

CASFS  
Board  
Minutes

2009

# 1/30/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Shane Bryner, Mike Contos, Randall Whitlock, Sue Uttke

Missing: None

The meeting was called to order at 9:14 PM by Kevin.

## Board Elections:

Kevin elected chairman 7-0-0.

Mike elected vice-chairman 7-0-0.

Mark Elected secretary 6-0-1.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: Nyki Robertson, voted to accept 7-0-0.

## Old Business:

1. Kevin was to review and modify the shed access arrangements that will be signed by Jeff/Nola Jennings. Kevin has not had time to look at the document yet, tabled.
2. It was noted that Kevin King has donated hours of his time creating a web-based questionnaire to use for programming participants. He asked if CASFS would give him a receipt for his time. Kevin presented a draft letter. The group discussed the draft, and it was suggested that the letter should identify CASFS as a 501c(3) corporation. Kevin agreed to make the change and send the letter.
3. There is some strangeness when certain search engines catalog the CASFS Coppercon website, solution is unknown. Mike will research the problem. Stephanie reported on CASFS web-site hacking that had resulted in bogus ad-clicks being sent out when web site is accessed. She stated that she will go through all the directories and clean out the hacks, but would probably not be done until March. Not sure if this process will fix the search engine problem. The Website's approximately 30,000 files will be completely backed up by Craig before modifications are

made. There are numerous extra copies of many files. Mike stated he knew a local fannish guy that offered to host our websites with potentially better response. It was mentioned that we were paid up until June with the current provider, which offers off-site backup for disaster recovery (not offered by the local provider).

4. As was previously noted, all the old Secretary documents from Ivan were turned over to Sue Uttke who turned them over to Gary Swaty, the current Secretary. Gary said he will go through the scary plastic box as soon as he finishes Leprecon tasks. Sue still needs to turn over all the minutes generated in her term as secretary. They are needed for permanent records and corporate website. Gary said he would pursue the matter with Sue. Tabled until a report is received from Gary.

5. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.

6. The board has discussed the need to update attachments to the financial procedures available on the CASFS website, such as registration forms, signs, badge disclaimers, etc. Kevin has generated new wording for the badges, but has not reviewed the rest of the stuff in detail yet. Tabled until Kevin gets to it.

7. The board determined that board minutes should go out earlier so that board members can review. Mark indicated he would try to get minutes out within 7 days of the meeting.

8. The board had previously voted to put all available corporate documents on the website. Stephanie spent 45 minutes on hold to speak to IRS, then found form to send in order to get copy of 501c(3) application documents for free. She stated she already has remaining tax documents, and will resend her e-mail with the links to AZ-corp. commission reports, taxes, etc. for boardmember review in order to assure that the documents are appropriate to put on the website.

New Business:

1. Mike discussed "Oovoo" video conferencing software for possible future use by various committees.

Meeting Adjourned at 9:45PM by a vote of 5-1-1.

Online Minutes 1/27/09 through 2/14/09:

-None-

# 1/30/09 - CASFS BOARD MINUTES

Online Minutes 2/15/09 through 2/27/09:

1. The board discussed ConNotations policy concerning the handling of the Barry Bard Memorial Movie Previews/Raffle events, the purpose of which is to ensure all organizations are treated equally and all organizations treat ConNotations in an equitable manner.
2. It was suggested that Kevin should present the previously mentioned ConNotations policy to LepreCon Inc. (Westercon) at the LepreCon Inc quarterly meeting.
3. The Corporate Treasurer reported an unauthorized withdrawal of \$3600 from the CASFS Connotations account. The police were contacted, and are investigating.
4. A few days later, the \$3600 was returned to the account. The ongoing police investigation will determine exactly what happened. The various CASFS accounts are being reviewed and corrected up to remove old signers.

## 2/27/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Shane Bryner, Mike Contos, Randall Whitlock, Sue Uttke

Missing: None

The meeting was called to order at 9:23 PM by Kevin.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: -None-

Old Business:

1. Kevin was to review and modify the shed access arrangements that will be signed by Jeff/Nola Jennings. Kevin has not had time to look at the document yet, still tabled.
2. There is some strangeness when certain search engines catalog the CASFS CopperCon website; the solution would seem to involve the meta-tags. Stephanie had previously reported hacking on the CASFS web-site that had resulted in bogus ad-clicks being sent out when web site is accessed. She stated that she would go through all the directories and clean out the hacks, but would probably not be done until March. It is thought now that the meta-tags are fixed. It was stated that the troubles seem to be more widespread than we thought. Other sites seem to be affected, so the problem may be that the host server has been hacked.
3. As was previously noted, all the old Secretary documents from Ivan were turned over to Sue Uttke who turned them over to Gary Swaty, the current Secretary. Gary said he will go through the scary plastic box as soon as he finishes LepreCon tasks. Sue still needs to turn over all the minutes generated in her term as secretary. They are needed for permanent records and corporate website. Gary had said he would pursue the matter with Sue. It has been said that this is really a general meeting agenda item as opposed to a board issue. It was decided to add an item in the agenda for the next general meeting to address the issue, and remove it from the board agenda.

4. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.

5. The board has discussed the need to update attachments to the financial procedures available on the CASFS website, such as registration forms, signs, badge disclaimers, etc. Referred to new Financial Procedures Committee.

6. The board had previously voted to put all available corporate documents on the website. Stephanie re-sent her e-mail with the links to AZ-corp. commission reports, taxes, etc. for board member review in order to identify anything to remove, or to determine that all is good and we can proceed.

