

Kumoricon / Altonimbus Entertainment
General Meeting of the Membership on October 12, 2019
DoubleTree by Hilton Hotel Portland
1000 NE Multnomah St, Portland, OR 97232

Call to Order

The meeting was called to order at 12:14pm by Brian Mathews.

At the opening of the meeting, 67 members were present out of 417 total, with 48 needed to reach quorum. Quorum was met.

Minutes

The minutes from the membership meeting of September 21, 2019, were approved without objection.

Reports

Brian Mathews, Chair

- A lot of my job right now is making sure everyone has everything they need, and is getting stuff done. Providing backup support.
- Fox runs the Human Relationship department, which is looking for a few staff at con to work with conflict resolution; also making sure people have eaten, and are doing ok.

Ash “Bunny” Butler, Director of Infrastructure

- Making sure layouts are correct and finalized.
- Submitting staff work orders with the OCC, so they have the right information and people.
- The official room block closes Monday. Some queen rooms are still available.
- The staff rate application closes at end-of-day Monday. Will send notifications of what people qualify for around October 21.
- Information is on the website, hotel page, and staff hotels page.

Jessica Ulibarri, Director of Membership

- Pre-registrations are at about 3,600 general memberships.
- We have sold out all 92 VIP memberships.
- The educational discount form launched. We provide discounts to organized groups in grades K-12, and youth nonprofit organizations, for a single day or the full weekend. Applications close October 19. The leader of the group should apply. Youths get 30%

weekend discount, or 20% single day discount. For every 5 youth, 1 adult chaperone gets in free.

- Seeking staff:
 - All sub-departments.
 - Attendee Registration—Check in attendees. Need staff desperately; we're short by about 10-20 relative to last year. Last year, we had just barely enough. Will train you. Work 16-18 hours over weekend, split over 4 days.
 - Con Suite—General staff. Cook and serve food for staff. Requires food handler card, and customer service or cooking skills.
 - Cosplay Repair—Sewing, crafting, glue gun experience.
 - Registration Software Development—Website development; 1 or 2 people at con.
 - Specialty Registration Staff—Check in exhibitors, artists, industry, etc. We only have 3 or 4 staff, and need more. Work a few hours Wednesday night, and also Thursday, Friday, and Saturday. Completely free on Sunday except a bit of packing up at the end of the night.
 - Staff Registration Check-In—Almost full. Having a breakout meeting today.
- Con Suite:
 - Will be serving dinner on Thursday 7pm-10pm; and open Friday 7am-11pm, Saturday 7am-11pm, and Sunday 7am-3pm.
 - Dead Dog party Sunday night—staff appreciation dinner, fully catered. Baked potato bar, salad bar, and Hawaiian. There are gluten free, dairy free, and vegetarian options. Will be located in the DoubleTree exhibit hall area. Will be split between Con Suite and Programming. Enter Con Suite through the garage.
- Staff check-in:
 - Can pick up badges Thursday 10am-10pm; Friday 8am-8pm; Saturday 8am-8pm; Sunday see manager desk.
 - Must have valid, government-issued photo ID.

Jason Pollard, Director of Operations

Yaz Wigall, Assistant Director of Operations, reported:

- Seeking staff:
 - Yojimbo—First line of contact for attendees; report things on the floor.
 - Dispatch—Monitor radios in the office; connect problems with the right people.
 - Peace-bonding—Get to see everybody's cosplay.
 - We are reviewing some pending applications right now.

Devin Hunter, Director of Programming

- The department oversees programming and content.
- Seeking staff, including Craft Staff, Chibi Room Staff, Programming Office Staff, Programming Booth Staff, and Tabletop Library Staff. We have a variety of positions, such as cat-ear making and helping kids.
- The convention will be featuring Play and Win: Sign in, play a game, and at the end of the convention, you could win that board game. Get to try new games from publishers.
- Gunpla Lounge: Located at the DoubleTree; build Gundam model kits.

- Schedule: Have basically everything on the schedule; working on a few remaining events. Have handed off the schedule to Publicity. Once the schedule is released for staff, will tell Coordinators to start putting their shift schedules together.
- Buying a lot of supplies for con.

