

Central Arizona Speculative Fiction Society  
Minutes of the Board of Directors

1999

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

Regular Meeting 1/29/99 9:20pm JB's Restaurant (Indian School & I-17)

Six Board Members were present: Jeff Jennings, Jim Strait, Pat Connors, Jeff George, Stephanie Bannon, and Mark Boniece.

Missing: Bruce Farr (treas.).

submitted by *Jim Strait*

Due to the lack of a quorum at the prior Board meeting, a motion to accept all the 12/11/98 meeting's 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).) and the prior 12/11/98 Board meeting (This included the acceptance of Brian Korn's Auditor's report.)

◆ Voted to accept (Unanimous)

Election for new Board officers was conducted. Jeff Jennings was elected as Board Chairman and Jim Strait as Corporate Secretary by acclamation. A tie vote occurred for Board Vice-Chairman between Pat Connors and Jeff George. Jeff George was elected by a coin toss.

A motion to accept all the 1/29/99 regular business and ratify the Treas./Sec. reports was made. (This included a vote to spend \$125 +S&H for an overhead projector part, to purchase 7 more gun locks from Fry's (to be paid in advance), and the change of the 6/25/99 meeting to be held on 6/18/99.)

◆ Voted to accept (Unanimous)

The electronic equipment audit was discussed. Jeff Jennings had completed a list of the equipment and who had it. Mark was appointed to follow up and maintain the list of equipment.

Jeff Jennings stated that some of the dealers had been contacted regarding restarting attendance to the conventions. He stated he would report on the progress by the next meeting.

The Internal Auditor's Report was discussed and the need to appoint a replacement for Brian. Jim was appointed to announce the need for the position at the next regular meeting. Later it was stated that Nick Schumacher (not present) might be interested in the position.

Ray Gish addressed the Board regarding getting the funds to purchase overhead projector part (\$150). It was also brought up that the \$35 for the Internet domain name and \$600 more for the credit card account was still needed. Jeff Jennings would handle.

The meeting was adjourned at 9:36pm.

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

Following the 2/26/99 regular CASFS meeting the Board did not have a sufficient number of Board members present to hold a meeting.

Four Board Members were present: Jeff Jennings, Jim Strait, Jeff George , and Pat Connors.

Missing: Mark Boniece, Stephanie Bannon, and Bruce Farr (treas.).

submitted by *Jim Strait*

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

Regular Meeting 3/26/99 9:09pm. JB's Restaurant (Indian School & I-17)  
Six Board Members were present: Jeff Jennings, Jim Strait, Pat Connors, Jeff George, Stephanie Bannon, and Mark Boniece.  
Missing: Bruce Farr (treas.).

submitted by *Jim Strait*

Due to the lack of a quorum for the prior Board meeting, a motion to accept all the 3/26/99 and 2/26/99 meetings' regular business and ratify the Treas./Sec. reports was made. (This included a vote to spend an additional \$7.48 for the glass to the overhead projector and the obtaining of the Price Club membership for the person doing the food purchasing).

◆ Voted to accept (Unanimous)

Jeff Jennings made a report on his meetings with the dealers. He reported that, in general, our relationship is good and that the concerns stated by Mark several months ago did not seem to be an issue of concern now. The only dealers still in operation now that had suffered a loss at the ASU break-in were Waterloo Games and Game Depot.

The still outstanding \$250 bill from our insurance company was discussed. Jim was appointed to get more information on what the bill was for.

The need for and recruitment of an Auditor was discussed.

The possible need for a formal Financial Plan for CASFS was discussed.

No new membership applicants had been submitted.

Stephanie brought up that we should have a second signer on the credit card account and recommended Jim. With no objections, Jim was appointed.

The need for establishing Fiscal Procedures by the Board for the Convention Chairs/Bankers was discussed. It was decided that the topic could be discussed further at the next Con Runners meeting and/or via E-mail. Any further discussions were tabled.

The meeting was adjourned at 9:44pm

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

Regular Meeting 4/30/99 9:21pm. JB's Restaurant (Indian School & I-17)

Six Board Members were present: Jeff Jennings, Jim Strait, Pat Connors, Jeff George, Stephanie Bannon, and Mark Boniece.

Missing: Bruce Farr (treas.).

