

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership on August 17, 2024, 12:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 12:11 pm by Marie Jackson, Secretary.

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 733 total, with 20 needed to reach quorum.

Minutes

The minutes from the membership meeting of June 15, 2024 and July 13, 2024 were approved without objection.

Reports

Chair

Marie Jackson, Secretary, on behalf of Amber Feldman, Chair, presented slides *[lightly copy-edited]*:

- Accessibility Awareness
 - When creating emails, documents, or other forms of information between teams and colleagues. Keep in mind fonts, font sizes, and color contrast.
 - Font examples: Fonts without tails (San Serif, Verdana, Calibri) Times New Roman is not an accessible font.
 - Font sizes examples: 12 through 16 pixels (documents/emails). Minimum 20 pixels (presentations)
 - Color contrast tool: <https://webaim.org/resources/contrastchecker/>
 - (Please note, this is separate from official documents created internally or public facing, as those go through an official internal review process.)

Infrastructure

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

- Staff hotels page is live. Please email hotel@ with questions.
- Hiring hotel specialists to help the hotel team field questions.
- Hiring for facilities this year. Work will look very different from previous years.
- Hotel Program FAQ:
 - Placement at the Hyatt is not guaranteed. Priority is given to accessibility needs, staff who work in the Hyatt, and staff whose jobs require them to be at the OCC first thing for opening or closing (6A/12A).
 - Non-staff can stay in your hotel room, but you will need to pay for their portion of the room (we will send you an invoice).
 - Staff who stay at the DoubleTree get free breakfast for two people per day for each day of their stay.
 - We will have TriMet passes for everyone who stays at the DoubleTree.

- If you have an existing Hyatt or DoubleTree reservation, please include it on the form. Please note that having an existing reservation does not guarantee placement at that hotel under the program.
- Please note that everyone in the room must complete the form. This is to ensure that all roommates agree to rooming together.

Membership

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

- 2024 Current Registration Numbers
 - Attendee Pre-reg: 3,596
 - VIP: 29
- Pre-Registration Price: \$80 through November 2nd
- What has Membership been up to?
 - Updated the Educational and Youth Group Discount Policy, applications are available now at: <https://www.kumoricon.org/group-discount>
 - Administrative business (printing, ordering, and meetings)
- 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:
 - Area Manager, Attendee Registration
 - Volunteer Lead
 - Registration Hall Crew
- Staff Spotlight:
 - Volunteer Lead
 - Volunteer Lead works to assist volunteers from the Registration Hall
 - General duties for this area include working with attendees who would like to volunteer limited hours to assist Kumoricon in operating, presenting volunteer benefits, and being self-reliant on running the Volunteer booth within the hall

Operations

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

- Staff Station:
 - Finalizing plans with OCC
- In progress projects:
 - Code of Conduct training to commence starting in September
 - Line layout mapping & backup plans
 - Signage mapping
- Team Building: Saturday 8/31 @ 8:00PM PT

- Code of Conduct
 - Applies to EVERYONE
- Hiring all Ops positions:
 - Staff Station & Dispatch - priority need!!
 - Attendee Services & Office - need more staff
 - Cosplay Repair Crew
 - Policy Support
- Questions can be sent to operations@kumoricon.org

Programming

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

- Conducted a Programming All-Leadership meeting
- Supporting Managers and Coordinators with their programming content
- Collaborating with other departments to solve barriers
- Internal planning for for all events in general
- Open Events/Sign Up:
 - Cosplay Cabaret Cosplay
 - Cosplay Lip Sync
 - Fan Fiction
- Closing:
 - Panel Submission (8/18/2024 at 11:59pm)
 - AMV Contest (8/31/2024 at 11:59pm)
- Coming Soon:
 - Ballroom Information
 - Fan Art Contest
 - Gunpla Contest
 - Idol Festival
 - Cosplay Chess Submissions
 - Karaoke Contest
- Staff recruitment:
 - Ballroom Support - Provides customer service and helps with the dance
 - Main Events Support - Assists with technical support for major events
 - Karaoke Support - KJ at the karaoke room and supports the contest
 - Console Support - Assists in the gaming hall with customer service
 - Chibi Support - Assists with panels tailored towards younger generations

