

Minutes of 02/21/2016 Leprecon, Inc., Quarterly Board Meeting

Date: Sunday, February 21, 2016

Location: Spoke & Wheel Tavern, Phoenix, Arizona

The meeting was called to order by Mike Willmoth at 4:00 p.m.

Voting Board Members present: Michael Fett (expires August 2017; Sponsorship Coordinator), Donald Jacques (L40, expires August 2016), Kevin McAlonan (expires August 2016; Secretary), Paul Tanton (L41, expires August 2017; Database Administrator, Social Networking Coordinator), and Mike Willmoth (expires August 2018; Chairman).

Voting Board Members absent: None.

Non-Voting Board Members present: Dee Astell (W70), Hal C.F. Astell (Quartermaster), Lyle Dillie (Webmaster), and Amanda Parker (L42).

Non-Voting Board Members absent: Bruce Farr (Treasurer).

Members present: Walt Bartlow, Len Berger, Mark Boniece, Michael Falinski, Jeff George, Barri Giardelli, Margaret Grady, Sharan Hoyle, Patti Hultstrand, Marguerite Murray, Hal Semmens, Gary Swaty, Willow Tanton, Susan Uttke, and Lee Whiteside.

Guests: Mike Cassidy, Michael Contos, Theresa Contos, Doreen Webbert, and Jim Webbert.

Petitions for Membership: None

Proxies: Catherine Book, Kimberly Smith, Jim Strait, John Wheeler, Lee Whiteside, and David Williams to Mark Boniece (6)
Mike Montemayor and Wayne Myers to Amanda Parker (2)
Mike Griffin and Kathy Richardson to Paul Tanton (2)
Sharan Hoyle to Mike Willmoth (1)

Reports

Secretary's Report: Minutes from the November 15, 2015, meeting were posted on-line and available at the meeting. A motion to waive reading of the minutes was approved 13-9-4 and a motion to approve the minutes as amended was approved 14-0-13.

Treasurer's Report: Mike Willmoth reported that, as of 01/31/2016, we have a total of \$10,067.94 in all the accounts. The report was accepted 20-0-9.

LepreCon 41: Paul Tanton submitted a written report that was posted on-line prior to the meeting:

- Compiled report for August-October 2015 (1st quarter) and submitted it to the board as

Lep41-2015-11.rtf.

- Lep41 member inquired why he did not receive the LepInc 1st quarter public board meeting notification. When he was informed that his Lep41 registration data did not include phone, physical address, nor electronic address he provided them.
- LepInc Chair and Lep41 Chair signed off to remove former Lep41 Treasurer from LepOdd Checking.

Paul also reported an estimated \$200-\$600 profit.

LepreCon 42: Amanda Parker submitted a written report that was posted on-line prior to the meeting:

- Prereg we have 12 adults and 2 kids, 10 merchants, at least 2 fan tables.
- Dave Hat is our Merchant Hall Director.
- Tony Martain is our Art Gallery Director.
- Barri Giardelli is our at con treasurer.
- Kyla has switched from at con hotel liaison to registration.
- Hal has recruited Willard Watts as his deputy tabletop gaming coordinator. He is still looking for LARP & video game coordinators.
- Charles is looking into truck rentals and routes to and from storage and hotel. He is still working on getting his staff together.
- Mike Willmoth purposed as a budget:

LepreCon 42 (2016) Budget

INCOME

Memberships: 350 @ \$20 \$7,000.00 Estimated \$20 per member

Dealers: 16 @ \$150 \$2,400.00 Estimated \$150 per dealer

Advertising: 0 @ \$100 \$0.00 Estimated highest ad rate

0 @ \$50 \$0.00 Estimated middle ad rate

0 @ \$25 \$0.00 Estimated lowest ad rate

Art Show: 15 @ \$40 \$600.00 Estimated \$40 per artist

Total: \$10,000.00

EXPENSES:

Advertising: 5 @ \$40 \$200.00 Estimated 5 ads

Art Show: 15 @ \$40 \$600.00 Estimated \$40 per artist

Bank Fees: 12 @ \$5 \$60.00 Estimated \$5 per month

GoHs: 3 @ \$500 \$1,500.00 Airfare

3 @ \$50 \$150.00 Gifts

3 @ \$30 \$90.00 Dinner

3 @ \$150 \$450.00 Per Diems (\$50/day, 3 days/goh)

Hospitality: 1 @ \$800 \$800.00 Actual from Lep41

Hotel: 1 @ \$500 \$500.00 Deposit from Lep41

1 @ \$3500 \$3,500.00 Balance from Lep41

Logistics: 1 @ \$160 \$160.00 Fuel from Lep41

1 @ \$280 \$280.00 Truck Rental from Lep41

Office: 1 @ \$560 \$560.00 Estimated supplies for all areas

Publicity: 1 @ \$600 \$600.00 Estimated \$600 for flyers/cards

Total: \$9,450.00

- We have a hotel code.

