

POOF!

You're It! # 8

MAY, 1992



MagiCon Committee Apa

OE: Tony Parker
1745 NW 4 Ave., #5
Boca Raton, FL 33432
(407) 391-4380
CompuServe 70376,542

Poof You're It! #8

The Quarterly Status Report of MagiCon Division Heads and Staff

May 1992

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MORE GENERAL INFORMATION

"POOF YOU'RE IT"

The MagiCon Staff APA

* The deadline for receipt of submissions for Poof You're It! #9 is July 4. This will allow for distribution of the APA at the July MOB meeting.

* PLEASE NOTE THAT ALL SUBMISSIONS TO "Poof You're It" ARE CONSIDERED CONFIDENTIAL! "USE OR DISCLOSURE OF MATERIAL OUTSIDE THE MAGICON COMMITTEE IS CONSIDERED A NO-NO AND IS PUNISHABLE BY WHATEVER IS DEEMED NECESSARY BY THE CO-CHAIRMEN."

MaGiCon**Committee, Staff & Other Useful numbers**

As of 4/30/92

Olson

Please do not call work phone numbers unless you have arranged it beforehand or it is absolutely necessary.
 Notify Joe Siclari for additions & corrections to this list. (4599 NW 5 Ave., Boca Raton, FL 33431; 407-392-6462, CIS 71450,171)

CIS=CompuServe

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o access CompuServe from Internet use address@compuserve.com (changing the comma in the CIS address to a period).

x. to reach Joe Siclari use: 71450.171@compuserve.com.

o access an Internet address from CIS use >Internet:address. Ex. to reach Ben Yalow use: >Internet:ybmcu@cunyvm.cuny.edu

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MagiCon

MagiCon Office
 P. O. Box 621992
 Orlando, FL 32862-1992 U.S.A.
 407-859-8421
 CIS 70732,761

Eve Ackerman

Programs: Green Room Staff
 3530 NW 30 Pl.
 Gainesville, FL 32605
 H-904-378-7771; W-904-378-1588

Claire Anderson

Exhibits: Art Show
 8 Alma Ave.
 Belmont, MA 02178-4405 U.S.A.
 H: 617-489-2967 or 484-8439; W: 617- 641-4884

Janet Wilson Anderson

Programs: Costuming
 3216 Villa Knolls Dr.
 Pasadena, CA 91107 U.S.A.
 818-791-9195
 CIS 72437,674

Bonnie & Ted Atwood

Exhibits: Art Show & Exhibits Staff
 6 Possum Hollow Ln.
 Natick, MA 01760 U.S.A.

Larry Baker

Facilities: Asst. Hotel Liaison
 16640 31st Ave. S.
 Seattle, WA 98188-3103 U.S.A.
 206-244-7341

Judy Bemis

Finance:
 Division Head
 1745 N.W. 4 Ave., #5
 Boca Raton, FL 33432
 407-391-4380
 CIS 70376,542

Terry Berry

Facilities:
 Asst. Convention Center Liaison
 394 Southbay St.
 San Jose, CA 95134
 H: 408-945-7856; W: 408-862-8086
 >Internet:DWB@well.sf.ca.us

Dirk Bonkes

Exhibits: World Wide Fandom

Canadian

Canadian Office
 P. O. Box 2430
 Winnipeg, MB R3C 4A7 Canada
 CIS 70413,1504

Justin Ackroyd

Administration: Australian Agent
 GPO Box 2708X
 Melbourne, Victoria 3001 Australia

Dave Anderson

Exhibits: Art Show
 8 Alma Ave.
 Belmont, MA 02178-4405 U.S.A.
 H: 617-489-2967 or 484-8439; W: 508- 467-5917
 >Internet:anderson@allvax.enet.dec.com

Lisa & Robert Ashton

Exhibits: Art Show & Exhibits Staff
 2002 MacDowell St.
 Rockville, MD 20851 U.S.A.

Deb Atwood

Exhibits: Art Show & Exhibits Staff
 6 Possum Hollow Ln.
 Natick, MA 01760 U.S.A.
 >Internet:atwood@turing.cs.rpi.edu

Chris Barkley

Publicity: Press Relations Staff
 6758 Bramble Ave.
 Cincinnati, OH 45277 U.S.A.

Gail Bennett

Artist
 624 W. Dayton Cir.
 Fort Lauderdale, FL 33312
 H: 305-583-8187; W: 305-587-0137

Clint Bigglestone

Programs: Staff
 1384 Skyline Drive
 Daly City, CA 94015 U.S.A.
 H: 415-997-0559; W: 415-288-4717
 >Internet:Goodston@Well.SF.CA.US

Patrick Bradley

Admin.: Office Staff
 1951 Fern Ct.
 Kissimmee, FL 34746 U.S.A.
 407-933-0391

ConFrancisco

ConFrancisco Office
 712 Bancroft Rd., Suite 1993
 Walnut Creek, CA 94598 U.S.A.

Alexis Adams

Publicity:
 617 N. Indigo Rd.
 Altamonte Springs, FL 32714 U.S.A.
 H: 407-774-8812
 CIS

Gary Anderson

Programs: Costuming
 3216 Villa Knolls Dr.
 Pasadena, CA 91107 U.S.A.
 818-791-9195
 CIS 72437,674

Nancy Atherton

Exhibits:
 Fanzine History
 351 87 St
 Brooklyn, NY 11209

B. Shirley Avery

Exhibits: Art Show & Exhibits Staff
 6142 Waterloo Rd.
 Columbia, MD 21045

Jim Belfiore

Events: Opening Ceremony
 18 Dix Rd.
 Maynard, MA 01754 U.S.A.
 H: 508-897-6203; W: 617-377-5959
 >Internet:belfiore@sol.aer.com

Michael Benveniste

Exhibits: GoH Exhibit Staff
 12 Phaneuf St
 Middleton, MA 01949 U.S.A.

