor, there might be a job in Infrastructure for you! <3

Membership

Jessica Ulibarri, Director of Membership, presented slides *[lightly copy-edited]*:

- Registration closes in 34 days!
 - Buy your memberships by October 23.
 - Save \$10 and a lot of time in line.
 - Pre-register for the full weekend.
 - Only \$60.
- Not sure if you're already registered... please email registration@kumoricon.org, and we can confirm if you are or not.
- Take advantage of Kumoricon's Educational Group Discounted Membership.
 - Kumoricon is happy to announce that we will once again be offering group discounts to nonprofit educational youth groups!
 - Group qualifications are listed at <https://www.kumoricon.org/group-discount>.
 - Please don't be afraid to apply even if you are unsure if you qualify.
 - Each group will be evaluated on a case-by-case basis when they apply.
 - Groups must apply by Saturday, October 2, 2021.
- 2021 registration numbers (as of 11:45am):
 - General attendee: 3,134
 - VIP attendee: 49
- Email membership@kumoricon.org to inquire about a position.
 - Attendee Registration
 - VIP and Accessibility
 - Con Suite
 - Cosplay Repair
 - Registration Software Development
 - Specialty Registration
 - Staff Registration
 - Volunteer Booth

Jessica also reported:

- Staff positions:
 - Attendee Registration:
 - Attendee Registration Staff are most often the first point of contact for convention attendees. This position requires the use of excellent customer service while working to check in convention members who have either pre-registered or who are purchasing a membership at the event. Basic-to-proficient computer skills are required. Cash handling experience is preferred, but not required.
 - Check in VIP members by giving them their badges, material VIP benefits, and providing

additional details to any VIP questions, as well as checking in convention members with accessibility needs who have either pre-registered or who are purchasing a membership at the event.

- Requires the use of excellent customer service as well as being comfortable with on-the-spot troubleshooting and be a possible point of contact for both accessibility and VIP members. You need to be willing to work with multiple departments to handle both VIP and accessibility requests as they arise. May need to work with the Accessibility Department for assistance with accessibility requests, questions, or concerns.
- Con Suite:
 - Responsible for putting together, packaging, and delivering meals and snacks for convention staff during the weekend to designated drop-off locations. Food handler card required.
- Cosplay Repair:
 - Work one-on-one with attendees to utilize provided tools, materials, and expertise to repair damage done to cosplays over the course of the convention. Also responsible for making sure that the room is clean and organized, and that supplies are re-stocked after use.
- Registration Software Development:
 - Assist with implementation, monitoring, maintaining, and fixing of the registration software during the convention as needed.
 - Demonstrable experience developing web-based, desktop, or server software with programming languages such as Java, JavaScript, HTML, SQL, or Python, and/or network and system administrator for Linux servers.
- Specialty Registration:
 - Responsible for checking in exhibitors, artists, press, industry, and panelists in a professional manner. Time allowing, assist the Attendee Registration department with general attendee check-in.
- Staff Registration:
 - Responsible for checking in Kumoricon staff, including but not limited to taking staff “mug shots”, capturing staff signatures, and locating or printing staff badges and shirts along with any other available item.
 - Volunteer booth: Responsible for checking in, assigning locations/work, confirming, and tracking hours worked by each volunteer.

Operations

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

- Lend your blade to the Operations team!
 - We work behind the scenes, helping everything go smoothly.
 - We always need more feet on the ground.
 - Our main divisions in Ops are Yojimbo (general), Hitsujikai (line management), Peace-Bonding, Dispatch, and Office.
 - For those interested in a remote option, Dispatch may be a good fit.
 - To get in touch with questions or to sign up, email us at operations@kumoricon.org.

Programming

Devin H, Director of Programming, presented slides *[lightly copy-edited]*:

- What are we up to?
 - Panel application is now closed. 1st draft done. Sending out notifications to approved panelists this weekend.

- AMV Contest: Closed
- Cosplay Contest: Open through October 15
- Lip Sync Showdown: Open through October 8
- Fan Art Contest: Open through November 6
- Fan Fiction Contest: Open through October 29
- Gunpla Model Competition: In progress
- Karaoke Contest: In progress
- Looking for Programming staff!
 - Chibi Room
 - Craft
 - Hall Cosplay
 - Panel Tech
 - Panel Mod
 - Programming Booth
 - Programming Office
 - Tabletop Gaming
 - Video Gaming
- Did you miss DigiKumo Lite?
 - We have a clip collection on the Kumoricon Twitch channel that contains all the events.
 - It will stay there until we can get these videos posted to YouTube.