7. Mike and Randall tried the "Oovoo" video conferencing software at the recent book meeting. All went well.

#### New Business:

1. Discussed the new ConNotations policy related to movie previews/swag raffles at conventions. Kevin reported that he discussed the policy with Westercon Chairman Mike Willmoth at the recent LepreCon, Inc. meeting, and that the only point of concern was on Len's title. Mike wanted to keep the existing Freebie title, but agreed to confer the additional title of ConNotations Liaison to conform with the policy. He also appointed Kevin as CASFS liaison to Westercon, to facilitate a communications channel for the future. The board found this solution satisfactory.

2. The Corporate Treasurer had previously reported an unauthorized withdrawal of \$3600 from the CASFS ConNotations account. Subsequently, the \$3600 was returned to the account. The police were contacted. The ongoing police investigation will determine exactly what happened. The board will await a report from the police detective when the investigation is done. Kevin mentioned that the "Victims'

Bill of Rights" says that victims of a crime need to be kept informed of progress. Stephanie reported that the problem signer was removed from the accounts. Randall has agreed to be a second signer on the accounts, in case of need. The board voted 6-0-1 to make Randall signer on the accounts.

Meeting Adjourned at 9:48PM by a vote of 5-2-0.

Online Minutes 2/28/09 through 3/24/09:

1. Stephanie made the following comment concerning the BOARD MINUTES 01-30-2009 (Additional). "I don't particularly agree with phrasing of the bank stuff because accuracy is vital when the topic is one which does involve the police and might involve legal action at a future date but I'm outvoted so... so be it. Consider this a written notice of disagreement"

2. Stephanie reported progress in getting Randall set up as additional signer on the bank accounts. "I am playing telephone tag with the business banker so I'm sure not to waste Randall's time by not having what they want in order to change the signers. so far I have talked to three people and gotten three different answers - I am hoping the business accounts manager can cast the tie-breaker vote." Subsequently, she reported the following: "The tie breaker vote is this: I need a letter, listing each account number and all signers per account, signed by the corporate treasurer and chairman of the board of directors. I will go ahead and write that up and have it for Kevin to sign Friday and then coordinate with Randall as to a good time to go to the bank".

3. There was an individual that requested that we either give contact info for a former CASFS (or convention) member to him, or forward his info to her. Stephanie indicated that she believed that the database policy forbids us from giving the info to him if we had it. It was noted that we could pass the contact info to her if we had it, but Stephanie's inclination would be to do so without letting him know we had contacted her. Stephanie had concerns about the motive behind such a request. She went on to say "If the board

directs me to do so, I will see if she is in the database but generally these kinds of requests make me nervous."

## 3/27/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Shane Bryner, Mike Contos, Randall Whitlock, Sue Uttke

Missing: None

The meeting was called to order at 9:25 PM by Kevin.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: -None-

Old Business:

1. Kevin was to review and modify the shed access arrangements that will be signed by Jeff/Nola Jennings. Kevin has not had time to look at the document yet, still tabled.
2. There is some strangeness when certain search engines catalog the CASFS CopperCon website; the solution would seem to involve the meta-tags. Stephanie had previously reported hacking on the CASFS website. She stated that progress was being made cleaning the site, and that the only corrupted files found seemed to be in areas where outside people had FTP access. She emptied site trash which got rid of many files. She stated she does not believe there were any host server problems. It was thought that the issue with Google may resolve itself.
3. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.
4. The board had previously voted to put all available corporate documents on the website. Stephanie still waiting for IRS to send 501c(3) original application to post on website.

5. The Corporate Treasurer had previously reported an unauthorized withdrawal of \$3600 from the CASFS ConNotations account. Subsequently, the \$3600 was returned to the account. The police were contacted, and took a report. When they got to the point where they would start an investigation they called Stephanie first, found out the money was returned and lost interest in pursuing it any further.

6. Randall agreed to be a second signer on the bank accounts. The board then voted to make Randall signer on the accounts. Stephanie reported that the procedures were in process to put Randall on the accounts. Kevin signed a document requested by the bank. Will shoot for lunchtime Monday to finish up with the bank.

7. There was an individual that requested that we either give contact info for a former CASFS (or convention) member to him, or forward his info to her. It was determined that the database policy states that the database cannot be used for anything but CASFS purposes. Kevin will send an e-mail to "Animal" explaining "We don't do that".

New Business:

- None -

Meeting Adjourned at 9:35PM by a vote of 6-1-0.

Online Minutes 3/25/09 through 4/17/09:

1. Michael reported that the behavior of the CASFS website with the Yahoo search engine was much improved.

2. Stephanie and Randall were scheduled to visit the bank with the document provided by Kevin, and finish updating the

accounts. Stephanie stated "We met at the bank yesterday and all signatures, etc. are now correct."

3. Kevin reported that he had sent the e-mail to "Animal" indicating "I'm sorry, but the CASFS policies do not allow the convention database to be used for anything except strictly CASFS purposes."

4. Kevin had received a call from Mark, who indicated that he had forgotten to ask CASFS for permission to use the locks and chains for the upcoming AniZona convention. Kevin gave permission pending any objection from the board.

## 4/24/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Mike Contos, Randall Whitlock, Sue Uttke

Missing: Shane Bryner

The meeting was called to order at 8:39 PM by Kevin.

The Business of General Meeting was ratified 6-0-0.

