

Kumoricon / Altonimbus Entertainment
General Meeting of the Membership on October 14, 2018
DoubleTree by Hilton Hotel Portland
1000 NE Multnomah St, Portland, OR 97232

Call to Order

The meeting was called to order at 1:12pm by Brian Mathews.

At the opening of the meeting, 95 members were present out of 512 total, with 53 needed to reach quorum. Quorum was met.

Minutes

The minutes from the membership meeting of September 30, 2018, were approved without objection.

Reports

Brian Mathews, Chair

- Helping people get things done and following up on responses.

Ash “Bunny” Butler, Director of Infrastructure

- Have several new staff members, including a new Assistant Director, Jed.
- Really sorry for those who haven't received emails from Infrastructure about staff hotel nights. No response yet doesn't mean bad news on hotel nights. We're still sending responses to everyone who applied, regardless of answer.
- This is the last-minute crunch time for the department.
- Working on venue details.
- Have a few staff openings.

Jessica Ulibarri, Director of Membership

- Registration closed last night. Over 5500 registered, including regular, specialty, and VIP membership. At-con registrations are a big chunk.
- Registering for the full weekend is the most cost-effective way, at \$65. Single-day prices for Friday, Saturday, and Sunday are \$50, \$50, and \$40. *[Secretary's note: Correction: Sunday is \$45.]*
- Seeking staff:
 - Registration—Cash handling experience, general customer service experience, checking ID. Will work 16-20 hours throughout the event, and can work with your schedule. Training next Saturday.

- Specialty Membership—Checking in exhibitors, artists, industry, VIP, panelists, press, etc. Is a small team, and need more staff. Work a few hours Wednesday, then Thursday, Friday, and Saturday; Sunday is free.
- Con Suite—You feed staff. Serving three meals a day with hot dinners, and snacks throughout the day. Need a food handler card, which can get with \$10 and taking an open book test. Need either customer service or cooking experience. Are in desperate need of staff. Meeting during breakouts.
- Staff check-in will start 10:00am on Thursday, and is located in Hall B, as part of Registration, at the far right. Need government-issued ID. If under age 18, school ID is allowed or a parent can vouch. If under 18, need parent permission and liability release form.

Jason Pollard, Director of Operations

- Seeking staff:
 - Yojimbo—Need around 10 more staff. Help route people around construction zones and navigate; customer service and policy enforcement.
- Having a breakout with managers and coordinators. Then having a field trip to the convention center afterward.

Jaki Hunt, Director of Programming

- Seeking staff:
 - Console Gaming Staff
 - Main Events Staff
 - Other positions. The department helps with content.
- Cosplay Chess sign-ups are still open. Short on “pieces”. Apply soon.
 - Also, need two chess masters and a couple of extras.
- The schedule was sent to Publicity, and will be online soon.

Samantha Rushford, Director of Publicity

- Some staff have received drafts of the schedule. It’s strictly not allowed to distribute this. We’re watching social media. The official schedule won’t be online until it goes to print. It’s taking a little bit longer this year because we had to redo maps due to construction.

Jessica added that sharing the schedule is grounds for removal from staff.

- Lots of social media announcements are coming.
- Merchandise has been received, including pins and hats. We’re excited to work with ARSENICxCYANIDE on hats. We have a limited edition had with only 185. Get them quick. We’re not reprinting the same hat. Hat will be \$40, with a staff discount price of \$37.
- Responses to Press applicants have gone out.
- Seeking staff:
 - Press Office
 - Info Booth—Particularly needed due to questions about constructions. Some halls are closed, some rooms have changed.

- Website Staff—Don't usually sign up Website Staff this close to con. Will talk to more people when con is over.

