

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership on September 14, 2024, 1:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 1:00 pm by Amber Feldman, Chair.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 35 members signed in as present out of 452 total, with 20 needed to reach quorum.

Minutes

The minutes from the membership meeting of August 17, 2024 were approved without objection.

Reports

Chair

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

- A lot of projects are still in motion, but when we have major updates, we'll communicate them.
- In process projects include:
 - Continued work on Strategic Planning initiatives
 - Planning Opening and Closing Ceremonies
 - Planning the location for the in-person staff meeting in October
 - Planning Staff Appreciation Dinner
- Accessibility awareness:
 - Designating accessible paths of travel, seating, and other facilities helps not only wheelchair users, but other mobility aid users, service dog handlers, people with visual impairments, and more!
 - Did you know it's common for people with mobility-related disabilities to have more difficulty standing in line than walking? Standing in the same place for an extended time, or even a few minutes, puts different stresses on the body than walking, running, and other methods of locomotion.
 - Even if you're not disabled, pay attention to your body while you wait in line and avoid locking your knees. Shift your weight, stretch, and drink water!
- Hiring needs:
 - Nonprofit Grants Coordinator
 - Staff Relations Specialist
 - Recruitment Liaison
 - Accessibility Support
 - Training and Development Specialist
 - Charity Auction Support
 - EDI Specialist
- If you're interested, email chair@kumoricon.org with questions or go to kumoricon.org/staff-registration to apply!

Infrastructure

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

- Staff Hotel form is closing soon. If you are staff and want to take advantage of this program, please complete the form ASAP.
- As a reminder, space in the Hyatt is NOT guaranteed for everyone.
 - [it was noted that staff who have emailed about pre-existing Hyatt reservations need to send infrastructure their reservation. They are doing their best to accommodate those reservations.]
 - [Most of the hotel room requests have been allocated, and the Hotels team hopes to send out the details soon.]
- Working on various projects behind the scenes.
- Hiring for various leadership positions. Please reach out to infrastructure@ if you have any questions

Membership

Emily Vuong, Assistant Director, Membership, on behalf of Hannah Eulberg, Director of Membership, presented slides *[lightly copy-edited]*:

- 2024 current registration numbers:
 - Attendee Pre-reg: 3,945
 - [4,000 at time of meeting]
 - VIP: 30
- Pre-registration price:
 - \$80 through Nov 2nd
- What has Membership been up to?
 - Working on multiple design projects for the Registration Hall
 - Finalizing VIP item choices
 - Administrative duties (emails, meetings, and projects)
 - Registration changes [for] 2024 (<https://www.kumoricon.org/?p=10092>)
 - [These changes are due to moving to a new registration system this year.]
- Educational Group applications:
 - Kumoricon is happy to announce that we will once again be offering group discounts to nonprofit educational youth groups! These include organizations like anime clubs or groups that are a part of a larger nonprofit organization (like a school), or other nonprofit organizations.
 - If you're not sure if you fit the qualifications listed on the website, please don't be afraid to apply! Each group will be evaluated on a case-by-case basis.
- Volunteer applications:
 - Within Kumoricon, when we say "volunteer", what we mean is someone who has purchased a regular attendee membership for Kumoricon and is willing to donate at least four hours of time to the convention.
 - None of our volunteers are paid, but we do have rewards based on the number of hours registered attendees are willing to volunteer, including badge ribbons, a special volunteer t-shirt, and more!
- Come be a part of Membership:
 - Staff spotlight:
 - Lead, Volunteers
 - The Volunteers Lead is perfect for someone who is self-reliant, has leadership skills, and is willing to work with general attendees in our volunteer program to find them the best spot to assist in.

Operations

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

- Staff Station:
 - Catering feedback form closed
 - Received 76 responses
 - Menu is finalized; will submit to Oregon Convention Center soon
 - Relocation to VIP D
 - Big “Thank You” to everyone that said “Yes” to volunteering additional time to help with Staff Station if needed.
 - [Vouchers are a single transaction use and must be used in their entirety. If you do not use the full \$15, you will not be refunded the difference. If you spend over \$15, you will need to pay the difference.]
- Code of Conduct Training has begun!
 - If you are interested, there is one today!
 - Helps us have more eyes on the floor.
 - Reminder that the Code of Conduct applies to both Staff and Attendees.
 - [Cosplay is not exempt from the Code of Conduct pertaining to clothing.]
 - Sign up by emailing operations@kumoricon.org or letting your lead know.
- Training dates and times are:
 - September 14, 2024 (today) - 3:00 pm
 - September 19, 2024 - 6:00 pm
 - September 25, 2024 - 7:00 pm
 - October 3, 2024 - 6:00 pm
 - October 12, 2024 - 3:00 pm (In person)
 - October 16, 2024 - 7:00 pm
 - October 24, 2024 - 6:00 pm
 - November 2, 2024 - 3:00 pm
- Other completed projects:
 - Line mapping finalized
 - Room layouts finalized
 - Hours finalized
 - New email addresses
 - Products and equipment ordered and received.
- Projects in progress:
 - Updating Code of Conduct
 - Layout for Staff Station
 - Mapping of Operations signs
- Needed staff positions:
 - Staff Station - critical
 - Dispatch - critical
 - Attendee Services
 - Operations Office
 - Cosplay Repair Crew
 - Policy Support
- Next team-building session:
 - When:
 - Friday, September 20, 2024
 - Time: [7 pm]
 - Location: Online - Staff Discord