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made. (This included a vote to spend up to \$100 to Lee Whiteside for flyers and stand, up to \$150 to Dave Rood to shop around for a laminator, and a loan of Registration items and art flats to DarkCon for \$1 plus expenses).

◆ Voted to accept (Unanimous)

No applicants for membership were presented.

Jim Strait made a report on the specifics of the \$250 Insurance charge.

The need for an Auditor was discussed.

The need for a Financial Plan and Fiscal Procedures was discussed. It was decided that a Special Meeting would be needed to work something up. Schedule arrangements would be made by E-mail and announced at the next two meetings.

Jeff George addressed the Board, as Banker for HexaCon, stating that the rollover account set up for HexaCon already had \$3100 instead of the usual \$1000 left as seed money, and that he would be using it all as the larger HexaCon planned would need it. The consensus of the Board members had no objections as long as it was coordinated with Bruce.

The meeting was adjourned at 9:52pm

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

Regular Meeting 5/28/99 9:15pm. JB's Restaurant (Indian School & I-17)  
Six Board Members were present: Jeff Jennings, Jim Strait, Jeff George, Stephanie Bannon, Mark Boniece, and Bruce Farr (treas.).  
Missing: Pat Connors.

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made. (This included nominations for President, Vice President, Secretary, Treasurer and three Board positions).

◆ Voted to accept (Unanimous)

One applicant for membership were presented, Robert Barber.

◆ Voted to accept (Unanimous)

The need & progress for finding an Auditor was discussed.

The scheduling for a Financial Plan and Fiscal Procedures was discussed. It was decided that we needed examples of what has been used in the past. Bruce offered to supply documentation. Also documentation on how past bankers ran the conventions (budgets), would be gathered.

Jeff George asked about the CopperCon rollover statuses and the need for convention funds. David Hungerford addressed the Board regarding his CopperCon rollover amount.

The issue of who should get keys to the CASFS Shed was discussed. Mark Boniece stated concerns about people coming on to his property and accessing the Shed when he was not home. A procedure was proposed such that: A second key would be left with the CASFS Quartermaster who would not use it and come on Mark's property when he was not home without first giving him 48 hours advance notice.

◆ Voted to accept (Unanimous)

The meeting was adjointed at 9:45pm

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

Regular Meeting 6/18/99 9:28pm. JB's Restaurant (Indian School & I-17)

All Board Members were present: (Jeff Jennings, Pat Connors, Jim Strait, Jeff George, Stephanie Bannon, Mark Boniece, and Bruce Farr (treas.).

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made. (This included elections of the President, Vice President, Secretary, Treasurer and three Board positions (first); then the CopperCon 21 and HexaCon 11 Officers (after)).

◆ Voted to accept (6 For, 1 Abstained)

The need for a new Internal Auditor was discussed. Recruitment options were suggested. The discussion was tabled to the next meeting.

The Board was polled to verify that the Financial planning meeting was still a go for July 24, 1999 at Pat Connors' house at 6:00pm.

Mark Boniece brought up a request that the prior Board decision that allowed the CASFS Quartermaster access to the CASFS shed if Mark was not available to be present providing 48 hour notice was given, be modified. He requested that the 48 hours be changed to 96 hours. Allison Bishop, the appointed Quartermaster was queried and did not find any problem with the extension.

◆ Voted to accept (5 For, 2 Abstained)

It was mentioned that the new mail permit was in place.

No new applicants were presented.

The status of the CASFS incorporation renewal was discussed as a letter had been sent to Woody Harper, as the prior Statutory Agent, from the AZ Corporation Commission informing of our expiration. Bruce reported. It was suggested that a new Statutory Agent be appointed. Jim Strait was then nominated.

◆ Voted to accept (6 For, 1 Abstained)

The meeting was adjourned at 9:42pm

### **Note:**

Stephanie Bannon was concerned by the "dissolved" CASFS corporate status she was informed of when she called the AZ Corporation Commission office. On 7/12/99 she called the other Board members requesting the Board approve \$70 to expedite a normally lengthy processing period to determine our actual status. The Board members verbally approved the expenditure (6 For, 1 Against). Bruce Farr felt it was unwarranted as this was a normal cycling of the renewal. Following the expedited review (7/16/99), it was determined that our Corporate status was properly reinstated.

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

Regular Meeting 7/30/99 9:05pm. JB's Restaurant (Indian School & I-17)  
Six Board Members were present: (Jeff Jennings, Pat Connors, Jim Strait, Stephanie Bannon, Mark Boniece, and Nick Schumacher (treas.)).  
Jeff George was missing.