Mary Ann Blanchard

Admin.: Office Staff
 608 Florida St.
 Orlando, FL 32806 U.S.A.
 407-648-2528

Richard Brandt

Publicity: Press Kits
 4740 N. Mesa, #111
 El Paso, TX 79912

MagiCon

Committee, Staff & Other Useful numbers

As of 4/30/92

Seth Breidbart
Events:
Feather Ceremony
P. O. Box 5157
New York, NY 10165
212-724-4154; W: 212-703-6107
>Internet: sethb@fid.morgan.com

Linda Bushyager
Programs Staff
24 Leopard Rd.
Paoli, PA 19301

Robble Cantor
Services: C & C Dept. Head
11825 Gilmore St., #105
North Hollywood, CA 91606-2844
818-982-1746

Anton Chernoff
Facilities: Decorator Relations
22 Gates Ln.
Stow, MA 01775 U.S.A.
H: 508-897-3159; W: 617-890-1155

Steve Cole
Administration: Computer Wizard
Finance:
2007 Deborah Dr.
Orlando, FL 32817 U.S.A.
H: 407-275-1806; W: 407-841-1712

Don Cook
Programs: GoH Liaison Staff
1660 Morgan Walk
Canton, GA 30114
404-345-2729
>Internet: ccoprdc@prism.gatech.edu

Todd Dashoff
Events: APA Editor & Food Functions
830 Barlow St
Philadelphia, PA 19116
215-676-4194

Martin E. Deutsch, Jr.
Exhibits: Art Show & Exhibits Staff
6142 Waterloo Rd
Columbia, MD 21045

Frank Dowler
Administration Office Staff
2814 Corrine Drive
Orlando, FL 32803
(W)896-1701 or (H)677-0109

Kathryn E. Dunlop
Exhibits: Art Show & Exhibits Staff
409 Main Mt.
Vernon, WA 98273 U.S.A.
H: 206-336-5496; W: 206-336-5332

Diana Bringardner
Publicity: Press Room Staff
616 Catawba Ave.
Davidson, NC 28036 U.S.A.

K.L.M. Campbell
Finance: Staff
69 Lincoln St.
Leeman Road
York, Y02 4YP U.K.

Colleen Cart
Admin.: Office Staff
8410 Singapore Ct.
Orlando, FL 32817 U.S.A.

David W. Clark
Magicon: Chairman's Assistant
ConFrancisco: Chairman
2804 Stuart St.
Berkeley, CA 94705 U.S.A.
415-549-3018

Susan Cole
Administration: Division Head;
Pre-Con Registration
2007 Deborah Dr.
Orlando, FL 32817
407-275-1806
send to MagiCon office on CIS 70732,761

Mala Cowan
Publicity: Press Relations Staff
55 Valley Way
Bloomfield Hills, M 48224 U.S.A.

Paul de Leeuw van Weenen
Finance:
Julianalaan 39
NL - 3761 DB Soest, Netherlands

Jim Dickey
Administration:
Hugo Balloting
922 S. Washington St., #109
Alexandria, VA 22314

Michael Drawdy
Services: Logistics Asst.
430 Reflections Cir., #109
Caselberry, FL 32707
H: 407-671-5041

Jill Eastlake
Events: Hugo Awards
925 Dedham St.
Newton Center, MA 02159
H: 617-244-2679; w: 508-486-2298
>Internet: J.Eastlake@Ranger.enet.dec.com

Ann Broomhead
Exhibits: GoH Exhibit Staff
17 Pequot Rd.
Wayland, MA 01778-3507 U.S.A.
H: 508-358-4567; W: 508-635-8283
>Internet: Broomhead@Regent.enet.dec.com

Dave Cantor
Finance: Head Cashier
114 Daniel Webster Highway, #418
Nashua, NH 03060
H: 603-888-8133; W: 603-881-1113
>Internet: cantor@star.enet.dec.com

Amanda Carter-Sheahan
Publicity: Staff
1439 Classic Oak Road West
Jacksonville, FL 32225

Don Cochran
Programs: Admin. Staff
5701 NE 3 Ave.
Fort Lauderdale, FL 33334 U.S.A.
305-772-0812
CIS 70541,2754

John Robert Columbo
Exhibits: World Wide Fandom

Jonl Dashoff
Exhibits: Artist Check-in
830 Barlow St
Philadelphia, PA 19116 U.S.A.
H: 215-676-4194

Gay Ellen Dennett
Exhibits: Art Show Operations
547 Central Ave.
Needham, MA 02194
617-444-6562

Robyn Douglas-Rubado
Administration: Office Staff
1217 Oranole Rd.
Maitland, FL 32751
407-830-0843

Fred Duarte
Services: Daily Newsletter
12917 Candiestic Pl.
Austin, TX 78727 U.S.A.
502-835-9304

Donald Eastlake III
Facilities:
Convention Center Liaison
925 Dedham St.
Newton Center, MA 02159
H: 617-244-2679; W: 508-486-2358
>Internet: DEE@Ranger.enet.dec.com

MagiCon

Committee, Staff & Other Useful numbers

As of 4/30/92

John Ervin
Admin.: Office Staff
8410 Singapore Ct.
Orlando, FL 32817 U.S.A.

Gary Fehrman
Administration: Office Staff
P. O. Box 919
Ocoee, FL 32761

Michael Fortner
Exhibits:
212 Fulton St.
West Chicago, IL 60185 U.S.A.

Crickett Fox
Services: Information Services
3277B Rocky Water Lane
San Jose, CA 95148 U.S.A.
H: 408-270-8965; W: 800-227-1930 x1074; Fax:
408-492-1844

Pamela Fremon
Exhibits: SIG Tables
1000 Lexington St. Apt. 41
Waltham, MA 02154
H: 617-896-2583; W: 617-565-6989

Arlene Garcia
Programs: Staff
14020 SW 90 Ter.
Miami, FL 33186-1263 U.S.A.
H: 305-385-4111
GE A.Garcia19

Janice Gelb
Programs: Program Operations Head
1515 Alta Glen Dr., #20
San Jose, CA 95125
H: 408-267-3049; W: 415-336-7075
>Internet:Janiceg@marvin.eng.sun.com

Steven Gold
Services:
Hallandale, FL U.S.A.

