

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership

on May 24, 2025, 1:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 1:01 pm by Robert Trotter, Chair.

Quorum was not met until after Team Building, and approval of minutes was skipped until quorum was met.

In total during the meeting, 21 members signed in as present out of 711 total, with 20 needed to reach quorum.

Minutes

The minutes from May 3, 2025 were approved without objection.

Reports

Chair

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

- Accessibility Awareness - Executive Dysfunction
 - Executive function: the ability for the brain to control thoughts, emotions, and behavior.
 - Common for: ADHD, Autism, brain damage, mood disorders, degenerative neurological diseases, psychological trauma
 - <https://my.clevelandclinic.org/health/symptoms/23224-executive-dysfunction>
- Join the Accessibility team: <https://www.kumoricon.org/open-positions>
 - The Accessibility team is looking to fill open positions in L2 Accessibility Support and Main Events Interpretation. Please visit <https://www.kumoricon.org/open-positions> for more information.
- Staff BBQ June 29th
 - [Please RSVP via the link sent to all staff over email. A reminder email will be sent in the middle of the upcoming week.]
- Helping other teams with different projects
- Equity, Diversity, and Inclusion Team (EDI) update:
 - The team is expanding and we are looking for people with related skills to fill our new positions:
 - LGBTQ+ Specialist
 - Women and Gender Specialist
 - Religion and Culture Specialist
 - Analyst and Trainer
 - Apply at: <https://www.kumoricon.org/open-positions>
 - If you or anyone you know is interested, we are looking for people that have experience in:
 - Good communication and interpersonal skills.
 - Ability to follow and create procedures.
 - Good organizational skills and attention to detail.
 - Proven ability to work independently and accept supervision.
 - Proficient computer skills, including Google programs and the Internet.
 - Experience in advocacy, identities, and challenges of Equity, Diversity, and Inclusion.

- For the Analyst and Trainer position [we are looking for]:
 - Experience in analysing organizational structure.
 - Experience being a trainer or providing instruction, and creating training material.
 - Data collection and analysis.
 - For any questions regarding these positions, please email Inclusion@kumoricon.org

Infrastructure

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

- Ongoing work behind the scenes on various projects.
- Running a little behind with hotel blocks, but hope to get them open soon.
- Still hiring L1 and L2 positions in certain sub departments, but leadership positions have been filled.

Membership

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

- 2025 current registration numbers:
 - Attendee pre-reg: 3,021
 - VIP: 10
- Pre-registration price:
 - \$80* through Aug 2nd
 - *card processing fees applied at checkout
- What we've been up to:
 - Working with Industry, KumoriMarket, and other local companies to source fun, custom VIP items for our goodie bag. Theme this year: Things you need to have the best convention!
 - Sakura-Con forms have been input and information added to profiles; Chibi Chibi forms are in the works!
 - Starting on design and print requests for the year: VIP, badges, signs, floor stickers, info packets... Maybe some special exec badges?
- Attendee Volunteers:
 - Kumoricon is looking for Attendee Volunteers, those who have purchased a regular attendee membership for Kumoricon, who are willing to donate at least four hours of their time during Kumoricon 2025!
 - It's a great way to test whether you want to make the bigger jump to staff next year.
 - If you can spare some time to help out, it would be greatly appreciated! To sign up, [visit <https://www.eventeny.com/events/volunteer/application/?id=9462>], or visit our website under "Staff Registration" for more info.
- We're hiring!
 - Info Booth
 - Manager
 - Crew
 - Registration Hall
 - Crew
 - Attendee Registration
 - Area Manager
 - Shift Lead
 - Staff/Specialty Registration
 - Support
 - Volunteers
 - Lead
 - Registration Software

- Support

Operations

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

- Manager & Supervisor General Training
- Radio Etiquette Training
 - [Slides for this training are currently undergoing copy editing.]
- Preliminary inventory check at locker
 - Purging unnecessary assets and supplies
 - Compiling list for restocking
- Discussed Internet needs with OCC [in collaboration with Infrastructure]
 - Utilizing WiFi instead of hardline internet
- Staffing highlight:
 - Administration:
 - Looking for individuals with great organizational skills
 - [This position works a lot with Lost and Found and radio dispatches]
 - Providing friendly and professional customer service
 - [This position is generally more laid back than on-the-floor staff.]

Programming

Steven Garcia, Assistant Director, Programming, on behalf of Bennett Do, Director of Programming, presented slides *[lightly copy-edited]*:

- [Bennett is currently at the locker with some other Programming staff completing inventory.]
- Collaborating with Event Managers and Coordinators on their events which includes:
 - Updating forms and event information.
 - Coordinating and scheduling event launch dates over the next few months.
 - [Please keep an eye on the website and social media for announcements.]
- Panel Applications are now open!
 - This is not a first-come, first-served process, so take your time to carefully plan your panel and complete the application.
 - Deadline will be August 1st, 2025.
- Hiring spotlight:
 - Support, Main Events
 - At-con position supporting Main Events spaces. Assist with the setup, teardown, and operation of theater technology.
 - Support, Programming Booth
 - Provide panel information to attendees.
 - Handle event sign-ups, Cosplay Scavenger Hunt, button-making, and distribution of age 18+ hand stamps.
 - [Please visit the Open Positions page of the website for more information and to apply.]

Publicity

Jessica Ulibarri, Director of Publicity, presented slides *[lightly copy-edited]*:

- Things to report:
 - The Press Team is working on finalizing press applications and the Press Page on the website.
 - Email signature template has been added to the Staff Portal under Staff Communication Tools.
 - 2026 Mascot Contest is in the works and should launch soon.
 - [This contest may launch the week of May 25th.]

