

# Kumoricon / Altonimbus Entertainment

## General Meeting of the Membership on March 13, 2022, 12:00noon

### Online

#### Call to Order

The meeting was called to order at 12:03pm by Charmaine Martinez.

At the initial quorum count, the meeting continued once 33 apparent members signed in as present, thus meeting quorum. In total during the meeting, 34 verified members signed in as present out of 438 total, with 30 needed to reach quorum.

Charmaine made an announcement about “open mic” participation on the public Discord.

#### Minutes

The minutes from the membership meeting of December 4, 2021, were approved without objection.

A corrected version for the minutes for October 24, 2021, was recently posted and it will be put for approval next week.

#### Reports

##### Chair

Charmaine Martinez, Chair, presented slides *[lightly copy-edited]*:

- Chair
  - Charity | Staff and Attendee Services
  - Charmaine Martinez
- Welcome the 2022 Chair ~~victims~~ Management Team!
  - Brian Mathews
  - Phillip Koop
  - Fox Y.
  - Jacob Smith
  - Devin Hunter
  - Allegra L.
  - Jack C.
  - Elizabeth J.
  - Alyssa D.
  - Char S.
  - [Pending Art Show Coordinator]
- New Year, New Chair!
  - Assistant Chairs: Brian Mathews and Phillip Koop!
  - Hired new Nonprofit Opportunity Coordinator: Allegra L.
  - Hired new Outreach Manager: Devin Hunter
  - Hired new Assistant to the Chair: Jacob Smith
    - (Thank you for being my staff ♥)
  - Met with all directors to discuss expectations.
  - February was a down month for all members of Chair.
    - Looking forward...!

- March!
  - Checking in with directors.
  - Getting charity/501(c)(3) in gear!
  - DEI and professionalism trainings.
  - Getting a workgroup off the ground...

## Infrastructure

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

- Infrastructure
  - Facilities | Infrastructure Inter-Department Liaisons | IT | Hotels | KumoriMarket | Infrastructure Office
  - Director: Ash/Bunny (She/Her)
    - Kumoricon Twitch mod: FieryAshes
    - Discord: FieryAshes#1767
- Assistant Directors:
  - Leon (He/Him)
  - ??? 🙄
- How Infrastructure started the year:
  - Filling key Infrastructure positions to be on the right track this year.
  - Having meetings with important contacts about this year and the future!
  - Talking to others to meet new needs of individuals and teams within the department.
  - KumoriMarket is hard at work on the year.
  - Trying to answer questions and get ahead of some of the needs other departments have of Infrastructure.
  - Getting to know new contacts again.
- Now Hiring!
  - We’re looking to fill a lot of roles this year and will be providing training to help folks succeed in these roles.
  - What we need:
    - Infrastructure Office Coordinators and Staff
    - Facilities Liaisons
    - Infrastructure Inter-Department Liaisons
    - Hotel Liaisons
    - IT Coordinators
    - IT Staff
    - KumoriMarket Staff
    - >>> More info at: [www.kumoricon.org/open-positions](http://www.kumoricon.org/open-positions) <<<

## Membership

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

- Membership
  - Attendee Registration | Con Suite | Cosplay Repair | Registration Software Development | Specialty Registration | Staff Registration
  - Director of Membership
    - Charly Youravish [They/Them]
- Membership 2022
  - Assistant Directors
    - Zarek Lee—He/They
    - Jessica Ulibarri—She/Her

- What has Membership been up to?
  - We have combined all of registration.
  - Accessibility is ours!
  - We actually filled our email coordinator positions!
  - Select a size VIP experiences.
  - 2022 pre-registrations so far: 1,311

Charly also reported:

- We have combined all of registration.
  - We have smushed all 3 of our registration departments together to better share resources and people across the departments, and make ourselves more like Relations, Publicity, and Programming in management structure.
  - We are still looking for one assistant manager for the registration hall. We have a strong candidate but we're waiting to see if they accept. Requires at least 2 years experience in a coordinator-or-above within Membership. You can apply at [registration@kumoricon.org](mailto:registration@kumoricon.org).
- Accessibility is ours!
  - We have adopted the Accessibility department from Chair.
  - We are super excited.
- We actually filled our email coordinator positions!
  - This should help a lot with the hiring times staff registration had trouble with last year.
- Select a size VIP experiences.
  - We created 3 different tiers so that you can customize your experience.
  - It's 100 total and no cap per tier as we don't have data on what people are most interested in, so it may change for future years but not this year. Yes you can change your tier; send an email.
- Outreach table discount will be \$10.