Dennis Greenlaw
Publicity: Artist
2138 Stewart Road
Melbourne, FL 32835
254-9506

Erle Guy
Services: Asst. to the Div. Head
22045 Logue
Warren, MI 48091 U.S.A.
H: 318-754-6775; W: 313-963-6011
CIS 72767,1212

Dale Farmer
Events: Safety Advisor
17101 Queen Victoria Ct., Apt. 103
Gaithersburg, MD 01776

Gary Feldbaum
Events:
Co-Division Head
117 Alexis Ln.
Philadelphia, PA 19115
H: 1st 215-464-0157; 673-4044 (machine); W:
215-563-2511 or 8308
CIS 73517,1126

Brad Foster
Publications: Artist
P. O. Box 165246
Irving, TX 75016

Steve Francis
Exhibits: Dealers Room
5503 Matterhorn Dr.
Louisville, KY 40216-1326 U.S.A.
H: 502-448-6562

Penny Frierson
Events: GoH Ceremony
3705 Woodvale Rd
Birmingham, AL 35223
CIS 73137,416

Marty Gear
Events: Masquerade
6445 Cardinal Ln.
Columbia, MD 21044
H: 301-596-3936
>Internet:amg@Klgai.com

Megan Gentry
Events: Technical
, U.S.A.
>Internet:gentry@daemon.enet.dec.com
>Internet:gentry@theq.pk3.dec.com

Sarah Goodman
Programs: Science Fiction & Fantasy
1384 Skyline Drive
Daly City, CA 94015
415-997-0559
>Internet:Goodston@Well.SF.CA.US

Elizabeth Gross
Programs: Science
6878 Lakebrook Blvd.
Columbus, OH 43235-2725
614-889-0436
>Internet:EGross@Magnus.ACS.Ohio-State.edu

Crystal Hagel
Events: Filking Asst. Head
10637 White Rock Ct.
Laurel, MD 20723 U.S.A.

Bruce Farr
Finance: Budget Master
1844 E. Sesame St
Tempe, AZ 85283
H: 602-470-0494; W: 602-470-0494; A:
602-730-8648

George Flynn
Exhibits: Art Show staff
P.O. Box 1069
Kendall Square Station
Cambridge, MA 02142
H: 602-623-2112

Terry Fowler
Admin.: Registration Asst. Dept. Head
#301 - 9180 Halston Ct.
Burnaby, BC V3N 4L8 Canada
>INTERNET:fowler@sfu.ca

Sue Francis
Services: Con Suite Dept. Head
5503 Matterhorn Dr.
Louisville, KY 40216-1326 U.S.A.
H: 502-448-6562

Meade Frierson III
Events: GoH Ceremony
Programs: GoH Liaison
3705 Woodvale Rd
Birmingham, AL 35223 U.S.A.
CIS 73137,416

Deb Gelsler
Exhibits: Speaker to Mundanes
12 Chaneuf St.
Middleton, MA 01949 U.S.A.
H: 508-777-3204

Mike Glycer
Publications: Progress Report Editor
File 770
5828 Woodman Ave., #2
Van Nuys, CA 91401
H: 818-787-5061; W: 213-894-4680
CIS: 72557,1334

Joseph Green
Programs:
NASA Liaison
Greenhouse
1390 Holly Ave.
Merritt Island, FL 32952
407-452-8067

Jon Gustafson
Publications: Program Book Editor
621 East "F" St.
Moscow, ID 83843 U.S.A.
208-882-3672

Cindy Halght
Administration Staff
7161 Knottypine Avenue
Winter Park, FL 32792
407-677-0109

Jack C. Haldeman II
 Programs: SFWA Liaison
 P.O. Box 12123
 Gainesville, FL 32604
 904-495-2091
 GE J.Haldeman

Ken Havekotte
 Events: Hugo Award Space Materials
 1190 Montego Bay Dr.
 Merritt Island, FL 32953 U.S.A.
 407-452-6435

Ray Herz
 Publicity: Division Head
 905 W. Espanola Way
 Melbourne, FL 32901
 H: 407-725-2383; W: 407-984-6452
 >Internet:rherz@jaguar.ess.harris.com
 CIS: 73540,273

Dan Hoey
 Exhibits: History Exhibits Staff
 6004 Quebec St.
 Berwyn Heights, MD 20740 U.S.A.
 H: 301-577-2709; W: 202-767-2882

John Humphrey
 Admin.: Office Staff
 5604 Long Iron Dr., #1915
 Orlando, FL 32839 U.S.A.

Bill Jensen
 Exhibits: History Exhibits Staff
 8331 Donoghue Dr.
 New Carrollton, MD 20784 U.S.A.
 H: 301-552-4786; W: 301-290-7710

Cheri Kaylor
 Admin.: At-con Computers
 13732 Ruddymede
 Van Nuys, CA 91405 U.S.A.

Deborah King
 Finance: Office Manager
 41 James St.
 Arlington, MA 02174-1348 U.S.A.
 H: 617-648-3795; W: 617-499-4418
 >Internet:Debbie@xait.xerox.com

John Kuklas
 Events: Opening Ceremony Asst.
 18 Dix Rd.
 Maynard, MA 01754 U.S.A.
 H: 508-897-6203

Suford Lewis
 Events: Regency Dance
 P. O. Box 429
 Natick, MA 01760-0005 U.S.A.
 H: 508-653-7397
 CIS 73227,1302

Tom Hanlon
 Publications: Pre-con Publications
 Sub-Division Head
 1307 Seaboard
 Baton Rouge, LA 70810-6062
 504-767-1432
 CIS 73020,3043; GE T.Hanlon2

Stu Hellinger
 Exhibits: Art Show Sales
 Publications: Program Book Ad Sales
 Box 561
 New York, NY 10150-0561 U.S.A.
 718-438-0853
 CIS 7042,1371
 GE

Barbara Higgins
 Events: Filk Concerts
 6814 Large St.
 Philadelphia, PA 19194-2019 U.S.A.
 H: 215-725-8825

John-Henri Holmberg
 Administration: European Agent
 Aldermansvaagen
 S-260 40 Viken
 , Sweden

Aleta Jackson
 Programs: Space Programs
 1412 Potomac Ave. SE
 Washington, DC 20003 U.S.A.
 202-344-4905

Rick Katze
 Exhibits: Staff
 Box 760
 Framingham, MA 01701-0760 U.S.A.
 508-879-1624

Allan Kent
 Exhibits: Art Show Set-Up & Tear-Down
 15 Park Ave. Extension
 Arlington, MA 02174-2632 U.S.A.
 H: 617-646-7681; W: 508-952-3283
 >Internet:kent@analyz.enet.dec.com

