

Phandemonium Board Meeting – Summary Meeting Minutes

August 16, 2008

Attendees:

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|------------------------------------|--------------------------------|------------------------------------------|
| • Tim Dinan – President | • Isabel Schechter | • Aimee Dundon – Outreach |
| • Gretchen Roper | • Vicki Ortega- Treasurer | • Chris Dundon – IT |
| • Lois Ray | • Leane Verhulst – Secretary | • Greg Williams – Facilities |
| • Krista Cobb | • Helen Montgomery | • Open Position – Archivist |
| • Sondra de Jong | • Erik Olson – SMOF | • Bernadette Burke – Tax Dept |

Meeting Details:

The meeting came to order at approximately 10:10am August 16, 2008. This meeting was held at the Westin in Wheeling, IL. Meeting adjourned at 11:57am.

The next board meeting will be on October 11, 2008 at 10am at the Westin in Wheeling, IL.

Major Items Discussed:

1. Rules of Order
 - The rules of Benevolent Dictatorship were adopted for the meeting.
2. Review Minutes from Previous Meeting
 - Item tabled as there were no minutes to review.
3. Treasurer Report
 - We have a good amount of money in the bank.
 - The insurance bill for the year has been paid. The address is now accurate and we have a new insurance representative - Philip.
 - The checking has been updated to allow additional signatories. This increases the total number of signatories to 4.
 - Information regarding Directors and Omissions insurance has been received.
 - There were 3 gophers who did not get reimbursed. Vicki will take care of this.
4. IT Report
 - Item tabled.
5. Community Outreach Report
 - Item tabled.
6. Archivist Report
 - Item tabled.
7. Book Club/Euchre Club
 - A plan to have a book club meeting at Windycon is being pursued. Windycon has not yet responded to emails.
 - **Action Item** - The next euchre club meeting needs to be scheduled.
8. Facilities Report
 - Item tabled.
9. Food Service Report
 - Lois has received the certificate for food service.
 - Lois has put together a handout for all food handlers at Capricon (consuite, green room, café and party organizers).
10. Con Chair Report - Cap29

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- Helen would like to order a generic Capricon tablecloth that can be used every year at fan tables. An idea to have a "pocket" or Velcro where the current year's logo could be attached was discussed.
 - **Action Item** - A list of minimum requirements, setup fees, etc for patches for Capricon 29 needs to be drawn up.
 - **Action Item** - The board asked the con chair for a paper discussing the con chair's position on reimbursements of memberships versus complementary memberships.
 - Currently there is no registration head.
 - The budget for Capricon 29 has been reviewed and approved.
11. SMOF Report
 - Item tabled.
 12. Not-for-Profit Status Report
 - Item tabled.
 13. New Keepers of Valuable Knowledge
 - More discussion of this needs to be done via email.
 - It was discussed that we should create no more than 2 Keepers per year with the possibility that none be created (i.e. only as appropriate).
 - Item has been tabled for a final decision at Windycon.
 14. Capricon 30
 - A con chair is still needed. A couple of people have mentioned interest, but there has been no official interest.
 - Proposals by interested parties are needed by October. The selection of the con chair will take place at Windycon.
 15. Rules covering membership
 - Item tabled.
 16. Parliamentary rules for meetings
 - A motion was put forth stating that additional parliamentary rules were onerous and inappropriate for our organization. A vote to drop this item was held and passed at 11:50am.
 17. Rules governing board and staff members
 - Sondra passed out a copy of her company's conflict of interest document for review. Additional discussion of this needs to be done via email.
 18. Scholarship Ideas
 - An idea for a scholarship to SMOFcon was put forth.
 - There is still the idea for the Independent Film Award.
 - These ideas need to be put to Bernadette to see if they help with our not-for-profit status.
 19. Forest Preserve Service Outing
 - Item tabled.
 20. Ethnic Dining Outing
 - Waiting for information regarding the service outing.
 21. End Of Year Checklist
 - It was proposed that an End Of Year Checklist needs to be drawn up to help with the transition of various items for the board.

Significant Quote:
