

Central Arizona Speculative Fiction Society  
Minutes of the Board of Directors

1998

## **Central Arizona Speculative Fiction Society, Inc.** **Notes of the Board of Directors**

Regular Meeting 1/30/98 10:29pm JB's Restaurant (Indian School & I-17)

All Board Members were present. (Pat Connors, Jim Strait, Jeff George, Jeff Jennings, Diane Elliott, Adam Niswander, and Treas. Bruce Farr)

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made.

◆ Voted to accept (Unanimous)

Acknowledged an old member was rejoining. No vote was necessary.

New Board position elections were held.

Corporate Secretary: Jim Strait was nominated, accepted, and voted in by acclamation.

Chairman: Jeff Jennings was nominated, accepted, and voted in acclamation.

Vice Chairman: Pat Connors was nominated, accepted, and voted in acclamation.

The CopperCon 18 hotel contract was discussed.

It was motioned that if both the Con Chairman and CASFS Treasurer agree that the contract should be accepted.

◆ Voted to accept (5 For, 2 Abstentions)

The need for a new Auditor was discussed. It was decided that the Board Chairman would appoint one. It was also decided that the Board Chairman would ask for those interested at the next meeting.

### **New Business:**

Matt addressed the Board to suggest the Board send flowers or make a donation to Julie Douglas & Doug Cospers on the death of her parent. Adam motioned \$50 dollars be so allocated.

◆ Voted to accept (Unanimous)

Matt was appointed to see to the handling.

A possible Code of Conduct for Corporate and Procedural Officers was discussed, prompted by concerns voiced at the Regular business meeting that allegedly a CASFS officer was assisting a competing California NASFiC Bid. It was decided that since no official complaint or requests for some sort of action had been made to the Board, no action would be warranted at this time.

### **Announcements:**

Bruce Farr stated that he was against the last NASFiC Bid.

The meeting was adjourned at 10:55pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 02/27/98 10:02pm JB's Restaurant (Indian School & I-17)

Present: Adam Niswander, Diane Elliott, Jeff Jennings, Jeff George, and Bruce Farr (treas.)

Absent: Pat Connors and Jim Strait

submitted by *Jeff George*

A motion to accept all the regular business and ratify Sec. report (as not read) and Treas as briefly read was made.

◆ Voted to accept (Unanimous)

Jeff made an announcement that the Board was looking for a new Auditor. There was no response.

Stephanie Bannon (new ConNotations Editor) addressed the Board. Several issues were brought up:

Should ConNotations have a new checking account? The topic was discussed. The consensus to change the signer on the account. Bruce will handle the change.

It was announced that the hotel contract for CopperCon was signed.

It was stated that the Board would need to meet in a week or two to review the two hotel contracts for HexaCon. It was agreed that at least 72 hours advance notice was needed. Bruce would edit the contract down for the review.

It was stated that we didn't get flower's as previously decided felt to be inappropriate. A follow up report would made as to a final decision.

Stephanie suggested that the database be collected and cleaned up. She suggested letting the Post Office go over it for a fee to clean it up.

The need for a new Auditor was discussed along with options.

The meeting was adjourned 10:17pm

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 3/27/98 9:17pm JB's Restaurant (Indian School & I-17)

Board Members present: Pat Conners, Jim Strait, Jeff George, Jeff Jennings, Diane Elliott, and Adam Niswander

Absent: Bruce Farr (Treas)

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made.

◆ Voted to accept (Unanimous)

Old Business topics were discussed of:

New Auditor

Hotel contract review for HexaCons

Matt to get (memorial) flowers (decided to table)

The condition of the database was discussed. Stephanie stated that the P.O. would review for no fee. The Board moved to ask Doug to standardize the database through the Post Office (at no charge). If Doug would not be able to accomplish this by the April meeting then Stephanie would process it.

◆ Voted to accept (Unanimous)

Brian Korn volunteered to serve as Auditor. The application was discussed. It was decided to wait before making a decision.

Stephanie approached the Board with a proposal for ConNotations. The Board requested she submit her proposal to the General Membership.

The meeting was adjourned at 9:31pm.

