

**Kumoricon / Altonimbus Entertainment**  
**General Meeting of the Membership on March 8, 2019, 1:00pm**  
**Hyatt Regency Portland**  
**375 NE Holladay St, Portland, OR 97232**

## **Call to Order**

The meeting was called to order at 12:59pm by Brian Mathews.

At the opening of the meeting, 34 members were present out of 644 total, with 30 needed to reach quorum. Quorum was met.

## **Minutes**

The minutes from the membership meetings of November 2, 2019, and December 14, 2019, were approved without objection.

## **Reports**

### **Chair**

Brian Mathews, Chair, reported:

- We're in the Hyatt!
- Working on some initiatives that we're not ready to talk about yet.
- Working on developing a process for admins or moderators for the staff Discord.
- February is when a lot of things are due at the start of the year.

### **Infrastructure**

Ash "Bunny" Butler, Director of Infrastructure, reported:

- Mostly working on hotel tasks.
- Helping to answer questions for other departments.
- Hoping to set up the rest of the general meetings.
- Hotel booking is open.
  - Comparable prices to last year—\$179/night plus tax.
  - Staff rate applications will be open soon. You will fill out the application after you make your reservation, and list who you're sharing with, and we'll figure out the rate and reimbursements. The total is based on what rank you are.

### **Membership**

Charmaine Martinez, Director of Membership, reported:

- We have received 1,444 pre-registrations, including 14 VIP. This is 370 more than on this date last year. We always see a big bump close to con.
- Working with Infrastructure on options for Con Suite. Nothing is finalized yet, and details will be announced. Con Suite is a space for relaxing and snacks for staff.

- Staff Registration is transitioning to Membership. Chris and Chelsea are taking over that role. The front end will be very similar, but there will be changes on the back end.
- Working with the Registration Development team to shorten lines for attendees, both for pre-registration and at-con registration.
- Specialty Registration used to be part of VIP. It is now under Attendee Registration.
- Accessibility assistance was previously at the manager booth, and will now be coupled with VIP, for a VIP/Accessibility booth. This will decrease the waiting time. The manager booth previously could have a 1-hour wait time, which was better than the regular 3-hour wait, but we want to make it shorter. Zack will be the VIP and Accessibility Registration Coordinator.
- Seeking staff:
  - Attendee Registration:
    - Zarek, Attendee Registration Assistant Manager, reported: Registration is always hiring, and is a good way to step in to staffing. Meet a lot of people. Most years we're a little under the staffing levels we need.
  - Con Suite:
    - Brittany, Con Suite Assistant Manager, reported: Con Suite feeds staff, with three meals per day and snacks. Open the majority of the time, and accommodates most dietary needs.
    - Cat, Con Suite Assistant Manager, reported: Staff can help with deliveries, food prep, or restocking.
  - Cosplay Repair:
    - Mercedes is Cosplay Repair Manager.
    - If you're craft, and want to help attendees, or help refill in the back.
  - Registration Software Development:
    - Jason, Registration Software Development Manager, reported: Most work is done before con, and getting busy now. Looking for anyone with software development experience or web design experience. Work on software that lets people check in, get their badges, and enjoy the con.
  - Specialty Registration:
    - Emily is Specialty Registration Manager.
    - Handles anything except attendee, VIP, accessibility, and staff. Customer service skills, organizational skills. Get to see different parts of the con.
  - Staff Registration—Help staff check in, and oversee the area.

## Operations

Ben Riker, Director of Operations, reported:

- We have mainly been focused on making sure managers get hired. All but one management position are filled. That position will be a remote operations management position at the Hyatt, with full duties to be determined.
- Recruiting Yojimbo Staff. We are adding about 20 staff positions just for this building alone.
- We have sent the contract out for radios.

## Programming

Devin Hunter, Director of Programming, reported:

- Programming is everything that has to do with content; Panels, Main Events, etc.
- Hiring staff. Talking to staff from last year about returning.
  - We are always interested in staff who are interested in stepping up from a Coordinator to a Manager position. Can get training or support to help step into that role.
- Three assistants:

- Steven: Major Events
- Bennett: Panels, Panel Tech, Panel Staff, Programming Office, Manga Library
- Phillip: Gaming Hall
- If you were a Coordinator or Manager last year, and we haven't talked to you yet, you should talk to one of those three. They will help place you in the same position if that's what you want, or help you find another position if you want.
- We're figuring out how we're going to utilize the Hyatt space. We took a tour today. The space is so pretty.