Ken Knabbe
 Events: Gaming
 Programs: Gaming Programs
 44B Lionel Ave.
 Waltham, MA 02154 U.S.A.
 H: 617-899-4351

Zanne Labonville
 Exhibits: Setup Exhibits
 Box 1431, Kendall Square Branch
 Cambridge, MA 02142 U.S.A.
 H: 617-625-9317; W: 617-621-7416
 >Internet:Zanne@Krisis.enet.dec.com

Tony Lewis
 Exhibits: Small Press
 P. O. Box 429
 Natick, MA 01760-0005
 H: 508-653-7397
 CIS 73227,1302

Mary Hanson-Roberts
 Staff Artist
 1607 Queensway Road
 Orlando, FL 32808
 407-298-4453

Melanie Herz
 Chairman's Asst.
 Services: Lounges
 905 W. Espanola Way
 Melbourne, FL 32901
 H: 407-725-2383; W: 407-727-4766
 CIS: 73540,273

Chip Hitchcock
 Exhibits:
 63 Francis St.
 Brookline, MA 02146 U.S.A.
 H: 617-277-6252; W: 617-290-4990 x4472
 >Internet:cjh@hq.leaf.com;
 >Internet:cjh@vallance.org.leaf.com

Andy Hooper
 Programs: Fan
 4228 Francis Ave. N., #103
 Seattle, WA 98103
 H: 206-547-3520

Joy Jakubaitis
 Admin.: Office Staff
 1951 Fern Ct.
 Kissimmee, FL 34746 U.S.A.
 407-933-0391

Jerry Kaufman
 Programs: Science Fiction & Fantasy
 8738 1st Ave. NW
 Seattle, WA 98117-3034

Hope Klefer
 Exhibits: History Exhibits Staff
 512 S. 45 St.
 Philadelphia, PA 19104 U.S.A.
 215-222-0785

Dina Krause
 Chairman's Asst.
 1414 Elmwood St., #B3
 Evanston, IL 60201

Alexis Layton
 Services: Apa +
 12 Goodman Rd.
 Cambridge, MA 02139 U.S.A.
 617-492-4915
 >Internet:alex@xait.xerox.com

Bob Lidral
 Services:
 56 Lakeshore Dr.
 Marlboro, MA 01752-4209 U.S.A.
 508-481-1742
 >Internet:BLIDRAL%GREYSTONE@uunet.uu.net

MagiCon

Committee, Staff & Other Useful numbers

As of 4/30/92

Wendy Lindboe
Exhibits: Technical Admin. Asst.
711 Larch Dr.
Greenndale, MD 20769 U.S.A.
Internet:wendy@fsslab9.gsfc.nasa.gov

John Lorentz
Exhibits: Hist. of SF Art
6323 NE Mallory
Portland, OR 97211 U.S.A.
H: 503-283-0802
CIS 74007,3342
GE J.Lorentz

Gary Louie
Exhibits: History Exhibits
P. O. Box 179
Simi Valley, CA 93062-0179 U.S.A.
W: 818-843-4400

Holly Love
Exhibits: Art Show & Exhibits Staff
1 Annie J. Circle
Milford, MA 01757-1870 U.S.A.
H: 508-478-4343

Spencer Love
Programs: Filking Programs
, U.S.A.

Jim Mann
Exhibits: Asst. Division Head
12 Shady Lane Avenue
Northborough, MA 01532-1729
H: 508-393-9492; W: 508-460-2592
Internet:JMANN@VINELAND.PUBS.STRATUS.COI

Laurie Mann
Publicity: Press Relations
12 Shady Lane Ave.
Northborough, MA 01532-1729
H: 508-393-9492; W: 508-460-2610
>Internet:lmann@vineland.pubs.stratus.com
>Internet:magicon%jimhome@m2c.m2c.org
GE LMANN4

John Mansfield
Canadian Chairman
340 Ellice Ave.
Winnipeg, Manitoba R3B 3A4 Canada

GE J.MANN15
Gerald Masters
Staff
2719 Moss Grove Blvd.
Orlando, FL 32807
H: 407-657-0494; W: 407-425-1646

Winton Matthews
Exhibits: Art Show & Exhibits Staff
333 2nd Ave. NE; #402
Washington, DC 20002 U.S.A.

Joe Mayhew
Exhibits: Art Show Auctions & Judging
7 - S Research Rd.
Greenbelt, MD 20770 U.S.A.
301-474-2110

Lori Meltzer
Exhibits: GoH Exhibit Staff
9 Surrey Rd.
Arlington, MA 02174 U.S.A.

Harold Meridith
Finance:
285 NW 26 St
Winter Haven, FL 33880 U.S.A.
H: 813-294-3330; W: 813-533-1121 x5625

Karen Meschke
Exhibits: Vance GoH Exhibit
12917 Candlestick Pl.
Austin, TX 78727
H: 512-835-9304
>Internet:meschke@chinacat.unicom.com

Walter Miles
Exhibits:
4803 Wellington Dr., #304
Chevy Chase, MD 20815 U.S.A.

Ben Miller
Finance:
P. O. Box 61118
Sunnyvale, CA 94088-1118
H: 408-739-2922
CIS 73157,3566 c/o Sasha

Charles Mohapel
Exhibits: World Wide Fandom
308-1150 Fisher Ave
Ottawa, Ontario K1Z 8M6 Canada

Sean Moran
Events: Sales to Members
2406 Pine Ave., #1
Wilmington, PA 19808-3230 U.S.A.

