

2026-04-07 QCA Board Meeting

Notes by Heather

Attendees: Heather, Damarra, Amanda (“Rico”), Daniel, Chris P, Jerry K

Call to order 8:08 PM

Treasurer Report (Daniel)

Current balance \$7,583.67. This balance does not include the \$150.09 we keep in the cash box for roadshow use. \$325.58 has been spent since the last meeting. PayPal funds have been fully transferred to the checking account, so all our funds are now in one place. Daniel forecasts we will likely have around \$2,797 left at the end of the year at our rate of spending on standard bills and expenses.

Daniel has been trying to get in touch with our insurance agent to reduce our coverage but has yet to hear back from anyone. If necessary he will physically go to their office. In the meantime, he will be getting quotes from other providers. Damarra emphasizes that we need to take care of this ASAP as it is draining excess money and requests Daniel go to the physical office next week if he can't connect with anyone by phone by then.

How many people should have access to the PayPal account, and what level of access should they have? Damarra noted it might be important to have additional backup users but collectively we could not think of likely scenarios where more than two people would be needed. Daniel and Rico will have full access to the account as primary and backup. All other users will be removed.

Regarding our business accounts from various providers:

- Amazon Business Prime: We had an account, but it was tied to a credit card that is no longer valid, so it has been suspended for nonpayment. Do we want to keep this account? The cost is \$129/year for 5 users. Heather's opinion is it is unnecessary without the convention. Damarra asked about the benefits of Business Prime and the only notable ones are tax-free purchases, multiple users, and possibly some exclusive items. For now we will leave that account disabled.
- Costco: Ann Randolph of Con Fuel was the last person to use it. Damarra recalls they should be on the account as an additional user, but Ann created the account with a mix of personal and business information and may be the primary user on it. Daniel will need to contact Costco to find out the details of our account.
- Target: Our business account was created using the secretary email. Daniel will need to coordinate with Heather and possibly Paige to recover our access to that account.
- If there are other retail accounts he's unaware of, let Daniel know.

Daniel is actively working on the 2025 itemized spend report but has not quite finished it yet. He is reorganizing the data to be of more use. By the next meeting, this and our 2025 tax return will be completed. The due date for our taxes is May 15th.

For insurance purposes, we need an accurate inventory of our property in storage with estimated replacement costs. Estimate \$15,000 but Daniel has heard it might be up to \$20,000.

Damarra notes that our storage locker rental fee is going up, and is now roughly the same as the previous location that we moved away from for cheaper prices. We need to schedule time as a group to go through the storage locker and generate an updated inventory, and get some quotes on other storage locations. Daniel notes that his estimate on expenses for the year does include the higher storage rate.

Daniel located the original BMI contract, which was signed by the convention chair. Damarra has created an online account for the purposes of contacting them and has requested to cancel our service with them. Both BMI and ASCAP have asked if this was a permanent cancellation or temporary. If temporary, a hold could be placed on the ASCAP account and the fee would be rolled over to next year. Damarra and Heather are in favor of canceling these accounts and reestablishing them if necessary. Daniel will submit the ASCAP cancellation form by the end of the week and Damarra will notify BMI.

Daniel has completed the consolidation of our bank accounts. The savings account has been closed, and we only have the checking account going forward.

Heather notes that her employer donates funds to organizations she volunteers for, so we have an opportunity to get some income for the year from that source.

Completed Tasks

We hosted a community table and training workshop at the OutFront Youth Summit. We talked to a lot of students and gave out some free merch items. Damarra networked with a lot of the other groups that were there and gathered contact information. They also verified with a number of colleges that we can advertise our events on their campuses even if we are not students there. Our workshop on running clubs and events was lightly attended; almost all of the attendees were adults who volunteer with student organizations which is not the kind of audience we had prepared for, but we were able to lean our planned content into a more relevant range for them. Going forward, we can be prepared for a mixed or more adult audience. A former Anime Fusion staff member "Woop" was kind enough to help us staff the table.

All internal communications for QCA staff have now moved to a Slack workspace. The Discord server will be maintained for public communication.

In-Progress Tasks

Daniel is still working on getting all our external accounts switched over from Anime Fusion ownership to QCA.

Party room and community table applications are open for CONvergence. We need to confirm our intent for this year. The party room is popular and good for promotion, but it is also expensive. As of this year, CVG is giving free badges to party hosts, which would save money. Damarra notes that it would be a good opportunity to get our name out there as QCA, but they are on the fence over whether to do the party vs. just the table. They would also like to look into whether there might be a space at the convention where we could serve grilled cheese without having a hotel room.

Heather points out that the hotel room is the big expense for room parties. We will not break even without selling convention registrations. The room party is great for community goodwill, but the marketing we get from it is actually minimal, especially when we have the option of a community outreach table for free. It also takes a lot of staff to run the party. Maybe we could bring back the room party next year, but for this year with limited funds Heather regrettably recommends not having the party at CVG 2026. Rico agrees the party is too financially risky this year. She found fan table applications on the CVG website, if that is the same program for community tables. It is open until May 15th. Damarra will reach out to CVG about these items.

