

Central Arizona Speculative Fiction Society
Minutes of the Board of Directors

2003

Central Arizona Speculative Fiction Society

Minutes of the Board of Directors

Regular meeting
January 31, 2003 9:09pm
JB's, I-17 and Indian School

Submitted by David M. Hungerford III

Present: Stephanie Bannon, Mark Boniece, Jeff George, Ray Gish, David Hungerford, J.B. Talbot and Lee Whiteside
Absent: None

After some initial confusion, it was determined that Jim Cryer, as outgoing Chair, would lead the meeting.

- The business of the general meeting was ratified, **7-0-0**.

Elections

Nominations:

- Chair - Dave
- Vice Chair - Jeff
- Secretary - Lee (declined), Mark

All were elected by acclamation.

Old Business

- VNSA lead-up table - Gary will find out about the possibility of CASFS folks volunteering at the book sale next year.
- Data and Recordkeeping Procedures - Still no comments.
- Moving the Credit Card checking account - No change. It was noted that some parts of BankOne still have Brian as a signer on the account. We are less than impressed. Stephanie says she has the ATM card for the account now and just needs to pry a PIN out of them.
- Quartermaster - We still need one.
- Job descriptions - No change.
- Post-con reports - No change.
- Photo disclaimer - Lee didn't submit the LASFS disclaimer, but Stephanie has MCCCCD's version. We'll try in email again. There was more discussion of why we're doing this in the first place, which segued into a discussion of badge security in general. We now have a copy of the LepreCon 28 disclaimer. It's pretty good...we agreed that "management" should be changed to "organization."

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- PayPal - The account is in the process of being created.
- Mike's travel agent commission - The issue here is whether Mike 1099s it over to us or does it as a charitable donation. If he 1099s it, then it's as though he was an employee of CASFS, which may have implications for our 501(c)3 status, and is certainly something that should be held off on until we actually have three years worth of good financial records. The advantage of doing it by 1099 is that we get the money pre-tax; if he does it as a charitable donation, it would be post-tax. After some discussion, we decided that the potential headaches of doing it by 1099 aren't worth the extra money right now. That may change once we've researched things more fully and have three years worth of records. Dave moved to accept the lesser amount as a post-tax donation, Mark seconded. **7-0-0**.
- The CD - We don't actually have the money in CASFS Main yet, so nothing new.

New Business

- Hexacon 14 budget - The proposed Hexacon 14 budget was submitted. It's pretty standard. We don't have all the function space, but we do have 16,000 square feet, which should certainly be enough. Room rates are \$85/night. Ray moved to accept, Mark seconded, **7-0-0**.
- Book Festival - The Humanities Council sent us the contract for what we're doing at the Book Festival. Dave signed for the organization.

We voted to adjourn at 10:08 pm: Dave, Stephanie, **7-0-0**.

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Minutes of CASFS Board of directors meeting 02/21/03.

Present Stephanie, Mark, Jeff, Ray, David, Lee /missing J.B. Talbot.

Ratified business 6-0-0

No candidate members.

Old business:

VNSA Lead up table – no progress

Have Had problems with Reg data in the past / new records will be good.

Moving cc checking acct will wait until pending convention accts closed.

Quartermaster – still need one.

Job descriptions – Jim, no change.

Post con reports – both items are deemed dead.

Photo disclaimer – Will accept Leprecon version with changed word “management” for “organization”. Ray moved to accept verbiage w/ change. Voted acceptance 4-1-1.

Will use on backs of badges and signs. Discussed issued surrounding dissenting vote.

Pay pal. Set up and active.

Mike’s travel agent commisiion - discussed researching implication of 1099 form issued. Will get CPA opinion after tax season.

No money will be moved to CD account until current pending accts closed / Discussed need for closure on convention accts.

New Business:

Archives –Leprecon has commissioned Larry Vela to become Archivist for corporate.

Proposal to have Larry do same for CASFS tabled.

The secretary of the board was to come up with Letter of authorization for Larry V.

Stephanie moved for Larry to have access to materials, with the purpose of making digital archive copies. He is specifically authorized to remove materials from current storage site for this purpose. Lee second. Vote 6-0-0.

Jeff George will research Fong memorial Library issues.

Stephanie will get CPA to fill out form 990 required by IRS.

Motion to adjourn / Adjourned 9:25 PM

Minutes of CASFS Board of directors meeting 03/27/03.