Judith Morman
Finance:
6802 Garden Ct.
Gilroy, CA 95020
408-848-1163 before 9:30 pm

Francine Mullen
Programs: Apa Editor
1611 SW 120 Ave.
Pembroke Pines, FL 33025
H: 305-435-9572
CIS: 76137,3645

Lewie Murphy
Administration: Office Staff
1367 Orchid Ave.
Winter Park, FL 32789 U.S.A.
(407) 644-6826

Lynn Murphy
Programs: Children
Services: Babysitting
3206 Caulfield St.
Apopka, FL 32703
H: 407-862-3575

Ingrid Nellson
Exhibits: ASFA Liaison
1140 Woodland Ter.
Altmonte Springs, FL 32714
407-299-7275

Michael Nelson
Services: Logistics Dept. Head
4560 Metro Ct
Annadale, VA 22003 U.S.A.
H: 703-750-3832; W: 202-447-0828
c/o Renner CIS 70511,603

Debbie Notkin
Programs Staff
674 66 St
Oakland, CA 94609
415-658-7176

Mark Olson
Exhibits: Division Head
10 Shawmut Ter.
Framingham, MA 01701
H:508-879-7581; W: 617-868-4330
>Internet:mlo@digilab.bio-rad.com
GE M.Olson10

Priscilla Olson
Programs: Special Interest Groups;
Science Fiction & Fantasy
10 Shawmut Terr.
Framingham, MA 01701
508-879-7581
GE M.Olson10

Orlando
 Events: Dep. Masquerade Dir.
 50 7th St., Apt. C7
 Brooklyn, NY 11215-3346
 H: 718-768-8470; W: 212-873-0772
 CIS 70740,1576

Anatoly Pasaka
 Exhibits: World Wide Fandom
 P. O. Box N
 159 Sverlov sk
 , 620014

Michael Peck
 Publicity: Local Press Relations Pre-Con
 417 Hidden Meadow Loop, Apt. 105
 Fern Park, FL 32730 U.S.A.
 407-830-9358

Becky D. Peters
 Exhibits: Art Show;
 DiFate GoH Retrospective
 1837 NE 15 Ave.
 Fort Lauderdale, FL 33305
 H: 305-563-5788; W: 305-791-1085(6)

Carol Porter
 Publications: Photographer
 4200 Sheridan St., #153
 Hollywood, FL 33021-3526
 H: 305-961-4689; W: 305-623-2131

Dave Ratti
 Publications:
 PR Production; FANAC Secretary
 12018 Pasteur Drive, #401
 Orlando, FL 32817
 H: 407-282-2468; W: 407-322-5608 (emergencies
 only). FAX: 407-322-5609 call first.
 CIS 72461,3615
 GE D.Ratti

Stephen Rice
 Services: Fan Lounge staff
 Kurt Schmacher Str. 4
 5060 Bergisch Gladbach 1
 , Germany

Mary Roblson
 Finance:
 23 Dartmouth St.
 So. Hadley, MA 01075 U.S.A.
 413-532-6230; FAX: 413-536-3719

Bill Parker
 Programs: Films & Video
 10915 Silkwood
 Houston, TX 77031-1706 U.S.A.
 713-778-0140

Ross Pavlao
 Staff
 P.O. Box 816
 Evanston, IL 60204-0816
 312-463-7881
 CIS 76636,1343

Bruce Pelz
 Historian
 Administration: Business Meeting
 Exhibits: History of Worldcons
 15931 Kalisher St.
 Granada Hills, CA 91344
 H: 818-366-3827; W: 310-206-1663
 >Internet:ecz5pel%uclamvs.bitnet@cunyvm.cuny.ed
 u

Angela & Randy Philley
 Exhibits: Art Show & Exhibits Staff
 P. O. Box 10302
 Beaumont, TX 77710 U.S.A.

Lawrence Proksch
 Exhibits: Art Show & Exhibits Staff
 #4 Sturbridge Dr.
 Wilmington, DE 19810-1124 U.S.A.

Theresa Renner
 Services: Division Head
 P.O. Box 15430
 Washington, D.C. 20003-0430
 H: 703-521-7928 ; W: 202-433-4298
 CIS 70511,603

Mark Richards
 Exhibits: Art Show & Exhibist Staff
 P.O. Box 1831
 Brooklyn, NY 11202-0039

Gary Roen
 Publicity: Local & Regional Press Relations Pre-Con
 P. O. Box 20432
 Orlando, FL 32814 U.S.A.
 407-898-1641

Tony Parker
 FANAC, Inc. Treasurer
 1745 N.W. 4th Ave., #5
 Boca Raton, FL 33432
 301-4380; W: 443-5737
 CIS 70376,542

Peggy Rae Pavlat
 Exhibits:
 Fan History Exhibits
 5709 Goucher Dr.
 College Park, MD 20740
 3H: 01-345-6652
 CIS: 70272,2763

Elayne Pelz
 Facilities: Hotel Liaison
 15931 Kalisher St.
 Granada Hills, CA 91344
 H: 818-366-3827

John Platt
 Services: Handicapped Access Dept. Head
 8855 Eastern
 Kansas City, MO 64138 U.S.A.
 816-763-9335

Anita Raj
 Events: Production Mgr. & Timeline
 334 Harvard St., #J-2
 Cambridge, MA 02139
 H: 617-868-2714; W: 617-861-5695
 CIS 71020,2440

James Reynolds
 Exhibits: Art Show & Exhibits Staff
 33 Cove Ave.
 Norwalk, CT 06859 U.S.A.

Andy Robinson
 Programs:
 Co-Division Head
 Box 555
 Littleton, MA 01460-0555
 H: 603-888-9117, W: 508-486-7128
 CIS 75640,46
 >Internet:robinson@delni.enet.dec.com

Jayne Rogers
 Administration: Office Manager
 Services: At-con Office
 1367 Orchid Ave.
 Winter Park, FL 32789
 (407) 644-6826
 use MagiCon office on CIS

MagiCon

Committee, Staff & Other Useful numbers

As of 4/30/92

arry Ruh-
Services: Tours & Information
317 Covington Rd.
Silver Spring, MD 20910 U.S.A.
H: 588-2683
Internet:RUH@WRAIR-EMH1.army.mil

Ruth Sachler
Exhibits: Hist. of SF Art
6323 NE Mallory
Portland, OR 97211
H: 503-283-0802
CIS 74007,3342
GE J.Lorentz

Drew Sanders
Exhibits: Masquerade Slide Show
13657 Rayen St.
Arleta, CA 91331-5628
H: 818-899-7684
CIS 71071,2323

Kathy Sanders
Exhibits: Costumes
13657 Rayen St.
Arleta, CA 91331-5628 U.S.A.
H: 818-899-7684
CIS 71071,2323

Vincent Sanders
Exhibits: Art Show & Exhibits Staff
5408 Parkville Ct.
Sacramento, CA 95842 U.S.A.