Publicity

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

- What's happening in Publicity:
 - Graphic design, signage & print requests for con need to be submitted to Publicity no later than September 15th. I apologize for the need to move the date up, but the convention is super early this year, and we need time to get everything designed and printed! Thanks for your understanding, and sorry for the inconvenience.
 - We have added a new #social-media-support channel in the Kumoricon staff Discord, so if you see something going on that our team needs to address, please let us know. It's in case of emergencies mostly, so use it wisely.
 - We are working on new and exciting Merchandise for 2024, and we are super excited about it.
- 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]*:

- Working on some Industry contracts
- Finalizing some details with Guests
- Will see guest announcements in the next few weeks!
- Staff wanted:
 - Dispatcher
 - Gophers
 - Drivers
 - Support Staff
 - Autographs
 - Industry
 - Green Room and Lounge

Secretary

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

- Ratifications are up-to-date, and minutes are current, pending approvals.
 - Directors, if you have someone you need urgently ratified, please reach out to Secretary in Discord. We are doing our best to stay current, but Secretary is now just Marie and Stephen.
- Secretary is looking to hire an Executive Assistant and an additional Assistant Secretary.
 - Please email secretary@kumoricon.org if you are interested.
- Executive Meetings Summary:
 - The Executive Board has not met since the last membership meeting.
 - The following items were approved via out of meeting board actions and are pending ratification:
 - 2025 OCC Contract Addendum
 - 2025 Courtyard Marriott Room Block
 - 2025 DoubleTree by Hilton Group Sales Agreement

Treasurer

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

- Revenue and expense tracking through July is almost finished
- Open positions:
 - Treasury Support
 - Load-in/Load-out
 - Truck Drivers and Movers

Outreach

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

- We have now completed 9 of our 14 targeted events:
 - KuroNeko Con was a lot of fun, and a well run event. It's worth the 7 hour drive!
 - Portland Pride Festival went great! People were excited to see us and express how much they were looking forward to Kumo.
 - Asian Celebration is growing and it was full of different community groups to connect with. We talked to a lot of grandparents there.
- If you want to help out with organizing future events, the next Outreach Team meeting is August 27 @ 7:30PM on the staff discord.
- The next set of confirmed outreach events are:
 - Rose City Comic Con is September 6 to 8 at the OCC in Portland, OR
 - Ani-Medford is September 21 to 22 at Rouge X in Medford, OR. This is a brand-new venue for this event.
 - Portland Retro Gaming Expo is September 28 to 29 at the OCC in Portland, OR. While we won't be there on Friday, the free-play arcade will be open.
- Thank you all for your support!

Unfinished business

There was no unfinished business.

New business

There was no new business.

Good of the order

- Devin Hunter noted the Hollywood Theater has an upcoming screening for *Patlabor 2: The Movie* as part of their Mecha Panic series.
 - <https://hollywoodtheatre.org/show/patlabor-2-the-movie/>
- Hannah Eulberg noted Studio Ghibli Fest is still playing in theaters nearby. *Whisper of the Heart* and *The Cat Returns* are the next screenings.
 - https://gkids.com/ghiblifest/?gad_source=1&gclid=Cj0KCQjwIIG2BhC4ARIsADBgpVT46NZ76IHafyAIV3gryhTel57rhwI4CJOwS0YDOYLiHHIZbxslAnQaAq1gEALw_wcB
- A clarifying question was asked about what the Gunpla Contest is.
- Leon Lewis clarified staff hotel approvals will be sent after the form closes on September 20.
- A question was asked about what a Guest Gopher does at con.
- A clarifying question was asked about the Code of Conduct reminder to staff.
- A clarifying question was asked about qualifications required for Code of Conduct enforcement as an Operations staff member.
- Ange Abuyen clarified that Policy Enforcement is a position that is held in addition to another staff position in a different department. Holding this position means you will be cross-trained in Operations.
- Marie Jackson provided a reminder about the education credit policy.
- A clarifying question was asked about holding multiple staff positions.
- A clarifying question was asked about how Staff Hotel rates work if the room is shared with non-staff attendees.

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 1:02 pm by Marie Jackson, Secretary.

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

Attachment: Presentation slides

See file *kumoricon-minutes-member-20240817-attachment.pdf*