Candidate memberships: -None-

### Old Business:

1. Kevin was to review and modify the shed access arrangements that will be signed by Jeff/Nola Jennings. Kevin has not had time to look at the document yet, still tabled.
2. There was some strangeness reported when certain search engines cataloged the CASFS CopperCon website. Changing the meta-tags is fixing the problem. Web site issues appear to be resolved. Any new updates will be checked thoroughly.
3. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.
4. The board had previously voted to put all available corporate documents on the website. Stephanie still waiting for IRS to send 501c(3) original application to post on website.

### New Business:

1. It was determined that the board will pay more attention to CopperCon progress. It was noted that some committee members are in place.

2. A preliminary CopperCon budget was discussed. Also discussed possible methods for obtaining additional guest funding; these included donations and fundraising activities. With a significant guest, it may be possible to have an upscale V.I.P. membership to facilitate the extra expense.

Meeting Adjourned at 8:53 PM by a vote of 5-1-0.

Online Minutes 4/25/09 through 5/27/09:

1. Stephanie indicated that an inventory of CASFS assets should be done for year-end taxes and reporting. The fiscal year ends June 30.

## 5/29/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Mike Contos, Sue Uttke

Missing: Shane Bryner, Randall Whitlock

The meeting was called to order at 9:05 PM by Kevin.

The Business of General Meeting was ratified 5-0-0.

Candidate memberships: -None-

Old Business:

1. Kevin generated a draft of the shed access arrangements that will be signed by Jeff/Nola Jennings. Everyone on the board liked it, voted 5-0-0 to accept. Mark will transmit the draft agreement to Jeff/Nola.
2. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.
3. The board had previously voted to put all available corporate documents on the website. Stephanie spent another 60 minutes on hold with IRS. We are still waiting for IRS to send 501c(3) original application to post on website.
4. New versions of Coppercon budget handed out, will discuss next time.
5. Got volunteers to help Quartermaster with inventory of Shed needed for year-end taxes and reporting. Will be done soon with coordination between Jeff and group.

New Business:

1. Mike Contos submitted resignation from the board of directors effective upon adjournment of board meeting.

Meeting Adjourned at 9:30 PM by a vote of 4-1-0.

Online Minutes 5/28/09 through 6/22/09:

1. Mike Contos indicated that he intended to resign from the CASFS board of directors.
2. There was a discussion about whether board approval was necessary prior to the signing of any contracts - hotel, appearance, sponsorships, etc.

## 6/26/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock

Missing: Shane Bryner

The meeting was called to order at 9:25 PM by Kevin.

The Business of General Meeting was ratified 6-0-0.

Candidate memberships: MacDonald. Approved 6-0-0.

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. No answer yet.
2. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.
3. The board had previously voted to put all available corporate documents on the website. We are still waiting for IRS to send 501c(3) original application to post on website.
4. New versions of Coppercon budget had been handed out previously, discussed briefly, will discuss more next time.
5. There was a discussion about whether board approval was necessary prior to the signing of any contracts - hotel, appearance, sponsorships, etc. Kevin discussed the current bylaws. Stephanie quoted Bruce, saying that it was easier to change procedures than bylaws. No final decision made.

New Business:

1. Randall mentioned he was getting spam bounceback through casfs.org, Kevin mentioned he had gotten some too. Stephanie will attempt to check out. It would be helpful to have some exmples including headers, etc. Kevin and Randall will gather some examples.

2. It was mentioned that the method for handling file attachments to posts on the board list seems to have changed. Stephanie thought it was a configuration issue, and will fix it.

Meeting Adjourned at 9:55 PM by a vote of 4-2-0.

Online Minutes 6/27/09 through 7/14/09:

1. Brief discussion of "delivery failure" messages that are bouncing back from casfs.org address. Forwarding seems to be OK. No further info yet.

2. Discussion about CASFS inventory. Shed inventory complete. Collected some info about a few things that are stored off-site. There seems to be a lot of stuff that was acquired over the years that we no longer have any idea about. Will need to determine appropriate action on these items.

3. Discussed Coppercon budgets, and the need for the Chair and Banker to have a face-to-face meeting to iron out large and small details.

4. There was a discussion about five boxes of Hexacon checks that were found, and what to do with them. Looks like it was agreed that Randall would take them to work and shred them.

## 7/31/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Nyki Robertson, Bob LaPierre

Missing: - None -

The meeting was called to order at 8:58 PM by Kevin.

Board Elections:

Chairman: Kevin 6-1-0.

Vice Chairman: Nyki 6-0-1.

Secretary: Mark 6-1-0.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Ball is in Jeff's court, Jeff will write a proposed agreement.

2. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.

3. The board had previously voted to put all available corporate documents on the website. We are still waiting for IRS to send 501c(3) original application to post on website.

4. The proposed CopperCon 30 budget was discussed and approved 6-0-1 with a \$2500 turnback, and a slight loss. There was talk about the current status of the convention, and the problems getting a hotel and a guest. Kevin mentioned possible cancellation, Mark said that it would be stupid, and the end of CopperCon, if the event were to be cancelled. Stephanie made a remark stating that cancellation would be a bad idea, but that a downsized convention would be an option. Stephanie made some further remarks about dumping the media guest format, and saving the \$2000 speaker fee. It was mentioned that the membership had voted on the media guest format. Mark stated that he felt "we will have a hotel agreement in some form to report at the next meeting". The board agreed to wait until the next meeting before further discussion. It was stated that some of the members wanted info before the meeting to review and see if there were any questions. Kevin said that this can be done online.

5. There was further discussion about whether board approval was necessary prior to the signing of any contracts - hotel, appearance, sponsorships, etc. Stephanie stated that the updated financial procedures require approval for most contracts; this solves the issue. Implementation will require rewrite of a portion of the bylaws. Discussed possible need for internal auditor or audit committee.

