

# Kumoricon / Altonimbus Entertainment

## Regular Meeting of the Membership on April 15, 2023, 1:00pm

### Online

#### Call to order

The meeting was called to order at 1:03pm by Robert Trotter.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 27 members signed in as present out of 602 total, with 20 needed to reach quorum.

#### Minutes

The minutes from the membership meeting of October 29, 2022 and December 11, 2022 were approved without objection.

#### Reports

##### Chair

Robert Trotter, Chair, presented slides *[lightly copy-edited]*:

- Working behind the scenes
- Getting more staff hired

Rob also reported:

- EDI is a team working to keep us informed and up to date on navigating topics of equity, diversity, and inclusion.
- SAS works to help between the lines, mitigating disputes and and proving a resource to our volunteers and attendees
- Nonprofit is a new team created to help leverage our 501c3 status to improve our convention
- Charity includes Charity auction, Art Show, and Photobooth

##### Infrastructure

Leon Lewis, Assistant Director of Infrastructure, presented slides *[lightly copy-edited]*:

- Not a lot of public information on what we've been up to
- Lots of prep for KumoriMarket applications opening soon
- Rehiring staff and talking to some returning managers about what they are looking for/looking to change this year
- Lots of working with contacts on questions and planning for this year and beyond

##### Membership

Brittany Goldsby, Assistant Director of Membership, presented slides *[lightly copy-edited]*:

- 2023 Current Registration Numbers
  - Attendee Pre-registrations: 1,275
  - VIP: 7

- Pre-Registration Price:
  - \$60 until July 15th
- Training
- Hiring department managers/leads
- Scheduling meetings with our department Managers as well as other directorates.
- JOIN THE SQUAD WE NEED YOU ALL!!
  - Accessibility
  - Cosplay repair
  - Registration hall
  - Reg software development
  - Kumori Staff Station

Brittany also reported:

- Kumori Staff Station (Con Suite): You get to support staffers by making sure they get food throughout the con. Staff station is a great way to make new friends and you get to see all the staffers at con and all their fabulous cosplays.
  - Looking for coordinators
- Cosplay repair: Here you are the hero to any cosplayer who needs cosplay support. If you craft or know your way around a glue gun, we need you.
  - Looking for coordinators
- Registration Hall: If you have experience as a cashier or just customer service in general, please apply.
  - Looking for general-level Registration Hall staff, coordinators, as well as lead coordinators.
- Registration software development: We are looking for people with experience in AWS (Amazon Web Services) and who have a willingness to help with crazy printers.
- Accessibility: We need people who are willing to train staffers on our available accommodations and our accessibility standards.
  - Currently seeking a Manager

## Operations

Ange Abuyen, Director of Operations, presented slides *[lightly copy-edited]*:

- Radios: Rental agreements acquired, radios will be available throughout the weekend including day zero
- Security: Pending
- Ops Staff Training: Revisions in progress
  - Ops Staff Training will be scheduled throughout the year rather than only held on day zero.
- Recruitment: Need more staffers
  - Ronin - general level Ops staff
  - Shinobi - veteran staffers apply

Ange also reported:

- Ange will be available in a breakout room to answer questions about staffing in Operations for an hour or two after the meeting.

## Programming

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

- We are working on getting the contest info up on the website.
- We are expecting to have AMV and Panel submission forms open in the next month or two, so look out for those soon.
- We are developing new events for this year so stay tuned for news.

- And so much more!
- Currently in search of:
  - Fan Art Coordinator
  - Craft Coordinator

Steven also reported:

- Steven will be available to answer questions about staffing in Programming in a breakout room after the meeting.

## Publicity

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

- Youtube! KumoriTV
- Website coming soon!
- Project Management coming soon!
- Our marketing team is plotting...
- Website Manager
- Website Manager
- Website Manager
- Website Manager
- Website Manager
- Assistant Director

Ally also reported:

- Have you checked out our glorious Youtube? If you haven't, go there now! Well, after this meeting. There are fun videos there. You should watch them, over and over. Ask your grandma to watch them with you, send them to your cousins. Tweet about how much you love KumoriTV. Because we love it.
- I know I said this last time but trust me... the website is coming. For real life. And there will be a lot of cool announcements... but Relations gets to talk about that.
- For staff specifically, a publicity joint project has been utilizing a productivity/project management tool to help us focus tasks and provide better communication of duties between staff and departments. That is happening now. Specific staff will be onboarded as we prepare to make this great tool really relieve some of the burden of tracking and get rid of extra meetings to "catch up" or "get back on track".
- Last thing in my report is, our marketing team is plotting awesome things... advertising this year... its gonna be BIG. Stay hyped and stay ready to like, share and comment on everything Kumoricon posts!
- We ALSO have new videos up on KumoriTV our very own Youtube Channel! If you missed the AMV Contest, the Cosplay Contest or the Lip Sync Showdown now is your chance to soak up every amazing bit! Make sure you are subscribed to the channel, and hit that bell so that you NEVER miss an upload.
- As you may have seen on the front page of the website, Ghost Neko is working with the Web Development team on exciting new things for the 2023 convention website. This includes some awesome new upgrades to the look and feel of the website that we can't wait to show you! As always our website is a year round project, but we hope you are just as stoked as we are for the full website turnover!
- I want to thank all the attendees and staff who purchased Kumo swag this year, we nearly sold out of a large majority of our inventory! While that is always fun news, because it means we get to think up new and exciting merchandise to replace it, it ALSO means our team has the opportunity to really discuss new and innovative ideas for handling inventory and processing our merch for the future. So, thank you!
- Over the past few months the Publicity executive team has been knee deep in meetings, ensuring our management is ready and raring to make this upcoming convention our best ever. We are also heavy into research about ways to spread our brand and market the convention to everyone we know would love to attend.
- Right now we are looking for a few positions urgently.