## Publicity

Samantha Rushford, Director of Publicity, reported:

- This is one of the busiest times. We're ramping up things.
- Looking at starting a public Discord server for Kumoricon. We're looking for a manager, and moderators, to help run it. We want to have it all in place before we open it, because it will become massive.
- Seeking staff:
  - Photographers, Videographers, Video Editors—There are promotional things we want to do before con to highlight the space.
  - Merchandise Staff
- New website is up. Working on more improvements for the website.
- We have two mascot winners. The secondary mascot will be used for VIP things.

## Relations

Sam Fletcher-Taylor, Director of Relations, reported:

- Multiple guest inquiries are in progress. Watch social media and website for announcements.
- For KumoriMarket, we are getting ready to open exhibitor applications. Artist Alley, Small Press, and Art Show will be close behind.
- Charity is putting a list together for Ani-May—Vote on favorite characters for the food drive at the con.
- Seeking staff:
  - Maid Cafe—Taking applications. We are specifically looking for maids and butlers interested in participating in dances. We are also expanding what we can offer in the Maid Cafe this year. You can apply for either a maid or butler or both, as long as you abide by the dress code.
  - Specialty Event Manager—Supervises the anime bar, and Tea Party. Supervise drinks, decorations, etc. A lot of emphasis on pre-con planning, and then the room mostly runs itself. Supervises the Tea Party, which is more involved, and also the Fashion Show and concerts.
  - KumoriMarket Staff

## Secretary

Jeff Tyrrill, Secretary, reported:

- Transitioning Staff Registration to Membership.
  - Staff forms will still go to Secretary for this meeting, but will go to Membership for most of the year.
- Seeking Assistant Secretary. There are three major focus areas:
  - Minutes, both general and executive meetings; both during meetings, and editing and cleanup afterward, checking for accuracy and tracking down details.
  - Record-keeping. Google Drive, mostly at executive level, some below that. A lot of housekeeping; making sure emailed documents get stored; items aren't in lost folders; familiarity with several con areas. Detail-oriented, organizational position.

- Policy or legal-oriented research. Although policy is the domain of all departments, the Secretary department focuses on policy more than others. Help distill an initiative into a rules document or procedure.
- Position may be a fit for you even if you don't focus on all three areas.
- Not making an immediate decision on Assistant Secretary yet.

## Treasury

Jo Ayers, Treasurer, reported:

- What is Devin's question each year? (Devin said: Did we make money?) No. Ever since we moved to the OCC, we've been in grow or die mode. Each year, we've grown, but it's hard to predict at the beginning of the year what the next year's growth will be. Each year we estimate expenses conservatively, and we try not to expand it too much. We did lose money last year, but because we were careful, we lost less money than planned.
- Seeking staff:
  - Load-In/Load-Out / Supplies / Locker coordination / Supply coordination—Talk to Rob.

## Outreach

Brian reported:

- Attended a few events:
  - Wizard World—Ran Manga Library and anime battle lounge activity
  - Mochitsuki—Cat ear-making
  - Asian Celebration—Cat ear-making, gaming
  - MiyakoCon—Sold a ton of stuff
- Upcoming:
  - GameStorm
  - Chibi Chibi Con—Evergreen College
  - Sakura-Con
  - Events after those are in the middle of summer.
- We send email blasts when recruiting. Sign up using the interest form, and reply to the emails.

Devin reported:

- GameStorm is split between two teams, Outreach and Gaming.
  - We could use extra staff for outreach. The more people we have, the shorter the shifts.

## Unfinished Business

There was no unfinished business.

## New Business

There was no new business.

## Good of the Order

Meeting participants reported the following upcoming events:

- Tokyo Godfathers—Fathom Events, March 9 (subtitled), March 11 (brand new English dub)
- Godzilla (original)—Hollywood Theatre, March 12, 3:00pm
- Cultural performances at Japanese Gardens—March 14

- March Japanese Language and Culture Cafe—The Encorepreneur Cafe, March 19
- Cherry Blossom Day—Oregon State Capitol, Salem, March 21
- Digimon Adventure: Last Evolution Kizuna—Fathom Events, March 25
- Promare—April 7
- My Hero Academia: Heroes Rising—Now playing
- Sonic the Hedgehog—Now playing

Brian noted that at this time of year, we can't make a lot of announcements yet because plans aren't finalized for a lot of the things we're working on and papers aren't signed yet. More announcements will tend to come starting around summer.

## **Adjournment**

The meeting was adjourned at 1:38pm by Brian Mathews.

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