

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership on July 13, 2024, 1:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 1:05 pm by Amber Feldman, Chair.

Quorum count was skipped due to lack of proper meeting notice. No business items or minutes were voted on, and only reports were given.

Reports

Chair

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

- The picnic was a ton of fun. Thank you everyone who helped, and everyone who came out to join us!
- Strategic planning updates
- Chugging along
- Training Info Gathering Form/Survey*
 - *You must be a Kumoricon Staff Member to access this form!
 - [Please complete the form by July 24th.]
- Accessibility Awareness Knowledge Check of the Month:
 - Did you notice that we have less gifs? Gifs are great, but they can be a source of sensory overload or otherwise overwhelming and a source of distraction.
- [Chair is looking for:]
 - Nonprofit Grants Coordinator
 - Helps us find and apply for grants and other tools to utilize our 501(c)(3) status
 - Staff Relations Specialist
 - Manages the Staff Relations inbox and any reports that come in. Provides support to staff in need
 - Recruitment Liaison
 - Helps us build relationships with schools and websites to improve staff recruitment
 - Vice Chair
 - This position helps oversee all teams reporting to the Chair department, assists before and throughout the convention as a resource, and serves as a backup for the Chair.

Infrastructure

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

- Signed the Hyatt Contract for 2025.
- Artists' Alley/Small Press review is in progress and should finish at the end of the month.
- Hired additional staff for [the] Hotels team.
- Working with [the] Website team to launch the new staff hotel page.

Membership

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

- 2024 Current Registration Numbers:
 - Attendee Pre-reg: 3,029
 - VIP: 21
- Pre-Registration Price
 - \$70 through July 27th
- What has Membership been up to?
 - Looking into sponsorships for our VIP bags
 - Continuing to review membership policies and updated where needed
 - Super close to finalizing layout
- Friendly reminder for all Staff:
- Please make sure your personal staff details are up-to-date!
 - This includes, but is not limited to:
 - Preferred first/last name
 - Pronouns
 - Pronoun display
 - Shirt size
 - Emergency contact info
 - Allergies or medical conditions
 - Badge image
- If you haven't already done so, please make sure to review the new staff titles and levels change for Kumoricon 2024:
 - www.kumoricon.org/staff-registration
- Come be a part of Membership:
 - Registration Hall Assistant
 - Area Manager, Attendee Registration
 - Volunteer Lead
 - Registration Software Developers
 - Registration Hall Crew
- Staff Spotlight:
 - Registration Crew
 - Registration Crew work within one of four areas within the Registration Hall
 - General duties for all areas of the hall include customer service, tablet usage, and cash handling while checking in all those attending
 - Current Staff Count: 9 out of 200

Operations

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

- Shopping time!
- In progress projects:
 - Code of Conduct updates
 - Incident Reporting notifications
 - Staff Station catering options & vouchers
 - Digital Lost & Found portal
 - Ops training slide updates
 - Visibility Project - Ops folder reorganized
- Team Building: Thursday 7/18 @ 6:30PM PT
- Hiring [for] all Ops positions:
 - Staff Station & Dispatch - priority need!!
 - Attendee Services & Office - need more staff
 - Cosplay Repair Crew
 - Policy Support

- [This can be held by staff who hold a position in another department. You will be cross trained in the Code of Conduct by Operations and will be able to issue a first badge strike.]
- Questions can be sent to operations@kumoricon.org

Programming

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

- Our Event Coordinators are still working on updating their events and prepping it for announcements.
 - Currently open:
 - AMV contest (closes Aug 31, 2024 at 11:59pm PDT)
 - Panel Submissions (closes Aug 18, 2024 at 11:59pm PDT)
 - Updated Rule Pages:
 - Lip Sync
 - Idol Festival
 - Coming Soon:
 - Cosplay Contest (rule page)
 - More coming in the future
- What we have done in the last month:
 - Continue internal planning for our events
 - Collaborated with Relations to support logistic planning for guests
 - Met with Infrastructure about future space planning
 - Attended the Staff BBQ and provided stationery activities and an icebreaker event
- Recruitment
 - Office Support and Programming Booth Support
 - Customer Support for general inquiries. Prize Support. Button making.
 - Chibi Room Support
 - Provides support to youth focused panels
 - Craft Support
 - Provides support to our Cat Ears Station and assists in craft panels.
 - Karaoke Support
 - Helps with the Karaoke room and acts as KJ. May assist with the Karaoke contest.

