

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership on February 10, 2024, 1:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 1:01 pm by Amber Feldman.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 25 members signed in as present out of 624 total, with 20 needed to reach quorum.

Minutes

The minutes from the membership meeting of Oct 14, 2023, Oct 28, 2023, and Dec 9, 2023 were approved without objection.

Reports

Chair

Amber Feldman, Chair, presented slides *[lightly copy-edited]*:

- We've been working on strategic planning, updating our mission statement and organizational values. Be on the lookout for more updates.
- We're still building out our team, and are hiring most heavily for:
 - Staff Relations
 - Recruitment
 - Accessibility
 - Diversity, Equity, and Inclusion
 - Nonprofit Grants teams most heavily.
 - Please let us know if you have any leads or are interested.
- A lot of pieces are moving behind the scenes right now, and hopefully we'll have more to share soon.

Infrastructure

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

- Lots of things happening behind the scenes.
 - [Including a new Staff Hotel benefit program]
- Hiring in multiple departments.
- Hope to have hotels launched soon.

Membership

Hannah Eulberg, Director of Membership, presented slides *[lightly copy-edited]*:

- Attendee Pre-reg: 1,293
- VIP: 9
- Pre-registration price: \$60 through April 13th
- What has the Membership team been up to?

- Department Reorganization:
 - Cosplay Repair and Staff Station are now being overseen by Operations
 - Accessibility is now being overseen by Chair
- Updated the military discount program
- Working on finalizing registration change that will speed up the registration check-in/purchase process
- Working on the Registration Hall layout
- Staff Titles and Levels Change
 - Starting with Kumoricon 2024, we are making changes to the way our staff organization chart works:
 - We are no longer using the “general”, “coordinator”, “manager”, “executive” rank system.
 - Instead, we are using a level system with five levels: L1, L2, L3, L4, L5.
 - Staff positions will now be identified by a team and by a title, displayed together.
 - Position titles will no longer include words for ranks (such as “coordinator” or “manager”). These words may appear in some titles but they no longer indicate a rank or level.
 - For more information, please visit www.kumoricon.org/staff-registration or speak to your directors.
- Staff Registration is live!
 - <https://www.kumoricon.org/staff-registration>
- Come be a part of Membership:
 - Registration Hall Assistant
 - Email Support
 - Area Manager (multiple teams)
 - Volunteer and VIP Leads
 - Registration Software Developers
 - Registration Hall Crew

Operations

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

- Team structure changes
- All new titles for majority of positions
 - Yojimbo, Hitsujikai, Shinobi, Ronin and Deshi are now retired titles.
- Independent Hotel team of Operations staff
- Cosplay Repair moved to Operations
 - No other changes aside from moving directorates
- Staff Station moved to Operations
 - Team structure overhauled to reflect new direction
- Incident Response team
 - Independently handling online incident reports and complex at-con incidents.
- Attendee Services
 - Crew: Roaming/Rotating entry level position, handling Policy Enforcement, Line Control and Peace-bonding
 - Specialist: Previous experience, same duties as Crew but may be called to lead with Line Control or Peace-bonding
 - Policy Support: Holding a non-Ops staff position, specialized training to assist with policy enforcement
 - [This position is the replacement for Deshi.]
- Operations Office
 - Admin Support: Stationary entry level position, handling Lost & Found and clerical needs
 - Specialist: Previous experience, same duties as Admin Support, but may be called lead Lost & Found or run errands as needed

- Cosplay Repair
 - Crew: Crafting/sewing experience, assisting cosplayers with the tools and supplies as needed
 - Specialist: Previous experience, supervising Crew and additional duties as needed
- Staff Station
 - Monitors: Stationary entry level position, maintaining quality control of provided food and supervising fair distribution
 - Planners: Research/reviewing contracts for food service
 - Logistics Manager: Overseeing all planning and coordination of Staff Station needs
- Incident Response
 - Support: Conflict resolution experience preferred, may not hold another active position, uphold confidentiality
- Email operations@kumoricon.org with questions or interest for these positions

Programming

Bennett Do, Director of Programming, presented slides [*lightly copy-edited*]:

- Programming Updates:
 - Established Programming Executive Team for 2024.
 - Reached out to potential managers and coordinators.
 - Revamping administrative processes.
 - Planning out timelines of our events.
 - Working with other department leaders and stakeholders to get the planning of our events going.
- Recruitment:
 - Manager, Live Events Team
 - Coordinator, Karaoke Team
 - Manager, Programming Office Team
 - Lead, Programming Booth
 - Other open positions

Publicity

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

- We have hired almost our entire executive team and most key managers
- We are working on the 2023 to 2024 website style transition
- Industry has requested a new sponsorship packet for 2024 and we are working hard on that!
- Our graphics team is putting together all the main graphics for the year
- We are working on getting 2023 photos uploaded to the website
- We have done a bit of maintenance to the public Discord to make it more user friendly, more is on its way!
- We are doing a series of organizing parties to get ready for the relaunch of our online merch sales
- I will be holding office hours on Fridays from 5:30-7:30 pm if you need to talk to me
- We are Hiring!
 - Organizer, Publicity Office
 - Assistant Manager, Marketing
 - Copy Editor, Marketing
 - Design and Layout, Graphics
 - Content Creator, Social Media
 - Content Developer, Website
 - Developer, Software
 - Discord Moderator, Moderation

