

LepreCon, Inc. | Committee Reports: Oct to Dec 2017 (Q2)

Bylaws & Policies

Report by Margaret Grady.

Policy regarding convention oversight was under development and review.

Database

Report by Michael Falinski was not received.

Financial Review

Report by Hal C. F. Astell.

He received from Kevin McAlonan a box of financial statements that had been sent by Bruce Farr, the former treasurer. This is currently in our storage area.

Fundraising

Report by Earl C. Hedges, Jr. was received and attached as a separate page. See below.

Google Docs

Report by Margaret Grady.

We currently have these documents to maintain:

- Lep Inc Bylaws (current and working copy)
- Lep Inc Policies (current and working copy)
- Lep Inc Procedures (working copy only)
- Lep Inc Management Lists: Committees, Officers & Coordinators, Board Members, GDoc lists
- Lep Inc Management Job Descriptions
- ConCom Job Descriptions
- Personnel Issues & Notes
- Lep 44 Budget (formerly PSFAFAE Budget)

Current Bylaws and Policies documents will only be updated once changes are officially approved and directed by the Board. Personnel Issues & Notes will only be updated based on direction from the Board.

LepreCon 42

Report by Gary Swaty was not received.

LepreCon 43

Report by Dee Astell.

Most remaining costs have been paid: printing costs, party expenses at LosCon and a half refund to Massoglia Books, who were unable to attend.

The remaining tasks are to send certificates to masquerade winners and printed materials to supporting members. We've retrieved card from storage for the certificates and had Duncan Rittschof price up the mailing costs for printed materials; this will be under \$3.00 per supporting member. She expects both tasks to be taken care of shortly.

LepreCon 44

Report by Woody Bernardi.

I was elected to take over as President of LepreCon, Inc. and COO of LepreCon 44, at the November Quarterly Meeting of LepreCon, Inc.

I communicated with the outgoing President and COO regarding contracts for the Unexpected Art Gallery. The Outgoing COO asked if I wanted him to formerly cancel the venue. I thanked him for his offer but said we would take care of it.

I subsequently asked Paul Tanton to handle the formal cancelation as I was actively involved in a site search for the 44th Annual LepreCon to be held sometime in 2018.

I met with a few different potential venues, including a property in Mesa and two properties in downtown Phoenix.

The Phoenix Center for the Arts was able to help us out with our requested dates on St Patrick's Day Weekend.

I was able to recruit Earl Hedges to run Gaming/RPG for Lep 44 and Margie Grady has agreed to volunteer her services as both Treasurer and Site Liaison. Valerie Ritchie of the Phoenix Filk Circle agreed to volunteer her services as Filk Liaison (a Committee Level Position) and Program Coordinator. Paul Tanton has agreed to help us by running At Con ConOps and Hal Astell will be running his film festival for Lep 44.

I've spoken with a few other individuals and also considered others to fill other positions on the Committee and Staff for Lep 44, however, as of the close of the Quarter, a contract had yet to be signed. So any further work on building the ConCom has been put on hold pending a signed contract.

As President of LepreCon, Inc. I have also been exploring possible venues for LepreCon 45 as it would be a powerful marketing strategy to be able to begin promoting the 45th Annual Convention during Lep 44 if at all possible.

Positions

Report by Margaret Grady.

Started out as a committee to craft job descriptions for convention committee roles, and then Lep Inc management roles were added to the task. Basic information was culled from the Bylaws for the different offices, and descriptions from the Webmaster, former Quartermaster, Google Docs Administrator, and Database Administrator have been added. The Social Media Administrator job description has not been addressed yet, nor that of the different heads of committees (if that is desired).

The Convention Committee job descriptions have been compiled from various sources, and are being reviewed/modified.

Quartermaster

Report by Hal C. F. Astell.

I completed a new inventory (excluding the wheeled registration box and one crafts box). I disposed of two damaged items (a plastic tray and a plastic plate). I haven't yet transcribed this or compared it to the previous inventory. The only things obviously missing are the PayPal/Square/chip readers and some pool noodles. Dee Astell suggested that some of the latter were used in craft workshops at Westercon 70.

Mark Boniece volunteered at the November quarterly meeting to take on the role of Quartermaster, so this will be my last report wearing that hat. I'll officially hand over to him before the February quarterly meeting.

Secretary

Report by Hal C. F. Astell.

Minutes for all meetings were posted to the website.