## Operations

Yaz W, Director of Operations, presented slides [*lightly copy-edited*]:

- Operations
  - Director of ~~Chaos~~ 2021 and now returning for a second round:
    - Yaz (She/They)
    - The Assistant Directors a.k.a. ~~Id and Super to her Ego~~, Ange and Nolan
- What we've been up to
  - Spring cleaning and planning for 2022 by collecting feedback from other departments and collaborating on projects.
  - Hiring returning staff and responding to early applicants (please be patient and watch your inboxes for those that have applied).
  - Building more structure and processes online.
  - Touching base with the masters before me for growth and guidance.
- To be a Defender of the Community
  - What it means to be...
  - Yojimbo (Bodyguard or Protector)
    - Caring and compassionate with a sense of cautious wonderment
  - Hitsujikai (Shepherd)
    - Attentive and observant with a guiding voice
  - Shinobi (Leader)
    - Experienced and independent with a supportive nature
- Join our ranks!
  - Line coordination (Hitsujikai), lost and found (Office), communications (Dispatch), safety patrolling and crowd managing (Yojimbo), prop check (Peace-Bonding)

Yaz also reported:

- Yojimbo:
  - Floor staff position. Front-facing staff in Operations at con.
  - Help outside doors, ID checking, bracelets for COVID-19, emphasize safety, convention policies, guide people.
  - Translation is bodyguard or protector.
- Hitsujikai:
  - Line control. Help with registration and dances especially.
  - Translation is shepherd.
- Shinobi:
  - Yojimbo Coordinator.
  - Translation is experienced warrior or ninja. Person with most experience on the floor without being a general. Like a secret agent on the floor. Can trust with own tasks, without having too much of a push. For the most part, absolutely know what they're doing.

## Programming

Steven Garcia, Director of Programming, presented slides *[lightly copy-edited]*:

- Programming
  - Steven Garcia (He/Him)
    - Discord: Dreglor#7677
- New Year, New Director
  - Laying down the ground for a successful year.
  - Currently engaged with beginning-of-the-year planning.
  - Connecting with individuals to fill our manager, coordinator, and general staff positions.
  - Working on gathering contest and event information to be made available as soon as possible.

## Publicity

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

- Publicity
  - Design and Publications | Discord | Info Booth | Marketing | Merchandise | Multimedia | Press | Social Media | Twitch Mods | Website
  - Panda Rushford [She/Her]
  - Assistants
    - Missa Carlson [she/her] and Mariona Gates [she/her]
- Publicity
  - New website is live!
  - Photos will be on the website sooon.
  - Been meeting with all our management staff to get the year started right.
  - Hall Cosplay has moved to Publicity.
  - New Twitch Moderation Staff positions.
  - Working on building processes to help us be more proactive and efficient.
- Staff positions needing filled:
  - Photography Coordinator
  - Twitch Moderation Coordinator
  - Twitch Moderation Staff
  - Newsletter Staff
  - Photographers
  - Videographers
  - Public Discord Staff

- Multimedia Office Coordinator
- Press Office Staff
- Publicity Office Staff
- Merchandise Staff
- Info Booth Staff

## Secretary

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

- Secretary
  - Tracy Creel—She/Her
- Secretary
  - Still excited that we're 501(c)(3)!
  - Laying the groundwork with Ops and Chair for more executive and manager training.
  - Polishing our procedure ("red tape") documents.
- Now Hiring
  - Assistant Secretary II
  - This is an executive-level position
  - Extensive pre- and post-convention work. 2–3 meetings a month, plus individual work.
  - Must be a current or former staff member in good standing.
  - Primary duties will include note taking during meetings (live note taking), editing documents, and working with the team on policy and procedures.
  - For more information and to submit a letter of interest, email [secretary@kumoricon.org](mailto:secretary@kumoricon.org).

