

**ConNotations Staff Meeting Agenda  
June 1, 2005**

**1. Distribution**

**a) Locations & Numbers**

Go over spreadsheet. - We need to know how much, if any, the print run needs to be increased in order to cover the additional mailing as well as distribution

**b) Distribution Assignments**

We need to make distribution assignments and reassign the locations that were previously handled by J.B.

**2. Advertising**

**a) Report**

New ad sources?

New front person to solicit ads or at least pick up payments.

Stephanie will resume email reminders/contacts.

**b) Current Advertisers Report - Non CASFS**

**(See attached unpaid Invoices report)**

**PAID**

Game Depot - paid thru Volume 16 Issue 1

Samurai Comics paid thru Volume 15 Issue 6

**OWE**

Ice Escape - Owes for Volume 15 Issue 2

Imperial Outpost - Owes for Volume 15 Issue 3

Michael Bauerlin - Owes for Volume 15 Issue 2

Pop Culture - Owes for Volume 15 Issues 2 & 3

Tuscon - owes for Volume 15 Issues 2 & 3

**RENEWALS**

Trash City - Volume 15 Issue 3 - last paid ad

**3. ConNotations Contents**

**a) Front Page for 15.4 - Deadline July 10**

1) Interview with someone?

**b) Current Columns**

Videophile

Musty Tomes

Pointless Meanderings

Gamer's Corner

**c) Other content**

1) Club list - have updates to send to Gary - Hellmouth??

2) Calendar - needs someone to contact clubs, stores in a timely manner for updates

3) Convention list - needs to be updated for each issue - regional conventions needs to be included

#### **4. Misc**

##### **a) Dragon Page Advertsing Swap**

Report from Lee Progress? Need new ad copy

##### **b) Web Page**

Volume 15 Issues 1 and 2 are online as PDFs. Issue 3 will go on line June 15  
New online columns (Book reviews, Movie [genre & Non-genre], Non-Genre  
Video) are likely to be on the site within the next week to 10 days.

As time permits older issues will be converted to PDF and put on the web site

##### **c) Copyright Issues**

When submitting photos or artwork for use in ConNotations please be sure that  
the item can be used. Recent submissions have not been useable in ConNotations  
since the web sites have specified very restrictive use that did not include use in  
publications.

##### **d) Other**

**Finances - See attached**

#### **5. Next Meetings**

**Wednesday, August 3, 2005**

**Wednesday, October 5, 2005**

## Unpaid Invoices - Advertising Invoices

6/1/2005 - ALL CASFS

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Customer	Date	Invoice #	Due Date	Aging	P.O. Num.	Amount	Total
CopperCon 25	1/3/2005	455	2/2/2005	119		120.00	60.00
CopperCon 25	5/22/2005	475	6/21/2005			60.00	60.00
HexaCon 15	9/16/2004	442	10/16/2004	228		30.00	30.00
HexaCon 15	11/6/2004	449	12/6/2004	177		30.00	30.00
HexaCon 15	1/8/2005	461	2/7/2005	114		140.00	140.00
Ice Escape	1/4/2005	456	2/3/2005	118		60.00	60.00
Imperial Outpost	5/14/2005	472	6/13/2005			30.00	30.00
Michael Bauerlein	3/8/2005	469	4/7/2005	55		30.00	30.00
Pop Culture	3/9/2005	470	4/8/2005	54		30.00	30.00
Pop Culture	5/20/2005	474	6/19/2005			30.00	30.00
TusCon	3/4/2005	467	4/3/2005	59		60.00	60.00
TusCon	5/12/2005	471	6/11/2005			60.00	60.00
						Total	620.00