Samantha Rushford, Director of Publicity

- Press applications have been responded to.
- The marketing team is doing really well: Have TriMet ads inside and outside MAX trains and buses. We have ads at more shelters and benches this year.
- Entercom is playing radio ads for the next two weeks.
- Doing a marketing campaign with Willamette Week, including with Instagram and newsletters.
- Our ads are playing in front of Spirited Away through Fathom Events from October 27-30, across the US.
- Running ads in cities where we're doing outreach: Seattle and Denver.
- Merchandise:
 - New plushies and pins.
 - Joining normal-type ghost neko is their cousin, dark-type neko. Launching at con, and will be at outreach events after con. Other types are coming, such as fire-type.
 - Have 11 new pin designs, with 5 to show today.
 - There are fancy backing cards with our branding for all of our pins.
 - There is a collaboration with musical guest STARMARIE. Purple, and limited, with only 200. Will be sold after the concert Saturday, and any remaining on Sunday.
 - Dark neko pin.
 - No-no neko, from our cosplay is not consent posters.
 - Construction neko pins—if you bring your 2018 badge, get 1 dollar off the pin.
 - Staff get a flat 10% discount on all merchandise.
 - Misprinted scarves will sell at half price to staff. No additional 10% discount.
 - Merch booth for staff only will be open for four hours in the KumoriMarket on Thursday, Day 0.
 - The regular merch booths have longer hours this year.
 - Have umbrellas, double-layered.
- Schedule:
 - The program book is underway.
 - Takes some time to prepare the schedule for website publication. Will likely release the website version before the Guidebook app. We don't have an exact estimate.
- Mascot contest voting is open until October 20, 11:59pm. Log in to the staff area and vote for next year's mascot. We will be selecting two mascots. Usually, the top few are really great art.
- Follow both the website and social media. Official things are announced on website, and sometimes extra bonuses are on social media.
- Be wary of being staff and talking with authority in the social media group. Sometimes staff guess, and don't look things up, and sometimes comments upset people, and we

have to do damage control. If you see something that you're concerned about, notify the admins; we will watch it. Even if we don't act because something doesn't really break the rules, we still watch it. Use caution if you're staff—they will take what you say as rule—will be cited with screen shots. This applies to Yojimbo, too. We appreciate attempts to help, but occasionally when a person gives wrong information, it can be a problem.

- Seeking staff:
 - A couple more staff for Info Booth and Merchandise Booth.
 - More Videographers and Photographers. Need own equipment.
 - Press Office—Do printing during con, and help keep Press happy who cover the event.

Sam Taylor, Director of Relations

- Charity:
 - Working on inventorying all items.
 - We have a surplus of prints, but are lacking other things for the charity auction. If you have figures, or anime-related content, we are accepting donations to the charity auction; can be the live or silent auction. Bring to the next meeting, or to con. Our staff will process it.
 - Charity beneficiaries are Doernbecher Children's Hospital, and the Greeney Family Fund for Japanese Track Scholarships at The International School.
 - We are running the pieing contest again this year. There are donation boxes in KumoriMarket. Whichever director raises the most money will get pied in the face.
- KumoriMarket:
 - Still full.
 - Artist Alley is 100% full and processed.
 - Small Press is also full.
 - Awaiting payment from 3 exhibitors, including new gaming spaces in the Gaming Hall.
 - Wild Bill's will be supplying soda all weekend as part of a sponsorship.
- Maid Cafe:
 - The menu is finalized.
 - Ticket reservations will probably be going up in the next couple of weeks.
 - Need 4 more maids or butlers. Can even switch roles between sessions.
- Industry:
 - Working on really cool sponsorships that I can't talk about yet.
 - Working with Mike Thrasher Presents. Congratulations to the HYDE contest winner and BABYMETAL contest winner. We expect contests for free tickets to continue.
- Announced Tia Ballard. One of her roles is Darling in the Franxx.
- Seeking staff:
 - KumoriMarket
 - Really need Autographs Staff. Support the new autographs system experience.
 - Maids/Butlers
 - Interpreters—If skilled in Japanese.

- Autographs:
 - For the pass drawing system, this year, you will line up just once to enter all your sessions for the con. You'll be texted and emailed if you win. Details will be on the website very soon.