- The first is a website manager - someone who understands a little (or a lot) of code but wants to lead a team primarily. We need someone who can rally a group and keep them on task and on target. It's a fun leadership role, but it needs a very dedicated person!
- We are also looking for a Website Manager. Honestly we are really hoping to find someone soon because our website team really doesn't enjoy having me at every single one of their meetings. You don't HAVE to have website design, coding or IT experience, but it might be a bonus. A willingness to learn, and a basic understanding of deadlines, team leadership, and management are the big factors here.
- Next we are looking for a Website Manager. This role is a year round role that can take a lot of different forms. You might be a software developer, or you might be someone who just really likes tracking tasks and keeping people on target. Our website team needs a leader... maybe its you?
- I'm also in search of a website manager, ideally someone who wants to help shape our digital presence, who is an advocate for properly connecting our online information with other departments and outlets and making sure our website team is supported and moving forward. This can be a pretty intense position but VERY rewarding. If you have a charismatic personality or are a leader and have some technical skills, email publicity for more details!
- I almost forgot to mention, we need a website manager. BAD. Like... really bad. Our website team needs a strong leader who understands them and who can learn and grow with them while also keeping track of tasks.
- Finally we are looking for an Assistant Director. Someone who can keep up with our wild crew. If you have aspirations of being at the exec level in Publicity, please reach out to me ASAP.
- If you are interested in any of these positions, or something else on our org chart, email [publicity@kumoricon.org](mailto:publicity@kumoricon.org).

## Relations

Andrew Young, Relations Executive Assistant, presented slides *[lightly copy-edited]*:

- We have FOUR announcements coming soon!
- We also have several more in the works! Voice actors, musical guests, cosplay artists, and more!
- Keep an eye on our social media for the latest news!
- We are currently looking for:
  - Guest Driver Coordinator
  - Guest Drivers
  - Relations Logistics Coordinator
  - Guest Gopher
  - Guest Liaisons
  - Cosplay Guest Liaisons
  - Autographs Staff
  - Industry Staff
  - Green Lounge / Green Room Staff

Andrew also reported:

- Questions about staffing in Relations can be emailed to [relations@kumoricon.org](mailto:relations@kumoricon.org)
- Andrew will also be available to answer questions in a breakout room after the meeting.

## Secretary

Marie Jackson, Secretary, presented slides *[lightly copy-edited]*:

- Keeping track of all the things in meeting minutes.
- Editing all the things in meeting minutes.
- Doing our best to keep up with ratifying staff.

- The minutes from the last Meeting of the Membership are finalized and posted on the website. They will be available for approval at the May meeting.

## Treasurer

Robert Trotter, Chair, presented slides on behalf of Timothy Trotter, Treasurer *[lightly copy-edited]*:

- The bills are paid.
- Currently available member positions:
  - Treasury Staff
  - Load In and Load Out
- We are still looking for LILO members early this year to prepare for a potential warehouse move. Please reach out to our Supply and Logistics Manager, Trevor McClung, or the Treasurer.

## Outreach

Robert Trotter, Outreach Committee Chair, presented slides *[lightly copy-edited]*:

- The outreach season has started!
- We attended GameStorm and played all of the games!
- Sakura-Con was phenomenal with so many people stopping to say hello!

Robert also reported:

- Anyone interested in staffing with Outreach can reach out to Devin.

Devin added via meeting chat that KuroNekoCon and Portland Pride will be the next Outreach events.

## Unfinished business

There was no unfinished business.

## New business

There was no new business.

## Good of the order

### Joining staff

- 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 do.

### Good of the order is accepting submissions!

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

## Hotel options for staff

- A question was submitted via email inquiring about staff hotel information this year:

Hello,

This is Shelby, was wondering if there is any info for hotel stay for the staff?

Thank you

- Leon reported the Hyatt will be the convention hotel again this year.

## Adjournment

The meeting was adjourned at 1:29pm by Robert Trotter.

Submitted, and revised and approved by the members,  
Marie Jackson, Secretary

## Attachment: Presentation slides

See file *kumoricon-minutes-member-20230415-attachment.pdf*