Sam Taylor, Director of Relations

- We announced the final five guests as registration was closing.
 - Shigeto Koyama and Hiromi Wakabayashi are returning from Studio TRIGGER.
 - Hiroyasu Kobayashi, representative from Studio khara
 - Marvel illustrator superlog
 - TeddyLoid is returning
- Introducing The Umbrella: Late Night Lounge—Kumoricon's anime bar. If 21 or older, enjoy custom Kumoricon cocktails from 10:00pm-2:00am Friday and Saturday, at the DoubleTree. Located next door to the Maid Café (same room as Sake Tasting).
- Sake Tasting and Maid Café are still selling tickets online. Last year, Maid Café sold out at the door almost immediately.
- Only 13 tickets are left for the Tea Party, a 3-hour Sunday lolita event, featuring special guest Kimura U, and ATELIER PIERROT with designer Yuko Ashizawa.
- Seeking staff:
 - Autograph Staff—New autograph process. In order to fully meet expectations, and properly test the new system, we need more Autograph Staff. We have 9 staff to handle 23 guests. We need at least 6 more, but 10 would be amazing, because then they could have breaks. Will work either line control, or autograph pass distribution.
 - Guest Gophers—Running things to panels, helping with guest relations department as needed, and general tasks.
- Charity item previews are on social media.

Jeff Tyrrell, Secretary

- Still doing staff applications. Applications arriving recently depend on needs of the con. Many departments are switching to full training mode. If you're not hearing a response, contact the specific director.
- See Leah to sign up at this meeting.

Rene Webb, Treasurer

Not present. Robert Trotter, Quartermaster, reported:

- Had a Quartermaster meeting today.
- Seeking Load-In/Load-Out Staff—Work before and after con; then during, can do whatever you want.

Brian reported:

- Seeking Treasury Staff—Help count money.

Jessica added:

- Need a manager or director reference. If haven't worked con, need a resume. Need money counting experience.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Good of the Order

Jeff reported that the board is finishing a new version of the bylaws to present to the membership for a vote. The bylaws are the basic document that defines organization governance, including how staff voting rights work. The new bylaws aren't a major change to the way the con or the organization works. The current version, in its basic form, has been in place for a very long time. The new version is easier to read, and has several smaller changes that better reflect how we currently operate. For example, the new bylaws will authorize votes of the board outside a board meeting. It has an accumulation of small changes that each, individually, aren't worth bringing to the membership for a vote on a bylaws amendment. Bylaws amendments require a vote both of the membership and of the board. After this meeting, we will share a draft on the staff website. If there are no major changes or errors that take longer to fix, we're planning on voting on this at the elections meeting.

Jeff added in response to a question that the new bylaws allow proxies to count for quorum. However, that change won't apply prior to the vote on the new bylaws. The formula for quorum is the same for all meetings; however, we are expecting higher attendance at an election meeting than some other meetings.

Sam reported that for this year, we are supporting two different charities: Doernbecher Children's Hospital is one. The other is a scholarship fund for The International School in Portland. It is a full immersion Japanese language program for grades K-5. It has an incredible success rate. It is very near to Kumoricon's mission to spread awareness and love for Japanese culture.

Sam reported that certain members of the board have opted to put themselves to a vote of who gets pied in the face at Closing Ceremonies. In the Charity Auction section, there will be 5 different bins for cash donations, going toward Sam, Brian, Jessica, Sammi, and Bunny. Whichever bin gets the most money is the person who gets pied in the face at Closing Ceremonies. At the Live Charity Auction, we are putting up for bid the ability to be the one to pie the person in the face. If you want to pie myself in the face because I came up with the new autograph system, donate to my bucket. Also, we're allowing cash drops for charity in different areas around the convention, including in the escape room, gaming hall, and the Maid Café.

Sam reported that we're holding a food drive. The theme is feed your waifu or husbando. Six bins are marked with your choice of husbando or waifu. The waifu or husbando who gets the most food donations gets an unofficial invitation to come to Kumoricon next year. Brian noted

that we'll extend the offer, but it doesn't guarantee an appearance. We would still have to talk contracts and negotiation. Sam clarified that it is the English voice actor, and that it is a two-year process to get a seiyuu as a guest.