## **Central Arizona Speculative Fiction Society, Inc.** **Notes of the Board of Directors**

Regular Meeting 4/24/98 10:01pm JB's Restaurant (Indian School & I-17)

All Board Members present: Pat Connors, Jim Strait, Jeff George, Jeff Jennings, Diane Elliott, Adam Niswander, and Bruce Farr (Treas.)

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included the ConNotation proposal, a \$100 for buying locks & chains for future convention use, a \$350 grant & the printing of mailing labels for CorsairCon, and a \$500 grant to be used towards airfare to the SF Research Association.)

◆ Voted to accept (Unanimous)

Doug Cospers proposed passing the database to Craig Dyer as the new DB Manager with Doug to be the off site storage.

◆ Voted to accept (Unanimous)

Craig stated he would be getting a list of names to merge into the database. It was suggested that we write up database handling policies. Craig said he would write up a proposal.

Matt addressed the Board regarding the prior decision to buy flowers for Julie Douglas' parent. It was decided to write the \$50 check as a charitable donation per the families wishes. Bruce stated that they needed the address to conclude the issue.

Adam wished to be reminded in advance of the next meeting.

The need for a new Auditor was discussed. Brian Korn had previously volunteered. Pat Connors also volunteered. An arrangement was discussed where Pat could withdraw and act as backup Auditor.

◆ Voted to accept Brian as new Auditor (6 For, with Pat abstaining)

The need of the Board to review the HexaCon hotel contract was discussed. Bruce requested that those reviewing it notify him of their approval/disapproval, but individual review would not be required.

The meeting was adjourned at 10:21pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 5/29/98 10:01pm JB's Restaurant (Indian School & I-17)

Board Members present: Pat Conners, Jim Strait, Jeff George, Adam Niswander, and Bruce Farr (Treas.).

Missing: Jeff Jennings and Diane Elliott

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included a vote to accept four amendments to the Bylaws, a vote to forgive the \$900 debt from LepreCon for their share of the shed, and delaying the vote for CopperCon 20 & HexaCon 10 Chair & Banker one month.)

◆ Voted to accept (Unanimous)

Two applications for membership were submitted. (Names not recorded here.)

◆ Voted to accept (Unanimous)

Bruce stated any Board Member that wished to review the negotiated HexaCon hotel contract was invited to do so at his home on Monday evening at 8:00pm.

Bruce moved that we transfer \$1000 to the ConNotation account.

◆ Voted to accept (Unanimous)

The meeting was adjourned at 10:04pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 6/26/98 9:44pm JB's Restaurant (Indian School & I-17)

Board Members present: Jeff Jennings, Diane Elliott, Pat Conners, Jim Strait, Jeff George, and Adam Niswander.

Missing: Bruce Farr (treas.)

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included a vote to make a \$100 donation to the Lupus Foundation (in memory of Maria Holbrook's passing) and the election of new officers.)

◆ Voted to accept (Unanimous)

One application for membership were submitted. (John Kittelsrude.)

◆ Voted to accept (Unanimous)

Adam moved that we transfer the next \$1000 to the ConNotation account.

◆ Voted to accept (Unanimous)

Stephanie addressed the Board stating she needed to pay to have the postal permit renewed, which was done. She requested to be reimbursed.

It was moved to reimburse the ConNotation account \$85 for Postal Permits.

◆ Voted to accept (Unanimous)

The meeting was adjourned at 9:47pm.

## **Central Arizona Speculative Fiction Society, Inc.** **Notes of the Board of Directors**

Regular Meeting 7/31/98 9:22pm JB's Restaurant (Indian School & I-17)

Board Members present: Diane Elliott, Pat Connors, Jim Strait, Jeff George, Adam Niswander and Bruce Farr (treas.).

Missing: Jeff Jennings

submitted by *Jim Strait*

For the record, Nicolas Schumacher and Rebecca Fox were acknowledged as voted in as members at the 5/29/98 meeting.

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included the new president's (Francis Burns) announcement of the dissolution of all prior not mentioned committees, an acknowledgment of the president's request to have the Board resolve what computers and printers CASFS owns and who should get them, the election of Craig Dyer as HexaCon 10 Chair, Dave Hungerford HexaCon 10 Banker, Mark Boniece CopperCon 20 Chairman, and Jeff George CopperCon 20 Banker.)

◆ Voted to accept (Unanimous)

Two applications for membership were submitted. (Michael Griffin and Richard Bolinski.)