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made. (This included the shift of the next meeting date to August 20th).

◆ Voted to accept (Unanimous)

New Board officers were nominated and elected:

Chairman:	Jeff Jennings	(5 For, 1 Abstention)
Vice-Chairman	Jeff George	(6 For)
Secretary	Jim Strait	(5 For, 1 Abstention)

The need for a new Internal Auditor was discussed. Jim Cryer (present) stated that he was interested in the position. Brian Korn (not present) had mentioned earlier that he was also interested in the position again. Discussion was tabled till after the Financial Meeting.

No new applicants had been presented.

Jerry Yeager addressed the Board, advising us of an incident that he was involved in that occurred at LepreCon, so that we could avoid a similar occurrence in the future.

The meeting adjourned at 9:18pm.

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

Regular Meeting 8/20/99 8:28pm. JB's Restaurant (Indian School & I-17)  
All Board Members were present: (Jeff Jennings, Jeff George, Pat Connors, Jim Strait, Stephanie Bannon, Mark Boniece, and Nick Schumacher (treas.)).

submitted by *Jim Strait*

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

◆ Voted to accept (Unanimous)

Two applicants for Internal Auditor, Jim Cryer and Brian Korn, were interviewed. Any decisions were tabled till a proper job description for the position could be drafted.

Bruce Farr addressed the Board stating that he would have a 2-year financial prepared soon.

The need for a review of those that wish to be notified of any special Board meetings was discussed. Bruce Farr requested to be included on any list.

Jeff Jennings suggested that attempts to schedule another Financial Plan/procedures meeting be done via E-mail.

Stephanie Bannon brought up the position of not admitting someone to a convention. After discussion the Board concluded that any such decisions should be left to the elected Convention Chairman.

The meeting adjourned at 8:52pm.

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

Regular Meeting 9/24/99 8:42pm. JB's Restaurant (Indian School & I-17)  
5 Board Members were present: (Pat Connors, Jim Strait, Stephanie Bannon, Mark Boniece, and Nick Schumacher (treas.)).  
Jeff Jennings and Jeff George were missing.

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made (including the appointment of Lee Whiteside to provide regular meeting & event notices to the local newspapers).

◆ Voted to accept (Unanimous)

Discussion and decisions regarding picking a new Internal Auditor were tabled, again, pending when a more formal Job Description could be drafted.

The meeting adjourned at 8:45pm.

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

No Board Meeting was held on 10/99 as a Quorum was not present.

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

Regular Meeting 11/12/99 8:02pm. JB's Restaurant (Indian School & I-17)

6 Board Members were present: (Jeff Jennings, Jeff George, Jim Strait, Stephanie Bannon, Mark Boniece, and Nick Schumacher (treas.)).

Pat Connors was missing.

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made (including the expenditure of \$45 for a booth at the upcoming Book Fest, \$50 donation and a card to Mike Duchett on Mike's wife's passing, and the nominations of new officers).

◆ Voted to accept (Unanimous)

A new applicant, Craig Hier, was presented for membership.

◆ Voted to accept (Unanimous)

The lack of scheduling work done by Jim was discussed.

The meeting adjourned at 9:17pm.

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

Regular Meeting 12/10/99 9:22pm. JB's Restaurant (Indian School & I-17)

6 Board Members were present: (Jeff George, Jim Strait, Stephanie Bannon, Mark Boniece, Pat Connors, and Nick Schumacher (treas.)).

Jeff Jennings was missing.

submitted by *Jim Strait*

A motion to accept the regular business and ratify the Treas./Sec. reports was made (which included the expenditure of up to \$100 for a copy of Office 97 to Craig & Stephanie, the acceptance of \$500 donation from LepreCon, and the election of officers & Board members).

◆ Voted to accept (Unanimous)

A notation to make a correction to the prior minutes was made.

Due to scheduling difficulties it was generally decided to delay Financial Planning meetings till after January (2000).

No new candidates for membership were presented.

As Jim Cryer was elected to the Board of Directors, this made him ineligible to serve as Internal Auditor. And as no other candidates were available for the position, it was then suggested that Brian Korn be appointed as Internal Auditor.

◆ Voted to accept (Unanimous)

The meeting adjourned at 9:26pm.