

## **QCA Monthly Board Meeting**

*March 11, 2025*

**Board Members:** Amanda “Rico” Dalsted, Damarra Atkins, Daniel Greene, Derek Herauf, Autumn “Joy” Rivera, Jerry Keohen

**Attendees:** Christopher P, Rose M, Vincent N, Kyrine N, KP, Sherilyn B,

**Call to Order:** 8:06 pm

### **Convention Chair Update** [0:02:10]

- Currently in discussions with Twisted Tales (escape room group) regarding their return this year, pending if something can be worked out to make it financially viable for them.
- OutFront and Twin Cities West Metro Asian fair events have been registered for. Working on borrowing a tent from GPS.
  - *(Note: OutFront summit is 3/20/2025, West Metro Asian Fair is 5/31/2025).*
- We are updating recruitment materials beyond just giving information on our website.
- Reviewing hotel room links from the Crowne Plaza.
- Business outreach spreadsheet has been updated so people can fill out the spreadsheet as they go out to locations to place fliers or inquire about business sponsorships.
- Finishing up the compensation grid to bring to the budget discussion, which is a standardized list of what we will offer people depending on what they bring to the con (i.e. volunteers, guests of honors, etc.)
- Budget discussion meeting was scheduled for 3/15/2025.
- Working with Web Admin team to take care of a number of items discussed at the last team meeting.
- Reviewing other digital meeting services to replace Free Conference Call as our primary meeting medium, including examination of using a paid service.
- Staff ethos and expectations documents have been updated and sent out for everyone to review and submit agreement to.
- We are currently exploring software for project management and event management.
- Discussions with art production regarding team structure and task management.
- Seeking a co-Lead for Operations.
- Working with guest relations, had a meeting with an agent, and discussing potentially who we might get for guests this year, as well as hoping to have guests for next year lined up already this con cycle.

### **Treasurer Update** [0:021:11]

- Up from last month due to various checks being deposited.
- Taxes are currently being handled.
- Still working on the shopping supplier accounts.
- 1099s have been filed, but will be needing to submit corrections now that we had received returned forms from some of last year's guests.
- Working on the 2024 budget analysis and taking account of spending per department and team and examining what money was spent on last year.
- Side discussion on what suppliers we use, what items we are able to get from which suppliers, and comments on what the most ethical options would be as well.

### **DEIB Committee**

- No items to report.

### **Completed Items** [0:31:42]

- We were able to have an executive meeting regarding the future of our DEI committee, what our goals and structure for it will be, and particularly future recruitment.

### **In-Progress Items** [0:34:33]

- Setting up a form and other matters for DEIB committee recruitment.
- Updating the QCA website with meeting notes and records, as well as further discussions of a QCA-level web team to handle those responsibilities, or whether this would be assigned to board member
  - Judging how many members on the current board are on Web Admin team or have experience in these areas, we will for now be handling them amongst the board members to get caught up with everything that needs to be done while looking at options to make sure everything is handled for the future.
- We need to discuss getting inboxes for every member of the board (right now only Secretary and Treasurer have inboxes, the rest are forwarding addresses) and an inbox for the board in general for the purpose of keeping records of communications, rather than having everything done with personal emails. This is also for the purpose of creating and maintaining a QCA calendar.
- Discussion on how this will need to be structured vis a vis the relationship between QCA's organization and Anime Fusion teams; this item will need to be revisited.

### **New Items** [0:52:03]

- We need to decide if we are going to try to continue the communications committee and financial committee. This is part of a greater discussion on creating an umbrella of the QCA committees that would form "WEB" (Well-being, Empowerment, and Belonging).

- Rico suggests remaking CommComm as an ethics committee, since this was initially something that was wanted.
- Derek suggests putting a pin in some of these other committee possibilities and focusing on revitalizing the DEIB committee and once that's good, we can turn attention to building other things.
- Joy suggests we shouldn't form committees just for the sake of it, so creating things as they are needed and useful would be best.
- We need a document on what we got out of the DEI meeting so people can read and review it.
- Damarra suggests creating a document so we can track availability and other items for each board member.
- Talking points for the OutFront resource fair
  - General promotion of the event.
  - Possible recruitment for volunteers and staff. (Which is something that we can pitch the benefits of being able to put volunteering on a resume or to gain experience).
  - Also potentially exploring further partnership with OutFront and other organizations.
- Something that came up during the DEIB committee meeting is trying to incentivize people to join, since the committee *is* doing real work, but they are not formally Anime Fusion staff members. Staff members get compensation for working the event and organizing throughout the year in the form of a badge, discounted hotel rooms, and so forth.
  - We wanted the committee to be separate from the staff in order to maintain an outside perspective and not have certain conflicts of interest.
  - Consensus appears to be offering DEIB committee members badges to Fusion would be appropriate, as well as inviting them to staff social events.

### **Open Floor** [1:26:45]

- The charity auction items have been received from Chris and are currently in Damarra's care until they can be taken to the storage locker.
- Reminder from Chris that we should make sure our site domains are renewed. Also, with Google for nonprofits there should be no problem having all the inboxes we need.
- Suggestion from Chris that we could have an attendee-run "club" that could organize some things for the convention.

**Adjournment:** 9:40 pm