Amanda also reported the we have three tiers of children and a family plan – we will see how it works – and that we have fourteen paid memberships this quarter. In response to a question about budget items, Mike Willmoth reported that they are the same as Lep41. Mike Fett asked where the money would come from if Lep 42 loses more money than corporate can cover; this will be discussed by the Board online.

Westercon 70: Dee Astell that the organizational chart is being fleshed out, and that we have a webmistress. We need a social media/outreach person. We now have six GoHs, three fully sponsored. We are looking for a Fan GoH. We have 57 attending and 53 supporting memberships, plus the funds from Sasquan. Mike Fett suggested Margaret Weiss as the gaming GoH.

Bylaws Committee: No meeting, no report.

Database: Paul Tanton submitted a written report that was posted on-line prior to the meeting:

- Compiled report for August-October 2015 (1st quarter) and submitted it to the board as Database-2015-11.rtf.
- Requested a key, legend, or style sheet to better understand the abbreviations used.
- Began correcting errors in the master database.

Website: Lyle Dillie is resigning as Corporate Webmaster. Much thanks to Lyle for his service. Don Jacques was appointed to fill in as Corporate Webmaster. Lyle indicated his willingness to help out.

Social Networking: Paul Tanton submitted a written report that was posted on-line prior to the meeting:

- Compiled report for August-October 2015 (1st quarter) and submitted it to the board as Social-2015-11.rtf.
- LepInc Director for 2014-2017 received kudos on Lep FB Group for work on collaborative donation to a hospitalized industry legend.
- Posted preliminary agenda for 2nd quarter LepInc board public meeting along with final 4th quarter meeting minutes, latest version of the bylaws, 1st quarter preliminary meeting minutes, and 1st quarter reports for Lep41, Lep42, LepInc Master Database, and Social Media.
- Shared W70 Chair's photograph of W70 Toastmaster & his wife at W70 fan table at TusCon 42.
- Promoted LepInc 1st quarter public board meeting.
- Promoted W70 Local Author's upcoming new book release party.
- Thanked folks for coming out to support our table at 2nd Friday Night Out.
- Thanked folks for coming out to support our marchers in the Phoenix Annual Parade of the Arts.
- Reminded folks about upcoming Lep42 membership price increases.
- Promoted W70 Toastmaster's upcoming book signing and 1st appearance of new book.
- Promoted Black Friday-Cyber Monday Lep42 membership sale.
- Promoted Black Friday sale by Lep41 Local Artist Guest of his CONflagration 2015 program book cover art prints.
- Congratulated W70 Toastmaster for having a Q&A with him published in the AZ Republic.
- Liked enthusiasm for Lep42 posted to LepInc FB page timeline.
- Twitter user asked #fandom + #authors for a good con in Phoenix. LepreCon was the hands down (and only) response by the authors who replied.
- Promoted Lep22 Media Guest's GoFundMe page for “Mojo's Last Wishes.”
- Reported to LepInc board mail list that Social Networking Manager would not begin promotion

of sponsorship opportunities such as Amazon Smile until such time as the IRS and other web sites show LepInc as being based in Tempe, AZ rather than Santa Rosa, California.