◆ Voted to accept (Unanimous)

The CASFS computers and printers were discussed. Acting Chairman Pat Connors appointed Jeff Jennings to inventory them.

Stephanie Bannon addressed the Board to inform that CASFS P.O. Box was rekeyed by the Post Office due to some confusion on their part. Who should get the four new keys was discussed. It was decided that Stephanie as ConNotations editor should have one, Jeff Jennings as Board president should have one, Bruce Farr as Corporate Treasurer should have one, and another designated mail pick-up person (not decided upon) should have one. Stephanie was holding all keys for Jeff Jennings to distribute.

All existing Board officers (Jeff Jennings Chairman, Pat Connors Vice Chairman, and Jim Strait Corporate Secretary) were nominated. Nominations closed.

◆ Voted to accept (Unanimous)

The meeting was adjourned at 9:31pm

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 8/31/98 8:50pm JB's Restaurant (Indian School & I-17)

All Board Members were present: Jeff Jennings, Diane Elliott, Pat Conners, Jim Strait, Jeff George, Adam Niswander and Bruce Farr (treas.).

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included the nominations for a replacement CopperCon 19 Chairman.)

◆ Voted to accept (Unanimous)

The four new P.O. Box keys were discussed and assigned. Craig Dyer, as designated mail retriever, would hold one, Jeff Jennings, as Board Chairman, to hold one, and Angel Trinkle, as CASFS Secretary, to hold two keys. This was generally agreed upon. The need to have a received mail log, to be maintained by the designated mail retriever, was discussed.

A Past Due bill notice was brought from the mail box. Bruce would handle it.

The status of closing out the last HexaCon books was discussed. Jeff George would follow up with Margi.

Getting a new signature card for the ConNotations account was discussed. Jeff George and Bruce Farr would follow up.

Bruce would follow up on a report of a possible grant and getting some donated computer equipment from Motorola.

Stephanie had reported going over the last HexaCon check register and was unclear about some of the entries. The Board discussed getting the next Internal Audit underway. Brian Korn was requested by the Board to do an Audit of the CASFS books and report back at the November 1998 meeting.

The meeting was adjourned at 9:03pm.

## **Central Arizona Speculative Fiction Society, Inc.**

### **Minutes of the Board of Directors**

Regular Meeting 9/25/98 10:13pm JB's Restaurant (Indian School & I-17)

Board Members were present: Jeff Jennings, Diane Elliott, Jim Strait, Jeff George, Adam Niswander and Bruce Farr (treas.).

Missing: Pat Conners

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included the election of Craig Dyer as a replacement CopperCon 19 Chairman, the decision to purchase a Pro database for \$60, proposals for new bylaws, and a vote to amend the prior proposals.)

◆ Voted to accept (Unanimous)

The computer equipment, the P.O. Box keys, possible corporate grants were discussed and tabled.

Bruce reported the prior Past Due bill notice situation was handled.

Jeff George reported he had not reconciled the HexaCon 8 books yet. Bruce stated he would handle and report later on the HexaCon 8 & CopperCon 17 books.

It was proposed to set up an alternate HexaCon account to be used for the alternate HexaCons to avoid rollover confusion.

◆ Voted to accept (Unanimous)

Dave Hungerford as upcoming HexaCon Banker later approached the Board concerning seed money in the new account. It was proposed to transfer \$500 initially.

◆ Voted to accept (Unanimous)

The possible acquisition of computer equipment from Motorola was discussed by Bruce and Lee Whiteside. An alternate possibility was discussed from Intel.

Brian Korn commented, regarding his on going internal audit, on some inherent problems in the check register procedures that needed to be looked at.

A motion was made to waive Bruce's offer and pay the late check fee incurred.

◆ Voted to accept (5 For, 0 Against, Bruce Abstained)

Stephanie Bannon addressed the Board regarding CASFS's purchase of a coffee pot that she had in her possession.

**Central Arizona Speculative Fiction Society, Inc.**  
**Minutes of the Board of Directors**

Concerns regarding improving the relations with the HexaCon dealers was discussed. Bruce would look into getting a rider to our insurance that could cover Dealers merchandise during the conventions. Adam proposed a letter be drafted to the five dealers that lost money. It was decided that Jim would write a draft that would reviewed and revised via E-mail by the other Board members, Mark, Craig & Stephanie. It was also suggested a free table and ConNotation ad could be offered. The list and addresses of the dealers would be provided later. Further discussion was tabled.

