

Minutes for MFF Board Meeting of Dec 2, 2018

All board members: Timothy Wood (Woody), Toby Muroso (Perro), Ian Layton (Rama), Lara Lester (Datahawk), Vince Lopez, Cheetah Goletz and Robert King

Guests: legal counsel of Paul Rice (Crypto), plus Tiller for Staffing

Absent: none.

## AGENDA

- Acceptance of prior minutes
- Officer and Department Head Reports
  - Convention Chair
  - Operations
  - Treasurer
  - Legal
  - Contracts
  - HR (Staffing)
- Determination of charity donation
- Old Business
  - HR Charter
- New Business
  - Code of Conduct update

Meeting start time – 12:08pm

Welcome! All board members and guests are in attendance.

### Acceptance of prior minutes

Motion to table adoption of the last meeting's minutes due to insufficient time to review.

Voice vote passes unanimously

### Officer and Department Head Reports

#### Convention chair report

The convention has gone fairly well, with only minor isolated issues. One individual on the watch list attempted to register – no badge was printed. Chair intervened. Paid money was refunded and we reminded them why they were banned. We explained how they could remove the ban. The individual seemed to accept it and left.

Registration has been large. We are guessing attendance is about 10700. Our attendee distribution is skewing younger – we ran out of minor badge stock(500) and parent in tow stock(300). Nothing specific was really wrong with registration, but the lines were long.

## Operations

Operations went well.

## SEI

We are at a very high run rate with AWS. Vince is investigating. We are processing an enormous amount of data.

## Treasury

We have \$250K in primary checking account. We have made more money this year than ever before. We have made just under ½ million. Reserves are closer to 425K. This keeps us on plan easily. It would be nice to have a percentage to judge this by. 150% of any year's debts is a good safety cushion. There is concern that future convention center expenses could make this surplus vanish quickly as we continue our migration into DSCC.

Do we think the Convention Center expense is going to stay the same or is there the potential for it to go up dramatically later? We are currently using a lot of space that is not contracted. This could change if we want guarantees. Internet connectivity is also a consideration. We use an enormous amount of data and so far we have been given more for free. These are risks we must keep in mind for future cost management.

We were very lucky to have the other convention cancel. (It was a smoking and vaping convention – but it just went up in smoke). We are looking at making longer term contracts to give us more stability. (our dates move around by up to a week which makes this harder).

We appear to be 54K below budget with the CC and Hotel. But some expensive equipment may have been damaged. Up to \$10K in damage. Only two other potential expenses – one escalator repair and some planters failed. The escalator repair appears NOT to be due to abuse. But it is still early. In general, we are in good shape.

Regarding AV expenses due to some damaged equipment – this is probably too small to make a claim. Best not to. Insurance is costing over \$10K at this point even with our good history.

Art show is running smoothly and has tripled artists and totaled over \$34K so far.

Should we shift our fiscal year? (discussion) Vince says please no. The current year makes the best use of Vince's schedule. But it is also a concern if we still have staffers covering con expenses on their credit cards even for brief periods. We need to look into solutions for this. Plus we have some vendors that won't take checks.

## Legal

Nothing major to report. Good partnership.

## Contracts

The Crown Plaza wants a long term contract. We are also looking at Loews. Cheetah feels there is very little benefit in guaranteeing a property's revenue when we are not using their function space.

Hyatt contracts – Still on hold until January. PSAV contract was good.

We have contracts for 2019 with the Aloft, the Crown Plaza, the Hyatt, and the Comfort Inn. We will probably contact Loews as well.

Parking garages have reached out to us. We are talking. We would like to collaborate with other area facilities. Our Rosemont synergy is limited for the most part as we are still small compared to the other events being handled by the Chicago tourism bureau. But we are also in communication with nearby restaurants to inform them that they need to prepare for the influx of attendees.

## HR (staffing)

Tiller – Staff looks good. Concern expressed about what the minimum expected hours a staffer should be working. Tiller is sending out forms and collecting data. He intends to determine who can take on more work and responsibility. We tend to run 1 staff to each 25 attendees. We have a good vetting process. Tiller has done an awesome job. While the con chair has the ultimate say on whether to pick up a new or returning staffer, the selection and filtering criteria used by staffing is of tremendous value.

Cheetah moves that the board review the staff selection criteria currently being used by staffing.

Voice vote passes unanimously.

ACTION ITEM for Tiller – review the current state of all policies and work on the turnover of this year's staff to next year. There is some policy cleanup to do – it needs to be put in one place.

## Determination of charity donation

Note that the charity donation is in the Convention's budget, but the donation has traditionally been chosen by the board. This is a slight mismatch to our bylaws. We are attempting to align bylaws with practices. In the mean time we ask the Chair to align with the board's charity donation decision.

The budget has 30K targeted for the donation. In general we are ahead of the game on budget. (discussion) This is a very real-world charity. Good opportunity to bolster the image of the furry fandom. This charity contributes to the larger community. They are expanding out to Aurora. This is a good exploration to dealing with larger charities. Cheetah still concerned that they have almost 30% administrative and fundraising overhead. Vince(Treasury) now feels he has a very good feeling about

their good results with kindergarten through 3<sup>rd</sup> grade and their general direction. Data has a testimonial for similar programs.

We expect to have \$210K additional funds before any donation. Last year's corporate donation was \$40K. We had a lot of concern about unexpected convention center expenses last year. We want our reserves to increase at least 5% over last year. We have a 10K possible exposure on the AV issues.

Back of the envelope swag - \$52K maximum donation to still keep the buffer we want. Vince prefers \$50K – Note: first time ever Vince more conservative than Cheetah on this sort of issue.

Motion to choose \$50K donation.

Voice vote passes unanimously.

## Old Business

### HR Charter

We are not ready - motion to table

Voice vote passes unanimously.

## New Business

### Code of Conduct Update

The proposed revision is to remove the allowance for live steel except for transport directly to room.

What is the size limit of a pocket knife/Leatherman? 2.75 inches if concealed. Legal will provide revised language at a later meeting.

Motion to remove from the code of conduct the allowance of edged weapons as costume accessories starting next year.

Voice vote passes unanimously.

ACTION ITEM to lead this owned by Cheetah.

Poomie (November) asks if we can make the board meetings more accessible and publicized

ACTION ITEM for Robert – put notice of the scheduled board meeting on the web site at least 5 days before the board meeting. (20 days if there is to be a board member removal).

Further it may be good to notify the world through social media such as Twitter. We will discuss further this general desire for public notification of board meetings.

Meeting closed at 1:20pm