

# **Kumoricon / Altonimbus Entertainment**

## **Regular Meeting of the Membership**

### **on July 26, 2025, 1:00 pm**

### **Via Discord and Twitch**

## **Call to order**

The meeting was called to order at 1:03 pm by Robert Trotter, Chair.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 23 members signed in as present out of 753 total, with 20 needed to reach quorum.

## **Minutes**

The minutes from June 28, 2025 were approved without objection.

## **Reports**

### **Chair**

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

- Accessibility Awareness - Mobility Aids:
  - Mobility aid: A physical device used by a disabled person to help them navigate a space safely, comfortably, and with minimal assistance.
  - Some mobility aid users do not need to use their device all the time - that's up to them, and it doesn't mean they need it any less in other situations!
  - Mobility aids used to help with disabilities do not need to be peace bonded.
  - Don't touch a mobility aid without permission, and give them space!
- Staff BBQ went great!
- Working behind the scenes to help other departments.

### **Infrastructure**

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

- Hired a new Convention Center Liaison.
- Working on satellite hotel contracts for 2026 and 2027.

### **Membership**

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

- 2025 current registration numbers:
  - Attendee pre-reg: 3,541
  - VIP: 16
- Pre-registration price:
  - \$80\* through Aug 2nd
    - [Next price increase will be \$90.]

- \*card processing fees applied at checkout
- What we've been up to:
  - Questions about staff sign ups? Reach out to [staff.registration@kumoricon.org](mailto:staff.registration@kumoricon.org).
  - Worked with the board to narrow down volunteer benefits to match policy.
  - Locker Meetup with Membership team.
  - Meeting with the Registration Software team about staff and guest badges.
  - Office hours will be every other Monday, starting on July 28th, from 7 to 9pm PT.
- Come be a part of Membership:
  - Crew, Registration
  - Area Manager, Attendee Registration\*
  - Shift Lead, Attendee Registration\*
  - Area Manager, Staff Registration\*
  - Support, Staff Registration
  - Support, Specialty Registration
  - Lead, Volunteers
  - (Asterisks on the end need previous experience)

## Operations

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

- Collaborative OCC walkthrough August 2, 2025.
- Training rollout:
  - Radio Etiquette starting in August (all staff).
  - Code of Conduct TBD. Hosted by Training & Development Team (all staff).
  - Line Management, Peace-Bonding, Lost & Found TBD (Operations only).
- Shopping supplies
- Staffing highlight:
  - Administration:
    - Looking for individuals with great organizational skills.
    - Provide friendly and professional customer service.

## Programming

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

- Continued working with Event Managers and Event Coordinators with their events and logistics.
- Working with other departments on Opening and Closing Ceremonies.
- Working on catering logistics for multiple events.
- Conducted a few locker visits.
- Open sign-ups and deadlines:

Name	Status	Deadline
Panels	Open	8/1/2025
AMV Contest	Open	8/2/2025
Lip Sync	Open	8/15/2025
Cosplay Contest	- Rules are up - Opens on 8/24	

- Hiring spotlight:
  - Programming Booth
    - Provide 18+ stamps.
    - Help with Programming Scavenger Hunt.
    - Answer questions regarding specialty events.
  - Programming Office
    - Support with Prize Support.
    - Answer general questions.
    - Sell tickets for special events.

## Publicity

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

- Things to report:
  - Mascot Contest is still ongoing. We have [13] entries so far.
  - We've signed an advertising contract with *Willamette Weekly*.
    - Our first ad was in the July 23rd print issue.
  - Social Media Team has a mandatory team meeting this Tuesday, July 29th.
  - Graphics and Merchandise teams are working on finalizing this year's merch order; we are super excited for some of this year's new items.
  - Many of our team members are taking some time off for summer plans. Please be patient if some responses are delayed due to real life commitments.
- We are hiring!
  - Project Manager for Graphics:
    - Responsible for ensuring work is scheduled and on-track for completion.
    - Is responsible for establishing, implementing, and maintaining a process through which consultation can occur, specifications can be collected, and projects can be assigned and prioritized.
    - Works with the Lead Designer to oversee the workflow and output of the team, prioritizing and assigning projects.
    - Works with the Lead Designer to provide guidance on project timelines.
    - Schedules and co-leads regular team meetings to discuss projects and priorities for team members and to address questions or concerns regarding expectations of the team.
  - Team Lead for Website:
    - Works with the Senior Developers to manage the workflow and output of the Website team, prioritizing and assigning projects.
    - Works with the Senior Developers to provide guidance and leadership on projects.
    - Oversee the technical design, implementation, and content for the [www.kumoricon.org](http://www.kumoricon.org) website, as well as related services such as email and access management.
    - Schedules and co-leads regular team meetings to discuss projects and priorities for team members and to address questions or concerns regarding expectations of the team.
  - For more information visit:
 

<https://www.kumoricon.org/staff-application?position=project-manager-graphics>
- 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**.