Online business for the quarter was:

- Hal Astell reported on concerns with the LepreCon 44 website and the approaching deadlines set by the AGM. Much discussion.
- Michael Fett asked for suggestions on food trucks at LepreCon 44. Discussion.
- Michael Fett responded to the new deadlines set at the board meeting. He provided contracts (not signed) and a budget. He set a succession of conditions on handing over the domain names.
- Michael Fett raised the possibility that WizardWorld may be ceasing to be.
- Paul Tanton thanked outgoing treasurer Bruce Farr for his work for LepreCon, Inc.
- Discussion about GSuite and the concerns Hal Astell raised at the November quarterly meeting. Hal and Paul Tanton will login to GSuite to investigate.
- Paul Tanton asked Michael Fett to disable portions of the PSFAFAE website, as pages were still allowing sales. There was no response. Later, Paul thanked Margie and Lyle for taking care of this and for redirecting domains to leprecon.org.
- Paul Tanton asked Michael Fett for the amount that we should compensate him for the PSFAFAE domains, so that we could put that into the contract he required. This was not provided.
- Michael Fett called for a temporary suspension of Hal Astell's position as director and complained about the consequences the board placed on the transfer of the PSFAFAE domains. Hal Astell refuted all accusations. No vote or action was taken.
- Paul Tanton reported that Julie Jennings at the Unexpected Art Gallery was unable to find a signed copy of the event contract for LepreCon 44.
- Paul Tanton reported that Michael Fett had changed the conditions he required for transferring the PSFAFAE domains into corporate control, from financial compensation to a removal of the membership restrictions imposed on him at the December board/committees meeting. Much discussion.

Social Media

Report by Earl C. Hedges, Jr. was received and attached as a separate page. See below.

Strategic Planning

Report by John Grigg was not received.

Surveys

Report by Margaret Grady.

A survey was handed out at a Quarterly meeting. Results revealed that most people who actually attend the meeting are there to share their opinion, and most are also listed as on a Committee. Many felt that meeting length could be reduced by preparing & distributing Minutes and reports in advance.

Treasurer

Report by Kevin McAlonan was received and attached as a separate page. See below.

Website

Report by Hal C. F. Astell.

I've kept the corporate website up to date throughout the quarter with new meetings, minutes and new officers and committee heads.

Discussion about the transfer of the PSFAFAE domain names to corporate control continued throughout the quarter. As he pointed out at the November quarterly meeting, Michael Fett refuses to transfer them without conditions.

He also refused to discuss granting corporate access to the PSFAFAE website, which remained online after he cancelled PSFAFAE, with pages accepting payments. I therefore updated leprecon.org to highlight the cancellation and to match what Earl Hedges posted to social media.

Later, Margie Grady reached out to Lyle Dillie, who repointed the PSFAFAE domains to leprecon.org.

Updating that index page highlighted a problem with the LepreCon 42 WordPress site which had been inappropriately installed in the root. The index files clashed and I was unable to change without moving Lep 42 into a different folder. This was problematic because of infections (I addressed 5 viruses in 12 files) and the net result is that the Lep 42 site is not accessible at present. Everything else is still live.

Fundraising

September 2nd through December 31st 2017

Earl C. Hedges Jr Reporting

I delighted to Woody Bernardi to look for different types of fundraising venues such as restaurants who would donate part of the proceeds from our meeting back to LepreCon he found a website that does quite a bit of work for you at this address found here

<https://www.groupraise.com/phoenix>

Me and Woody talked about maybe Jerry's restaurant heavily as per the following email from woody to me as follows.

They provided a form to fill out which is an application regarding our request to be accepted/recognized as a IRS Nonprofit. They call the form a Marketing Plan, some of the info requested is about us discussing how we will market our meeting/event, etc...

They also provided a standard flyer form which we can use. We insert our Org Name and Logo and their info is already in there. I don't think we need to use their flyer form, I'll clarify that for the next meeting.

I have added these to my google drive found at the following links

<https://drive.google.com/open?id=0B0tg4-6drk1ra2V6THImWjB0VEpKSExKZHFsdjdzOWhuSE0>

<https://drive.google.com/open?id=0B0tg4-6drk1rSDEtYXdXMWw5OXZFdENyUmJld0hIRVdKRUt3>

<https://drive.google.com/open?id=0B0tg4-6drk1rUWU0SGVDOEIXbG51Y2jxQXd1eIY2UI9wOTIN>

They will give us 25% of the bill for anyone who goes in and gives our flyer. This goes for a rolling 24 hr. period on the date we agree upon. My thought is that we could hold one of our quarterly meetings there. However, our potential fund raising wouldn't be limited to the time of our meeting but anyone who goes in there during the 24 hr., on the date of our meeting.

Earl had the idea of doing a 24 hr. Gaming Event there as a potential fundraiser for Lep, Inc and/or a marketing opportunity for our Con. I discovered after the last meeting that they only allow a group to hold one such Event every 6 months. I spoke to the Rest Manager and he said there is a potential that we might get an exception to that, depending upon how much revenue our Event generates that day.

I or Earl will present a report to update the 6 month rule and Earl's idea of the RPG Event at the Feb Meeting.

I had the Idea of doing an all day at Jerry's maybe a late night or early morning game day the day we have the LepreCon board meeting. We were going to bring this up at the meeting this coming February.

Woody also looked at Grant Proposals as well, There is a large Con in Boston called Arisia, held over MLK Weekend every year. They offer a Grant for which I think Lep should apply: <https://corp.arisia.org/grants>

How To Apply

A complete grant proposal contains:

##A filled-out applicant information form (or equivalent)

##A project description

##A project budget

##A timeline for the project

##Proof of eligibility (a copy of your organizations by-laws or articles of organization is usually sufficient)

If you have applied for a grant from us before, and proven your eligibility, you don't need to do so again.

