

Kumoricon / Altonimbus Entertainment

Regular Meeting of the Membership

on August 30, 2025, 1:00 pm

Via Discord and Twitch

Call to order

The meeting was called to order at 1:02 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, 30 members signed in as present out of 802 total, with 20 needed to reach quorum.

Minutes

The minutes from July 26, 2025 were approved without objection.

Reports

Chair

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

- Accessibility Awareness - Walkways and clear widths
 - In order to be ADA compliant, a walkway must have a minimum width of three feet completely clear of obstacles, with up to two feet of walkway length allowed to be as low as 32 inches. If a walkway is less than five feet wide, a passing space must be provided every 200 feet. Extra width is needed in spaces where turns occur, with narrower walkways requiring greater turning widths. A walkway that is 42 inches wide must provide an additional four feet of completely clear space in order to allow for a proper turning radius. Clear widths must be free of protruding objects above the ground like signs, trash cans, water fountains, and furniture like tables and chairs.
- Working with other departments, notably Relations.
- Prepping for the Staff Appreciation Dinner.
 - [Like last year, the dinner will be at the OCC.]

Infrastructure

Taylor Cheetham, Assistant Director, Infrastructure, on behalf of Leon Lewis, Director of Infrastructure, presented slides *[lightly copy-edited]*:

- Staff Hotel form will close on September 12th.
- Working on lots of things behind the scenes.
 - [This includes finalizing catering orders, layouts, and power needs with the OCC.]

Membership

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

- 2025 current registration numbers:
 - Attendee pre-reg: 4,181
 - VIP: 27
- Pre-registration price:
 - \$90* through Oct 25
 - *card processing fees applied at checkout
- What we've been up to:
 - VIP products and designs
 - Registration Training Guide
 - Reaching out to previous staffers.
 - Working with FERN on layout.
 - Graphics/sign requests
 - Working with Website on staff password issues.
 - On the list: check-in meetings with managers and badge systems meeting with Operations.
- Come be a part of Membership:
 - Area Manager, Staff Registration
 - Support, Staff Registration
 - Lead, Volunteers
 - Crew, Registration
 - Crew, Info Booth

Operations

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

- Radios and Security: Contracts are being finalized.
- Training: Capsules and schedules are being finalized.
- Operations Team Meeting: September 12th from 6:30pm - 8:00pm PT
- Staffing highlight:
 - Floor Support
 - Looking for individuals who like to help out.
 - A great way to see all areas while interacting with attendees and other staff.
 - Easy position to start for anyone new to staffing.
- Staff Station update:
 - This year will be a voucher-only system!
 - OCC is implementing a prepaid gift card method of voucher, approximately \$45 (subject to change based on staffing headcount), and can be used at any OCC concession or restaurant.
 - Vouchers will be distributed at Staff Check-In in Registration.
 - Gratuity is still being negotiated; more info to come.
 - More info to come on [participating] concessions and restaurants, along with menus for reference.
 - OCC can make vegetarian/vegan substitutions, with consideration for gluten intolerance (OCC unable to guarantee).

Programming

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

- Supporting Event Managers and Event Coordinators with their programming content.
- Working with other departments and our third-party vendors on logistics planning.
- Programming Events and Contest statuses:

| Name | Status | Deadline |
|------------------------|---------------|------------------------------|
| Cosplay Lip Sync | Closed | 8/29/2025 |
| Cosplay Contest | Open | 9/24/2025 |
| Cosplay Cabaret | Open | 9/18/2025 |
| Fan Fiction Contest | Open | Multiple. Check the website. |
| Idol Festival | Open | 10/4/2025 |
| Gunpla Lounge Showcase | TBD | TBD |
| Fan Art Contest | TBD | TBD |
| Cosplay Chess | TBD | TBD |
| Karaoke Contest | TBD | TBD |

- Hiring spotlight:
 - Support, Gaming Console
 - Assists with setup and tear down of the Console Gaming Area.
 - Provides customer service to attendees.
 - Helps manage checkout and return of games and equipment.
 - Technicians, Panels
 - At-con position that helps panelists set up and tear down panel room equipment.
 - Ensures microphones, projectors, and other gear are ready to go.
 - Helps create a smooth, professional experience for both presenters and attendees.

Publicity

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

- Things to report:
 - The Mascot Contest was extended and will be closing tonight, August 30th, at 11:59pm PT.
 - Press Applications are live [but have not been formally announced yet.] The deadline is October 4th, 2025.
 - Our sponsor PC/nametag is offering a discount on badge ribbons. Keep your eyes open for the social media post with the coupon code.
 - We are steadily working on getting the graphics for this year's merchandise together. We are super excited for some of our new items.
- We are hiring:
 - Project Manager for the Graphic Design Team

- Works with the Lead Designer to establish, implement, and maintain a process through which consultation can occur, specifications can be collected, and projects can be assigned and prioritized.
 - Responsible for helping the Lead Designer oversee the workflow and output of the team, prioritizing and assigning projects, and ensuring work is scheduled and on-track for completion.
 - Works with the Lead Designer to provide guidance to the team on project timelines and make sure communication is happening with the requestor.
 - 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
 - Handles general oversight of the Website and Groupware teams to make sure things are not missed.
 - Helps Senior Developers manage the workflow and output of the web team; handles prioritizing, assigning, and checking up on projects.
 - Helps the Senior Developers provide guidance and leadership on projects.
 - 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=team-lead-website>
- 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:
 - 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.
 - 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.

Relations

Kris Lugo, Manager, Guests, on behalf of, Kalavena Castiello, Interim Director of Relations, presented slides *[lightly copy-edited]*:

- Things to report:
 - Industry Applications are live on the website and will be announced on our Social Platforms soon.
 - We've announced some Guests of Honor and we have more coming soon!