## Relations

Amber Feldman, Director of Relations, presented slides *[lightly copy-edited]*:

- Relations
  - Guests | Guest Hospitality | Industry | Autographs
  - Amber Feldman (she/her)
  - Assistant Directors: Brianna Campbell (she/her) and Heather Holland (she/her)!
- What is Relations Up To?
  - 6 voice actor guests signed and ready to announce! 5 more we're almost done negotiating contracts with! Be on the lookout for these in the coming weeks!
  - All manager and A.D. positions filled! Still looking for a couple coordinators.
  - Hard at work securing remaining guests, all industry, and autographs processes.
- Now Hiring!
  - We're looking to fill a lot of roles this year, and plan to provide training to help folks succeed in these roles. What we need:
    - Relations Logistics Coordinator
    - Guest Drivers
    - Guest Gophers
    - Assistant Guest Manager
    - On-Stage Panel Moderators
    - Guest Liaisons
    - Autograph Staff
    - Industry Staff
    - Green Room/Lounge Staff

Amber also reported:

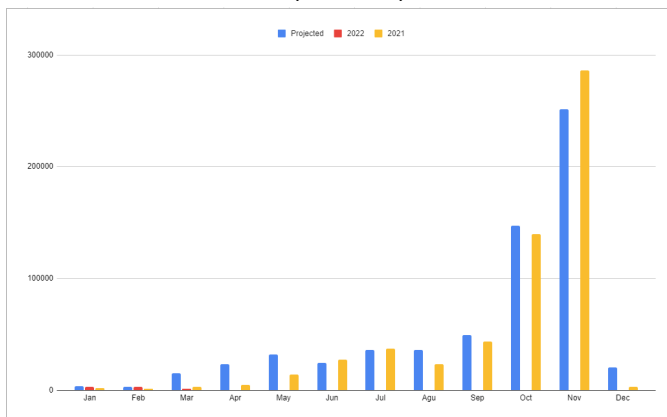
- Relations Logistics Coordinator:

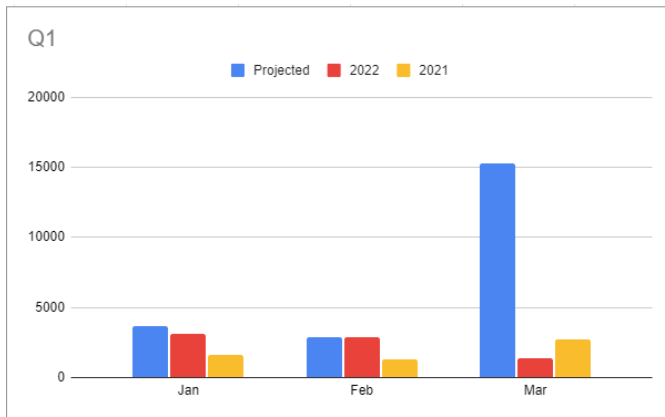
- Helping Relations Office Manager at convention. Kind of like dispatch for the Relations team.
- Guest Drivers / Guest Gophers:
  - Requires driver license.
  - Will drive guests to and from the airport, and other outings.
  - Will work throughout the weekend.
  - Some will work directly with liaisons. Some will work between Green Room and Green Lounge. Are runners between Relations areas as needed.
- Assistant Guest Manager:
  - Help Guest Manager at con. Like a liaison overseer. Helps Guest Manager more focus on working with agents.
- On-Stage Panel Moderators:
  - Trying to get more flexibility when guests want to have somebody moderate their panels.
- Guest Liaisons:
  - For voice actor guests, cosplay guests, music guests, etc.
  - Will be assigned to one guest for the whole weekend.
  - Will take care of guests and make sure they have a good experience at con.
  - Handling tasks, getting them to their places, handling customer service with autographs.
- Autograph Staff:
  - At autograph tables, help with lines, help with customer service questions.
  - Will be communicating closely with liaisons and attendees.
- Industry Staff:
  - Help Industry Manager to have more feet on the ground.
  - Help Partner Tables, sponsors, industry booth people, etc.
- Green Room/Lounge Staff:
  - Help in guest hospitality areas.

## Treasurer

Matt Rushford, Treasurer, presented slides *[lightly copy-edited]*:

- Treasurer
  - Matt Rushford (He/Him)





- A closer look at the first three months.