Jeff Tyrrell, Secretary

- Continuing to process staff applications.
- Bylaws:
 - A year ago, we shared a draft of updated Kumoricon bylaws.
 - Bylaws changes require a staff vote.
 - We have continued to work on these, and it is likely that we will be presenting the final version for a vote at the next general meeting. We are still working on the last final edits.

Jo Ayers, Treasurer

- Seeking staff:
 - Load-In/Load-Out Staff
 - Supply requests during con.
 - Treasury Staff
 - To apply, if you are not at the meeting today, go to www.kumoricon.org/open-positions

Outreach

Brian reported:

- Outreach has been slower since Rose City Comic Con.
- Next week, we're attending Portland Retro Gaming Expo. We realized this is the first time we're not a week apart from each other, so we won't be too dead to participate. Will have a booth promoting Kumoricon.
- To help at outreach events, go to the staff area, and fill out the Team Kumo Outreach Booth Volunteer Registration form. We check this each time we recruit for booths. You can fill it out again if you want to update your information.
- OryCon—Week before Kumoricon. Sci-fi con. We'll have a table, and we are providing gaming. Devin will be running our outreach there.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

Good of the Order

Meeting participants reported the following upcoming events:

- Buffy the Vampire Slayer—Northwest Film Center, October 13
- One Piece: Stampede—Playing October 24-30
- Spirited Away—Fathom Events, October 27-30
- Joker—Now playing
- Promare—Now playing

Ari, Pro-Bending Coordinator, reported: This year is the 7th and final year we are running the Legend of Korra Pro-Bending Dodgeball Tournament. Seeking staff referees. It is a couple of hours on Saturday afternoon, and an add-on staff position.

A staff member reported that we are looking for staff writers for the newsletter in Publicity.

A meeting participant reported a concern about allowed content in the Exhibits Hall. Brian reported that the board periodically discusses convention policies, and that some policies might need to be changed for a future year. Brian volunteered to follow up in private.

Jessica requested that staff review their medical and allergy information in their staff details to make sure it is up-to-date. Details are only shared generally with the executive-level. Con Suite refers to this information.

Sammi requested that staff verify their T-shirt sizes in their staff details.

Sammi reported that if you add your Discord tag to your staff details, you will receive an emailed invitation link to our staff Discord.

A meeting participant shared a short film playing on a friend's YouTube channel.

A staff member reported that if staff encounter a situation where somebody is having a mental health crisis, to locate a Yojimbo or manager, who will follow up. We will call 911 if necessary. Brian followed up to affirm and also add that if you can't find a Yojimbo or Manager, find a staff member with a radio. Brian stated that there are some instances where we could have acted if we had known about a situation but didn't find out until con was over.

Bunny added that all Infrastructure staff have radios, and they can also report venue or hotel issues.

Sammi reported, in response to a question, that pins will be \$10, or \$9 for staff.

Brian reported, in response to a question, that there will be a reporting phone number if you can't find a Yojimbo. A Publicity staff member added that it will also be on the at-con newsletter, available at the Info Booth.

A staff member reported that integration work is continuing on the Code Adam website. Code Adam is a program for finding lost children at con.

Yaz reported, in response to a question, that a full Code Adam drill is time consuming and that not all Yojimbo training occurs at the same time.

Jessica clarified, in response to a question, that the medical or allergy field can be located in staff login, staff management, update personal details.

Brian reported that if you need a special food item, ask at Con Suite, because we sometimes have it available, but don't put it out, so that it is not all taken by people who don't need it.

A staff member reported that if you seen a child with a child badge without their parent, ask that child if they're ok, and if the child is lost, go to the Operations Office or find a radio, and report it. All attendees and staff badges have age coding on them. Red means age 12 or under; yellow means age 13-17; blue means age 18 and older. Children age 12 or under must be accompanied by an adult at all times. Age 13 and over do not need to be accompanied.

Dave, Dispatch Manager, reported that we need Dispatch Staff. Dave also asked staff to return their radios promptly at the end of con if they don't need them.

Adjournment

The meeting was adjourned at 1:26pm by Brian Mathews.

Respectfully submitted,
Jeff Tyrrell, Secretary