Present Stephanie, Mark, Jeff, Ray, David, Lee, J.B./missing Ray

Board secretary received a valid written proxy from Ray giving vote to Stephanie.

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Ratified business of the meeting 7-0-0. Candidate member "Merric" ratified by board 7-0-0.

Old business:

VNSA Lead up table – no progress

Moving credit card checking acct will wait until pending convention books closed.

Pay Pal acct – functional and tested/ deemed dead issue.

CPA Opinion on Mike's Travel agent commission will be forthcoming with the ending of tax season.

Stephanie will get 990 form filed by CPA when tax season is over. This form is required if income of non-profit organization exceeds \$25,000.

Photo disclaimer – Verbiage ratified 7-0-0. Matter of where to place notifications was determined to be next to all entrances/exits to convention function spaces. Other disclaimer verbiage will be placed on the backs of all convention badges.

Money will be moved to a new CD account when current pending convention books are closed out.

Archives – Larry Vela has opened the door for first transfer of archive materials from custody of Jim Cryer in the near future. Jim has accepted the legitimacy of Larry's task, and it was therefore determined that formal communication on the matter (a letter) was unnecessary, so will not be pursued.

The proposal of asking Larry Vela to perform the same archivist function for CASFS at a board level that he now performs for Leprecon was deemed to be still tabled.

Fong Memorial Library Issues surrounding transfer of archive materials – No investigation results yet.

New Business.

Dave stated that financial procedures need to be updated to put out new disclaimer verbiage. Voted to make the changes 7-0-0. Stephanie will make the appropriate changes to source documents.

Dave stated that Stephanie and Dave have come up with mutually acceptable verbiage on changes to data and record keeping procedures. He said will have final materials for vote next meeting.

Jeff stated that he would send final versions of disclaimer signs to board members.

Admendment to Hexacon 2004 convention contract accepted by vote of 7-0-0.

Kim Martin brought a matter left over from Coppercon 22 to the board's attention, since she was unable to discuss it with Jim Cryer (Convention Chairman) at this time, and needed a decision made ASAP. Kim was the Banker for the convention, and stated that one-half of her sleeping room had been used as convention office space. Kim therefore requested that she receive the function space rate on the room charges, the balance to be refunded to her by the convention. The matter was discussed briefly, and a passing decision of 6-0-1 was rendered by the board.

Motion to adjourn / Adjourned 9:14 PM

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Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 03/27/03.

Present Stephanie, Mark, Jeff, Ray, David, Lee, J.B./missing Ray
Board secretary received a valid written proxy from Ray giving vote to Stephanie.

Ratified business of the meeting 7-0-0. Candidate member "Merric" ratified by board 7-0-0.

Old business:

VNSA Lead up table – no progress

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New Business.

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Amendment to Hexacon 2004 convention contract accepted by vote of 7-0-0.

Kim Martin brought a matter left over from Coppercon 22 to the board's attention, since she was unable to discuss it with Jim Cryer (Convention Chairman) at this time, and needed a decision made ASAP. Kim was the Banker for the convention, and stated that one-half of her sleeping room had been used as convention office space. Kim therefore requested that she receive the function space rate on the room charges, the balance to be refunded to her by the convention. The matter was discussed briefly, and a passing decision of 6-0-1 was rendered by the board.

Motion to adjourn / Adjourned 9:14 PM

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Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 04/25/03.

Present Stephanie, Mark, Ray, David, Lee, J.B./missing Jeff

Ratified business of the meeting 6-0-0.

No membership candidates.

Old business:

VNSA Lead up table – talked to them and they will call back.

CPA Opinion on Mike's Travel agent commission will be forthcoming with the ending of tax season.

Stephanie will get 990 form filed by CPA when tax season is over. This form is required if income of non-profit organization exceeds \$25,000.

Photo disclaimer – Jeff was supposed to send final copy of disclaimer. Jeff was going to have signs made. It was noted that there were two places where updated verbiage should be used, that being badges and signs. Voted 6-0-0 for Dave to put badge verbiage into financial procedure documents.