- Twitch Moderator, Moderation
- Inventory Support, Merchandise

Relations

Drew Herget, Director of Relations, presented slides *[lightly copy-edited]*:

- Working on guest invites
- Meeting with vendors
- Connecting with other teams to coordinate efforts
 - Publicity and Programming mostly
- Hiring management staff
 - Looking for: Industry Manager, Industry Specialist, Academia Facilitator
 - industry@kumoricon.org
- Excited about everything

Secretary

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

- Membership meeting minutes are up to date
- We've transferred Staff Training to the Chair Department
- Action Item updates:
 - During the elections we heard a lot of feedback- the biggest take away was a call for better transparency from the executive board.
 - The Secretary team will be releasing a monthly report alongside these membership meeting minutes with key updates from the executive meeting minutes.
 - As mentioned during the elections public Q&A there are many things the board cannot report, for privacy and legal reasons– however, beyond that we hope these reports will allow everyone to see what actions are being taken by the executive board.
- Executive Meetings Summary [see attached]

Treasurer

James Bradley, Treasurer, presented slides *[lightly copy-edited]*:

- 2024 Spending Plan has been approved
- Tax work is progressing
 - [We have found a tax firm for this year and they are filing an extension request for us.]
- Cash flow is following projections so far

Outreach

Devin Hunter, Outreach Committee Chair, presented slides *[lightly copy-edited]*:

- The team is focused on securing booths for upcoming events and getting meetings scheduled. Outreach workgroup meetings are open to all staff so drop in whenever we are on the staff Discord server. The next meeting is: February 27 @ 7:30PM
- The next set of Outreach events are:
 - C3 Game Con on February 16 and 17 at the Corvallis Community Center (Team has already been selected)
 - Side Quest Expo on March 9 to 10 at the Portland Doubletree Hotel (We are selecting the team right now)

- GameStorm on March 21 to 24 at the Holiday Inn Columbia Riverfront in Portland. (I will be sending out recruitment emails soon / I sent out recruitment emails today) *[Secretary's note: The dates presented on the slides as March 27 to 24 were corrected verbally during the meeting]*

Devin also reported:

- We will be at Sakura-Con the following weekend from March 29 to 30 at the Seattle Convention Center. Brian will be sending out recruitment emails soon.
- There are currently 16 events planned for this year. The Outreach Calendar will be updated as events confirm.

Unfinished business

There was no unfinished business.

New business

There was no new business.

Good of the order

- Our first good of the order email of the year said:
 - “So one of my favorite animes, that time I got reincarnated as a slime, is getting a season 3 in spring 2024”
- The Hashira Training Arc of Demon Slayer is coming out this year, starting with a launch event where the final episode of The Swordsmith Village Arc and the first episode of The Hashira Training Arc can be viewed at participating theaters in IMAX on February 23, 2024!

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!

Adjournment

The meeting was adjourned at 1:39 pm by Amber Feldman.

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

Attachment: Executive Meetings Summary

The executive meeting summary as presented during the Secretary report:

The Executive Board has met 9 times since elections to handle business items. The following items were approved via out of meeting board actions:

- Staff Titles Policy Change.
- Military Discount Policy Change.

December 16, 2023:

- Hired Secretary and Treasurer.

December 17, 2023:

- Updated policies to allow the newly elected board to handle business on behalf of the convention.
- Discussed how to best handle reporting executive actions and minutes to promote transparency.
- Discussed the proposed change to the staff titles policy.
- Scheduled upcoming meetings and discussed action items for the Annual Spending and Planning meeting.

December 28, 2023:

- Approved the Interim Org Chart to allow vital staffers to be hired while the full Org Chart is reviewed and updated for 2024.

January 9, 2024:

- Annual staff review.
- Annual Spending and Planning meeting preparation - primarily budget discussion.

January 10, 2024:

- Training information on Kumoricon budgeting processes for new executives.
- Discussion to hold the Annual Spending and Planning meeting online this year to save money.
- Discussion about file management in google share drive.

Annual Spending and Planning Meeting - January 19, 2024 to January 21, 2024:

- Approved the 2024 Kumoricon spending plans - this process took all 3 days to complete.
- Approved the 2024 Kumoricon Org Chart.
- Reviewed the Ban and Block lists as required by the Organization Bylaws.
- Discussed Staff Perks to work into the spending plans where applicable.
- Finalized the 2024 Monthly Exec Meeting schedule.
- Finalized the 2024 Monthly Meeting of the Membership schedule.
- Began work on Strategic Planning initiatives to promote fundraising opportunities.

Attachment: Presentation slides

See file *kumoricon-minutes-member-20240210-attachment.pdf*