Cay Fletcher, Assistant Director of Relations, reported that we're bringing back the photobooth this year. In previous years, Kumoricon had a free photobooth for attendees and staff. This year, the Relations and Multimedia team are revamping the photobooth. It will be located in the KumoriMarket, right next to the Charity booth. It will host both walk-in sessions and sign-up sessions, which are first-come, first-served. Each group will have an approximate 5-minute time limit. Photos will be posted on the website after the con. We're not printing them as we don't have that ability yet. We are asking for charity donations for the photobooth if you are able. We're piloting photo opportunities with two cosplay guests: Uptown Cosplay and KionCloud. Guest photograph passes will be distributed in the same manner as autograph passes, and will be listed on the schedule.

Brian reviewed staff positions that are in the most dire need of additional staff:

- Yojimbo—Help everything run. Roaming customer service.
- Con Suite—Feeds staff. Really important. Both these positions need about double the staff that they have.
- Autograph Staff—Needs 5 to 10 more. Really want to give this new autograph system a fair shake. We did a lot of research on this new process, both asking other cons, and doing own research, before we implemented this new system. This is the most equal way to treat everyone who participates. The system before was first-come, first-served, and benefitted cheaters.

A meeting participant reported that they used to be Yojimbo, and that it's really good work experience. Customer service, and work with radios.

In response to a question about the autograph process for staff, Sam reported that staff and attendees alike can line up. There is a 30-minute period to line up. Everyone in that line gets an opportunity to draw a winning pass. Staff can participate, but have the same odds as attendees. Another option for staff, and not a guarantee, is at the end of the VIP signing. There are two VIP signings, to split up the guests, so 23 guests are not in one room at the same time. We will go through all the VIPs first. Any staff in line after that have the opportunity, provided there is enough time. There are 45 VIPs, and it takes 20-30 seconds per person.

Jessica reported on our preferred name policy, noting that it applies both to staff and attendees. She stated there has been a false rumor that the policy only applies to pre-registered attendees. Any attendee may use a preferred name instead of their name on ID. However, we do not offer a fan name at con. A fan name is anything—an Instagram tag, a funny inside joke, a nickname, or another name. That is a perk of pre-registering. Below the fan name on your badge is your preferred name, or legal name, or whatever you use.

Sammi reported that we're trying out the AFK Room—Away From Kumo. This will be a quiet room. No loud shopping bags, no loud keyboards, no music, no conversation, no phone calls. With the construction, we lost a lot of free roaming space where you could step away. There can be an issue with sensory overload, and the room is accommodating that need. We want to have crayons and coloring pages from our ghost neko pins. There will also be a staff lounge next door, though this will be less quiet.

Jason reported that we're trying a couple of new things in Operations. We will have a phone number for texts to notify Yojimbo of any issues, and have seen this done at other conventions. Will trial it this year. We will have signs posted around the convention. Can report via text or Hangouts. It won't have voice support. The Operations Office will be in the C hallway instead of the A hallway.

Will announce specific training dates for Operations. Will also do one with Membership.
Common rules:

- We have updated the dress code. Read it.
- If have questions, go to Info Booth, or Operations Office. They can explain specifics.
- As staff, if you don't know the answer to a question, make sure to take them to one of those places. If on duty, can ask managers.
- No masks in hotel lobbies.
- Many events are here in the DoubleTree.

In response to a question about a staff Discord or Slack, Jason reported that there is an unofficial Discord that some departments are on, but that we haven't officially rolled it out to all departments. We will have some AT&T push-to-talk phones to connect the two venues where the radios won't reach.

In response to a question about whether staff can use face paint, Jason reported that it depends on the position, and there is no overall rule. Sammi added to ask your director if you have questions.

In response to another question, Jason and Sam clarified that masks aren't allowed wherever money is being taken.

Jason gave general advice to re-read the rules and schedule, noting that the Guidebook app will be updated with schedule changes.

Jeff added that a good document to read for staff is the staff manual, which is located on the staff website. It received a major update last year.