# Register Report

1/1/2005 Through 12/31/2005

6/1/2005

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>INCOME</b>							
<b>CASFS Funding</b>							
1/10/2005	ConNotations	DEP	Check#1422 From...	2005 Stipend	CASFS Funding	R	1,200.00
<b>TOTAL CASFS Funding</b>							<b>1,200.00</b>
<b>TOTAL INCOME</b>							<b>1,200.00</b>
<b>EXPENSES</b>							
<b>Uncategorized</b>							
1/1/2005	ConNotations		BEGIN 2005			R	0.00
12/31/2005	ConNotations	Setaside	Samurai Comics P...				-60.00
12/31/2005	ConNotations	Setaside	Game Depot Paid ...				-90.00
<b>TOTAL Uncategorized</b>							<b>-150.00</b>
<b>Expense Reimbursement</b>							
2/10/2005	ConNotations	1387	Craig L Dyer\Dove...	Roundtrip 1...	Expense Reimb...	R	-100.00
5/25/2005	ConNotations	1391	Ray Gish	Volume 15 I...	Expense Reimb...		-200.00
<b>TOTAL Expense Reimbursement</b>							<b>-300.00</b>
<b>Postage and Delivery</b>							
2/1/2005	ConNotations	1384	Post Master	Bulk 15.1	Postage and De...	R	-253.13
4/4/2005	ConNotations	1388	Post Master	Bulk 15.2	Postage and De...	R	-260.83
4/20/2005	ConNotations	1389	Cathy Book	Tear sheets	Postage and De...	R	-25.44
5/31/2005	ConNotations	1392	Post Master	Bulk 15.3	Postage and De...		-269.72
<b>TOTAL Postage and Delivery</b>							<b>-809.12</b>
<b>Printing and Reproduction</b>							
2/10/2005	ConNotations	1386	Payson Roundup	Volume 15 I...	Printing and Re...	R	-575.48
4/20/2005	ConNotations	1390	Payson Roundup	Volume 15 I...	Printing and Re...		-500.00
5/31/2005	ConNotations	1393	Payson Roundup	Volume 15 I...	Printing and Re...		-575.48
<b>TOTAL Printing and Reproduction</b>							<b>-1,650.96</b>
<b>Returns</b>							
1/10/2005	ConNotations	1382	LepreCon Inc	Refund of F...	Returns	R	-600.00
<b>TOTAL Returns</b>							<b>-600.00</b>
<b>Supplies, Bus</b>							
<b>Labels</b>							
1/29/2005	ConNotations	1383	Staples		Supplies, Bus:L...	R	-22.69
2/4/2005	ConNotations	1385	Costco		Supplies, Bus:L...	R	-35.98
<b>TOTAL Labels</b>							<b>-58.67</b>
<b>TOTAL Supplies, Bus</b>							<b>-58.67</b>
<b>TOTAL EXPENSES</b>							<b>-3,568.75</b>
<b>TRANSFERS</b>							
<b>Advertising Invoices</b>							
1/9/2005	ConNotations		Imperial Outpost		[Advertising Inv...	R	90.00
1/9/2005	ConNotations		CopperCon 25{Pre...		[Advertising Inv...	R	30.00
1/9/2005	ConNotations		Ice Escape		[Advertising Inv...	R	130.00

# Register Report

1/1/2005 Through 12/31/2005

6/1/2005

Page 2

Date	Account	Num	Description	Memo	Category	Clr	Amount
1/9/2005	ConNotations		World Fantasy 2004		[Advertising Inv...	R	120.00
1/10/2005	ConNotations		Leslie Fish		[Advertising Inv...	R	30.00
1/10/2005	ConNotations		Pop Culture		[Advertising Inv...	R	60.00
1/10/2005	ConNotations		LepreCon 31		[Advertising Inv...	R	120.00
1/10/2005	ConNotations		CopperCon 24		[Advertising Inv...	R	240.00
2/14/2005	ConNotations		Bent Cover		[Advertising Inv...	R	10.00
2/14/2005	ConNotations		Imperial Outpost		[Advertising Inv...	R	60.00
3/15/2005	ConNotations		HexaCon 14		[Advertising Inv...	R	60.00
3/15/2005	ConNotations		Leslie Fish		[Advertising Inv...	R	30.00
3/15/2005	ConNotations		CASFS		[Advertising Inv...	R	40.00
3/15/2005	ConNotations		Samurai Comics		[Advertising Inv...	R	150.00
4/1/2005	ConNotations		Game Depot		[Advertising Inv...	R	150.00
4/26/2005	ConNotations		Retro Rocket		[Advertising Inv...	R	180.00
4/29/2005	ConNotations		LepreCon 31		[Advertising Inv...	R	200.00
4/29/2005	ConNotations		CopperCon 24		[Advertising Inv...	R	120.00
4/29/2005	ConNotations		CopperCon 25		[Advertising Inv...	R	60.00
4/29/2005	ConNotations		CopperCon 25		[Advertising Inv...	R	60.00
4/29/2005	ConNotations		CopperCon 25		[Advertising Inv...	R	60.00
4/29/2005	ConNotations		AniZona		[Advertising Inv...	R	345.00
5/27/2005	ConNotations		ConRunners		[Advertising Inv...		60.00
<b>TOTAL Advertising Invoices</b>							<b>2,405.00</b>
<b>ConNotations Subscriptions</b>							
2/14/2005	ConNotations		WesternSFA		[ConNotations S...	R	600.00
<b>TOTAL ConNotations Subscriptions</b>							<b>600.00</b>
<b>TOTAL TRANSFERS</b>							<b>3,005.00</b>
<b>OVERALL TOTAL</b>							<b>636.25</b>