Programming

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

- What's happening in Programming?
 - Connected with Event Managers and Event Coordinators to support them on their projects.
 - Conducted a locker visit for inventory.
 - Panels team is working hard on panel selections and scheduling.
 - Worked with Industry on finding potential vendors for new content in 2025.
 - Worked with other departments on process improvements.
- Programming events and contest status:

Name	Status	Deadline
AMV Contest	Closed	8/31/2024
Lip Sync	Open	9/27/2024
Cosplay Contest	Open	10/4/2024
Idol Contest	Open	10/18/2024
Cosplay Chess	Open	10/21/2024
Cosplay Cabaret	Open	10/28/2024
Fan Fiction Contest	Open	Novel Deadline: 10/11/2024 Novella Deadline: 10/18/2024 Final Deadline: 11/1/2024
Fan Art Contest	Opening soon	
Gunpla Model Showcase	Opening soon	
Karaoke Contest	[Open as of time of meeting]	[10/5/2024]

- Recruitment!
 - Looking for support staff for:
 - Karaoke Room
 - Programming Office
 - Programming Booth
 - Crafts
 - Video Gaming
 - Cultural Gaming
 - Panel Technicians, Panels Team

Publicity

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

- As a reminder to staff, the deadline for submitting design and print requests is September 15th. Requests can be submitted after that time however, we make no guarantees that they will be available at con.
- We have started ordering merch for 2024!
- Digital Marketing has launched our first Facebook ad of the year!

- The Graphics team is hard at work on many of your more creative projects and will soon transition to things like maps, the pocket guide, and signage. If you have something that needs a creative hand, please submit it ASAP.
- We have an ad coming out in the October issue of *PDX Parent*.
- 2025 Mascot Contest has closed. We are working with Website to get the voting up for staff.
- Join a Publicity team:
 - Content Developer, Website
 - Developer, Software
 - Discord Moderator, Moderation
 - Twitch Moderator, Moderation
 - Inventory Support, Merchandise [Urgent need]
 - Organizer, Publicity Office [Urgent need]
 - 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*]:

- Getting our Guests rooms and flights
- Reading through Guest Requests
- Planning cool events with Programming
- Excited to share everything with you all!
- Guest announcements:
 - Xander Mobus
 - Michelle Ruff
- Musical guests:
 - Scottaconda
 - Khék
- Want to help?
 - Dispatcher, Relations Logistics
 - Gopher, Relations Logistics
 - Liaison, Guests
 - Support, Autographs
 - Green Lounge Support, Hospitality
 - Green Room Support, Hospitality

Secretary

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

- Minutes are up-to-date.
- We're continuing to power through ratifications as they come in.
- 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 met twice since the last membership meeting.
 - August 17:
 - Approved issuing refunds due to Kikuo being unable to attend.
 - Approved spending increases to Membership's budget.
 - Began revisions to the Code of Conduct.

- September 10:
 - Voted on multiple Infrastructure-related items.
 - Approved acquiring space for Staff Station this year.
 - Approved membership pricing for next year.
- There were no new out of meeting board actions.

Treasurer

Trevor McClung, Facilitator, Supply and Logistics, on behalf of James Bradley, Treasurer, presented slides *[lightly copy-edited]*:

- We have a pallet stacker!
- Revenue and expense tracking through August is almost finished.
- Locker is getting modernized: racking labels with space for QR codes in the future have been installed.
- Open positions:
 - Treasury Support

Outreach

Brian Mathews, Facilitator, Outreach, on behalf of Devin Hunter, Lead, Outreach, presented slides *[lightly copy-edited]*:

- We have now completed 11 of our 14 targeted events:
 - Resin Rose BJDE - A low key event that was a lot of fun.
 - Rose City Comic Con - A great event where we talked to a ton of people and had a good time.
- If you want to help out with organizing future events, the next Outreach Team meeting is Oct 1 @ 7:30PM on the staff discord.
- The final set of confirmed outreach events are:
 - Super Queer Fun Fair is September 21 at the Newport Community Center in Newport, OR. This is a short, 4-hour, event that is a lot of fun!
 - 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

Good of the order is accepting submissions!

- You can email good.of.the.order@kumoricon.org!
- An email was received from Richard M.:
 - Here are the list of anime I've been watching recently:
 - The Elusive Samurai

- That Time I Got Reincarnated as a Slime
- Dungeon People
- The Strongest Magician in the Demon Lord's Army Was a Human (Wanted to watch this next)
- A question was asked about TriMet services after midnight to the DoubleTree. Information about planning a trip on TriMet can be found on trimet.org or by calling TriMet Customer Support at 503-238-RIDE.
- A question was asked about simulated blood as part of cosplays. Ange clarified anything that does not leave a mark or alarm attendees is generally acceptable.
- A question was asked about restrictions on swords and blades for cosplay. Ange specified that live steel is generally not allowed, and will typically be peacebonded in a way that prevents it from being removed from the sheath.
- A question from a multimedia staffer was asked about rules and expectations for taking photos during the Cosplay Contest. Brianna asked to have questions from staff sent to multimedia@kumoricon.org.

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 1:59 pm by Amber Feldman, Chair.

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

Attachment: Presentation slides

See file *kumoricon-minutes-member-20240914-attachment.pdf*