- 2025 Guests of Honor:
 - Musical Guests of Honor:
 - NoneLikeJoshua
 - Kohei Hattori
 - Voice Actor Guests of Honor:
 - Jill Harris
 - Todd Haberkorn
 - Karlai Hoch
 - Adam Croasdell
 - Mallorie Rodak
- [We are hiring for:]
 - Autograph Support
 - Work with the management team to oversee guest autograph sessions at the convention.
 - Serve as a primary point of contact for attendees while assisting with the management of the autograph lines. Includes directing individuals to designated areas and providing general convention & autograph specific information.
 - Is able to demonstrate strong communication skills while responding to attendee inquiries, offering assistance, and addressing questions related to autograph sessions.
 - Additionally, assume the role of a secondary liaison during non-session periods, ensuring a seamless and positive attendee experience.
 - At least one year of customer service experience is required.
 - Green Room & Green Lounge Support
 - Support for Green Room & Green Lounge are expected to assist and serve Guests and Industry that have access to the area. This includes but is not limited to food, beverage, or general customer service.
 - This position requires one year of customer service experience and at least one year experience with food handling. Additional experience working with high-profile clientele in a service environment is preferred.
 - This position requires a valid food handler card, and for alcohol-restricted areas (Green Room) you must be 18 or older with an alcohol service permit.

Secretary

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

- There will not be a special election for Director of Relations.
 - The board has agreed we are too close to con for a special election to be a valuable use of time.
 - The term for Interim Director of Relations has been set until the Annual Meeting of the Membership.
 - If a Director of Relations is not elected, the position of Interim will **not** automatically continue, and the incoming board must appoint a new one.
- Minutes are current.
- Ratifications are current.
- If you are waiting to be ratified, please make sure you have agreed to the staff contract for the year. This must be completed every year.
- Directors, please make sure you are checking email for staff who have been flagged for additional review. Their ratification will not be completed until I receive a response.
- Executive meetings summary:
 - The executive board has met twice since the last membership meeting.
 - August 16, 2025:
 - Adopted the Mission Statement and Core Values for Altonimbus Entertainment.

- Appointed an Interim Director of Relations.
- Approved a funding request for Outreach to attend GeekGirlCon.
- Approved Membership prices for Kumoricon 2026.
- Reviewed proposed layouts for KumoriMarket for 2026 and 2027.
- Approved additional spending for Rhythm Gaming.
- Conditionally approved a spending request for Relations.
- Reviewed a conflict of interest disclosure.
 - [The disclosure was accepted with no issues found.]
- August 17, 2025:
 - Updated Contract Signing Authority.
 - Updated Bank Signing Authority.

Treasurer

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

- There was nothing to report.

Outreach

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

- August was a light month, with the only event being Resin Rose BJD. It's a fun, small event that we love attending, even if most of the attendees only come to Oregon once a year for this event.
- We completed new price labels that look amazing. A big thank you to the Graphic Design Team for making this a reality.
- The next Outreach Meeting is September 9th at 7:15pm on the Staff Discord.
- The next set of events are:
 - 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.
 - Portland Retro Gaming Expo on October 17-19 at the Oregon Convention Center.
 - [This will be the final Outreach event of the Kumoricon 2025 season.]
 - We are also planning to attend Super Queer Fun Fair on September 20 in Newport, OR.
- If you have not heard, GeekGirlCon is in financial trouble and is asking the community for support. For those who don't know, GeekGirlCon is a Seattle-based non-profit organization that works to empower women and girls to pursue their passions: whether they love science and technology, comics, literature, gaming, or anything else! Their mission is to ensure that all of these geeks are supported, welcomed, and encouraged to pursue what they love. The Kumoricon Outreach Team attended this event in 2023 and had a great time. We plan to attend this year, which makes it the first event of the 2026 Outreach Season because it is happening the weekend following Kumoricon. If you are interested in helping out the Outreach team, make sure to keep an eye out for the call for volunteers.
- On the other hand, if you want to help ensure GeekGirlCon continues into 2026, spread the word or consider attending, especially if you live in the Seattle metro area. You'll be supporting a noble cause and have some fun along the way.

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.

We have sponsors

- Kumoricon would like to thank our 2025 sponsors:
 - PC/nametag
 - *Willamette Week*

Team building

- Next session: September 13, 2025
 - Activity: Mini Golf & Snacks
 - Time: 12:00pm - 2:00pm PT
 - Location: Birdie Time Pub, 925 SE Main St., Portland, OR
- Next session: September 23, 2025
 - Activity: Death by AI
 - Time: 7:00pm - 9:00pm PT
 - Location: Kumoricon Staff Discord, Hangout-and-fun-a
 - Create a plan to survive a scenario, and let the AI hash out the story and determine whether you live or not.

Anime Movie Minute

- *The Legend of Hei 2*
 - September 5th
- *Yatterman*
 - Hollywood Theater on September 14th
- *Howl's Moving Castle*
 - September 20th - 24th
- *Demon Slayer: Infinity Castle*
 - September 12th
 - The movie is 2.5 hours long.
 - An early screening is available on September 9th at the following theaters:
 - Beaverton Cedar Hills 16 - Beaverton
 - Regal Evergreen Parkway - Hillsboro
 - Portland Eastport Plaza - Portland
 - Regal Willamette Town Center - Salem

- If you are a Mega or Ultimate fan subscriber with Crunchyroll, you can go onto the Fandango website, log in to your Crunchyroll account on the advance screening page, and purchase your tickets for the 9th instead of the 12th.

Adjournment

The meeting was adjourned at 1:41 pm by Robert Trotter, Chair.

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

Attachment: Presentation slides

See file *kumoricon-minutes-member-20250830-attachment.pdf*