**ConNotations Staff Meeting Minutes**  
**June 1, 2005**

**Present:** Stephanie L Bannon, Cathy Book, Bob LaPierre, Gary Swaty, Randall Whitlock

At 7:14PM Bob called Cathy - Cathy will be late since Ron didn't put gas in the vehicle and gave it back to her with the tank empty so she ran out of gas. Cathy arrives at 7:30PM

**Meeting start:** 7:30PM

**1. Distribution**

**a) Locations & Numbers**

Cathy has spiffy new spreadsheet with locations and numbers for the last few issues. She will email current spreadsheet to Stephanie.

**b) Distribution Assignments**

Locations previously handled by J.B. Talbott were reassigned to Bob LaPierre, Cathy Book and Gary Swaty. Cathy will email Stephanie with the updated spreadsheet.

**2. Advertising**

**a) Report**

New ad sources discussed and ignored.

New front person to solicit ads or at least pick up payments will mostly be split between those distributing CN

Stephanie will resume email reminders/contacts.

Cathy will likely return to handling advertising in the fall after CopperCon is over

**b) Current Advertisers Report - Non CASFS**

**OWE**

Ice Escape - Owes for Volume 15 Issue 2 - **Send Cathy invoice**

Pop Culture - Owes for Volume 15 Issues 2 & 3 - **Send total customer report to Cathy**

Imperial Outpost - Owes for Volume 15 Issue 3 - **Bob will collect**

Michael Bauerlin - Owes for Volume 15 Issue 2 - **Stephanie will handle**

Tuscon - owes for Volume 15 Issues 2 & 3 - **Stephanie will handle**

**RENEWALS**

Trash City - Volume 15 Issue 3 - last paid ad - **Cathy will follow up for renewal**

**3. ConNotations Contents**

**a) Front Page for 15.4 - Deadline July 10**

1) Interview with Jacqueline Carey

15.5 (Oct/Nov) - Charlaine Harris

15.6 (Dec/Jan) - ?

**b) Current Columns**

Gamer's Corner - Bob will do a RPGA/Living Arcanis report, maybe Gilacon.

ComicCon review from Cathy - likely to run in 15.5

**c) Other content**

- 1) Club list - send info on Hellmouth to Gary along with an electronic copy of list
- 2) Calendar - needs someone to contact clubs, stores in a timely manner for updates - Bob will talk to Shield of Almor for listing in recurring events. Will try and create an email list to solicit listings
- 3) Convention list - Discussed need to keep list current, have current year's Westercon and Worldcon in list. Noted that getting the info off of websites is not that easy since most cons don't put all the info in one place.

**4. Misc**

**a) Dragon Page Advertsing Swap**

No report from Lee because Lee is sick and not here. Cathy will follow up with Evo to get updated ad that reflects the fact they are no longer on KFYI, the new pod casts and the satellite radio show. Talk of exchanging web links, both [www.casfs.org](http://www.casfs.org) and the CN page - maybe this time something will happen

**b) Web Page**

Volume 15 Issues 1 and 2 are online as PDFs. Issue 3 will go on line June 15. Discussed adding Distribution list with active links to those that have web pages, will check to see if it is a problem with our 501(c)3 and if not will get that implemented within the month.

Gary will send Stephanie a list of the Volumes of ConNotations and the number of issues per year so that we know how many back issues need to be converted and put on the web.

**Side note:** Lois Cassidy has back issues of CN she found and will give to Cathy so that maybe CN will have a full set of issues produced.

**c) Copyright Issues**

When submitting photos or artwork for use in ConNotations please be sure that the item can be used. Recent submissions have not been useable in ConNotations since the web sites have specified very restrictive use that did not include use in publications.

**d) Other**

**Finances** - We discussed overall finances, if the outstanding debts are collected we have enough to fund issue 15.4, we will need to sell more ads to be solvent by the end of the year.

**Yahoo list:** check who is subscribed and who isn't.

**Email forwards:** Cathy's works, check on Gary's.

**5. Next Meetings**

**Wednesday, October 5, 2005**

**Adjourned:** 8:31PM