- LepInc Sponsorship Coordinator requested on LepInc board mail list that our events should look into military, veteran, and senior discounts. Social Networking Manager replied that he has promoted Student, Teacher, Military (Active/Family/Veteran), and Senior discounts for both Lep41 and Lep42.
- Created FB Event for LepInc 2nd quarter public board meeting.
- Spotlighted Lep42 merchant Vented Hats.
- Answered Lep G+ Group member inquiry about what LepInc is.
- Lep41 merchant inquired via PM to W70 FB Page about merchant information.
- Local fan contacted W70 FB Page via PM with information W70 Vice-Chair requested on archaeology in SF/F.
- Former LepInc member inquired via PM to LepInc FB page about being on program for our events again. The board reaffirmed her membership restriction so she was encouraged to get a general or merchant membership.
- Mourned loss of Hitchhikers Guide to the Galaxy actor.
- Spotlighted Lep42 charity Con or Bust. Clarified mission of the charity to those on Lep42 FB Event who were made uncomfortable by the charity due to their white privilege.
- Fielded Lep42 merchant information request on Lep42 FB Event.
- Congratulated W70 Toastmaster on having a number one best selling novel on Amazon.
- Announced Lep42 Fan Guest Gary Swaty.
- Wished W70 Local Author Guest happy birthday.
- Lep41 merchant inquired via PM to LepInc FB page about Lep42 & W70 merchant and event merchandising information.
- Spotlighted Lep42 Fan Org the HMS Claymore (the local Honorverse fans).
- LepInc Q2 FB Event has 5 Interested, 8 Went, and 63 Invited. It also has 621 reached (0 new the last week of January), 53 viewed (0 new the last week of January), and 13 engaged (0 new the last week of January).
- LepInc Q3 FB Event has 8 Interested, 11 Going, and 84 Invited. It also has 737 reached (134 new the last week of January), 49 viewed (0 new the last week of January), and 18 engaged (2 new the last week of January).
- Lep42 FB Event has 92 Interested, 54 Going, and 289 Invited. It also has 2.7k reached (0 new the last week of January), 154 viewed (1 new the last week of January), and 154 engaged (0 new the last week of January).
- W70 FB Event has 6 Interested, 14 Going, and 13 Invited. It also has 556 reached (0 new the last week of January), 58 viewed (1 new the last week of January), and 21 engaged (0 new the last week of January).
- LepInc G+ Page has 30 followers, LepInc FB Page has 515 likes (2 new this quarter), LepInc Twitter has 136 followers (3 new this quarter), and LepInc lj Community has 6 members (0 new this quarter).
- Lep G+ Group has 57 members (2 new this quarter) and Lep FB Group has 430 members (4 new this quarter).
- W70 FB Page has 137 likes (24 new this quarter) and W70 Twitter has 11 followers (3 new this quarter).
- CONflag Twitter has 28 followers (1 new this quarter).

Survey Committee: Paul Tanton submitted a written report that was posted on-line prior to the meeting:

- Request was made at 1st quarter public board meeting that a survey be created for Lep41, Lep42, and W70, soliciting suggestions from the board mail list.
- On the board mail list LepInc Chairman suggested mailing survey to members of Leps 38-41, and accommodating any requests for a hard copy of the survey on a case by case basis.

Strategic Planning: No meeting, no report.

Tablet Committee: Paul Tanton reported we have not picked up the tablet yet.

Committee Positions: No meeting, no report.

Board Policies: Hal Astell reported that he is working through the quarterly meeting minutes. Don Jacques expressed concerns about use of non-Excel databases, security, and software. Hal requested the Database committee to settle on a standard.

Quartermaster: Hal Astell reported that the computer was given to Amanda Parker (as approved at the last quarterly meeting).

Sponsorship: Mike Fett provided a sample in-kind donation form to Kevin McAlonan to be revised for use by Leprecon. He also described some possible avenues for fundraising, such as:

- Some companies will donate funds based on the volunteer hours worked by employees.
- Some companies will match employee donations
- The Amazon Smile program (<http://smile.amazon.com/>) will donate 0.5% of an individual's total purchase to a charity of their choosing.

Social Club: Mike Fett reported that his research indicates that a lot of people want to be a part of a social club, but not one sponsored by an organization. We may want to consider something like the Dr. Who 50th Anniversary party.

Website Auditor: Don Jacques reported that his priority is to address the issues identified by the Westercon 70 webmistress.

Old Business

Preferred GoH List: Please send suggestions to Mike Willmoth.

Board member complaints: Resolved.

Online Business:

- a) Mike Willmoth posted the Sasquan (Worldcon 2015) disbursements including \$5000 to Westercon 70;
- b) Michael Fett asked for details regarding the Westercon pass-along funds arrangement between W68, W69, W70 and future Westercons;

