

Sakura-Con 2004 General Meeting

Official Meeting Minutes
October 19, 2003

Scheduled Time: 1:00pm

Meeting Location: Redmond Public Library in Redmond, Washington

Opening:

The General Meeting of the Sakura-Con 2004 Members and Invitees was called to order at 1:15pm on October 19, 2003 at the Redmond Public Library by Convention Chair, Max Pham.

Officers Present:

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Max Pham - Con Chair
Jimmy Chang - Secretary
Renee Naddeo - Treasurer
Alinda Harrison - Assistant Treasurer
John Krall - Director of Operations
Peter Williamson - Director of Programming
Isaac Alexander - Director of Relations
Dawn Minges - Director of Publicity
Mark Craypo - Hotel Liaison

Officers NOT Present:

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Jennifer Wong - Con Vice Chair

Invitees Present:

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Wally Garrett-Lindsey - ANCEA Legal Advisor
Edward Wallace - ANCEA Treasurer

Approval of Minutes

The minutes of the previous meeting were approved as distributed.

Agenda:

- Voting on new Convention Structure
- Presentation by Wally: Contracts, Signatures, etc.
- Department Reports
- ANCEA Report
- New Business

Discussion:

Con Structure Vote

Posted on website, any questions?

Has it changed?

Jimmy has added a couple of positions since 9/12

Vote called

In favor: 21

Opposed: 0

Abstained: 9

Con structure passes

Con Charter

New con charter revisions

Added new department in the Charter, Publicity

General meeting on passing bylaws; cannot pass until ANCEA reviews

Right now as charter stands, every con attendee votes as it stands, definition of membership changed so only due-payers vote, rather than all attendees.

Also changed: termination of membership (not attendees).

Need to elaborate on Con Policies (specific v. broad)

Next meeting vote will be held to determine final rules.

Department meetings at least Once Every Month Changed to every 3 Months

Vote on definition, termination, and change of departmental meetings

Held until 2:30pm

High School Days, Presentation by Wally

Name changed to Sakura Matsuri

April 23rd, Friday

Introduce High school students to traditional and contemporary Japanese culture

Cultivate future volunteers/attendees, spread word of mouth

Time: 8:30am-1pm

Cost: \$10 (only for this morning event)

Limit: 250 attendees (run rooms at half capacity) (possible overbooking up to 10%)

Opportunity to make \$2500 dollars

3 panelists, premiere film

8 volunteers needed

Held in Emerald and Alpine/etc ballroom

At the end of the event, ANCEA will give the money to Sakura Con (gives

ANCEA something toward their ed requirement)

Pierce, Snohomish, King Counties

Targets are Japanese Language Students, then Art Students

Security/badges: cheap, obvious for this one event so security can tell

Flier made

Stage two events:

Premiere movie

Possible panelists: Mary Ohno Kabuki Theatre, Dr. Antonia Levy
(professor/author), Martial Arts laido/karate

Final chance to see con space for fifty minutes

Sakura Matsuri passes good for \$10 off a Sakura Con membership

Since high school groups are chaperoning their students, they are responsible if kids get lost, not the con

Can they go into the panel rooms/exhibitor hall? They can freely experience the convention only in the last fifty minute period.

Sakura Matsuri groups divided into three, each assigned a group liaison

Each panelist has his/her own liaison

1-2 runners

Staff: ANCEA rep

Meeting place changed for beginning of Sakura Matsuri, take kids through back way to Emerald.

Department Reports

1) Director of Programming Report

Peter/Programming:

Staff sought: Assistant Director of Programming, Video, CCTV Staff Coordinator

Schedule of main events done, post on web in next week or so

2) Secretary's Report

Jimmy/Secretary:

Needs new assistant secretary

Any questions, secretary@sakuracon.org , Jimmy will be happy to forward the questions to the relevant party.

Give list of staff to Jimmy for master staff list (used for registration/con book)

3) Director of Publicity Report

Dawn/Publicity:

Looking to fill these positions:

Publications Manager

Merchandising Coordinator

Public Relations Manager

Press Coordinator

Info Booth Coordinator

Flyers available if you want them

Team Sakura

Next month: KumoriCon in Oregon

Will go to AX Japan (fliers in English/Japanese), maybe registration?