Publicity

Amber Feldman, Chair, presented slides on behalf of Charly Youravish, Director of Publicity [*lightly copy-edited*]:

- What's happening in Publicity:
 - The 2025 Mascot Contest has been launched; entries must be submitted by August 15th, 2024.
 - New merch items featuring 8-Bit Neko and our new Pride Nekos will be available for sale at Portland Pride; stop by the Kumoricon Outreach booth to check them out.
 - We had an Ad in the Portland Mercury's June Pride Edition. Let us know if you've seen it!
 - All our Marketing teams (Social Media, Graphics, Copy Editing, and Website) are working hard to stay up-to-date with announcement requests and website updates, however, due to limited staff there are going to be delays. Please be patient as we work through all of the requests coming in. Our team leads will let you know realistic timelines for completion and keep you updated if they expect delays.
- Join a Publicity team:
 - Content Developer, Website
 - Developer, Software
 - Discord Moderator, Moderation

- Twitch Moderator, Moderation
- Inventory Support, Merchandise
- Organizer, Publicity Office
- Assistant Director, Publicity
- Copy Editor, Marketing
- Design and Layout, Graphics
- Content Creator, Social Media

Relations

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

- Cosplay Guest announcements!
 - Faeliae Cosplay
 - Black Bettie Cosplay
 - Eli Ebberts
- Industry Applications Open!
 - industry@kumoricon.org
- Finishing on Partner Table Application edits
- Lots of behind the scenes activities
- More Guests coming out soon!
- Open Spots
 - Green Room Support
 - Driver Supervisor
 - Drivers
 - Dispatchers
 - Gophers
 - Support, Autographs

Secretary

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

- Minutes are just about up to date.
- Staff are getting ratified.
- Secretary is hiring! If you're interested, email secretary@kumoricon.org. I'm looking for another Assistant Secretary and/or Executive Assistant.
 - Benefits of working with Secretary:
 - Very little at-con work, so there's more time to enjoy the convention!
 - Excellent work experience, looks amazing on a resume!
- Executive Meetings Summary
 - The Executive Board has met once since the last membership meeting to handle business items. The following items were approved via out of meeting board actions:
 - Hyatt contract signing approvals
- July 9, 2024:
 - Updated the educational and youth group discount policy
 - Discussed funding plan for 2025 guests
 - Promoted the Supply and Logistics Facilitator position to executive status
 - Discussed the strategic planning initiative
 - Discussed removing some animated gifs from Membership Meeting slides to better promote accessibility
 - Discussed executive meeting processes

Treasurer

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

- Revenue and expense tracking through June is finished
- Infrastructure supplies and equipment are palletized
- Working on an inventory and labeling system
- Open positions:
 - Treasury Support
 - Load-in/Load-out
 - Truck Drivers and Movers

Outreach

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

- The next set of confirmed outreach events are:
 - KuroNekoCon is July 19 to 21 at the DoubleTree hotel in Spokane, WA
 - Portland Pride is July 20 to 21 at Tom McCall Waterfront Park in Portland, OR.
 - Asian Celebration is July 27 at Alton Baker Park in Eugene, OR.
- Thank you all for your support!

Good of the order

- Joelliuz A. sent an email to Good of the Order:
 - A new anime "shikanoko nokonoko koishitantan" [My Deer Friend Nokotan] just started airing this season. I would highly recommend it if you like Nichijou [My Ordinary Life] or insane anime."

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 1:33 pm by Amber Feldman, Chair.

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

Attachment: Presentation slides

See file *kumoricon-minutes-member-20240713-attachment.pdf*