Archives – Jim cryer agrees to CASFS request to transfer archive materials to Larry Vela. However Larry is having trouble making an appointment with Jim. Some documentation from Candy Fong on the Fong Memorial Library was read, which specifically states that John Fong's wishes were that the material WAS supposed to be a lending library. The Board decided that they would not get involved in the matter unless Larry asks for help. The board suggested that the first batch of materials should be acquired by July 1st. It was decided if Larry has no progress by then, a registered Letter will be sent to Jim Cryer. David will communicate the 7/1 deadline to both Jim and Larry.

The proposal of asking Larry Vela to perform the same archivist function for CASFS at a board level that he now performs for Leprecon was deemed to be still tabled.

New Business.

Discussed verbiage changes in data and record keeping document. David produced copy of proposed changes. The board voted 6-0-0 to accept changes to document.

There was a web policy document submitted to the board by Craig Dyer. The board accepted the submission.

Motion to adjourn / Adjourned 9:24 PM

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Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 05/30/03.

Present Stephanie, Mark, Ray, David, Lee, J.B., Jeff /missing none

Ratified business of the meeting 7-0-0.

Membership candidates: Lubov and Matt Andrews, both accepted 7-0-0.

Old business:

VNSA Lead up table – The VNSA people have not called Gary back yet.

CPA Opinion on how to handle Mike Wilmoth's Travel agent commission should be forthcoming. Stephanie stated she had appointment tomorrow with the CPA

Stephanie will discuss the filing of the 990 form filed by the CPA in tomorrow's meeting also. This form is required if income of non-profit organization exceeds \$25,000.

Photo disclaimer – David took action item to find verbiage and send to board members. The board will consider, and if no further changes are needed, will finalize the verbiage. Jeff will have signs made after verbiage is finalized. Dave took action item to put badge verbiage into financial procedure document.

Archives –. The board had suggested previously that the first batch of materials should be acquired by Larry Vela from Jim Cryer no later than July 1st. It was decided that if Larry has no progress by then, a registered letter will be sent to Jim Cryer. David took action item to communicate the 7/1 deadline to both Jim and Larry ASAP.

The proposal of asking Larry Vela to perform the same archivist function for CASFS at a board level that he now performs for Leprecon was deemed to be still tabled.

New Business.

Web Policy Document – Ivan Erickson, who is working on Web Sites for Both Hexacon 13 and 14 has questions/issues about the web policy document received by the board at the last meeting. Ivan wished to bring these matters directly to the board for consideration, however David instructed Web Master Craig Dyer and Ivan to attempt to resolve the issues together. If the issues are not satisfactorily resolved, the board will get involved at that point. The board briefly discussed some of the web policy issues. Ivan and Craig had a lengthy meeting to discuss these matters after the board meeting concluded.

The board briefly discussed the Resignation of Joe Levee as Chairman of Coppercon 24.

The board discussed the appearance fee for the Coppercon 23 media guest, and general guest policies for CASFS conventions.

The board discussed issues surrounding convention proceeds being directed to additional seed money for future conventions. It was determined that the board had previously decided additional seed money will stay in the account where it is accrued, thus Hexacon 14 will receive additional seed money from Hexacon 12 proceeds, etc.

The board discussed additional advertisement money that Leprecon Inc corporate had allocated to the recent Leprecon convention in order to attempt some new advertising venues. This was deemed a success, and the board voted 6-0-1 to allocate an additional \$1000.00 in CASFS corporate funds for Coppercon 23 advertising and promotion of the media guest in a similar fashion. The convention chair (Lee Whiteside) will determine specific allocation of funds, and will submit a summary of his battle plan to the board in the future. There will be sufficient tracking done at a membership level to determine whether the effort was successful.

The board discussed various possible publicity mechanisms for the Coppercon 23 convention.

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Lee discussed offering free memberships for all 2004 conventions as a promotional tool at the San Diego Comicon this year. He suggested that a season pass might be formulated for 5 of the 7 conventions that year. Word Horror and World Fantasy conventions would be excluded since they are professional conventions, and don't have fan attendees.

PayPal Account – The arrangements on the Paypal account were discussed briefly. It was noted that there is a \$500.00 per month limit on PayPal payouts. It was also noted that the PayPal account was set up in Joe Levee's name. The board determined that this will not be changed until this year's conventions are over.

There was a motion and a vote of 6-0-1 to make a function space allocation clarification addendum on all pending convention contracts consistent with what was done on the Coppercon 24 contract.

Motion to adjourn / Board Meeting Adjourned 10:18 PM

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Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 06/27/03.