Angel Trinkle approached the Board for a Secretaries Budget. She was requested to just submit any expenses for reimbursement.

Bruce requested allowing the World Fantasy Convention web site be moved to be stored on the same service with the CASFS web site, leaving an alias and pointers from the old site. This was tabled till Bruce could meet with Craig Dyer to discuss the specifics of the proposal.

The meeting was adjourned at 10:45pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 10/9/98 8:51pm JB's Restaurant (Indian School & I-17)

Board Members were present: Jeff Jennings, Pat Conners, Jim Strait, Jeff George, and Bruce Farr (treas.).

Missing: Diane Elliott and Adam Niswander

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included a vote to spend up to \$20 for flyers for the Phoenix Library BookFest.)

◆ Voted to accept (Unanimous)

Bruce's request to move the World Fantasy Con's web info to the CASFS site, was discussed. Per a question from Bruce, the Board members generally agreed that if there was little or no additional cost to CASFS that there would be no objection to hosting the site.

Bruce stated that he would be meeting with the prior con banker's to close out the accounts.

Approaching past dealers to try to get them to start attending, was discussed.

The meeting was adjourned at 9:10pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 11/13/98 9:32pm JB's Restaurant (Indian School & I-17)

All Board Members were present: Jeff Jennings, Pat Conners, Jim Strait, Jeff George, Diane Elliott, Adam Niswander, and Bruce Farr (treas.).

submitted by *Jim Strait*

A motion to accept all the regular business and ratify Treas./Sec. reports was made. (This included a vote to spend \$50 for a booth for the April BookFest, approval of 2 bylaw Amendments, the appointment of Allison Bishop as the Property/Inv Ctrl Mistress, and the nominations for new officers & Board members.)

◆ Voted to accept (Unanimous)

The Board approved two applicant members Lori LaPierre & Ramona Mackey.

◆ Voted to accept (Unanimous)

Bruce advised that World Fantasy Con no longer needed web site space.

The scheduled Internal Audit report was tabled as Brian Korn was not present.

Bruce stated that all con accounts were now transferred.

Jeff Jennings reported that he was still working on resolving the Electronic Equipment audit.

The proposed letters to the dealers were discussed.

Bruce reported that we received an \$80 refund from the US Post Office due to low volume of our Change of Addresses on our mail permit.

Bruce reported that our Corporation renewal was renewed.

The meeting was adjourned at 9:40pm.

**Central Arizona Speculative Fiction Society, Inc.**  
**Notes of the Board of Directors**

Regular Meeting 12/11/98 9:51pm JB's Restaurant (Indian School & I-17)

Four Board Members were present: Jeff Jennings, Jim Strait, Jeff George, and Bruce Farr (treas.). Missing: Pat Connors, Diane Elliott (left proxy to Jim Strait), and Adam Niswander  
submitted by *Jim Strait*

**NOTE: It was discovered afterwards that 2/3 of the authorized number of Board members must be "present" for the transaction of any business. Diane's proxy was not sufficient. Thus this meeting was void.**

A motion to accept all the regular business and ratify the Treas./Sec. reports was made. (This included a vote to spend up to \$50 for 1 motion detector, to proceed with setting up a credit card machine and setting up a new account with \$700 for it, to spend \$195 for additional software for the use of ConNotation (above budget), and the election of a new president (Frances Burns), V.P. (Dave Hungerford), and 3 Board members (Jeff Jennings, Stephanie Bannon, & Mark Boniece).)

◆ Voted to accept (Unanimous)

Jeff Jennings resigned from the appointed position of Electronic Equipment Auditor. Further discussion was tabled.

Jeff tabled his report on the approach of the Dealers till the January meeting.

Bruce stated that our insurance company spend \$1627.31 related to the Greg's claim from the HexaCon break-in and they wanted payment up to the \$250 deductible. Bruce will follow up on it.

Brian Korn submitted his Auditor's Report in writing, which was reviewed by the Board. It was moved to accept.

◆ Voted to accept (Unanimous)

A motion to make the document public was made. But further action was tabled for review.

The meeting was adjourned at 10:06pm.