

Call to order: 7:30pm

Attendance:

Janella, Tom, Jasmine, Chris, Tianna, Ryan, Damarra, Jerry, Sherilyn, Richard, Paige, Heather, Abby, Thomas, Nesses

Open Items

Convention Check In:

Convention plan due

- Working on Art Team 3 interested in membership and looking for some external
- Color Scheme is figured out and announcement soon
- Meeting with Reg, Heather and Kevin about changes to system
 - o Adds to website, badges, and system overall
- Dummy version of a different discord set up.
 - o More control and functions
- Website is in Dev process
- Mostly items in the back end with items being put together in more specific items.
- Connecting with folks to get preliminary information.
- Proposal for staff events that was sent prior
 - o Conversation for later
- Submitting to FC to commission art for Mascots
 - o Something that needs to be done by a person we would pay for due to the back and forth.
- Marketing phase 1 budget was submitted.
- Unsure what the Con Cycle plan is and wants clarification on what the Board is looking for.
 - o Does have a document in the works.
 - o Discussion about timelines

Treasure Items:

Account balances,

Amazon Prime Duo subscription and Nonprofit Financial Oversight Books: Amazon account set up and just needs MN Tax Id. Nonprofit Financial Books purchases and donated by Richard

Vote on Costco business account - 6/6 members in attendance vote yay

Finance Committee:

Controller Policy - Discussion on the overview of the Policy. This has the way the process works for obligations of funds.

Motion to pass Janella, seconded by Tianna and Tom

Vote - Yay Paige, Chris, Ryan, Tianna, Tom, Janella

Anime Fargo room/CP room charge incident (Tom),

Small blip in the account due to a late billing for an Anime Fargo room that was charged incorrectly to Heather, this was not a fraudulent billing, it was obligated by the chair.
\$463.12 This was a last minute item.

Vote to Pay CP cost of room,

Motion to pay - Janella, seconded by Tianna

Vote - Yay: Tom, Ryan, Tianna,

Nay: Paige, Janella, Chris

Goes to review with full Board as a tie

Marketing budget - vote to approve

Fixed items vote - Yes, Paige, Chris, Janella, Tianna, Tom, Ryan

- Discussion around how other teams can use the items and it would still be beneficial to be Con

Roadshow minus Acen: Yes - Tom, Ryan, Tianna, Chris, Paige, Janella

- ACEN to be removed due to cost for the year

DEI:

Email response items - Training and Mascot feedback.

- The Response was helpful.

- Jasmine and Rosie will coordinate the training items

o Identify the Stakeholders

§ Are we looking for emotional intelligence Training? Cultural Sensitivity? What specifically?

§ Other options available.

§ Will send over some suggestions

Open items for Discussion- none

Outstanding Tasks:

Google Account, -

- Updated to Nonprofit

MN Council of Nonprofits, -

- Now a member

Vote on definition of Ombudsman role,

- Motion to Approve Janella, seconded by Tianna and Paige,

o Yes: Paige, Chris, Ryan, Tianna, Tom, Janella

o No:

Staff roster - DLs,

- Discussion of Distro lists. Damarra wanted to touch base with Heather to get it settled and

QCA to reach out to Heather for clean up.

o Consideration of who to include on the qca.board@animefusion.net

§ Chair, Ombuds, DEI, plus Board

Insurance check in/reminder, -

- now have more resources. Looking into options with the MN council. Ryan will follow up with Richard.

QCA Logo and Website check-in -

- Logo ideas in the works, designer option for March Meeting, website will get documents by end of q1

Website platform/service updates -

- Completed

Vote - NDAs,

Motion to pass- Janella, seconded Ryan

Yes: Ryan, Tom, Chris, Paige, Tianna, Janella

No:

Vote on who to Sign- Suggested Board, Chair, Guest Services, Hotel Team, Ombudsperson, Webteam

Motion to Pass- Janella, seconded by Ryan

Yes: Chris, Tom, Tianna, Paige, Ryan, Janella

No

Confidentiality and Non Disclosure Policy,

- Form 990 policy and has an immediate need/effect. 2 contracts are in NDA status that must be blocked off for confidential matters

- If not approved at this meeting will need to be urgently worked for the next meeting.

Vote - Official adoption of the Roles and Responsibilities policy

Motion to pass- Janella, seconded

Yes: Chris, Janella, Tianna, Paige, Tom, Ryan, Janella

New Items:

Conflict and Complaints Policy

-Conflict of Interest policy is required by form 990

-Complaints

Training for BoD

- DEI training upcoming

- How to run a nonprofit

Updating Paypal to Non Profit Status

- Already done and new link to clear the Donation items, Reg still will have a small item.

- MN has changed a law that will affect next years minimum donations

o This could adjust how we do Badges (Fixed pledges)

o Could cost us less to use Paypal in the future.

Credit card for non profit

- Reg E vs Reg Z for fraud protection and hold credit cards responsible.

Vendor Relations position - Vote

- Question to Abby about if they are aware of building the vendor control about ground up? Fully prepared for this as they have built many processes, training and procedures under compliance for regulations.

- Conflict of Interest, Paige is recusing themselves from the vote
- Motion to appoint Abby as Vendor Relations position - Janella seconded by Ryan
 - o Yes: Ryan, Tom, Tianna, Chris, Janella
 - o No:
- Motion to make the Vendor Relations position a purchase Agent
 - o Yes: Tianna, Tom, Ryan, Paige *treasure, Chris, Janella

Governance Committee Establishment - Vote

- Motion to vote Janella seconded by Tianna
- Yes: Paige, Chris, Ryan, Tianna, Tom, Janella

Open Floor:

Damarra brings to the Board

- Roadshows lead potential for Purchasing Agent.
 - o Item to go to FC for a formal proposal and allow consideration for any other con level parties that should have purchasing authority
- Since there are so many changes on both Board and Con level
 - o Brainstorm question to go over with Legal counsel
 - o Comment about differentiating between corporation and personal.
 - § Con can do this at an individual level
 - § Board would have to vote on retaining Legal counsel separately.

Richard brings to the Board

- Contracts are being reviewed to ensure they are up to date and in best interest
 - o Guests, Cosplay, Photography

Next Meeting Date Announcement - 3/11/24 7:30pm

Closed Board Items - None

Close of meeting: 10:20pm