Call to Order
The meeting was called to order at 1:16pm by Phillip Koop.

At the opening of the meeting, 61 members were present out of 566 total, with 67 needed to reach quorum. Quorum was not met.

Minutes
Approval of minutes was skipped due to not having quorum.

Reports

Phillip Koop, Chair
No report.

Diana Hoffman, Director of Infrastructure
Diana was not present. John Krall, Assistant Director of Infrastructure, reported:
- Working on 2017 and 2018 contracts.
- Attendee hotel booking is almost ready.
- Staff hotel booking is expected to be ready mid-May.
- Looking for facilities liaison staff. Skilled at phone communication and spreadsheets.

Brian Mathews, Director of Membership
- Received 768 pre-registrations, which is about on par for the same time last year.
- Looking for Registration Staff. Skills are customer service and cash handling.
- Looking for staff for Cosplay Repair and Con Suite (Front of House—food service—and Back of House—food preparation).
- Managers of Registration and Cosplay repair were introduced.
- Con Suite Managers were announced.

Jason Pollard, Director of Operations
- Radio contract and IT contract have been secured.
• Looking for staff for IT, Yojimbo (public-facing policy and information division), Lost and Found, Maid Squad (line control, supply water to attendees), and Dispatch.
• Line control procedures may change with move to the convention center.

Jaki Hunt, Director of Programming

• AMV Contest and Panelist submissions are open.
• Next week (or so) we will open the next applications, probably Fanfic and Fan Art.
• Looking for staff for Video Gaming, Tabletop Gaming, Panels, and Main Events.

Samantha Feldman, Director of Publicity

• 113 pre-registrations were received at Sakura-Con, exceeding last year’s count.
• The plushie ghost kitty mascot was announced and demonstrated.
• Looking for staff to help monitor the Facebook group and run other social media.
• Also looking for staff in Website—design, content, development, and software maintenance.

Ally Fields, Director of Relations

• Continuing to work hard to get amazing guests for the convention.
• Looking for Charity staff to help run auction, connect with businesses to get donations, and to help publicize. Looks great on resume.
• Staff are also needed for Exhibits Hall and Guest Liaisons.
• Ally needs an assistant and really wants someone who can be professional and may not actually be interested in anime or Japanese culture.

Jeff Tyrill, Secretary

• Recruiting for a Staff Manual Coordinator to research, update, and revise the staff manual to be consistent with the code of conduct and be a useful resource for staff. Future tasks may include creating module-specific quizzes that staff can take for bonus recognition.

Amy Bourgo, Treasurer

• Amy is recruiting for Load-In/Load-Out Staff. The work is before and after con, so have free time during the con.
• Folks are also needed who have cash-handling skills and a recommendation from a last-year’s director or accounting background.

Unfinished Business

No unfinished business. No quorum.
New Business
No new business. No quorum.

Good of the Order
Portland Art Museum is showing Suzuki films this month.

Adjournment
The meeting was adjourned at about 1:33pm by Phillip Koop.
Respectfully submitted,
Jeff Tyrrill, Secretary