In response to a question, Jason and Sammi clarified that they didn't believe that construction was affecting parking.

In response to a question, Sammi clarified that we would finalize the schedule in this order: Print materials, website, then Guidebook app.

In response to a question about bus tickets, Jessica clarified that we'd be giving away transit passes again for all staff, but did not know the exact days it would be valid. The staff info cards would also contain Con Suite hours. In response to another question, Jessica also clarified that staff badge pick-up and other materials such as the T-shirt, bag, and lanyard, are in Member Services, in Hall B, to the far right of registration. In response to another question, Jessica clarified that although construction is affecting some parts of the outside of the OCC, she didn't believe it affected the garage parking.

Jessica reported that Member Services is open the following hours:

- Thursday: 10:00am-10:00pm
- Friday: 8:00am-8:00pm
- Saturday: 8:00am-8:00pm

- Sunday: See Manager table

Sammi reported that there will be breakout meetings for Photography/Videography Staff, Merchandise, and Info Booth.

Jaki reported that she is taking volunteers to cut things this meeting for the Chibi Room.

Ange reported that she is running the escape room, and staff can start testing it at 2:00pm on Thursday hopefully through midnight before it is live to attendees.

A meeting participant reported that Load-In and Load-Out are super important, and urged people to help with Load-In on Wednesday if they are available. They also reported that extra setup help is needed with Manga Library, and more staff are needed for Live Programming.

Rob reported that Load-In and Load-Out are working Wednesday and Monday, and that part of the team will be working on Thursday from 8:00am-12:00noon. It will resume Sunday night at 5:00pm to start tearing down. Will go until everything is done.

A meeting participant urged people to sign an online petition to re-release the two movies that comprise Mermaid Saga, which have gone out of print.

Ari reported that she is running the Pro-Bending Dodgeball Tournament, and that there is a need for more referees, with only one signed up. You get the best seat in the house, next to the ring. It is a great position to combine with other duties. Only needed Saturday morning, and part of the afternoon.

In response to a question about swag bag stuffing, Jessica and Brian clarified that we no longer give out swag bags as it's against the venue contract, but we just hand you the two program books.

A meeting participant reported that the Chibi Room could still use more staff, with 3 positions filled and 7 open.

Jessica reported that one of the perks of being staff and available to help with tear-down is the Dead Dog party. It is a catered meal, with an amazing menu. It features a baked potato bar, tacos, tortillas, and salads, with multiple toppings and dressings, and it will accommodate as many dietary restrictions as possible. Dead Dog doesn't start until tear-down is finished, which means things staged in Main Events to load into the truck. We are still finalizing the location. It may be a 20-minute walk from the OCC, from the other side of the convention center—rented space in a church. Brian noted it will have a parking lot.

Dave, Dispatch Manager, reported that you can visit Dispatch to swap out your battery before it dies. He also urged staff to make certain to return their radios sooner rather than later at the end of the con, as there have been issues finding radios not yet returned.

Josh, Locker Coordinator, urged staff to help with Load-Out on Sunday or Monday if they have extra time, noting that there was a lot of tear-down work.

Sam and Sammi reported that Publicity and Relations are having an Instagram-off, to vote on whether they prefer the specialty ARSENICxCYANIDE promotional hats or the Umbrella Lounge anime bar.

In response to a question, Sam clarified that the DoubleTree is checking ID both at the door and at the bar, and Jessica clarified that the event is technically not run by Kumoricon but by the DoubleTree, and therefore isn't actually convention space.

A meeting participant reported that Spirited Away is playing at a local Ghibli film festival from October 28-30.

Brian reported that continuing the staff appreciation theme from the party at the last meeting, we are giving away raffle prizes to staff, and to find him during breakouts for a raffle ticket. The prizes were donated by Tokyo Otaku Mode.

Adjournment

The meeting was adjourned at 2:32 pm by Brian Mathews.

Respectfully submitted,
Jeff Tyrill, Secretary