Sharon Sbarsky
Services: Ribbons
213 Webster Rd.
Needham, MA 02194-2233 U.S.A.
H: 617-444-7245; W: 617-455-2335

Andi Schecter
Programs:Staff
8618 Linden Ave. North
Seattle, WA 98103 U.S.A.
206-522-1262

Uly Schneideman
Exhibits: Art Show & Exhibits Staff
20 Chersteron Dr., #118
Nepean, Ontario K2E KZ7 Canada

Elen Schuck
Services: C & C staff
518 N. 17 St.
Noblesville, IN 46060 U.S.A.
313-773-3927

Joyce Scribner
Programs: Overseas Fan Programs
P.O. Box 7620
Minneapolis, MN 55407

Charles Seelig
Services: Info staff
42 Whipstick Rd.
Ridgefield, CT 06877 U.S.A.

Takumi Shibano
Exhibits: World Wide Fandom
700 Ninomiya
Ninomiya Naka-Gun
Kamagawa-Ken, 259-01 Japan

Sandy Shriver
Admin.: Office Staff
P. O. Box 561140
Orlando, FL 32856-1140 U.S.A.
H: 407-423-1290; W: 407-841-5111x6118

Joe Siclari
Chairman
Exhibits: History of Worldcon Bidding
Exhibits: Fan Photo Albums
4599 NW 5 Ave.
Boca Raton, FL 33431
H: 407-392-6462
CIS 71450,171

Kurt Siegel
Facilities, Events & Exhibits: Safety Officer
2109 Guilderland Ave.
Schenectady, NY 12306-4402 U.S.A.
CIS 73337,2454
GE K.Siegel1

Roger Sims
Exhibits: Dealer's Room Staff
34 Creekwood Square
Cincinnati, OH 45246-3811

Kenneth G. Smith
Exhibits:
8805 North Plaza, #1395
Austin, TX 78753 U.S.A.
H: 512-832-5234

Victoria A. Smith
Exhibits: Art Show & Exhibits Staff
12627 Harbor Dr.
Woodbridge, VA 22192-2225 U.S.A.
H: 703-490-1318

Davey Snyder
Events: Administration Asst. & Office Mgr.
Exhibits: Ribbons
97 Chester St., #A-1
Boston, MA 02134-2219
H: 617-782-3418; W: 617-375-3733

Dick Spelman
Exhibits: Dealers' Room Dept. Head
8111 Timbertree Way
West Chester, OH 45069
513-874-3342

Mark Stanfill
Staff
630 East Stanford
Bartow, FL 33830
(813) 533-1356

Edie Stern
Programs: Co-Division Head
4599 NW 5 Ave.
Boca Raton, FL 33431
H: 407-392-6462; W: 407-443-8166 or 6465
CIS 71450,171

AnnMarie Stokaylo
Events: Sales To Members
2406 Pine Ave.
Wilmington, DE 19808 U.S.A.

Gerl Sullivan
Services: Fan Lounge Dept. Head
3444 Blaisdell Ave. S.
Minneapolis, MN 55408-4315
H: 612-825-3558; W: 612-825-2292 (after 1200 only)

Steve Swartz
Exhibits: History Exhibits Staff
6412 N. 68 St.
Arlington, VA 22213 U.S.A.

Tim Szczeauil
Exhibits: GoH Exhibit Staff
17 Pequot Rd.
Wayland, MA 01778-3507 U.S.A.
H: 508-358-4233
CIS 71321,655

Larry Tagrin
Exhibits: ASFA Print Shop
1024 Wall Rd.
Keller, TX 76248 U.S.A.
817-379-1026
CIS 70165,732

Greg Thokar
Events: House Manager
3 Strawberry Hill Rd.
Natick, MA 01760
H: 508-655-3719

Peggy Thokar
Events: Deputy Hugo Dir.
3 Strawberry Hill Rd.
Natick, MA 01760 U.S.A.
H: 508-655-3719

Amy Thomson
Programs: Staff
4014 Latona Ave. NE
Seattle, WA 98105
H: 206-547-2564

MagiCon

Committee, Staff & Other Useful numbers

As of 4/30/92

Jecky Thomson
Vice-Chairman
3551 Chantry St. West
Orlando, FL 32835
T: 407-299-0319
CIS 73747,2622

James Tollett
Exhibits: Dealer's Room Staff
1706 Bennett Ave.
Chattanooga, TN 37404-4318 U.S.A.

Leslie Turek
Chairman's Advisor
6 Malden St.
Watertown, MA 02172
H: 617-926-2132, W: 617-492-8860

Christine Valada
Exhibits: Portrait Gallery
2192 Oakdale Road
Cleveland Heights, OH 44118 U.S.A.

E. Thomas Veal
General Counsel
Admin.: WSFS
112 Roberts Court
Alexandria, VA 22314
703-548-5835; W: 202-879-5355
CIS 76050,1134

Vicki Warren
Events: Sales to Members
1139 Woodmere Rd.
Pottstown, PA 19464-2721 U.S.A.

Patty Wells
Facilities: Asst. Division Head
819 SE 16th A.
Portland, OR 97214

Steve Whitmore
Events: Co-Division Head
350 Old Paper Mill Rd.
Newark, DE 19711-3750
H: 302-368-1127; W: 215-952-5635-737-2487
>Internet:PAA%4434@DPSC.DIA.MIL
CIS 72077,26

Bill Wilson
Finance: Paymaster
9700 Haitian Dr.
Miami, FL 33189-2445
H: 305-378-2445; W: 305-372-3187 or 3195
CIS 71620,3557

Barry Zelser
Exhibits: Art Show staff
3403 Hatton Rd.
Baltimore, MD 21208 U.S.A.

John Thomson
Administration Staff
6551 Chantry St. West
Orlando, FL 32815-1548
H: 407-299-0319

Sam Tomalno
Events: Asst. Sales to Members
P. O. Box 776
Plainsboro, NJ 08536 U.S.A.

Truble L. Turner II
Events: Asst. House Mgr.
34 Garewood
Morgantown, WV 26505 U.S.A.
H: 304-594-3740; W: 800-826-9526 x268

Kees van Toorn
Administration: European Agent
Postbus 3411
NL - 3003 AK
Rotterdam, Netherlands

Dalroy Ward
Events: Technical
Programs: Staff
1023 W. Barre St.
Baltimore, MD 21230
H: 301-783-0294; W: 301-953-2700;
CIS: 75036,317
>Internet:ydw@epavax.bitnet

Rick & Joy Waterson
Admin.: At-con Registration
1805 Schaumburg Rd.
Schaumburg, IL 60194 U.S.A.

