

Meeting Agenda

Attendees: QCA Board, Convention Chair, Anime Fusion Staff, DEI Committee, open to Members of the public

Call to order

7:32pm cst

Roll call:

Janella Reiswig, Ann "Tianna" Randolph, Paige Thorne, Thomas Gaasch, Christopher Picotte, Rebekah Byland, Rose , Jasmine, Abby Frie, Damarra Atkins, Daniel Greene, Derek Herauf, Erick Toro, Jake Harstad, Julie Castro, Kyrine "Kitty" Ness, Robert Setter, Ross Cunha, Samantha Cozort, Sherilyn Brown, Taha Omer, Vincent "Bunny" Ness

Open Items

Convention Check In:

Convention Updates

- Working on DLs and online items with Heather on or around 4/17/24
- Art Team- Conversation with finalists happened on 4/6/24. Went overall well. Agreements are in process.
- Proposals for Mascot commissions to be sent over to Board for budget approval
- Vision Board sent to Marketing, Pubs and will go to Art Team
- Talks with Specialty Drinks groups ongoing
- Looking for a Japanese game group
- 2D and Boom Island items in the works
- Working on policy items and onboarding.
- Team docs due end of May

Anime Fusion additional staff activities - Updates

- Greenlight for 2 (Volunteer activity, and TC West Metro Asia Fair)

Treasure Items:

Account balances - Provide status as of 4/7/24

Taxes and Budget - Taxes due 5/15 current estimate is \$1500-\$1800

- Budget has two proposed items
- Will put together some forecasting for revenue and send it to Board and Chair to work on

Finance Committee:

No Items

DEI:

open items for Discussion

- Inquiry about a Budget - wants to utilize outside assistance for DEI topics
 - General range for that assistance under 35 people \$350-\$600 (1hr)
 - Request submission by 4/24/24
- DEI Google Drive
 - Get that set up with access
 - Paige will work on this item and follow up by 4/9/24
- Accessibility and Diversity
 - Helpful items for program
 - Let attendees know if there are flashes/trigger warnings.
- Training Survey
 - Learn what people want training on so that it can be covered.
 - Board, Con Chair, DEI, and upcoming Coms Committee

Outstanding Tasks:

Staff roster - Update on DLs

- Shared the tentative Master List that is in the works

Standard and Event Insurance check in/reminder- D&O (Director and Officer) versus Event Insurance due to precertification and rate.

- Tricky- working through MN Nonprofits item
 - Reached out to Bremer Bank
 - Reached out to Pam that works with 2D

New storage locker options - Updates

- Spoke to several storage options
 - Many do not offer special business options
 - Few with 24hr access
 - Still waiting on contact from a few Storage Facilities

QCA Logo and Website check-in

- No major updates, working on sending Minutes to be added to current site
- Short list of artists to reach out to after budgets discussed
- Brought up Recording Storage going to YouTube
 - One concern is over Google taking on the storage
 - Uncertain about the Google Drive capacity for storage
 - Reach out to Heather about upgrades for websites and storage capacity both on sites and on Google
 - Physical Hard drive options

Confidentiality Agreement - Updates

- Have sent it to legal council for feedback
- Will be sending over to Damarra once returned
- Damarra has made an edit with commentary and will send over
- Discussed a separate Fusion item to be Con Specific

Amazon Business Essentials account - Confirm it is in place

- Done
 - Email received in the Chair email, will be working on this soon
- Policy Check-In (Conflict and Complaints, Conflict of Interest, Record Retention and Destruction, and Whistleblower)
- Drafts are started
 - Open request for what the membership would like to see for Policies
 - Conflict and Complaints
 - QCA then Fusion level would be good.
 - Actionable Items (flow chart kind of item)
 - Ensure clear structure
 - Establish SOPs and a Revision process (annual mandatory dates for review)
 - Conflict of Interest
 - Tom looked over several examples (has a generic item ready for first look over)
 - Not hiring family
 - Considerations on conflicts for Board members
 - Considerations for working with other orgs and cons
 - Record Retention and Destruction
 - Damarra will send over a version with their revisions and feedback
 - Whistleblower
 - This is planned to be fairly standard with other policies within MN
 - Document Inventory Spreadsheet
 - Rebekah took ownership of this item and compiled over 230 items in the record.
 - Access Level
 - Confidentiality level
 - Status of doc
 - Actions needed
 - Will be adding additional items for scheduled revisions.
 - Wanting to create a foundation for future Boards

New Items:

Review Bylaws for updates needed to comply with 501c3 status and State Statutes.

- Looking forward to this in an upcoming Board Meeting
- Standard timeline, discussions will happen in public meeting, then be sent 30 days prior to vote

Communications Committee of the Membership

- Takeaway from the 4/4/24 special meeting - a way to ensure the voices of members are heard for communications

- Tom notes that the focus should be on the communications between the Board and the membership. 2 members from MIG, 2 from Staff (with 2 years on staff) and 1 DEI member
- Paige notes that it would be nice to see it made of Members with the meetings attended by at least 1 Board Member, and 1 DEI member.
- Damarra notes that it ends up being very similar to a thought for an Ethics committee they had brought forward.
 - Do we need an Ethics committee at our size? Could this be addressed with policies, having DEI and then specifically scoped committees to address needs as they come up- Paige
 - General thought that creating an Ethics committee may be a future item
- Janella notes there should be an application process for this communications committee to be sent out to staff with following interviews.

Additional solutions proposed to assist in document and recording access

- YouTube mention from prior discussion
- Google Drive availability for Meeting Notes

Tom asks Robert and any members of the Membership Interest Group for thoughts:

- Robert adds thoughts that we should be looking at what is the right size for our scope, committees, and how we define levels of documentation. We have a good opportunity to go through foundational exercises to ensure we are doing the proper things for our Org.

Open Floor

- Robert in interest of recordings - We have Digital Ocean have we considered parameters for this to have hosting and storage solutions.
 - Janella asks if he would be interested in looking at options for the Board
 - As part of WebTeam he is open to revisiting some of the options and working with Heather on Storage Solutions. Some dependency on money. Would like to see things in the cloud and where it's not a hassle for any one person to access.
- Damarra brings forward thought of working with the Board on an Org feedback form to get insights from the membership.
 - Paige agrees that this is a good opportunity as it aligns with an item on the start of the QCA strategic plan
 - Will add this to an Agenda for the Board/Chair Check-In Monthly meeting
- Chris adds that this open floor is a monthly meeting version for people who want to provide feedback as things come up.
- Janella adds that this is a great place for us to add some structure to feedback as having these two ways to bring things forward.
- Tianna adds that there should be a public feedback form option as well on the websites

- Robert emphasizes that there is a strong need for the membership to get to know QCA as an Organization as there has been a lacking relationship between them for years.
 - Tom responds - we should have a brief description of the org and it's history and then some introductions to the Board Members
 - Paige agrees with Tom's suggestions and adds thoughts on a Newsletter to bring more awareness to things happening on a quarterly basis.
 - Tianna adds the thought of some Badge Ribbons
- Dan brings forward that the Committee item and asks about if it's appointment or application
 - We are planning to do applications and interviews
 - Looking at who is in the approval process - it is QCA level so Board will start the process
 - Tom would like to see at least 50% be members of the Membership Interest Group and the other portion from the further Membership to ensure the committee sees the concerns that were brought forward.

Next Meeting Date Announcement

May 13th, 7:30PM hosted on FCC

Closed Board Items

No Items

Adjournment

9:43pm cst