- 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.
  - All items that will be consumed by the public (this includes staff) must be run past copy editing & 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 making a request to graphics for the announcement image.
  - If you are looking to make changes to something on the website and want it announced by social media once completed, 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.

## Relations

Robert Trotter, Chair, on behalf of Amber Feldman, Director of Relations, presented slides *[lightly copy-edited]*:

- Nothing to report now.
- More to come soon™.

## Secretary

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

- Minutes are current.
- Ratifications are current.
- If you applied for a staff position some time ago and haven't been ratified yet, please make sure you have taken the staff quiz. This must be done annually and is the most common reason an application has not made it to me for ratification.
- [Working to fix a late Annual Report filing for The State of Oregon.]
- Executive meetings summary:
  - The executive board has met once since the last membership meeting.
  - July 19, 2025:
    - The Mission Statement and Core Values for Altonimbus Entertainment are being sent for copy editing before a formal vote to enact.
    - Approved a modification to the number of hours required to be worked before an Attendee Volunteer is eligible for a food voucher.
  - Out of meeting board actions:
    - Approved the 2026 and 2027 contracts for Hotel Eastlund.

## Treasurer

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

- Another relatively quiet month.
- Paying bills, selling memberships.
- Still looking for folks willing to help round up and count cash at con.

## Outreach

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

- This year, our main expansion target was Japan Fair in Bellevue, WA. While it didn't perform as well as we hoped, it has a lot of potential to reach a large community of new attendees.
- Portland Pride Festival is one of our biggest events and it performed well. We were able to get a great location this year and had a wonderful time with the community.
- The next Outreach Meeting is August 4th at 7:15pm on the Staff Discord.
- The next set of events are:
  - Resin Rose Ball Jointed Doll Expo on August 8-10 at Monarch Hotel in Clackamas, OR.
  - Rose City Comic Con on September 5-7 at the Oregon Convention Center
  - Ani-Medford on September 20-21 at Rouge X in Medford, OR.
- Hope to see you there!

## 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](mailto:good.of.the.order@kumoricon.org)!
- An email was received from Washougal\_Otaku:
  - "I have found a specific position that I am interested in, but I would like to talk to someone about it before I apply. Would I reach out to the Board member who oversees that department? For reference, it is under the Secretary."
  - Stephen advised to email [secretary@kumoricon.org](mailto:secretary@kumoricon.org), however previous experience with Kumoricon is preferred.
- Devin noted White Lotus Market is happening every weekend until August 31st at the Sun Fat Supermarket in SE Portland. This is a community market that focuses on local AAPI-owned businesses. More information at <https://whitelotusmarket.org/events/summer-market-2025>

## 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

- [Jeopardy will take place on July 29th from 7:00pm - 9:00pm.]
- Next session: August 16, 2025
  - Activity: Cook Along Bento Making
  - Time: 12:00pm - 2:00pm PT
  - Location: Kumoricon Staff Discord, hangout-and-fun-a
- Recipes being covered:
  - Tamagoyaki

- Chicken Katsu Curry
  - Daifuku
- Next session: August 26, 2025
  - Activity: Jackbox Games
  - Time: 7:00pm - 9:00pm PT
  - Location: Kumoricon Staff Discord, hangout-and-fun-a

## Anime Movie Minute

- *Jujutsu Kaisen: Hidden Inventory/Premature Death*
  - Still in theaters
- *Summer Wars: 4K Remastered Edition*
  - July 27, 28 & 29
- *Grave of the Fireflies*
  - August 10-12
- *Shin Godzilla: 4K Remastered Edition*
  - Opens August 14
- *Cyber City Oedo 808*
  - August 17
  - The Hollywood
- *Ponyo*
  - August 23-27

## Adjournment

The meeting was adjourned at 1:38 pm by Robert Trotter, Chair.

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

## Attachment: Presentation slides

See file *kumoricon-minutes-member-20250726-attachment.pdf*