

Kumoricon / Altonimbus Entertainment
Regular Meeting of the Membership
and Special Election Q&A for Director of Infrastructure
and Director of Publicity
on March 29, 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.

At the initial quorum count, the meeting continued once 20 members signed in as present, thus meeting quorum. In total during the meeting, 28 members signed in as present out of 672 total, with 20 needed to reach quorum.

Minutes

No minutes were ready for approval.

Reports

Chair

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

- Accessibility Awareness: Live Captioning at this meeting!
 - Live captions are a speech-to-text translation for people with hearing impairment or various other accessibility needs, including audio processing disorder and English as a Second Language.
 - The captions available at this meeting are provided by a skilled, professional live captioner to conform to ADA accuracy standards for equal access.
- [What has Chair been doing?]
 - Worked with department heads to complete our ASAP (Annual Spending and Planning) meeting.
 - Documenting the Chair department.
 - Working with other departments to make this year amazing.
- Staff registration is live!
 - Thanks to our awesome Website team for getting the system up and running.
 - Multiple positions in the Chair department [are] looking for staff.
 - Apply at: <https://www.kumoricon.org/open-positions>.

Infrastructure

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

- Executives and key Managers have been hired for 2025.
- [The] KumoriMarket Team is working on [the] Artist Alley application for 2025. A more thorough update will come at the next meeting.
- Working to get the Hotels page launched soon.

- Staff Hotel program from last year is coming back with some minor changes. More information to come soon.
- The Hotels Team is hiring for an L3 Hotels Specialist to help answer emails and process staff hotel requests.
- Hiring for L1 and L2 positions in multiple departments.
- Hiring spotlight
 - Convention Center Liaison (formerly titled Facilities Liaison Manager)
 - Full-year position. Assist the Infrastructure executives in venue and convention Infrastructure-related communications. Oversee staff responsible for working directly with the convention venue during the week of the convention, tracking who is on shift and who is on call. Work with Infrastructure Office Staff to problem-solve any open requests for the department in regards to the OCC.
 - This position would be a good fit for someone who has previous experience working in operations/facilities/infrastructure at Kumoricon or similar events.

Membership

Jessica Ulibarri, Interim Director of Publicity, on behalf of Hannah Eulberg, Director of Membership, presented slides *[lightly copy-edited]*:

- 2025 current registration numbers:
 - Attendee pre-reg: 2,155
 - VIP: 6
- Pre-registration price:
 - \$70* through May 3rd
 - *card processing fees applied at checkout
- What we've been up to:
 - Met with other departments to discuss collaborations for staff perks, VIP, and technology usage.
 - Working on the VIP theme for the year and looking at items for [the VIP] goodie bag.
 - Met with [the] Executive Team to discuss yearly plans and checklists.
 - Adjusting floor plan for this year to better utilize space.
 - Working on collecting training materials for Membership staff for easier access and simplifying learning procedures.
 - Organizing digital files and data for the 2025 convention year.
 - Building attendee volunteer page on Eventeny.
 - [The attendee volunteer page should now be live.]
- Staff Registration is open!
- We're hiring!
 - Info Booth
 - Manager
 - Lead
 - Crew
 - Staff/Specialty Registration
 - Support
 - Registration Hall
 - Email Support
 - Crew
 - Volunteers
 - Lead
 - Attendee Registration
 - Area Manager
 - Shift Lead
 - VIP Support

- Registration Software
 - Support

Operations

Robert Trotter, Chair, on behalf of Ange Abuyen, Director of Operations, presented slides *[lightly copy-edited]*:

- Started regular meetings with OCC on Thursdays (In collaboration with Programming, Infrastructure, and Relations departments).
- Working on a full review of documentation to ensure updates and changes are made.
- Reaching out to candidates for L4 positions needing to be filled (updates soon).
- Staffing Highlight!
 - Floor Support:
 - We need people who are: enthusiastic about being helpers.
 - It's a great way to see all different parts of the convention.
 - Volunteers will also be considered.

Programming

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

- More “quiet” time on the front end.
- Preplanned administrative processes for 2025.
 - Consulted with Programming leads to discuss 2025 plans.
- Collaborated with other departments to align on expectations and needs.
- Engaged with Relations to coordinate MC/Guest event collaborations.
- Attended and supported Gamestorm.
- Recruitment spotlight:
 - Manager, Programming Office
 - Manager, Main Events
 - Coordinator, Online Content

Publicity

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

- Things to report:
 - Branding for 2025’s Mascot has been completed.
 - Updated Website should be launching soon.
 - We are working on putting together our 2025 Advertising Campaign.
 - Kumoricon-branded email signatures are coming soon.
- We are hiring!
 - Assistant Director for Publicity
 - Project Manager for Graphics
 - Illustrator
 - Team Lead for Website
 - Developer for Website
 - Support for Groupware
 - Content Creator for Social Media
 - Moderation for Social Media
 - Newsletter
- 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.