2. Discussion about CASFS inventory. Shed inventory complete. Collected some info about a few things that are stored off-site. There seems to be a lot of stuff that was acquired over the years that we no longer have any idea about. Software and other items. Determined that Stephanie's list would be presented to the membership at a future meeting.

#### New Business:

1. Nyki talked about a guy who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. The board discussed media releases. It was mentioned that World Fantasy convention used an "opt

out" policy, and that with 750 attendees, there was only one taker who wanted to "opt out". It was further mentioned that the documentary project was being done by two students for a grade. It was stated that the board would like to see a proposal; voted to persue the matter further 7-0-0.

2. Discussed the links Bob had sent to the group related to press coverage of conventions. It looks like the press coverage is much more favorable if the press people are not let loose on their own, but have a guided tour of the event.

Meeting Adjourned at 9:40 PM by a vote of 4-2-0.

Online Minutes 8/1/09 through 8/28/09:

1. A copy of the original 501c(3) application for CASFS has finally been received from the IRS. In part it states: "Central Arizona Speculative Fiction Society, Inc is presently holding bi-weekly meetings, and designing and creating a mythological costume for presentation at other science fiction/fantasy conventions. At our meetings we conduct society business and have various programs such as discussions and presentation of films and video tapes. New members are being solicited. Planned activities for the future include: Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field; publication of amatuer magazines with various editors; an annual convention to present and discuss various aspects of the speculative fiction field; and a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction."
2. There was discussion about the ramifications of the 501c(3) document, and to what extent it encompasses speculative fiction media.

3. It was pointed out that some of the board members had indicated that they wanted to see any proposed CopperCon contract before the next meeting to review and see if there were any questions. Stephanie presented some information reinforcing her viewpoint that the Windemere in Mesa would be a desirable venue. Mark indicated that he was still working on a contract with Embassy Suites North, and that there had been no decision about a specific time interval for looking at the contract before the meeting.
  
4. Mark indicated that the Hotel contract negotiations with the Embassy Suites North had run into a large snag, and that he was now willing to pursue contract negotiations with the Windemere, even though he thought the function space was insufficient, and presented some information he had received recently about their fee structure.

## 8/28/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Nyki Robertson, Bob LaPierre

Missing: - None -

The meeting was called to order at 9:05 PM by Kevin.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Jeff had stated that he wanted to write his own agreement. The ball is in Jeff's court; waiting for Jeff to write and submit a proposed agreement.
2. Attendance for board members is counted based on physical presence at the general meeting. Kevin to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. No progress yet, tabled.
3. We have finally received a copy of the 501c(3) original application document from the IRS. The meaning of the original charter statements are being discussed. The document will be posted on website.
4. There was discussion about the current status of the Coppercon 30 (2010) convention, Mark indicated that the Hotel contral negotiations with the Embassy Suites North had run into a large snag, and he would now persue contract negotiations with the Windemere, even though there were questions about the sufficiency of the function space. Stephanie made some further remarks about dumping the media guest format, and saving the \$2000 speaker fee. It was

mentioned again that the membership had voted on the convention format which included a speaker fee. Mark stated that he expected to have a contract with the Windemere Hotel ready to sign at the next meeting. He agreed to provide the contract draft online for review and questions a week beforehand.

5. There was further discussion about whether board approval was necessary prior to the signing of any contracts - hotel, appearance, sponsorships, etc. Stephanie stated that the updated financial procedures require approval for most contracts. Discussed briefly about the possibility of forming an audit committee, and what implementation would require.

6. Discussion about CASFS inventory. Extended inventory was in process. Determined that Stephanie's list of unaccounted for items that are presumably stored outside the shed would be presented to the membership at the next meeting, and see if anyone recognizes the items. If that is unsuccessful, then maybe put notification in Connotations. Stephanie will e-mail the list to Mark.

7. Nyki had talked about someone who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. The documentary project was being done by two students for a grade. The producer will talk to SCC to confirm that they will allow the project, then present to the board.

8. A copy of the original 501c(3) application was received from the IRS. In part it states: "CASFS, Inc is presently holding bi-weekly meetings, and designing and creating a mythological costume for presentation at other science fiction/fantasy conventions. At our meetings we conduct society business and have various programs such as discussions and presentation of films and video tapes. New members are being solicited. Planned activities for the future include: Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field; publication of amateur magazines with various editors; an annual convention to present and discuss various aspects of the speculative fiction field; and a

writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction." Kevin stated that what the founders did then does not necessarily impact what we do now.

9. There was further discussion about the ramifications of the 501c(3) document.

New Business:

- None -

Meeting Adjourned at 9:43 PM by a vote of 5-2-0.

Online Minutes 8/29/09 through 9/24/09:

1. There was discussion about the "purpose statement" in the 501c(3) document, and potential difficulties with engaging in "unrelated business activity" that does not "relate" to the charitable purpose.
2. There were thoughts that the "purpose statement" does not preclude growing or expanding on the original purpose. There were discussions about how conventions guests and themes would fit in with the "purpose statement". There was also thoughts that we should make a concerted effort to engage in some of the items in the original "purpose statement" that we are no longer doing.
3. There was a request by Randall concerning possible interest by the International Costumer's Guild archivist in a copy of the video shot by John Fong at the NolaCon masquerade residing in the archive maintained by Jim Strait. Questions were about whether CASFS has the ability to give a copy without legal releases. Kevin stated that there are no copyright issues if we just give the tape to ICG. Randall thought that we should just give them a copy,

since it improves the chances greatly that John's work will survive for future generations as the original tape inevitably degrades. Nobody is making any money, so he didn't think copyright becomes an issue. Bob said money and copyright are unrelated, the problem is still determining whether we have permissions to share it; his research showed that the law says in the absence of permission, permission is denied. Stephanie said that the previous board discussions about use, copyright and permissions (which is different than copyright) had gone round and round for years, with each successive board for the last 10 years or so deciding we had no legal right to use the tapes for anything other than maybe showing them at a CASFS convention - no sharing, no copies, etc.