4) Director of Relations Report

Isaac/Relations:

Artist alley coordinator needed

Staff filled otherwise.

Corporate:

Jay/Marvin/Hazel responsible for corporate relations

Otherwise not much to report

Sponsorship packet on website

Exhibits: 6-7 dealers say they want to come

7-8 corporate say they are interested

Nice full dealer's room for next year

103 tables between three rooms in Marriott

Art show coordinator. May have procured assembled art flats with trailer.

14 fabric flats, some easels, and trailer for sale \$500.

Art show will be in peninsula. Artist alley in same place as last year, summit foyer

Guests are lined up, waiting on contracts at this time (no guest announcements until contracts received)

Working on photo booth for cosplayers for this year. Whidbey room in Hilton.

5) Treasurer's Report and Budget Meeting

Renee, new Treasurer for Sakura con introduced

Pay pal account available for use.

For staff: purchase request reimbursement forms, receipt required with form

Registration count is 650. (Up 190 from last year at this time)

6) Director of Operations Report

John/Operations:

Staff sought in many positions

Special events needs spotlight operators. Info booth staff, merchandising staff, room staff. Line control/ushers can be under 18

CosPlay coordinator needs assistants.

Security needed (experience unnecessary, be over 18) 5 coordinators needed, plus as many staff as possible. Volunteers are great as well. (13 security staff confirmed, 5 more possible).

Registration forms on Website if you need to register.

7) Hotel Report

Hotel/Mark:

Staff rooms: available, staff should register with con code and then email Mark to tell him to move them to the staff block.

We need you to tell us if you're in the room block, by form, otherwise the con will be penalized if the room block is not filled.

For both Hilton and Marriott.

Can we list the staff members in room block so we know we're confirmed? No, it's the hotel's list and it's a privacy issue.

Ask Mark if you have a question, or check with the hotel.
Staff rate is \$84/per night for the Hilton, not for the Marriott (no Marriott staff rate)

Once you become staff, make certain you are on the staff list and have access to the staff area of the Sakura Con site

Wally's Presentation on Contracts

Important that contracts be fair and reasonable

All different kinds of law. Contracts are based on Uniform Commercial Code set by US that all contracts are based on. Code gets very specific. All clauses and information in contract have a basis.

Several contracts:

International contracts

Guest of Honor contract

Returning Guest of honor

Performers' contract

Exhibitors' contract

All contracts have numbers so they can be referenced.

ANCEA is the legal entity, not Sakura Con.

We do not pay guests (taxes would be involved). We give them a room, plane ticket, airline ticket, gift/entertain them.

Guaranteed Good accommodations/circumstances to present.

Contract includes clauses on using images, bios, names of guests to protect us from US government law.

Exhibitors' contract is signed by exhibitor's hall manager, who will be on hand in hall in case some trouble takes place. He is empowered to deal with it.

No single person in the organization has the right to make a contract. Contracts are made within the organization, checked/double checked to make certain they will hold up.

Attachments: such as guest itinerary. Not completely specific, includes clause in the event goes wrong some how.

Note: contracts in Japan, verbal can be legally binding, whereas in the US they are not.

Max makes motion to pass charter

For 33

Against 0

Abstain 7

Motion has passed

Security needs to revamp weapons policy, will post 2 weeks before meeting on website.

Staff Holiday party in December, probably first weekend in the month.

With that, a motion was made to Adjourn the Meeting and the motion was Seconded by Isaac Alexander, Director of Relations.

Adjournment:

Meeting was adjourned at 2:50pm by Convention Chair, Max Pham.

The Next General Meeting will be at 2pm-5pm on Saturday, November 15th, 2003 at Douglas College, Vancouver, BC.

Minutes submitted by: Assistant Secretary, Courtney Caryl
 Secretary, Jimmy Jen-yu Chang

Approved by: Convention Chair, Max Pham