- [It would be ideal to receive these requests by the end of August, however September 13 is the hard deadline.]
- Requests with print-ready files provided by the requester must be submitted by Saturday, October 11, 2025.
- Information for the printed Pocket Guide, Hours, Locations, Policies, and Procedures, needs to be submitted by Saturday, September 27, 2025.
- Illustrations and/or New Ghost Nekos: At this time we do not have an illustrator on staff, so we may not be able to fulfill any requests this year. However on the off chance that we do hire someone, these requests need to be submitted no later than May 31st as illustrations do take time.

Relations

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

- Things to report:
 - We've signed a few guests, with a few more confirmations just waiting for signatures. Be on the lookout for some announcements in the coming weeks.
 - We've been focusing on hiring, organizing our folders, training new staff, and overall prep work.
 - Most of our exec team will be heading to Sakura-Con for networking. If you see us, feel free to say hi!
 - Will be working on getting Industry and Partner Table applications up as soon as possible.
- 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, [this position] 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]*:

- Primary focus has been the Special Election for Director of Infrastructure and Director of Publicity.
- Working on getting minutes current again.
- 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 three times since the last membership meeting.
 - January 10, 2025 (Annual Meeting of the Board):
 - Appointed the Secretary and the Treasurer for Kumoricon 2025.
 - Appointed an Interim Director of Publicity.
 - February 21 - 23, 2025 (Annual Spending & Planning Meeting):
 - Appointed an Interim Director of Infrastructure.
 - Approved the 2025 spending plan, 2025 org chart, updated 2025 OCC contract, and revised the Code of Conduct.
 - Reviewed the Staff Block List and Convention Ban List per organizational policy.
 - Discussed staff perks for 2025, discussed 2026 and 2027 dates, and updates to Google Drive.
 - Set Executive and Membership Meeting dates for 2025.
 - February 23, 2025:

- Updated the Bank Signing Authority record.

Treasurer

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

- Diligently working behind the scenes.
- Paying bills.
- Working with our accounting firm to file tax documents and extensions.
- Fixing issues that have arisen in the wake of the bank merger.

Outreach

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

- Team has completed three out of 19 events on the target list.
 - [Events completed are KissuCon, C3 GameCon, and GameStorm.]
- Still working out a schedule for regular team meetings. Will start announcing upcoming team meetings once the schedule is finalized.
- Focusing on Sakura-Con as it is one of our largest events.
- Volunteer enthusiasm for the Outreach program is high, and we thank everyone for being willing to help out. This job gets a lot harder without your help.
- The next set of events are:
 - SideQuest Expo on April 12-13 at the Doubletree Hotel in Portland, OR.
 - Sakura-Con on April 18-20 at the Seattle Convention Center.
 - Chibi Chibi Con on May 10 at Evergreen College in Olympia, WA.
- We 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!
- An email was received from Joelliuz A:
 - It's springtime, the cherry blossoms are out, and it's finally time for the spring anime season!
 - From what I've seen, there are gonna be some amazing shows coming out this season, and I can't wait to see what the spring season brings.
- An email was received from Heather H:
 - Flow (no language)
 - Ongoing - Academy Award AND Golden Globe for best animated feature
 - [This animated feature is a silent picture.]
 - Pretty Guardian Sailor Moon: The Super Live (sub)
 - Sat Mar 29, 8 PM at the Keller Auditorium
 - Princess Mononoke (sub)

- Fri April 4, 7pm at the Hollywood Theater
- Princess Mononoke (dub)
 - Sat April 5, 6pm at the Hollywood Theater
- TEKKONKINKREET (sub)
 - Sun April 6, 7:30pm at the Hollywood Theater
- Vampire Hunter D (depends on your screening, they seem to mostly be sub)
 - April 9 10 11 & 13 (Wed-Fri, plus Sunday)
- Kaiju No 8: Mission Recon (sub)
 - April 13, 14, 16, (Sun, Mon, Wed)
 - It's a compilation film with an OVA
- COLORFUL STAGE! The Movie: A Miku Who Can't Sing
 - April 17-20 (Thur-Sun)
- An email was received from B. B.:
 - My apologies; I have three questions. First, what is the age requirement for joining convention staff? Second, are the qualifications/duties/etc. available for various staff positions? Third, have any plans been made for having these meetings return to an in-person format?
 - [16 and over is the general age requirement. Under 15 requires Director approval and under 14 requires Board approval.]
 - [Qualifications and requirements for positions are available on the Open Positions page of the website.]
 - [It is hoped to return to in-person meetings in the future, however none are planned for this year due to logistical challenges.]