Present Stephanie, Mark, Ray, David, Lee, J.B., Jeff /missing none

Ratified business of the meeting 7-0-0.

Membership candidates: Sean Martin. Accepted 7-0-0.

Old business:

VNSA Lead up table – The VNSA people have not called Gary back yet. They have been contacted, but no results yet. Gary was directed to write them. We want to volunteer for their activity in exchange for exposure. Our name listed in sponsorship banner, ability to give out our literature with their stuff.

CPA Opinion on how to handle Mike Wilmoth's Travel agent commission and the filing of 990 form pending additional info to be provided by Stephanie. Stephanie stated CPA would be available to receive material on 7/7.

Sign disclaimer verbiage will be added in sign verbiage section of financial procedure. Badge disclaimer verbiage will be handled as an amendment. Dave is making changes as needed.

Archives – Larry indicated that he feels archive policies should be defined in intellectual property handling procedure. David will write a letter to Jim Cryer and wife stating that we need action in the matter of transferring video archive materials to Larry Vela. The letter will state what we want and when it is to happen. Draft copy will be posted to board list, details will be worked out, then letter will be sent.

Corporate archivist matter no longer being tabled, since Larry indicated that he no longer wants the job.

Briefly discussed insulating sheds and minor repairs. Decided would table matter until September time frame after CopperCon.

Web Policy Document – Apparently all matters worked out between Ivan Erickson and Web Master Craig Dyer. No further action by board deemed necessary.

The board discussed additional advertisement money that CASFS had voted to allocate to Coppercon publicity. Lee discussed additional publicity for CopperCon media guest. So far this will consist of some TV ads that will be a combination of specific slots and PSA slots. He will also do a direct mailing and a progress report mailing.

New Business.

Stephanie discussed possible addition of terrorism rider on CASFS insurance policy. The board discussed this for a while and decided against pursuing it further.

Motion to adjourn / Board Meeting Adjourned 10:03 PM

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Minutes of the Board of Directors

No minutes available for July 2003

Central Arizona Speculative Fiction Society

Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 08/26/03.

Present Stephanie, Mark, Ray, David, Lee, J.B., Jeff /missing none C-T-O: 8:44 PM

Ratified business of the meeting 7-0-0.

No Membership candidates

Old business:

VNSA Lead up table – The VNSA people have not called Gary back yet. They have been contacted, but no results yet. Gary was directed to provide contact info to secretary in order that he can write them. We want to volunteer for their activity in exchange for exposure. Our name listed in sponsorship banner, ability to give out our literature with their stuff.

CPA Opinion on how to handle Mike Wilmoth's Travel agent commission and the filing of 990 form on hold pending medical problems.

Dave has completed verbiage for signs and badges. Dave has finished peperwork. For procedure updates. Dave wants any final opinion on Verbiage in the next 24 hours.

Archives – It was stated that the path Jim had had to the area of his house containing the CASFS materials was now a wall. It was determined that Dave would send a letter to Jim to ask him to propose a date before Oct 15th when we could expect access to the materials. The letter was going to be addressed to both Jim and his wife so she would possibly read it.

Work on Intellectual property procedures will begin at some point after Coppercon.

Ivan Erickson approached the board with questions about fire inspections. Feels that potential cost associated with inspections were a cost of doing business. The board's concern was that it is the hosting hotel's responsibility to approve layouts and insure compliance. They didn't want that responsibility shifted in a potentially unfavorable direction. Will check with hotels and liaisons to determine what the hotels usually do in these situations. Lee said he would check with the Mission Palms.

Bob Lapierre wants emergency funding to get Anne McCafferty here for Coppercon 24. \$1000.00 approx was suggested. Approved expenditure 5-1-1.

Kim Martin discussed that the state of Arizona is paid for any checks left uncashed that CASFS writes for convention expenditures. We want to consider those as part of donation to the CASFS organization after 6 months. There needs to be a disclaimer of somekind to convey this position.

Kim suggested we send letters in regards to checks already issued. We would send a letter offering options on the attendee's intent. It was voted 7-0-0 that registration form must be signed and contain a statement concerning this matter.

The board discussed Larry Vela's arrangement with CASFS, and the conventions. It was decided that Masquerade waivers would be held by the Banker, who would decide on their sufficiency.