Damarra notes that the meeting recordings section of the website needs to be updated. Rico had been doing that, but Heather should take over that task now as secretary.

Due to a personal emergency Damarra was unable to make as much progress as planned on finishing up the staff lab coats and shirts. They are currently gathering a list of businesses that can do the printing. Trying to print the atom in the logo with the gradient effect is the challenging part for most print options. Chris asks about embroidery for the lab coats, but it would likely be more expensive and wouldn't solve the gradient issue. It wasn't as much of a problem with white lab coats but is on colored fabric.

Other items still in flight are sharing the public poll with our newsletter audience, and changing over our social media and web presence to center QCA instead of Anime Fusion. Damarra noticed MailChimp is showing a lot of garbage entries on our mailing list for some reason that need to be cleaned up. They will be looking into that and sending out the poll. They also want to re-share the poll to our audience at large sometime this spring. Rico is taking primary responsibility for our social media and Heather for the website. Heather requests an in-person working meeting of the Board to tackle these items as a team.

In addition, the Board needs to have a follow-up meeting to revisit items discussed at the February executive meeting and make decisions on our direction for this year. Topics include the purpose and goals of QCA, sustainability of the organization, and how to maintain public investment.

Planned/intended QCA events for this year:

- Cosplay ice skating event: Assigned to Heather
- Picnic (cosplay or anime/Japanese themed): Assigned to Rico. Heather recommends considering the St Paul public park system.

- Garage sales, ideally spring and fall: Assigned to Damarra
- Movie meetups (coordinating groups to attend anime screenings): Assigned to Rico. Heather notes that the Lagoon and St Anthony Main most commonly show anime movies.
- Cosplay masquerade (formal dance): This is a dream goal that may be tabled until next year. This would be an all-Board effort. Damarra suggests targeting October, if not Fusion's regular weekend.
- TBD community support event, i.e. charity drive or volunteer effort. Damarra will connect with the various groups we've networked with for potential collaboration.

New Items

Nothing specific at this time.

Open Floor

Chris P reminds the treasurer that the change in federal rules now requires that our taxes be received by the deadline, not just postmarked. Daniel's intention is for our tax return to be ready for review at the next board meeting which will be over a week prior to the deadline. If it looks like time might run short, he will plan to file for an extension.

Chris P asks about the status of charity auction items and expresses concern about losing the contents of the storage locker if QCA runs short on funds. He suggests possibly collaborating with another organization to host another auction. Damarra responds that we have only a few unsold items remaining, but an auction is a good idea to raise funds. With the experience we gained running the charity auction at the convention, we have the tools to host them more effectively.

Next Meeting

Tuesday, May 5th at 8:00 PM on FCC. Some concerns over whether to reschedule due to Cinco de Mayo, but after discussion the Board decided it would be less disruptive to any potential audience to leave it as scheduled rather than attempt to effectively communicate a change. Reminders to be sent 10 days prior.

Damarra motions to adjourn. Amanda seconds. Passes unanimously.

Adjourned 8:45 PM.

FCC Chat:

Christopher Picotte, 4/7/2026 8:03 PM: 😱 oh, no...

Heather, 4/7/2026 8:06 PM:

<https://drive.google.com/file/d/1Cf88HNu91GrYYwvmqBZGF30K4HfaGPDD/view?usp=sharing>

Amanda Dalsted, 4/7/2026 8:10 PM: the meows will continue until morale improves

Christopher Picotte, 4/7/2026 8:27 PM: Multiple users, to make purchases.

Christopher Picotte, 4/7/2026 8:28 PM: That's the difference.

Christopher Picotte, 4/7/2026 8:29 PM: shipping not included as a separate expense. Amazon purchases as a guest, non-prime holder.

Christopher Picotte, 4/7/2026 9:13 PM: Embroidery for lab coats?

Heather, 4/7/2026 9:32 PM: help! we need somebody! help! not just anybody! help! we need ANIME GEEKS!

Heather, 4/7/2026 9:34 PM: We really need to patch this open floor. It's pretty dangerous.

Amanda Dalsted, 4/7/2026 9:34 PM: What it's perfectly fi- *falls into the hole in the floor*

Christopher Picotte, 4/7/2026 9:40 PM: how many Board members are there total, I forgot.

Heather, 4/7/2026 9:40 PM: 3, plus Daniel as treasurer.

Christopher Picotte, 4/7/2026 9:42 PM: Are the current Byelaws posted on the QCAnime website? May need to update that also.

Heather, 4/7/2026 9:42 PM: They are.

Christopher Picotte, 4/7/2026 9:43 PM: 👍

Christopher Picotte, 4/7/2026 9:50 PM: Be well, Y'all.