

QCA Monthly Board Meeting

February 11, 2025

Board Members:

Amanda "Rico" Dalsted, Damarra Atkins, Daniel Greene, Derek Herauf, Autumn "Joy" Rivera

Attendees:

Jerry K, Christopher P, Sherilyn B, Paula M, Rose M, Jeannette W, Nathaniel T

Call to Order: 8:06 pm

Convention Chair Update [0:02:00]

- Convention cycle kick-Off meeting took place the previous Saturday
- Projects currently in the works:
 - Garage sale.
 - First round of promotion and sponsorship reach-out will take place throughout March.
 - Some lab coats from last year still need to be printed. (This item is approved from last year's budget).
 - Conversation with Web Administration regarding converting the Discord server.
 - Attendance tracing sheet needs to be updated.
 - Anime Fusion contracts need to be updated to be made consistent.
 - Meeting about the compensation grid with key teams.
 - Anime Fusion leadership meetings to be scheduled.
 - Vision and values, staff expectations, and other key documents to be updated.
 - Staff conflict and concern reporting form is being drafted with input from the board, DEIB, and Safety team.
 - Art production and marketing coordination.
 - Regular staff meeting cadence to be determined.
 - Conversations regarding technology and room setup procedures.

Treasurer Update [0:09:03]

- Current balance values. [See slides for specifics.]
- Some reimbursements to staff members still need to be handled.
- 1099's are filled out, still pending on W9s from some guests.
- Official 1099 forms from the IRS need to be acquired in order to submit.
- Chart of accounts is still being created.
- Itemized expense by department analysis is also being worked on.
- Updating accounts to ensure access to app

DEIB Committee

- No current updates.

Completed Items

- No items to report.

In-Progress Items [0:17:30]

- Discussion of Jerry Keohen's application to the board.
 - Jerry's application answers are attached to this email.
 - Jerry's comments: He has thought of being on the board before, and currently wants to improve relations between the con staff and the board.

- Vote
 - Amanda votes yes.
 - Dan votes yes.
 - Joy votes yes.
 - Damarra votes yes.
 - Derek votes yes.
- Jerry is confirmed to the board.
- DEIB Committee
 - Meeting between the board and Nate will be scheduled and input from staff members will be sought to reestablish the committee, clarify its role, and reaffirm our organization's commitment to DEI principles.
- Consideration of email inboxes for all board member roles. Currently only treasurer and secretary have actual inboxes, the rest are forwarding addresses. Coupled with this will be the creation of a QCA board calendar.
 - Some conferencing with web admin has taken place on this matter.
- QCA website needs updating.

New Items [0:26:37]

- Treasury audit in preparation for tax season.
- Budgets from team leads are due on February 28th, budget approval will take place in March.
- Discussing recruitment and sponsorship with the chair.
 - These are two things that will be a major focus for this cycle.
 - Determining ways that the board could potentially help and be more involved.

Open Floor [0:28:20]

- Christopher P is still in possession of 3-4 totes with charity item auctions that need to be returned to the storage locker. Inventory document for these items appears to be lost.
 - Items were being held in the event of an auction to raise funds for a charity, not for QCA fund-raising, and not items to be distributed to staff or others outside of this.
 - Amanda will coordinate with Chris on this to pick up these items.
- Treasurer should come up with a form to document and track donations.
- Rose M wanted to follow up on a concern regarding the 'minor' age group role in the Discord, and potential issues arising of this information being visible.
 - Discussion on this with Safety and Web Admin is in progress.
- Chris also wanted to follow up on his sharing of documents from last month's meeting.
 - Amanda confirms that the shared documents have been received and will be reviewed.

Adjournment: 8:47 pm