- Working on Merchandise items for this year.
- We are hiring:
 - Assistant Director for Publicity
 - Project Manager for Graphics
 - Team Lead for Website
 - Developer for Website
 - Support for Groupware
 - Moderation for Social Media
- Things to remember when submitting requests to Publicity:
 - When you are submitting requests to Publicity for either website updates, announcements, or graphics, please make sure to **specify a date** that you want or need the project completed/announced by.
 - [If a date is not given, the team will make a best guess.]
 - All items that will be consumed by the public (this includes staff) must be run past Copy Editing and Branding to make sure it meets Kumoricon's Branding Standards.
 - If you are looking to make an announcement on social media, please make sure you are also make a request to Graphics for the announcement image.
 - [Please make sure to make a separate request to both teams.]
 - If you are looking to make changes to something on the website and want it announced by social media once done, please make sure you are submitting separate requests to both teams.
 - If something is being announced on the website and social media, please be aware that it must first be posted on the website and the social media announcement will be posted within 24 hours of the website post going live.
- 2025 Design & Print Deadlines:
 - Requests that **require design and/or layout** to be done by Kumoricon's Graphics Design Team must be submitted by **Saturday, September 13, 2025**.
 - Information for the printed Pocket Guide: **Hours, Locations, Policies & Procedures**, needs to be submitted by **Saturday, September 27, 2025**.
 - Requests with **print-ready files provided by the requester** must be submitted by **Saturday, October 11, 2025**.

Relations

Amber Feldman, Director of Relations, presented slides *[lightly copy-edited]*:

- [Many things are still in the works, and there are no new updates from the meeting a few weeks ago.]
- Hiring spotlight:
 - **Assistant Guest Manager**: Focuses on aiding Guest Manager in all tasks relating to guest acquisition and hospitality.
 - **Industry and Sponsorship Manager**: Focuses on coordinating with industry and cultural guests as well as partner tables, and reaching out for sponsorship opportunities.
 - **Relations Logistics Manager**: Manages the Relations Office at con; pre-con, helps with coordinating all logistical needs, booking guest flights, and leading the driver and gofer teams.

Secretary

Stephen Weber, Secretary, presented slides *[lightly copy-edited]*:

- [Stephen is currently helping run the Outreach booth at Furlandia.]
- Minutes and ratifications are current again.
- I am currently on jury duty, so Secretary things may take longer than normal for me to process.
- I am looking for two Assistant Secretaries, an Executive Assistant, and an Elections Coordinator. Please email **secretary@kumoricon.org** to apply.

- Executive meetings summary:
 - The executive board has met once since the last membership meeting.
 - May 17, 2025:
 - Approved a spending increase to renew our trademark registrations.
 - [We are currently due for our 9th/10th year renewals.]
 - Discussed logistics for trick-or-treating at con.
 - Out of meeting board actions:
 - Approved changing the second membership price increase to May 5th.
 - This was to accommodate the Golden Week sale that was in process when the deadline was originally set.
 - Approved modifying headcount in Infrastructure.
 - We added another OCC Assistant Liaison, removed one Office Lead, and added another Assistant Director.
 - Created the position of IT Specialist in Infrastructure.
 - Promoted the Contest and Theater Leads for AMV Contest from L2 to L3.

Treasurer

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

- Money coming in; bills going out.
- Still working diligently on bookkeeping software issues.
- Locker days June 6th & 7th.

Outreach

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

- [The team is currently at Furlandia at the Portland Airport Sheraton through Sunday, May 25th.]

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!

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.

Team building

- Next session: 06/14/2025
 - Activity: Cook Along Bento Making
 - Time: 12:00 pm - 2:00 pm
 - Location: Kumoricon Staff Discord, hangout-and-fun-a
- Recipes being covered:
 - Tuna Onigiri
 - Omu-Rice
 - Sashoku Dango
- [Ingredients needed:]
 - Tuna Onigiri
 - Cooked white rice
 - Canned Tuna (drained)
 - Mayo
 - Nori sheet (seaweed)
 - Soy sauce
 - Salt
 - Omu-Rice
 - Eggs
 - Chicken
 - Onion
 - Green pepper
 - Ketchup
 - Salt & pepper
 - Sanshoku Dango
 - Rice flour
 - Hot Water
 - Sugar
 - Matcha powder or green food coloring
 - Strawberry powder or red food coloring
- Next session: 06/24/2025
 - Activity: Among Us
 - Time: 7:00 pm - 9:00 pm
 - Location: Kumoricon Staff Discord, hangout-and-fun-a

Anime Movie Minute

- [Secretary's note: The below details were read by Amber during the meeting and posted to the Meeting Chat channel in the Public Discord. Heather was unavailable to provide slides for this meeting.]
- *Ado SPECIAL LIVE 'Shinzou'*
 - May 28th and May 31
- *DAN DA DAN: EVIL EYE* (AKA Season 2 first 3 episodes)
 - June 6th
- *BLACK JACK: THE MOVIE*
 - June 15th at The Hollywood Theater
- *The Secret World of Arrietty*
 - June 22 – June 24

Adjournment

The meeting was adjourned at 1:30 pm by Robert Trotter, Chair.

Submitted, and revised and approved by the members,
Stephen Weber, Secretary

Attachment: Presentation slides

See file *kumoricon-minutes-member-20250524-attachment.pdf*