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

- Two sessions of team building a month, open to all Kumoricon Staff!
 - Tuesday sessions @ 7pm, assorted games.
 - Saturday sessions @ 12pm, assorted hands-on activities.
 - Exact dates will be announced.
- Sessions will be hosted on Discord, except for two in-person sessions.
- Next session: 04/12/2025
 - Activity: Wonderwood Mini Golf
 - Time: 12:00 pm - 2:00 pm (must arrive no later than 12:15 pm for staff discount admission).
 - Location: 7410 N Chicago Ave, Portland, OR 97203
- \$5/Kumo Staff (9 holes), \$10/Non-Kumo Staff (9 holes), Free/Children under 3 years (9 holes).
- We will mix people into teams of 3-5 to compete for best score and bragging rights.
- Please contact angeline.abuyen@kumoricon.org if you plan on participating so your name can be added to the list, along with if you have any family members also participating. Teams will be announced 04/11/2025.
- Next session: 04/22/2025
 - Activity: GarticPhone
 - Time: 7:00 pm - 9:00 pm
 - Location: Kumoricon Staff Discord, Cross-Team Meeting D
- Each player will create a prompt, the next player will draw that prompt, and the person after will describe what was drawn.

- We will start playing by 7:15 pm, but people can join or quit as needed. Just announce if you joined late or need to leave early.

Adjournment

The meeting was adjourned at 1:36 pm by Robert Trotter, Chair.

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

Elections Questions and Comments

Robert began the elections segment as Elections Moderator.

Robert read introductory material and reviewed basic procedure, including the order of races, and how to elect by acclamation. Slides presented:

- Election Presentations Rules:
 - Order of races (As set during the meeting by vote of the membership):
 - Director of Infrastructure
 - Director of Publicity
 - Procedure for each presentation:
 - Candidate speeches
 - Open questions and comments
 - Anonymous question-and-comment presentation and candidate responses
 - Brief re-open of questions and comments if needed
- Voting is not done as part of this meeting
 - Voting is open from Thursday, March 27, 8:00 pm PT, to Tuesday, April 1, 8:00 pm PT.
 - Members (staff) should have received, on Thursday, an emailed link to vote from ElectionBuddy, our third-party secret voting platform.
 - If you did not receive a ballot, please email election.support@kumoricon.org. Check your spam folder!
 - You do not need to attend this meeting to vote.
 - All members have five days to vote. There is no proxy voting.
 - You cannot change your vote once submitted.
 - In order to reduce the chances of needing a runoff vote, voting will be conducted using approval voting, as specified in our bylaws. In approval voting, members vote for as many candidates as the member approves of, with the winner being the candidate who receives the most votes, as long as it is a majority of votes cast. There will also be a "no confidence" option for all races.
 - You can watch a replay of this meeting once it ends. It will be available on our Twitch channel and at <https://www.kumoricon.org/meeting-recordings>

Director of Infrastructure

The presentations for Director of Infrastructure were held. The candidates were:

- Leon Lewis

Candidate speeches and questions-and-comments segments were held, including anonymous questions and comments.

Director of Publicity

The presentations for Director of Publicity were held. The candidates were:

- Jessica Ulibarri

Candidate speeches and questions-and-comments segments were held, including anonymous questions and comments.

Election results explanation

Robert summarized the expectations after the voting ends:

- Don't forget to vote by Tuesday, April 1, at 8:00 pm, PT.
- Immediately when voting closes, the election tellers will convene to determine the outcome.
- The result announcement is expected around 8:30 pm to 9:30 pm.
- Results will first be announced in #nominations in the public Discord. They will be announced on the Kumoricon website and in an all-staff message very shortly after.

Attachment: Presentation slides

See file *kumoricon-minutes-member-20250329-attachment.pdf*

Attachment: Special Election captions transcript

See file *kumoricon-minutes-member-20250329-captions.pdf*

Attachment: Election results

[This attachment was added to the minutes after the result announcement on April 1, 2025.]

Results

[Announced on April 1, 2024, at 8:49 pm.]

- Director of Infrastructure: Leon Lewis
- Director of Publicity: Jessica Ulibarri

Vote counts

Director of Infrastructure:

- **Approval voting was used.** Members can vote for and/or write-in as many candidates as the voter approves of, with the winner being the candidate with the most votes, as long as they attain a majority of votes (ballots) cast. Therefore, the number of candidate votes may exceed the number of ballots cast.
 - Total votes (ballots) cast (not abstaining): **100**
 - Votes for each candidate:
 - Leon Lewis: **100**
 - No confidence: **0**
 - Abstain: **2**

Director of Publicity:

- **Approval voting was used.** Members can vote for and/or write-in as many candidates as the voter approves of, with the winner being the candidate with the most votes, as long as they attain a majority of votes (ballots) cast. Therefore, the number of candidate votes may exceed the number of ballots cast.

- Total votes (ballots) cast (not abstaining): **96**
- Votes for each candidate:
 - Jessica Ulibarri: **93**
 - No confidence: **3**
 - Abstain: **6**