

Kumoricon / Altonimbus Entertainment

General Meeting of the Membership on April 4, 2020, 1:00pm

Online

Call to Order

The meeting was called to order at about 1:00pm by Brian Mathews.

At the opening of the meeting, 58 members were present out of 651 total, with 30 needed to reach quorum. Quorum was met.

Minutes

The minutes from the membership meeting of March 8, 2020, were approved without objection, with a correction to change the year portion of the date in the title from 2019 to 2020.

Reports

Chair

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

- Brian's month of improvement planning was completely sidelined by COVID-19.
- Brian has been working with different departments to plan contingencies and make sure we're prepared for the future.
- We have been actively reaching out to our business partners and venue to discuss "what-ifs" and options.
- Brian is also essential staff that has been working mandatory OT for the last three weeks, which is why all non-COVID-related projects were delayed.

Infrastructure

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

- Bunny has been trying to work with her contacts to figure out what the options are for us as we go forward. How to plan the most responsibly and talk to folks to get the information for the contingencies that Brian mentioned already while still getting things moving to plan our convention.
- As part of COVID-19 planning, the Hyatt is slowing down or temporarily ceasing most of its operations until May 17. If you are having trouble contacting them by phone if you need anything regarding a reservation, please email them and note it could be up to 1-2 days before they respond but they will get to you.
- We are still working with our contacts to try to plan things though the process has slowed as many of my contacts across the industries were deemed non-essential, are swamped by processing all the cancelled events from March through May, or otherwise harder to coordinate with right now.
 - (Bunny misses meetings with her contacts very much at this point.)
- COVID-19 has really affected all the industries that Infrastructure interfaces with right now. So please be patient as we do really want to help, but everything is weird for everyone.
 - Bunny would also like to just take a moment to remind everyone to be kind to each other in these trying times. Everyone is going through things right now, but we'll get through it if we support each other through it. Thanks.

Membership

Charmaine Martinez, Director of Membership, presented slides *[lightly copy-edited]*:

- Being an essential worker, I am trying to stay safe and healthy so I can do my job and not put others at risk!
- Numbers aren't too shabby!
 - As of April 3rd: 1,485 Weekend, 14 VIP
 - 362 increase!
- Create a Task Force with the Registration Development department to improve registration wait times.
- Following up with Infrastructure again to see what Con Suite will look like this year.
- Ensuring the Staff Registration department is making headway with the staff registration system.
- Set up meetings with the Registration and the Accessibility departments for specialized training.
- Seeking staff:
 - Attendee Registration
 - Cosplay Repair
 - Con Suite
 - Staff Registration
 - Specialty Registration
 - Registration Software Development

Operations

Ben Riker, Director of Operations, reported:

- Taking a good chunk of Operations staff on a Hyatt tour.
- Planning, with Operations and other departments, on how we'd like to manage lines and office space.
- Working with security contractors. They don't know what will be happening in the future, so a lot of it is up in the air.
- Need to do a lot more planning on how we'll handle multiple locations.

Programming

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

- Planning room layouts.
- Updating communication plans.
- Equipment planning.
- Being sad about missing out on outreach events. TT_TT

Publicity

Samantha Rushford, Director of Publicity, presented slides *[lightly copy-edited]*:

- Taking on a project to change up the website and optimize flow and design.
- Organizing all of our signs to help inventory and improve signage at con.
- Working on building a stronger social media presence with humor and love.
- New merchandise locker to better track inventory and prepare for outreach.
- Samples of new merch items coming in. So excited!
- Staffing needs:
 - Looking for people interested in joining our website development team.
 - Could use some Discord experts to help with our public Discord project.
 - Do you like illustrating and/or printmaking? Join our mixed media team!
 - Excited about our new merch? Could always use help selling it. Join merch!

- Could use some content creators to join our social media team.

Relations

Sam Fletcher-Taylor, Director of Relations, presented slides [*lightly copy-edited*]:

- KumoriMarket applications are open!
- Artist Alley applications closed early on March 31 due to the large number of applications (400+).
- Industry and Partner Table applications are coming.
- Lots of things are coming; can't talk about most of it.
- Staff opening highlights:
 - Cultural Coordinator
 - Specialty Event Manager
 - Maid/Butler
 - KumoriMarket Staff