4. Nyki checked into a new meeting venue suggested by Bob, it appears to be suitable for future meetings. The info will be presented to the membership.

5. A question was asked about whether Jim Strait had ever completed an inventory of the materials that came from Jim Cryer's personal collection, and the John Fong memorial library. Jim has had the stuff since 2003. Mark talked to Jim about an inventory. He stated that it has always been his intention to generate an inventory of the items, and as such it is his first priority, but he has only gone through a small portion of the boxes so far. A complete inventory has not been done yet. He would love it if someone else would take over the position of archivist.

6. Stephanie stated that the new CASFS financial procedures are ready to be submitted for board approval.

7. There was further discussion about the "unaccounted for" items that were not in the shed inventory. Eventually Stephanie said that "Mark finally sort of asked the correct person and most of the unaccounted for items can be accounted for." There are still a few items that need to be reported upon, or declared missing. The inventory will need to be completed with a followup, recording specifics about items not on the shed inventory that can be located.

8. It was determined that Cathy does not have all the data

for a convention participant database compiled in one place. She will be giving Stephanie, and presumably Nyki, a copy as soon as it is compiled.

9. It was reported that a recent opinion out of Florida involving a fatal ATV accident to a 14 year old at an ATV track could have a major impact on the validity of parental release forms.

10. The matter of the status of the CopperCon 30 contract with Windemere resort was discussed. The contract draft was posted online with an explanation. Stephanie discussed a paragraph related to hotel rooms guaranteed on the Master Account; the paragraph was subsequently removed. The Friday through Monday convention scenario as opposed to the Thursday through Sunday scenario was discussed. Mark agreed that this would be a good thing to try to attempt with this contract, since it would allow for more programming time to offset the smaller function space, also giving the attendees a longer convention with more "value". The hotel had scheduled a Wedding for Sunday night after 6:00 PM, so some additional bargaining points had to be found to get them to reconsider the wedding, and allow us to go to the Friday through Monday format. This ground was found, and the final draft of the contract was generated and posted.

11. Nyki stated that her Father was very sick, and she had to go be with him to prepare for a possible end-of-life situation, so would not be able to attend the Friday meeting, but gave her votes on possible issues at the Board Meeting.

## 9/25/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Bob LaPierre

Missing: Nyki Robertson

The meeting was called to order at 9:39 PM by Kevin.

The Business of General Meeting was ratified 6-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Jeff had stated that he wanted to write his own agreement. The ball is in Jeff's court; waiting for Jeff to write and submit a proposed agreement. Tabled.

2. Attendance for board members is counted based on physical presence at the general meeting. Kevin was to generate an update to the bylaws that will eliminate possible loopholes and problems with some of the language related to active member and board qualifications. Stephanie put "physical presence" language into her proposed bylaws amendment, so will drop this matter.

3. We received the requested copy of the 501c(3) original application document from the IRS. The original purpose statement specified the following:

1. Holding bi-weekly meetings
2. Designing and creating a mythological costume.
3. Conducting society business.
4. Have various programs at the meetings such as discussions and presentation of films and video tapes.
5. Solicit New members.
6. Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field.

7. Publication of amateur magazines with various editors.
8. Doing an annual convention to present and discuss various aspects of the speculative fiction field.
9. Doing a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction.

There was discussion on the ramifications of the purpose statement. Some feel that what the founders did then does not necessarily impact what we do now or preclude growing or expanding on the original purpose. Others feel we need to follow the purpose statement exactly, making a concerted effort to implement the items that have fallen off over the years. The document will be posted on the website. Further discussion tabled for now.

4. Mark had a contract for the Coppercon 30 (2010) convention with the Windemere Hotel ready to sign. There was brief discussion; a few questions were answered. The contract was approved 7-0-0, Nyki voting by proxy. The contract was signed by Chairman and Banker, remaining signatures will be obtained ASAP.

5. The updated procedure generated by the financial procedure committee was looked at briefly. The board voted to approve 5-0-1.

6. Discussion about CASFS inventory. Extended inventory is in process. It was determined that several items could not be located. The board voted 6-0-0 to write off the following items: 1. Plastic stands used for Connotations, flyers and tri-folds, mostly broken. 2. Eighteen (18) Walkie-talkie type radios, location unknown. 3. One (1) copy of Office 2003 software, location unknown.

7. Nyki had talked about someone who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. The documentary project was being done by two students for a grade. The producer will talk to SCC to confirm that they will allow the project, then present to the board. Tabled.

8. There was a request by Randall concerning possible

interest by the International Costumer's Guild archivist in a copy of the video shot by John Fong at the NolaCon masquerade residing in the archive maintained by Jim Strait. Kevin stated that in view of the fact that Kandy Fong had originally specified that the John Fong library was to be a lending library, and the muddled nature of the copyright status, it would probably be best to just loan the ICG a DVD copy of the original tape for a period of indeterminate duration. The board voted 6-0-0 to make official the loan of the DVD copies that Jim Strait had given to Randall.