Completed grant proposals can be mailed to:

Arisia, Inc.

561 Windsor Street

Somerville, MA 02143

If you have questions, please send them to the address above, or to arisiagrants (at) arisia (dot) org.

Stephanie L Bannon emailed me some grant info as well included is the following email

Fundraising - I don't think there are going to be any grants that help, most relevant grants are aimed at the writer and/or artist themselves to help them create their art. Attached is a Word file with what few I did find that might be useful. I will keep looking.

She Also Mentioned, Old Chicago at 55th Ave and Bell will do 15% of what is ordered at the meeting to the group if the group wants to hold meetings there. Mid-priced menu - \$10-13 burgers, wings, pizza, pasta and lots of beer on draft :)

(update - April 22 meeting is being held there)

Stephanie

She File attached - Grant info.doc which I saved to my google drive found here

<https://drive.google.com/file/d/0B0tg4-6drk1rSU8tV2t5XzFSY1pXaFZ6LU1pLW9VQINDU2IN/view?usp=sharing>

Social Media Report for LepreCon Inc.

September 2nd through December 31st 2017

From Earl C. Hedges Jr

I was added to Leper Con Inc Social Committee and Given access to the facebook LepreCon Science Fiction Convention as an admin by Paul Tanton made Earl C. Hedges Jr. an admin. Sep 02, 2017 8:39pm. I also believe I was added to the LepreCon, Inc. Facebook page as admin around the same time by the same person so named above.

Paul Tanton asked me the Monday November 20th,so I did so on Tuesday November 21st before black friday to get a donation Banner up I so I did. I had misspelled one word on the new bannor and Dee astel asked me to correct so I did immediately.

I have also been given access to the LeperCon Inc Google plus account, where I have posted updates concerning Lep 44 as requested by our chair Woody Bernardi.

I had to edit account info and update on the about me Website tab all the website links were dead and not active so I went through and updated these to redirect back to certain areas of the corporate website.

Such as changing the Corporate policy link which was dead to the LepreCon, Inc. Documents Link which is now active.

Lep 42 redirect is not working found here <http://leprecon.org/lep42/> and keeps giving the following info Internal Server Error The server encountered an internal error or misconfiguration and was unable to complete your request. Please contact the server administrator, and inform them of the time the error occurred, and anything you might have done that may have caused the error. More information about this error may be

available in the server error log. Hall did cover why this was occurring in his website report.

I have yet to receive access to the twitter accounts but this is mostly because, I forgot to get them from Paul Tanton.

Otherwise FB and Google are up and running and doing good.

Yours Earl C. Hedges Jr Social Media Guy.

Leprecon, Inc., Treasurer's Report

Account	05/31/2017	06/30/2017	07/31/2017	08/31/2017	09/30/2017	10/31/2017	11/30/2017	12/31/2017	01/31/2018
Lep. Inc. checking	\$ 313.04	\$ 75.00	\$ 2,258.94	\$ 436.00	\$ 164.10	\$ 71.25	\$ 210.10	\$ 185.10	\$ 394.10 ^a
Lep. Inc. savings	75.01	50.00	25.00	25.00	25.00	50.00	25.00	50.00	25.00
Lep44 checking	50.00	50.01	100.01	100.01	100.01	75.01	100.02	75.02	75.00 ^b
Lep44 savings	50.01	50.00	503.33	575.86	575.88	600.89	575.90	600.91	340.93 ^c
W70/Lep43 checking	16,183.46	16,652.45	27,028.62	15,489.62	15,489.62	15,489.62	15,214.62	15,214.62	14,529.10 ^d
PayPal	5,387.83	2,903.23	0.00	0.00	0.00	0.00	57.96	57.96	82.96 ^e
Total of all accounts	\$ 22,059.35	\$ 19,780.69	\$ 29,915.90	\$ 16,626.49	\$ 16,354.61	\$ 16,286.77	\$ 16,183.60	\$ 16,183.61	\$ 15,447.09

Notes regarding balances:

- ^a This amount includes some PSFFA Expo membership funds and some Lep43/W70 funds, as well as Lep Inc. funds. The \$500.00 deposit for the new Lep44 venue (Phoenix Center for the Arts) also was paid on 01/21/2018 from the Lep Inc. checking account (check #2531) and cleared 01/24/2018.
- ^b This \$75.00 is part of the \$100.00 balance that Lep Inc. maintains for the Lep44 checking and savings accounts. A \$25 automatic transfer from checking to savings on the 26th of every month, then \$25 is manually transferred back within the following week.
- ^c This balance includes:
 - \$ 25.00 of the \$100.00 balance that Lep Inc. maintains for the Lep44 checking and savings accounts
 - \$315.89 in as-yet-unrefunded PSFFA Expo 2018 membership payments (of \$515 total as-yet-unrefunded Expo membership payments)
 - \$ 0.04 in interest earnings
- ^d Most (if not all) of the postage has been paid. We have a few payments still to make, and then the Lep43/W70 books can be closed.
- ^e This includes \$25.00 for Lep43/W70 and \$57.96 (net of a \$60 membership) for Lep44.