Secretary

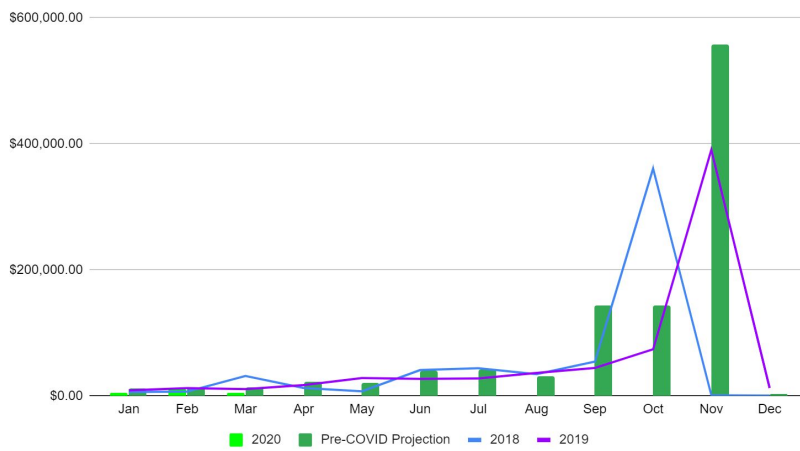
Jeff Tyrill, Secretary, presented slides [*lightly copy-edited*]:

- Continuing handoff of Staff Registration to the Membership department.
 - Membership department will be handling most requests and inquiries going forward.
- Assisting with research of many aspects of the COVID-19 situation.
- Staff Education sub-department will be ramping up.
- Seeking an Assistant Secretary!
 - Three main focus areas:
 - Meeting minutes
 - Both membership meetings and executive meetings.
 - Note-taking, editing, verifying, cleaning up for publication.
 - Record-keeping
 - Maintenance and organization of convention's Google Drive storage.
 - Making sure important documents are added, and can be found.
 - Policy and legal-oriented research
 - Familiarity with internal and public-facing organization policies.
 - Policy is the domain of all departments, but Secretary focuses on it more.
 - Help distill an initiative into specific rules or procedures.
 - Position is very details-focused—lots of organization and planning.
 - Position may be a fit even if you don't have experience in all three areas.
 - Apply at the staff application form online, or email secretary@kumoricon.org for questions.

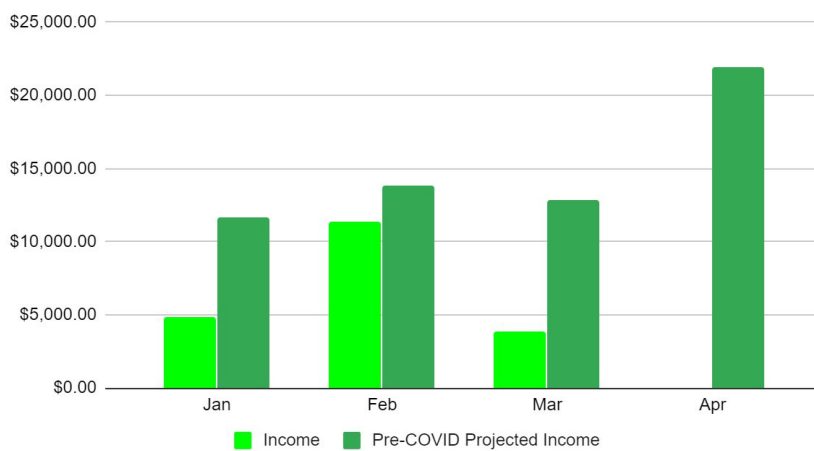
Treasury

Jo Ayers, Treasurer, presented slides:

Income by Month



Early 2020 Income vs Projection by Month



Jo also reported:

- Working on categorizing transactions so they show up correctly in reports.
- Making charts to visual the past, and future projections. Looking at a business planning app to help create what-if scenarios.
- Execs are working on mitigation planning in case COVID-19 results in a drop in income.

Outreach

Brian stated that there is no activity to report, as all events we would have gone to have been canceled.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Good of the Order

Charmaine reminded people to use the staff application form: <https://www.kumoricon.org/staff-application>

Meeting participants reported on the following upcoming and current media:

- Tower of God anime series
- One Piece coronavirus PSA

Charmaine suggested some apps and services for exercise and library services. Bunny added that many types of services are being made available freely online.

Brian reported that Outreach is uncertain, because many events have been canceled, and it's unknown what our next one will be because the situation is so uncertain.

Brian encouraged people to apply as staff. Charmaine noted that the Staff Registration position is always in need. Devin encouraged people to register as staff sooner so that they receive Outreach volunteer notifications when the opportunities are available.

Adjournment

The meeting was adjourned at 1:56pm by Brian Mathews.

Submitted, and revised and approved by the members,
Jeff Tyrrill, Secretary

Attachment: Presentation slides

See file *kumoricon-minutes-member-20200404-attachment.pdf*