

Sakura-Con 2004 General Meeting

Official Meeting Minutes
June 7, 2003

Scheduled Time: 11am

Meeting Location: Meeker Junior High School

Opening:

The General meeting of the Sakura-Con 2004 Membership was called to order at 11:15am on June 7, 2003 in Meeker Junior High School by Convention Chair, Max Pham.

Officers Present:

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Max Pham - Con Chair
Jimmy Chang - Secretary
Erik Schwiebert - Director of Operations
Peter Williamson - Director of Programming
Isaac Alexander - Director of Relations
Mark Craypo - Hotel Liaison

Officers NOT Present:

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Jennifer Wong - Con Vice Chair
Rodger Burns - Treasurer

Approval of Minutes

The minutes of the previous meeting were approved as distributed.

Discussion

Max Pham, Convention Chair, began by going through the Meeting Agenda. Vice Chair, Jennifer Wong was ill, so was unable to attend this meeting.

1) The First Item that Max wanted to begin discussing was the new Proposed Bylaws and Articles of Incorporation for Sakura-Con.

Wally Lindsay, ANCEA Legal Advisor, was present at the meeting.

2) Next Max wanted to talk about the proposed Convention Structure.

3) Then hold Elections for Director of Publicity and then to

4) Announce the Appointment of a replacement to the Director of Operations.

First Item of Discussion:

New Proposed Bylaws and Articles of Incorporation

Wally started by stressing how Washington State non-profits need to follow the laws of the State and Federal Government. There are 2 types of IRS non-profit statuses; A Charity or a Business League non-profit. ANCEA is a 501©6, so Businesses can not deduct items donated to ANCEA or Sakura-Con for tax

purposes, thus limiting our organization from getting Corporate support. Our goal is to be able to garner more assets from for-profit companies who can write off donations to us as a 501©3. When we first went to the IRS to acquire a 501©3 non-profit status, our convention was not inline with being an educational non-profit. However, ANCEA was given a 501©6 status instead.

So it was determined that the best way in order for ANCEA be a 501©3, was to reapply as a new organization. The current ANCEA name would be changed to Sakura Con and then we would reapply as a new ANCEA organization. Sakura Con would then become a subordinate organization of the new ANCEA.

It will cost \$150 to change ANCEA's name to Sakura Con.

The group exemption letter explains the requirements of becoming a subordinate organization. A lot of that information is on the sample group exemption letter provided by Wally. The officers that can sign the group exemption letter would be the President or Secretary.

Neither Sakura-Con nor ANCEA can be a private foundation.

Just because an organization has a group exemption letter does not mean that the IRS cannot audit and charge the organization for breaking tax laws.

Therefore, to avoid legal problems in the future and to insure that our organization complies with Tax Laws, we would need to hire a CPA for both ANCEA and Sakura-Con. We need to be very careful about following the IRS rules in order to retain our group exemption status. So, in the future, if the board does not comply with the group exemption rules we could lose our 501©3 status and have to pay huge back taxes and penalties.

Next, Wally talked about the rules governing non-profits and the importance of following the rules.

She talked about the Section I purposes and powers.

She recommended the book "How to Form a Non-profit in Washington State".

We need to show that ANCEA is in fact an educational organization in order to receive 501©3 status.

Wally then went through all of Section I in the Articles of Incorporation.

She discussed Section 2 concerning Powers of the Organization.

Wally also talked about the Amended Articles of Incorporation.

Then someone asked whether Members of Sakura-Con who wish to be on the board could be from Industry. A policy needs to be developed on this.

We need a policy for the Vendors and a policy for the Artist Alley regarding the Checks that are written out. Since the Corporation is considered a living entity, the board needs to have Board Insurance. Each of the Employers of the Organization cannot be sued as specified in the Articles of Incorporation.

Wally basically went over the Articles of Incorporation for us.

After finishing going over the Articles of Incorporation, a 15 minute Break was called for at 11:57am for discussions with Wally.

At 12:15pm the Meeting resumed.

Max explained that we should just have one class of members that would pay a fee to be a member and thus have voting rights, whereas Attendees would not be Members, so would not have voting rights.

Next Wally explained Section 2.2 to 2.4

Section 2.4 Requires an Annual Meeting which was set for every year in May. Isaac Alexander, Director of Relations, asked whether the Chair, Vice Chair, Secretary, etc. are the defined as the Directors. The answer was that the Directors are those who are elected to the Board of Directors. Someone also asked what “trustees” are. Trustees are basically Directors that are Not Elected. Another Member asked for a clarification on the differentiation between not for profit and Non-Profit. We are a non-profit organization.

The next issue was about what should constitute a quorum at our meetings. It was agreed that a reasonable quorum should be 10% of the Membership class which has voting rights. A motion was made and seconded to agree to the amendment to the proposed definition of a quorum.

The next issue involved what is meant by Sakura-Con being “governed” by ANCEA. Wally said that it is really the responsibility of the members to “govern” themselves and that ANCEA would only step in if necessary. Someone asked what would happen if Sakura-Con were to breakaway from ANCEA. Wally said that if Sakura-Con should choose to break away from ANCEA, Sakura-Con loses all federal and state designation. They made lead to huge back taxes and civil penalties.

It was decided that we change the number of directors from 7 to 8.

Under Section 3.5 Term of Office, it was decided to change the term of office to one year.

Someone asked if we should actually use the term “Sakura-Con Members” in Section 4.2, describing elections and who elects the board, to clarify that it is Sakura-Con Members instead of just “members”. It was agreed that the term, “Sakura-Con Members” should be used.