Publicity

Missa Fleck, Assistant Director of Publicity, presented slides *[lightly copy-edited]*:

- Mascot Contest entries are closed. Voting is live for staff!
- Mostly working on behind-the-scenes stuff.
- Merchandise sneak peek on the next slide!
- Staff positions needing filled:
 - Marketing Manager
 - Photography Coordinator
 - Plot Bunnies
 - Newsletter Staff
 - Social Media Staff
 - Merchandise Staff
 - Photographers
 - Videographers
 - Press Office Staff
 - Publicity Office Staff

Relations

Heather Holland, Director of Relations, presented slides *[lightly copy-edited]*:

- Autograph policies coming soon.

Secretary

Tracy Creel, Secretary, presented slides *[lightly copy-edited]*:

- Coming soon to a format near you... it's staff harassment policy training!
 - (And yes, there will be a quiz.)

Treasurer

Jo Ayers, Treasurer, presented slides *[lightly copy-edited]*:

- <https://www.kumoricon.org/open-positions>
 - Then press END and read up from the bottom.

Jo also reported:

- In money news, insurance for con in November has been paid, and our 2020 taxes have been filed. We're definitely in con crunch mode. Anxiety is high, but the money is still rolling in. Especially at certain recent events, but I don't want to steal Outreach's thunder.
- Which is good, because this is the time of year that we have to pay for **everything**. All at **once**. Like merchandise, and final deposits, and guest travel expenses, and **guests**, and oh dear lord can we actually afford to do this? Um, maybe. Loan prospects have not been responsive, so the board is being very careful about what spending gets approved.
- On the note of spending, I'm not sure the general population aware of Kumoricon really groks that nobody here called "staff" is getting paid. That includes all the managers and directors. So, be gentle with each other; Kumoricon is a labor of love.

Outreach

Brian Mathews, Outreach Committee Chair, presented slides *[lightly copy-edited]*:

- Outreach actually happened! We went to Nan Desu Kan in Denver and Rose City Comic Con here in Portland!
- Both booths were profitable, and are actually going to help us out a lot until con!
- We had a lot of fun seeing you all again!
- Hopefully we can do more booths soon!

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Good of the Order

Staff training topic—Service animals

- We welcome service animals at Kumoricon.
 - There are certain legal rules involved in what is or is not a service animal—but as a staff member, you should **not get involved** in enforcement. Assume that any animal with an attendee may be a service animal. Please do not ask! Enforcement should be left to convention center staff, or Kumoricon staff who have been specifically trained on this matter.
 - If an attendee asks what our policy on animals is, you may quote the section from the code of conduct. However, you should politely inform the attendee that you are unable to make a determination as to whether **their** animal qualifies. If need be, please direct the attendee to the Operations Office for further assistance.

- If an animal is misbehaving, you may provide immediate assistance to help control the situation according to your comfort level. However, please do not make a determination yourself about whether an animal is allowed to stay once the situation is under control. You should ask a staff member to contact the Operations Office, and a specially trained staff member will assist.

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.

Other topics

- Also please get vaccinated if you're able!
 - (vaccines first, then partying)
 - <https://getvaccinated.oregon.gov/>
- We care about you guys!
- Soon we'll see you all in-person, please stay safe!

Anime and media

- Anime Movie Minute!
 - The Way of the Househusband season 2
 - Star Wars: Visions
 - Miraculous Ladybug season 4
 - Pokémon the Movie: Secrets of the Jungle

Other topics, continued

- Breakouts on the staff Discord after this:
 - After the meeting is done, the following directors will be in their department voice chat. Please stop by and say hello!
 - Programming
 - Publicity

Adjournment

The meeting was adjourned at 1:07pm by Brian Mathews.

Submitted, and revised and approved by the members,
Tracy Creel, Secretary

Attachment: Presentation slides

See file *kumoricon-minutes-member-20210919-attachment.pdf*