

AGCI Board Meeting Minutes 01.15.2017

Location: Cospace (168 East Center Street Unit B, North Salt Lake, UT 84054)

Attending: K. Love, Y. Tatiana, R. Pera, J. Hogan, R. Rodgers, C. Osborn

Minutes By: C. Osborn

Lead By: K. Love/C. Osborn

Call To Order: 02:11PM

Adjourned: 03:36PM

SMUGGLER'S BALL

- Raffle/Auction
 - o Will go through the donation bins to build packages
 - o Nicer/big ticket items will only be available with tickets won from the casino tables to encourage gambling
 - o All board members are encouraged to seek out additional prizes/packages to include in the auction, including big ticket items
 - o Companion Auction has currently raised approximately \$390; keep sharing and promoting the event and this specific auction
 - o 36 tickets have been sold so far; if we get 57 more ticket sales cost will be covered and all additional funds raised will be profit
 - o All tickets must be filled out legibly or it will be redrawn for another winner
- Casino/Cash Requirements
 - o No cash can be given to the dealers; only tips
 - o Casino chips are a 1/1 ratio dollar for dollar
 - o Certificates will be purchased in cash to be changed to chips at the casino tables
 - o All cash transactions must take place in the raffle room to keep everything safe/secure
 - o To save on costs and avoid running an ATM ourselves, all card transactions should be \$5 minimum
 - o Square will be used throughout the evening for all card transactions; we are currently getting free processing, and will make the most of it
 - o Wifi on site will be used for check-ins and Square purchases
- Coat Check
 - o Ryan will build/supply coat check racks
 - o \$2 cash, \$5 credit/debit
 - o Signs will be created to post at/by the door
 - House Rules
 - Reminders about liability for lost/stolen/damaged property
 - Reminders for cash transactions/tips/etc
- Photobooth onsite will also provide prints

- Digital background will be created with a design for the event
- Photos will be available for attendees, photoshopped in-house for a fee
- Board members have been encouraged to continue to promote the event, entertainers, etc. as much as possible leading up to the event itself
- Ryan will obtain/donate a few decks of cards for reverse-pickpocketing
- The amount of cash on hand will be worked out during the next few days and presented to the board for discussion/approval

FINANCES

- At this time, we are behind on rent and need to make up the cash
- All board members are encouraged to promote memberships and classes, promoting the benefits of full enrollment
- Encourage donations through the website/donate now button on Facebook
- We are looking into obtaining sponsors to cover material costs for certain classes (e.g. Becks)
- Looking for ideas to bring in additional money
 - Lecture-style classes
 - Look into reducing price of very costly classes
 - Shirts/hoodies for sale at events, or also in-house
 - Classes to match/compliment upcoming events (e.g. wands for Wizarding Days, Seampunk classes/leather working for Steamfest, etc.)
 - Design classes to encourage attendance of non-cosplay members (e.g. burners)

GENERAL BUSINESS

- Flyers will be designed and updated to be delivered to places like Watchtower, Beck, etc.
- Board members (and others) will be tasked with delivering the flyers/schedules when they're updated
- Proposal to build new crafting tables to be put in the classroom to facilitate more crafting during classes, and replace/eliminate plastic tables
 - This will help with the problem of attempting to craft during classes and not being able to find space, as well as allowing classes that need heat guns to stay in the classroom

FANX/BOOTH UPDATES

- Booth plans will be the same as for previous events, with the same rules and guidelines for volunteers and booth babes
- There will be a meeting of volunteers prior to the event to review schedules and give a brief explanation/coaching session on how to speak to the crowds appropriately
- The volunteer Facebook group will be cleared out after the Smuggler's Ball and reset for FanX, as with previous events

- Posts in the volunteer Facebook group will be slightly more strictly monitored to make sure that needful information is found quickly and easily
- More focus on enrollment for memberships and classes throughout the convention, as well as Kohalu
 - A hotspot will be handy to use; any board member with access to unlimited data and a hotspot will be encouraged to provide it to facilitate transactions
 - Derrick will create an offline version of the website to facilitate signups
- The video setup from Fearcon will be used again
 - Ryan recommends updating the video with new material of finished products
 - Jackie suggests that all finished pieces be brought in to be worn/displayed and photographed
 - Christine suggests using photos of any and all finished pieces; fake it if necessary to fill everything out and make sure there are enough photos of finished projects
- The Hunt will be reworked and adjusted to be pushed more and promoted more before and then during the convention