Someone then asked when we would need to start paying any proposed membership fee. The answer was that membership fees can not be taken until the new Bylaws and Amendments specifying the classification and fees were voted in.

Another break was called by Max to begin discussion on the new proposed Sakura-Con Structure at 12:50pm.

Second Item of Discussion:

The Proposed Convention Structure and Vote

Meeting called to order again at: 12:55pm

The next item on the agenda was the new Proposed Sakura-Con Structure to be voted on.

Operations Department

Erik Schwiebert, outgoing Director of Operations, mentioned that he wanted to keep the Membership Services Department as it was last year.

Someone asked where the Special Events Technical division would now be. Erik said that it was overlooked and that it would be added.

Someone asked whether the Badge Maker should be under Registration or the proposed Publicity Department. Julie was asked what her view was about moving the Badge Maker to Publicity. Julie said that she didn’t see a problem

with such a move. Mark said that we should have the Badge Design under Publications and then the Badge Making under the total control of Registration. Isaac agreed that the Badge Designer should be under Publications while the Making and Distributing of Badges would be under Registration. Someone then asked whether we will have a Convention Runner similar to previous years. She was told that it will be determined by the Director of Operations.

Programming Department

There will be a Contest Coordinator.

There will be a Gaming Manager.

Someone mentioned that there should be a separate Arcade Manager and more than one Gaming Manager so that the workload would not become too great for one person like it was at the last convention.

Someone also mentioned that all of the different Costume Contests should have their own coordinators.

Someone asked why the Art Show was under the Exhibition Hall Department.

Isaac explained that the Art Show should be under the Exhibition Hall simply because of the fact that money has to be exchanged.

Someone then asked why the Merchandising Coordinator should be under Corporate Relations. Isaac explained that, as with the situation of the Badge Designer being under Publications, the Design of the Merchandise should also be done by the Publications Department, but the actual making and distribution of the Merchandise would be handled by the Corporate Relations Department. Max added that she would rather have the control of the merchandise stay under Corporate Relations.

Proposed Publicity Department

Isaac asked whether everyone was okay with the organization of the Proposed Publicity Department.

Someone asked whether we should have a themes coordinator. It was proposed that the Director of Publicity be responsible for themes.

Someone made the point that newsletter has always had to rely on volunteers rather than having official staff positions. So it was decided that the newsletter staff position did not need to be listed specifically in the Con Structure.

Finally, a motion was made to close the discussion on the Convention Structure and then to vote on the new proposed Structure.

The New Convention Structure was voted on and Approved by the Meeting Members.

Third Item on the Agenda: **Election for the Director of Publicity**

Speeches were given by the Candidates for Director of Publicity

First - Gabriel de los Angeles

Next - Dawn Minges

Last - James Tonjes

Q&A Session for the Candidates

There was a Discussion of the Candidates while Candidates were sequestered. Then the final vote was taken for Director of Publicity.

Dawn Minges won the Election for Director of Publicity

Fourth Item on the Agenda: **Announcement and Appointment of the Replacement** **Director of Operations**

John Krall was announced as the replacement for Director of Operations.

Other Issues Brought Up

Isaac made an announcement that we needed to know the people that were going to Anime Expo so that they could maybe coordinate Sakura-Con's presence there.

Isaac mentioned that we should have a photo booth for the convention attendees so that they could have a memento of being at Sakura-Con. Apparently it was a big hit at other Anime Conventions.

He also announced that Team Sakura had Lance Gemmell attend A-kon in Texas.

Isaac mentioned that we should have a \$5 discount for attendees attending other conventions where Sakura-Con has a table for selling Sakura-Con Memberships. Jen has offered a Sakura-Con Table at Anime Evolution.

Isaac would like to see Team Sakura at Oregon conventions, and also Eastern Washington and Idaho conventions such as Rad Con as much as possible.

Any Team Sakura members who attend other conventions will need more Sakura-Con Flyers.

Max announced that an updated look to the Sakura-Con 2004 Website will be targeted for the week before Anime Expo 2003.

Max then asked Erik or John if there was anything they wanted to say.

Programming Department Update

Peter asked for Managers and for more volunteers to be on Programming Staff. He mentioned that the main events schedule should be the same as last years with the exception of a possible Seiyu Concert during the convention.

Mark Craypo, Hotel Liaison, stated that the Convention Room Rate at the Hilton will be \$100 per night, while the Room Rate for the Marriott would be \$94 per night.

Max reminded everyone for a Heads Up on the dates for the next Sakura-Con General Meetings scheduled for the entire year. There will be

No meeting in July because there are so many events occurring that month. The next General S-C Meeting will be from 1pm – 5pm at Marymoor Park on August 23rd, 2003.

Someone mentioned that Napster has SakuraCon.com and SakuraCon.net and that we needed to send them a cease and desist order.

Max wanted to point out that Sakura-Con is growing so big that we need to start thinking about a cap or some kind of convention space change.

Julie announced that Pre-registration is at 218 now.

A motion was made to Adjourn the Meeting and the motion was Seconded.

Adjournment:

Meeting was adjourned at 2:15pm by Convention Chair, Max Pham.

The next General Meeting will be at 1pm on August 23rd, 2003 at Marymoor Park in Redmond, WA.

Minutes submitted by: Secretary, Jimmy Jen-yu Chang

Approved by: Convention Chair, Max Pham