It was determined that: 1. Footage taken by historian does not require a specific waiver since it belongs to CASFS. 2. Any footage taken by a 3rd party group needs to get their own waiver at the descretion of the convention chair. 3. Everyone signs a registration form with all disclimers on it at the time of registration. All forms must be witnessed by a convention representative. The matter of pre-reg documents many times not being properly signed was discussed. No further determinations made on this matter.

Briefly discussed insulating sheds and minor repairs. Decided would table matter until Weather cools off.

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The board had some questions about Coppercon publicity. Lee discussed additional publicity for CopperCon media guest. So far this will consist of some Slides at a movies theatre purchased for roughly \$1000. He will also do a direct mailing and a progress report mailing.(possibly)

Motion to adjourn / Board Meeting Adjourned 09:55 PM

Central Arizona Speculative Fiction Society

Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 09/26/03.

Present Stephanie, Mark, Ray, David, Lee, J.B., Jeff /missing none C-T-O: 8:52 PM

Ratified business of the meeting 7-0-0.

No Membership candidates

Old business:

VNSA Lead up table – The VNSA people have not called Gary back yet. They have been contacted, but no results yet. Gary provided phone # 602-265-6805 as contact info to secretary. We want to volunteer for their activity in exchange for exposure. Our name listed in sponsorship banner, ability to give out our literature with their stuff.

CPA Opinion on how to handle Mike Wilmoth's Travel agent commission and the filing of 990 form on hold pending medical problems. CPA's daughter in hospital, will get opinion as soon as feasible.

There were no final opinions from the board on the sign/badge verbiage. Dave will insert verbiage into appropriate spots in procedures. Dave will furnish a copy to the secretary.

Archives – Dave had a draft letter to send to Jim Cryer and his wife, with a new action date of November 3rd. It was passed around for the board to look at. There were some discussions about the verbiage of the letter, and some small changes were made. Discussed scenarios surrounding how matters might proceed now that the letter has been transmitted. It was decided that the letter would explicitly include mention of the John Fong Library. The board is now happy with the letter verbiage. Dave said he would get the letter out Monday.

Work on Intellectual property procedures will begin at some point later this year or early next year.

Mike Wilmoth explained to the board that in regards to fire inspections of CASFS events, no explicit inspection is necessary by the fire department, since the hotel staff is aware of the fire rules and will not allow a situation not in compliance with the fire codes. There was some doubt expressed on the validity of this process, but the direction was taken toward a belief that the hotels would hold the responsibility in this area. The board's concern was that it is the hosting hotel's responsibility to approve layouts and insure compliance. They didn't want that responsibility shifted in a potentially unfavorable

Kim Martin had a sample letter addressing the unclaimed property law as pertaining to uncashed checks. These items apparently are payable to the state if claim is not made. The letter gives the recipient until the end of the year to respond as to the disposition of the check item. The state of Arizona is paid for any checks left uncashed that CASFS writes for convention expenditures. We want to consider those as part of donation to the CASFS organization. There needs to be a disclaimer of some kind to convey this position.

Kim will fix the letter and send to Dave, who will approve the final version..

The board discussed event waivers, etc, received pertaining to the Coppercon masquerade.

The board talked briefly about insulating the sheds, and putting interior wallboard on them. The secretary will look into prices of materials and report at a future time.

New Business

The board decided that the verbiage on the disability waiver is very poor. Attempting to collect social security number is not legal. Collecting specific information about handicaps is not legal. It was decided no sense in rushing this matter since the decisions are not needed until the next convention. Dave would contact April and retrieve any outstanding forms. April will be back on 10/15.

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Discussed Radio usage at last few conventions. It was pointed out that all usage has been 100% legal, since FRS-only radios were used, which are license-free. Concerns were expressed by stephanie about usage of GMRS-capable radios, which do require a license to operate in GMRS mode. She pointed out that the GMRS license is issued by the FCC to an individual and not a group. It was pointed out that the radios we have been using for the past few conventions are not GMRS-capable, so there is no question about legality. Mr. Talbot volunteered that he had a first-class radiotelephone license, which may allow us to get a business license. The secretary will look into these areas, and report at a future date.

There was a vote to authorize purchase of easels for Jeff's Signs. Up to \$40 was authorized 7-0-0.

Stephanie wanted to buy labelmakers on special for \$18.00. Some of the board felt that connectivity issues with any future registration systems should be addressed in an labeler purchase. It was finally decided that purchase of a spare unit would be a good idea. Moved \$40.00 for labelmakers. Motion carried 5-1-2.