Peter Weston
Administration: British Agent
14 St. Bernard's Road
Sutton, Coldfield B72 1LE United Kingdom

Perry Williams
Events:
P. O. Box 15082
Tucson, AZ 85708-0082
H: 602-790-0731; W: 800-826-9526x268

Mary Wismer
Programs: Green Room Dept. Head
222 London Ave., Apt. 224
Metairie, LA 70005-2433

Beth Zipser
Exhibits: Portrait Gallery Staff
6802 Melrose Dr.
McLean, VA 22101 U.S.A.

Kimlye Tipton
Programs: Staff
1107 Francisco Way
Winter Springs, FL 32708-4812 U.S.A.
H: 407-365-9542
>Internet:kimi@kokomo.att.com
>Internet:kimi@abinc.att.com

Phil Tortorici
Events: Hugo Award Bases
P.O. Box 057487
West Palm Beach, FL 33405
H: 407-586-0528; W: 407-588-1668; W: Boca #
338-2177

Stu Ulrich
Publications: Photographer
Exhibits: Fan Photos
4200 Sheridan St., #153
Hollywood, FL 33021-3526 U.S.A.
H: 305-961-4689

Pat Vandenberg
Exhibits: Staff
15 Park Ave. Extension
Arlington, MA 02174-2632 U.S.A.
H: 617-646-7681; W: 508-549-8091

Ken Warren
Events: Masquerade Fan Photographer
1139 Woodmere Rd.
Pottstown, PA 19464-2721 U.S.A.

Diane Weinstein
Events: Asst. Sales to Members
1313 Harrison St.
Philadelphia, PA U.S.A.
H: 215-288-4827

Jackie Whitmore
Events:
Sales to Members
350 Old Paper Mill Rd.
Newark, DE 19711-3750
H: 302-368-1127

Rondinella Williams
Finance:
c/o Cat's Paw Merchants
P. O. Box 15082
Tucson, AZ 85708-0082 U.S.A.
H: 602-790-0731

Ben Yalow
Facilities: Division Head
3242 Tibbett Ave.
Bronx, NY 10463
H: 212-543-7792; W: 212-903-3623
>Internet:ybmcu@cunyvm.cuny.edu

Carl Zwenzig
Events: Technical Asst. Head
12425 Seebury Lane
Bowie, MD 20715 U.S.A.
>Internet:cpz@kigai.com

Paul de Leeuw van Weenen (Head of Finance Dept. ConFiction)
Julianalaan 39
NL - 3761 DB Soest
Netherlands

At last I have time to write you a letter. Thanks for sending me Treasury APA #1 & #2 and Poof! #6 & #7. I've read all the stuff and I will try to react on it. But first of all, please pardon me for my mistakes in your language. It is already 25 years ago since my last lessons on school, so I write the English as I speak it (both badly). Try to understand me, I hope that I can express my meanings.

Δ About my name: my familyname is : "de Leeuw van Weenen" and not Weenan. In Holland we arrange my name under the letter "L", but I'm used to look under "W" in English or American lists. If it's easier for you to keep it under "d" it's OK to me. (The translation of my name in English is: the Lion of Vienna. This is not a joke!)

Δ My address: Julianalaan 39 (not Julianalan), Zipcode: NL - 3761 DB, the town is Soest. In total it is like in the upper left corner of this sheet.

Δ My telephone number is: 011.31.2155.23575 at home and 011.31.35.253311 at office. Fax is 011.31.35.234168 at office. In case of calls remember the difference in time!

Δ Poof#7, page 3? (Poof needs page numbers!): Safety, should guards have guns? No, no, no. We don't want to shoot anybody and if some hard criminals want to rob us, let them. A shooting is the last we want.

Δ Poof#7, page 5?: Free memberships. At ConFiction we gave free admissions (not memberships) to non-fans who worked for us on the con for over 8 hours a day. They got a free admission for the day needed.

Δ Poof#7, page 7?: Who gives medicine to the child? For me no question: the parents of course. They are and stay responsible for their children. They know how to give and what to give to their children. Suppose a babysitter will give the wrong medicine?

Δ Poof#7, page 12?: The Eastern European fans: At ConFiction we gave them admissions for the price of the lowest attending membership price since the winning of the bid, i.e. \$40. But an admission and not a membership. We had to count with poor people, but are Eastern European fans poor if they can afford an air trip to the USA and can afford hotel prices? But consider that they were not able to send money in 1989 for voting and conversing. So a price of \$40 will be very reasonable.

Δ Poof#7, page 12?: Finance Division Responsibilities: in the line with Art Show, Sales to members, Site Selection I miss Registration.

DRAFT

PRESS RELEASE

Contact: Laurie Mann
Press Relations Area Head
508-393-9492 (6pm-10pm EST)

April 29, 1992

Hugo Nominations <Tom Veal>

<<WATCH THIS SPACE...>>

Membership Statistics <Sue Cole>

As of April 15<?>, 1992 MagiCon had 4??? members. Here is the breakdown:

4??? Attending
3?? Supporting
1?? Children
1? Kids-in-tow
8 Guest

MagiCon preregistration closes on July 15, 1992. Until then, the attending rate is \$110 and the children's rate is \$55 for those twelve or under. Kids-in-tow memberships (for children born after September 3, 1986) are free. Supporting (non-attending) memberships remain at \$25 until MagiCon.

Our at-the-door rates will be announced in July<?>.

We now take MC/VISA. When sending us registrations that you wish to pay for using a credit card, don't forget to include the credit card name, number, expiration date, the name that appears on the card, and your signature.

Hotel Statistics

As of April 15, 1992, MagiCon members had booked rooms in local hotels as follows:

700 Peabody Hotel
580 Clarion Hotel
325 Quality Motor Inn
165 Best Western
35 Embassy
15 Marriott

We've added another hotel, the Orlando Heritage Inn. It's next to the Peabody (the headquarters hotel) on International Drive. The room rates are \$55 (single-quad) for a standard room, and \$65 deluxe.