9. Mark talked to Jim Strait about an inventory of the materials that came from Jim Cryer's personal collection, and the John Fong memorial library. Jim has had the stuff since 2003 He stated that it has always been his intention to generate an inventory of the items, and as such it is his first priority, but much of the stuff consists of papers, program books, etc. that he has no interest in. He would like it if someone else would take over the position of archivist. It was determined in general that we need an inventory, and a new archivist. Stephanie stated that she would offer to assimilate one box a month from the archive at Jim's.

10. It was determined Cathy Book will deliver a copy of the convention participant database to the keeper of the CASFS database (Craig). She will give another copy to Nyki.

11. It had been reported that a recent legal opinion out of Florida involving a fatal ATV accident to a 14 year old at an ATV track could have a major impact on the validity of parental release forms. Kevin stated that release forms are barely worth the paper they are written on, because if a court decides not to enforce it, then nothing can be done about it.

#### New Business:

1. Randy Rau, one of the founders of CASFS, had stated at the business meeting that he had fifteen boxes of CASFS records from the old days at his house. The board thought

that we should assume custody of these records. Gary Swaty agreed to store the records at his house until they could be gone through.

Meeting Adjourned at 10:20 PM by a vote of 6-0-0.

Online Minutes 9/25/09 through 10/06/09:

1. It was decided that Kevin should contact Randy Rau, and ask for the fifteen boxes of CASFS records that he stated he had at the general meeting. Contact info was given.
2. It was stated that it might be a good idea to remind Gary that he needed to send out the "notified meeting" email.
3. Randall stated that his impression is that the meeting room at the new venue is about the same size as our old one at JB's and considerably cleaner.
4. Stephanie stated that the new financial procedures had been uploaded to the CASFS website.
5. Stephanie stated that Cathy sent a copy of her newly created master list to both her and Nyki. She will turn it into an Access database so Craig can incorporate it into the fanmaster.
6. Stephanie bought a new coffee pot and wanted someone to remind her to bring it up to the memberships as to whether or not CASFS wants to buy it.

# 10/09/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Bob LaPierre, Nyki Robertson

Missing: - None-

The meeting was called to order at 9:55 PM by Kevin.

The Business of General Meeting was ratified 6-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Jeff had stated that he wanted to write his own agreement. The ball is in Jeff's court; waiting for Jeff to write and submit a proposed agreement. Tabled.

2. We received the requested copy of the 501c(3) original application document from the IRS. The original purpose statement specified the following:

1. Holding bi-weekly meetings
2. Designing and creating a mythological costume.
3. Conducting society business.
4. Have various programs at the meetings such as discussions and presentation of films and video tapes.
5. Solicit New members.
6. Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field.
7. Publication of amateur magazines with various editors.
8. Doing an annual convention to present and discuss various aspects of the speculative fiction field.
9. Doing a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction.

There was an attempt to do an activity at the general

meeting earlier tonight; it was a bit late, will attempt to execute in a more timely manner next time. It was suggested that we could have activities every other month, instead of monthly; this would give more time to prepare, and less work, while still addressing the purpose statement. Further discussion tabled for now.

3. The contract for the CopperCon 30 (2010) convention with the Windemere Hotel has been signed by all parties. Stephanie declared it "a thing of beauty".

4. Discussion about CASFS inventory. Extended inventory is in process. Several items that could not be located were written off by the Board. Stephanie said she would provide a copy of the spreadsheet she had compiled.

5. Nyki had talked about someone who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. The documentary project was being done by two students for a grade. The producer will talk to SCC to confirm that they will allow the project, then present to the board. Tabled.

6. There was a request by Randall concerning possible interest by the International Costumer's Guild archivist in a copy of the video shot by John Fong at the NolaCon masquerade residing in the archive maintained by Jim Strait. The board had voted to make official a loan of indeterminate duration with the DVD copies that Jim Strait had given to Randall. The DVDs have been sent.

7. Mark talked to Jim Strait about an inventory of the materials that came from Jim Cryer's personal collection, and the John Fong memorial library. Jim has had the stuff since 2003 He stated that it has always been his intention to generate an inventory of the items, and as such it is his first priority, but much of the stuff consists of papers, program books, etc. that he has no interest in. He would like it if someone else would take over the position of archivist. It was determined in general that we need an inventory, and a new archivist. One option discussed was that Jim would keep the tapes, and give everything else to

Stephanie at the rate of one box a month to be sorted. It was noted that The 15 boxes of CASFS records that Randy Rau are buried, and not easily available.

8. It was determined Cathy Book delivered a copy of the convention participant database. It does not include people that want to be removed from database (like Alan Gutierrez).

New Business:

- None -

Meeting Adjourned at 10:10 PM by a vote of 6-1-0.

Online Minutes 10/07/09 through 11/19/09:

1. Bob stated that he recalled the discussion of the purpose statement as being about doing more of the items listed, not doing everything. He said we certainly could expand on them but the discussion was if we needed to do at least a majority of them.

2. Stephanie thought the board needed to consider when it wants the insurance renewed. She thought February or March. Also, we used to give JBs a \$20 each month for the servers - Denny's didn't seem to ask or expect it, but do we want to do it or not? Bob thought we should wait until we determined how good the service is. Stephanie mentioned the possibility of changing the CASFS fiscal year to correspond with the calendar year to make some things easier.