- c) Mike Willmoth notified the board that he had deposited the \$5000 from Sasquan into WFB-W70-Chk;
- d) Mike Willmoth transferred funds from corporate PayPal to Lee Whiteside refunding the amount requested;
- e) Michael Fett notified Mike Willmoth and Bruce Farr that past GoH Ken Kelly was interested in beings GoH at larger events;
- f) Michael Fett asked for corporate members to check on their employers' policies regarding co-donating to 501(c)(3) orgs;
- g) Michael Fett posted about a discussion with other corporate members regarding Lep's pricing themselves too high; discussion ensued;
- h) Mike Willmoth posted about emergency approval to transfer corporate funds to a new Lep Even Years account to cover this year's deposit; approval for \$600 from WFB-LEP-Chk to WFB-EVEN-Chk, 4-0-0;
- i) Paul Tanton posted about a problem with the address for Lep Inc being in Santa Rosa, CA, instead of Tempe, AZ; Mike Willmoth asked Bruce Farr to correct this;
- j) Paul Tanton asked for clarification regarding board policies on min/max membership pricing; Mike Willmoth clarified;
- k) Mike Willmoth posted a comment from someone at the recent Star Wars movie about Lep being too much like a comic con; Paul Tanton asked for details; Mike had no more to give other than a comment in passing as folks were leaving the theater;
- l) Mike Willmoth opened discussion re: W70/L43's max pricing; board voted to raise its max to \$100 for any combined event; Lep44 will return to \$50;
- m) Michael Fett asked for a link to the referenced program database system, Grenadine, mentioned by Mike Willmoth and used by Sasquan;
- n) Mike Willmoth posted a link to a video made by Sasquan staff re: GoH Dr Kjell Lindgren;
- o) Michael Fett asked Mandy Parker for a detailed update on Lep42;
- p) Mike Willmoth posted a conversation he had with Embassy Suites re: possible conversion from hotel to senior living facility; eventually resolved that only building 1 is unavailable to Lep42; rest of contract is a go;
- q) Paul Tanton posted that Square has shipped their EMV-compliant adapter for our account; Mike Willmoth transferred enough funds from corporate to convention (WFB-LEP-Chk to WFB-ODD-Chk) to cover the cost;
- r) Paul Tanton requested a list of folks restricted from certain things at LepreCons; Mike Willmoth summarized those on the board mail list;
- s) Mike Willmoth posted the Treasurer's Report from the November 2015 board meeting as well as from the February 2016 board meeting;
- t) Paul Tanton posted his reports for the February 2016 board meeting;
- u) Kevin McAlonan posted the final minutes from the August 2015 board meeting and the preliminary November 2015 board meeting;
- v) Hal Astell posted about the need to upgrade our web hosting package to something more suitable for Wordpress support; discussion continues after Don Jacques was appointed Website Auditor to study the package and other issues;
- w) Paul Tanton is now notifying board members of pertinent social media posts so they can promote them;

- x) Dee Astell posted a report from the W70 webmistress about the website issues; discussion is in progress.

New Business

02/11/2016 Board meeting: The voting board members held a special meeting to examine and revise existing policies to better serve the organization and fandom. Among the items discussed:

- 1) The Board should adopt an "Accessibility Policy." Current draft language: "Leprecon, Inc., wishes to have all events accessible to all attendees, within the bounds of reasonableness and safety."
- 2) The title of the anti-harassment policy should be changed to "Code of Conduct."
- 3) We should have a code of conduct for the board list, convention group emails, and other communications that includes language about:
 - a) confidentiality (do not share communications outside the group);
 - b) dealing with offensive posts (complaints should be raised with the webmaster, Social Media Director, or whoever is in charge of the group); and
 - c) Leprecon, Inc., and its conventions are a business, and should be treated as such by the Board and convention staff. While frank, honest, and candid discussions sometimes involve describing people and events in less-than-complementary terms, that should not be construed as indicating personal animosity, and events that occurred years ago should be off the table.
- 4) We should have corporate and convention mascots.
- 5) The Board needs to promote conventions and other activities by sharing posts.
- 6) Job descriptions should be prepared and include:
 - a) Expected and encouraged activities; and
 - b) Consequences for failure to timely perform duties.
- 7) The Board discussed having more frequent meetings. The Board will plan to meet one month prior to the quarterly and annual meetings to discuss matters that will be addressed at those meetings.
- 8) The Leslie Fish situation was discussed. No change in status.
- 9) By a 5-0-0 vote, the Board established the following policy: To avoid confusion with convention Guests of Honor, program participants should not be referred to as "guests."
- 10) By a 5-0-0 vote, the Board named Don Jacques as website auditor, to review and determine our situation and assess the need for any changes. This position will terminate at the 2016 Annual Meeting.

At the 02/21/2016 meeting, Don Jacques and Hall Astell discussed the need to be sensitive to volunteer limitations. The accessibility policy also was discussed.

LepreCon 44: Mike Fett volunteered to chair the 2018 LepreCon and outlined his suggestions. A motion to override the previous decision (to postpone selection of the Lep44 chair until after Lep42) was defeated 7-11-10.

Next meeting: The next meeting will be held on Sunday, May 22, 2016, at 4 p.m. The tentative location is the Spoke & Wheel Tavern in Phoenix, Arizona.

Meeting adjourned by a vote of many-0-3 at 5:41 p.m.