## Outreach

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

- Since cons are happening again, Outreach is happening again!
- An Outreach Manager has been hired to unify the process of prep and recruiting.
- Keep an eye on email and Discord! We're actively recruiting among staff to man booths.
- Upcoming booths!
  - GameStorm: March 24–27
  - Sakura-Con: April 15–17
- To express interest, please fill out the Outreach survey at <https://www.kumoricon.org/outreach-volunteers>
- Add Discord tag to your staff details!

Brian also reported:

- Membership pricing at outreach events is \$10 off the online price.

## Unfinished Business

There was no unfinished business.

## New Business

There was no new business.

## Good of the Order

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 go.

## Come One, Come Staff!

- Workgroup for recruiting staff for Kumoricon!

- Have to be current Kumoricon staff.
- Focusing on schools: High schools, colleges, universities
- Best to network with clubs, groups, and school staff if you already have those connections!
- Look for the interest form in the staff Discord later this week!

## Good of the Order is accepting submissions!

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

## Anime and media

- Anime Movie Minute
  - Mar 13, Sunday
    - 2:00pm—My Neighbor Totoro (Dub)
    - 4:00pm—Kiki's Delivery Service (Dub)
    - 6:00pm—Spirited Away (Dub)
  - Mar 17, Thursday
    - 6:00pm—Only Yesterday (Sub)
  - Mar 18, Friday
    - 6:30pm—Nausicaä of the Valley of the Wind (Dub)
  - Mar 19, Saturday
    - 4:00pm—My Neighbor Totoro (Dub)
    - 6:00pm—Howl's Moving Castle (Dub)
  - Mar 20, Sunday
    - 4:00pm—Ponyo (Dub)
    - 6:00pm—Castle in the Sky (Sub)
  - Mar 21, Monday
    - 4:00pm—My Neighbor Totoro (Dub)
    - 6:00pm—Spirited Away (Sub)
  - Mar 22, Tuesday
    - 4:00pm—Kiki's Delivery Service (Dub)
    - 6:00pm—Nausicaä of the Valley of the Wind (Dub)
  - Mar 23, Wednesday
    - 4:00pm—The Secret World of Arrietty (Dub)
    - 6:00pm—Castle in the Sky (Dub)
  - Mar 24, Thursday
    - 4:00pm—My Neighbor Totoro (Dub)
    - 6:00pm—Howl's Moving Castle (Dub)
  - Mar 25, Friday
    - 4:00pm—The Cat Returns (Dub)
    - 5:45pm—Porco Rosso (Dub)
    - 7:30pm—Spirited Away (Dub)
- Jujutsu Kaisen 0
  - Actual movie in theaters!
- Resident Evil: Damnation
- Resident Evil
- Miraculous
- Netflix:
  - Child of Kamiari Month
  - Stand By Me
  - Kotaro Lives Alone
  - One Piece: Episode of Chopper Plus: Bloom in Winter, Miracle Sakura



## Open Time!

- If you have questions/comments/anything to bring up:
  - Be in the public Discord, and use the “raise hand” icon.
  - A moderator will invite you to the stage, and you have to accept.
  - You’re live!

In response to questions:

- Charly stated that:
  - You can upgrade your VIP level by request by contacting [vip@kumoricon.org](mailto:vip@kumoricon.org).
  - The outreach table registration discount is \$10.
  - The number of VIP memberships available is shared across all 3 levels.
- Brian confirmed and elaborated on outreach table pricing.
- Charmaine stated that we’re pending a decision on holding in-person or hybrid membership meetings, but that we’re sticking with online meetings for now.
- Brian stated that if there is interest in holding a table in the hallways, contact [chair@kumoricon.org](mailto:chair@kumoricon.org), and we will start a discussion from there.
- Steven answered that regarding the possibility of an itasha display, there is a challenge with space.
- Charmaine stated that the basic minimum staff age is age 16, but some positions have a minimum age of 18, and we also sometimes make exceptions for below age 16. Non-staff volunteer positions don’t have an official age limit.

## Adjournment

The meeting was adjourned at 1:19pm by Charmaine Martinez.

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

## Attachment: Presentation slides

See file *kumoricon-minutes-member-20220313-attachment.pdf*