3. Stephanie mentioned that the last of the CASFS bookmarks went out with the last issue of ConNotations. She asked if the board wants to do more to send to Tuscon or to go out with the next issue of ConNotations in November? Got the file from Mike Contos, and the board voted to acquire 1,000 CASFS bookmarks.

4. There was a question pertaining to who is supposed to generate the new updated By-laws.
5. Stephanie posted some CopperCon 30 budget and attendance info.
6. There was some confusion about the banner Mark Designed for the CopperCon web site. Stephanie thought it was a version of the CASFS bookmark, but after looking at both, decided it wasn't.
7. Mark thought that we should be sending CopperCon materials to the distribution points with ConNotations instead of CASFS materials, since there is only limited space on the countertops, and as Randall pointed out "Connotations, on the other hand, is already a CASFS flyer in itself."
8. Nyki was concerned that Mark had mentioned horror as a possible theme for CopperCon 30, since she had already decided on a horror theme for CopperCon 31. Mark stated that this theme was only a thought, and to consider it dropped.
9. Stephanie posed a few questions about CopperCon 30. There will not be a attendance cap. The question about selling memberships on Friday is under consideration.
10. Stephanie indicated that the deadline for a CopperCon ad in Connotation had been missed. CopperCon flyers to go to the ConNotations distribution points with ConNotations must be delivered at the CASFS meeting on 11/20.
11. Bob proposed that the board be copied on all e-mail lists concerning CASFS functions. Vote still in progress.
12. Stephanie stated that since the current CopperCon budget projects a small loss, per the new financial procedures this triggers a board discussion with the chair and banker in December in order to review the situation.

She also stated that minor changes have been made to both the Fan Master policy and the Web Policy both of which require board approval.

# 11/20/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Bob LaPierre, Nyki Robertson

Missing: - None-

The meeting was called to order at 9:13 PM by Kevin.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Jeff had stated that he wanted to write his own agreement. Waiting for Jeff to write and submit a proposed agreement. The board would like to hear further what the objections are to the existing draft. Mark will make Jeff aware. Tabled.

2. We received the requested copy of the 501c(3) original application document from the IRS. The original purpose statement specified the following:

1. Holding bi-weekly meetings
2. Designing and creating a mythological costume.
3. Conducting society business.
4. Have various programs at the meetings such as discussions and presentation of films and video tapes.
5. Solicit New members.
6. Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field.
7. Publication of amateur magazines with various editors.
8. Doing an annual convention to present and discuss various aspects of the speculative fiction field.
9. Doing a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction.

There were thoughts quoted from postings on ACML (anime' convention list) that 51% of programming and 51% of vendors should correspond to 501c(3) purposes. Will discuss further at next meeting.

3. Nyki had talked about someone who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. The documentary project was being done by two students for a grade. The producer will talk to SCC to confirm that they will allow the project, then present to the board. Nyki will follow up and see if presentation ready.

4. Mark talked to Jim Strait about an inventory of the materials that came from Jim Cryer's personal collection, and the John Fong memorial library. Jim has had the stuff since 2003 He stated that it has always been his intention to generate an inventory of the items, and as such it is his first priority, but much of the stuff consists of papers, program books, etc. that he has no interest in. He would like it if someone else would take over the position of archivist. Mark reported that Jim didn't like the option of having him keep the tapes, and give everything else to Stephanie at the rate of one box a month to be sorted, since the very act of sorting through all the stuff was what he was avoiding. Stephanie suggested we tell Jim that he can either A) Release one box at a time and Stephanie will pull tapes and give them back, and assimilate the rest, or B) He can live with the boxes for all eternity.

5. Stephanie thought the board needed to consider when it wants the insurance renewed. The board voted 7-0-0 to have it effective March 1. It was suggested that she check to see how much it would cost for event insurance, as opposed to a one year continuous policy, since LepreCon does that, and its cheaper for one event. Stephanie said she would call agent and check. The board had discussed the possibility of changing the CASFS fiscal year to correspond with the calendar year to make some things easier. The board decided to make no change to fiscal year.

New Business:

1. Discussed CopperCon budget. It was agreed that finding a publicity person soon to replace Mike Contos was important. There was a reminder that there was a January 15 deadline for CopperCon ads to appear in ConNotations.

2. Stephanie submitted proposed changes to both the Fan Master policy and the Web Policy, requiring board approval. The board approved the changes 7-0-0.

Meeting Adjourned at 9:58 PM by a vote of 7-0-0.

Online Minutes 11/20/09 through 12/08/09:

1. The board voted on Bob's proposal that the board be copied on all e-mail lists concerning CASFS functions. The proposal was adopted by a vote of 4-1-1.

2. Stephanie posted some info related to 501c(3) "purpose":  
The original \*purpose\* of CASFS is stated in our incorporation papers, not our 501(c)3 application. The 501(c)3 application is intended to prove that the purpose of the organization qualifies for tax exempt status, not to establish what the purpose is. CASFS' incorporation papers state the \*purpose\* of the group is:

"This corporation is organized exclusively for literary, educational, scientific and charitable purposes including but not limited to:

A. furthering speculative fiction fandom;

B. Providing an organized base for discussion of and disseminating information about speculative fiction;

C. Providing social and professional contact with and organizing and promoting gatherings of people with similar interests;

D. Providing for writings, drawings, publications and any other creative work related to speculative fiction in any media; and

E. engaging in any related activity not prohibited by the applicable laws of the United States and the state of

Arizona."