Jeff wanted to buy a cash register. Ray Gish indicated that he has a second register that has been available for years, and offered it for use buy the convention group. Moved and seconded \$150 for cash register. Motion failed 1-4-2. Jeff will receive ray's second cash register to play with.

Motion to adjourn / Board Meeting Adjourned 10:02 PM

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No minutes available for October 2003

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Minutes of the Board of Directors

No minutes available for November 2003

Central Arizona Speculative Fiction Society

Minutes of the Board of Directors

Minutes of CASFS Board of directors meeting 12/12/03.

Present Stephanie, Mark, Ray, David, Lee, J.B., Jeff /missing none C-T-O: 8:55 PM

Ratified business of the meeting 7-0-0.

Briefly discussed new membership policy.

Old business:

VNSA Lead up table – The VNSA people have not called Mark back yet. They have been contacted, but no results yet. We are using phone # 602-265-6805 as contact number. They also have a web site www.vnsa.org. We want to volunteer for their activity in exchange for exposure. Our name listed in sponsorship banner, ability to give out our literature with their stuff. Still being pursued. Nothing new.

Still working on tax form 990. We have given CPA info, will get info back soon!

Archives - Archive materials process is in motion.

Jim Strait had a report. Jim came up with a job description for the corporate historian/archivist position. Jim had some propositions: 1. All video tapes for another convention will be turned over to the archivist for that organization. Stephanie proposed a Jim Cryer Memorial library. Jeff George talked about disposition of the John Fong material. 2. All videos of non-historical types should be disbursed or destroyed. There may some exceptions to this found within the John Fong Library. There will be an inventory of everything, except what's missing (duh). More discussion about whether the non historical materials should be given away or destroyed. Jeff mentioned he wanted to look at the Adult movie list. Jim then stated Jim's three priorities: 1. Document, sort and index the materials. 2. Make copies of materials for archival purposes. 3. Make material available for loan out. Discussion of originals or copies would be loaned out. No decision.

Talked about video waivers for much of the material being nonexistent.

Talked about the mechanics of making the copies, and who would be able to borrow them when the items became available.

Jim states that there are roughly 40 boxes of media materials that have been recovered. Jim states that he will be proactive with regard to reducing the volume of the materials, mainly because of space limitations.

Looks like 1 box of Leprecon, Inc materials. Found 3 tapes labeled Iguacon. Bruce had said that he would return the World Fantasy media stuff after watching and/or copying what he needs.

A load of miscellaneous stuff was presented to the board. They looked at it and dispersed the stuff mostly to Stephanie.

Dave will insert sign/badge verbiage into appropriate spots in procedures. Dave will furnish a copy to the secretary. Stephanie will remind Dave to complete the task.

Work on Intellectual property procedures will begin at some point in 2004.

Kim Martin is sending letters to recipients of uncashed CASFS checks. It was determined previously that uncashed checks written by CASFS would become property of the state unless we do something about it. Kim will report more on this next meeting.

Handicapped waiver – Dave was to retrieve all outstanding forms from April. April has since passed away. They will be shredded.

Radios – We are presently legal – Secretary still looking into possible business radio license since J.B. Talbot has first class radiotelephone license.

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PayPal needs to be transferred from Joe Levi. Account must be in Stephanie's name so she may do transactions in excess of \$500.00 "Didn't do jack shit".

Purchase of easels for Jeff's disclaimer signs on hold until Rick comes back.

\$50.00 donation to the estate of Len Sipple needs to be disbursed to Len Sipple's wife.

The secretary will look into prices of materials for insulating and wallboarding the sheds, and will report at a future time.

New Business

DarkCon asks for a grant to pay for progress report mailing for Darkcon in January, 2004. Motion to approve up to \$150.00 for the Donation to DarkCon. This was approved 5-0-2. Motion carried. Labels would be donated.

Moved and seconded to raise the CASFS insurance policy that the organization maintains to cover its convention events from \$1 million to \$2 million in liability coverage. This was to cost \$90 more. Expenditure authorized 5-0-0.

The policy was elucidated that in the future, we would be sure to see that each convention was responsible for any/all media archive expenditures. It was stated that ideally, there would be no corporate money necessary to the archive function in the future.

Motion to adjourn / Board Meeting Adjourned 9:46 PM.