The stuff listed in our board minutes is from question 3 on the IRS Form 1023 which includes a narrative description of the activities presently carried on and those that will be carried on:

"Central Arizona Speculative Fiction Society, Inc is presently holding bi-weekly meetings, and designing and creating a mythological costume for presentation at other science fiction/fantasy conventions. At our meetings we conduct society business and have various programs such as discussions and presentation of films and video tapes. New members are being solicited. Planned activities for the future include: Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field; publication of amateur magazines with various editors; an annual convention to present and discuss various aspects of the speculative fiction field; and a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction."

Further, Part III Question 8 asks "What benefits, services, or products will the organization provide that are related to its exempt function?"

To which the answer is:

- "1. Information about speculative fiction as a trade and literary style (Indexes, bibliographies, cassettes for the blind.)
2. Encouraging scientific advances (the space program)
3. Workshops in literary style to cultivate interest in speculative fiction"

The description in the above two answers is to clarify and elaborate on the purpose that was stated in the organizational paper and explain how the purpose will be accomplished. It must agree with and build upon the purpose as stated in the original organizational papers. In other words, it is supposed to explain how the group will accomplish the purpose it described in its incorporation papers and why those activities should be tax exempt, but the purpose itself is what is described in the incorporation papers.

## 12/11/09 - CASFS BOARD MINUTES

Present - Stephanie Bannon, Mark Boniece, Kevin McAlonan, Sue Uttke, Randall Whitlock, Bob LaPierre, Nyki Robertson

Missing: - None-

The meeting was called to order at 8:48 PM by Kevin.

The Business of General Meeting was ratified 7-0-0.

Candidate memberships: - None -

Old Business:

1. Kevin had generated a draft of a shed access agreement to be signed by Jeff/Nola Jennings. Mark transmitted the draft agreement to Jeff/Nola. Jeff had stated that he wanted to write his own agreement. Jeff wants new copy of agreement, will attend future meeting. Jeff would like a copy of the arrangement with Mark.

2. We received the requested copy of the 501c(3) original application document from the IRS. The original purpose statement specified the following:

1. Holding bi-weekly meetings
2. Designing and creating a mythological costume.
3. Conducting society business.
4. Have various programs at the meetings such as discussions and presentation of films and video tapes.
5. Solicit New members.
6. Publication of a bi-monthly newsletter presenting news of the club and the speculative fiction field.
7. Publication of amateur magazines with various editors.
8. Doing an annual convention to present and discuss various aspects of the speculative fiction field.
9. Doing a writer's workshop to encourage and aid the efforts of beginning writers of speculative fiction.

Will discuss further at next meeting.

3. Nyki had talked about someone who wanted to shoot a documentary about conventions at future conventions. They would also do two panels at the convention presenting and discussing their work. Discussed proposal in person with Moreg. He explained his plans, proposed panels at Coppercon to discuss the filmmaking process. Will sell DVD copies with a percentage going back to CASFS, will attend committee meeting and CopperCon 30 for end-to-end coverage. He will give rough cuts for board and chairman to review. Need releases from guests.

4. Mark talked to Jim Strait about an inventory of the materials that came from Jim Cryer's personal collection, and the John Fong memorial library. Jim has had the stuff since 2003 He stated that it has always been his intention to generate an inventory of the items, and as such it is his first priority, but much of the stuff consists of papers, program books, etc. that he has no interest in. He would like it if someone else would take over the position of archivist. Stephanie suggested we tell Jim that he can either A) Release one box at a time and Stephanie will pull tapes and give them back, and assimilate the rest, or B) He can live with the boxes for all eternity. Jim wanted to know if he could toss non-commercial tapes of TV episodes. Stepahnie suggested bring them to a meeting.

5. Stephanie thought the board needed to consider when it wants the insurance renewed. The board voted 7-0-0 to have it effective March 1. It was suggested that she check to see how much it would cost for event insurance, as opposed to a one year continuous policy, since LepreCon does that, and its cheaper for one event. Stephanie said she would call agent and check. Insurance agent out of town until January, tabled.

6. Passed out new CopperCon budget. Full committee now in place, other stuff good. Answered a few questions.

#### New Business:

1. CopperCon 31 contract will be presented for approval soon, probably before the next meeting.

Meeting Adjourned at 9:24 PM by a vote of 6-1-0.

Online Minutes 12/09/09 through 01/28/10:

1. Kevin posted a new copy of the proposed CASFS shed agreement to be sent to Jeff/Nola.
2. Some people are concerned that The CopperCon 30 committee includes a "Dark Ones Liaison" since this could possibly lead to the appearance that the Dark Ones party is a sanctioned convention event, possibly opening CASFS up to liability if there are problems with alcohol consumption, etc. Mark had indicated that no special plans such as sponsoring a guest or consuite had been made with the Dark Ones at this time. No problem with removing position until such time as it's needed (if any).
3. Stephanie mentioned that she had a request to run a ConNotations ad for a Wicca 101 class. She stated it doesn't violate any postal regulations. The board had no objections.
4. The Contract for CopperCon 2011 was posted for the board to look at and potentially approve. There were minor typos that were corrected. The board approved the contract 4-0-2, 1 not voting.
5. Got an inquiry from someone that wanted to make a documentary about LARPs, looking for information. His information was forwarded to someone who runs LARP games, who asked to have his info forwarded back.
6. Based on discussions on the SMOF list, Bob was looking into whether we need additional insurance for board liability. Stephanie will ask the agent when she talks to her about renewing the insurance policy.
7. Stephanie reported that per discussions with the insurance agent we are better off if we keep the year

policy instead of single event. The year policy covers us at our monthly meetings as well as the convention. Also, per the agent, the insurance covers the board so we do not need a separate board liability policy.