Many hotel rooms remain within a short distance of the convention center. If you have any questions, call the Orange County Housing Bureau at 800-258-7666. If you will

require a suite, be sure to write to Suite Allocations, c/o the MagiCon PO Box.

Special Art Retrospective

Guest of honor Vincent Di Fate, and Robert Reed, the co-curator of the American Society of Illustrators, are working with MagiCon to present a major exhibit of historic speculative art. The exhibition covers the period 1870-1970. As Di Fate explains, "We want to focus on artists whose names might not be familiar to science fiction fans, but whose art definitely is." Art collectors and museums from all over America are loaning their art for this show.

The Retrospective will feature paintings by such diverse artists as Charles R. Knight, the paleontologist who created the earliest scientific paintings of dinosaurs a hundred years ago, to Jack Davis, the designer who created poster art for movies like "It's a Mad Mad Mad Mad World" and whose controversial comic art led to the establishment of the Comics Code. The Retrospective will be in the Orange County Convention Center, and will be open during the same hours as the Art Show. Detailed information about the Retrospective will appear in a press release this summer.

MagiCon to Host Astronaut John Young at a Special Luncheon

Commander John W. Young, an astronaut on Apollo 16 and on the Columbia space shuttle for its maiden voyage, will be the keynote speaker at a banquet at noon on Friday, September 4. Young will speak after the banquet of his experiences in NASA.

The lunch will consist of chicken, salad, vegetables, beverage, and desert; a vegetarian entree will also be available. Tickets are \$16.50, which includes tax and gratuity. If you wish to attend, send your name, your entree selection, and \$16.50 for each ticket to MagiCon Luncheon, PO Box 52545, Philadelphia, PA 19115. You may make reservations for a complete table when you purchase your ticket.

There will also be a lunch with the Hugo nominees on Saturday. Details about this lunch will appear in the next Progress Report, and the tickets will be sold at the con for this event.

Walt Willis Enchanted Miniature Golf Course

Part of the exhibit hall will be converted into the Walt Willis Enchanted Miniature Golf Course. This 12-hole course will feature miniature golf holes designed and built by Worldcon bids and fan clubs. If your club would like to participate, please write to Miniature Golf Course, c/o the MagiCon, PO Box.

Babysitting

Since MagiCon will need to hire a number of licensed babysitters, there will be additional charges for babysitting. Any child with a children's membership will receive a discount. Any child without a membership, or with a kids-in-tow admission will pay the full babysitting rate.

Program Book Ad Rates <???

<<Anyone know who knows anything about this??>>

Progress Report 6

Progress Report 6, including the Hugo ballots, will be in the mail sometime in May. <<right???---are ballots going out first class to foreign fans?>>

Huckster Room

The Huckster Room is sold out. If you want to be added to the waiting list, write to Dealers' Room, c/o the MagiCon PO box.

Art Show

The Art Show is not sold out yet. If you want to exhibit your artwork, please write to: MagiCon Art Show, PO Box 46, MIT Branch PO, Cambridge, MA 02139.

Volunteers

MagiCon is run completely by volunteers. We really need your help. If you can spare a few hours at the con, please write to Volunteers, c/o the MagiCon PO Box.

Ways of Reaching MagiCon

The MagiCon PO Box is: MagiCon, PO Box 621992, Orlando, FL 32862.

The MagiCon phone number is: 407-859-8421. There's an answering machine attached to it, so you can leave MagiCon a message.

MagiCon can be reached via GENie, USENET/Internet, CompuServe, AmericaOnline or DELPHI. On GENie, the MagiCon topic is category 26, topic 14 and you can send E-mail to D.RATTI. On USENET, MagiCon is discussed in the rec.arts.sf.fandom news group, and the Internet E-mail address is magicon@jjmhome.uucp. The CompuServe E-mail address is 70732,761. On AmericaOnline, MagiCon press releases are posted in the Isaac Asimov Science Fiction Center, in the Conventions folder of The Written Word area, and E-mail can be sent to magicon. On DELPHI, E-mail can be sent to s.gold6.

Handicap Access Notes

The following is from notes I took during a phone conversation with John Platt and can be a report from Handicap Access.

Access intends to provide the following services and assistance.

1. Special registration area for medical info stickers, equipment distribution, helper button distribution and other assistance.
2. Labels to provide medical information to be affixed to the back of the member's badge, giving important medical information and emergency contact name and phone number.
3. Arrange for the rental of wheelchairs and mobile chairs for those who have made previous arrangements with H/A - this means BEFORE the con!
4. Special buttons to distinguish bona fide helpers, one per H/A registered member.
5. Large print or braille pocket programs by request (again BEFORE the con), as well as audio or perhaps computer disks.
6. Special access and seating for events that draw large crowds, as well as on-going special seating for the rest of the program items. This would be for the H/A member and one helper.

The registration area will be near Registration for the con, hopefully. We will have gophers to assist with getting the member registered at the con as well as with H/A [details to be worked out with Registration]. Wheelchairs, etc. will be issued at this point also, along with the helper buttons.

The label will be done in advance, where possible, to save time at the convention. In all events it will be typed for legibility.

Wheelchair rentals are being looked in to, right now. If necessary, Electrical Eggs will pick up the tab on the rental. Historically, non-powered wheelchairs have been provided at no charge, since the demand is fairly low - no more than 15 to 20. Powered equipment has always been paid for by the member. To date, no requests have come in for these, but it's still early.

Electrical Eggs will provide buttons to be worn by the one authorized assistant, who will be able to take the member in for special seating and remain with him/her.

Different ways of providing large print materials is being looked into. Only one request has come in so far for this. Braille will be done if needed. It doesn't seem likely, but we will be prepared to provide an aural short version of the program on cassette tape - once again by prior arrangement. Only one request for a computer-readable format has come in the past and may not resurface, but, if it does we need to look at it from a standpoint of feasibility.

Special seating will be needed for most program items, the location within the room depending on the size and layout, of course. These need to be clearly marked.

Film and video rooms also need some designated seating, about 5 or six chair widths in one row should suffice. Access to this area should be arranged in such a way as to (a) not disturb everyone in the room and (b) be easily findable in the low light levels to be found in such places.

ITEMS NEEDED FROM OTHER AREAS:

****INFORMATION:** Is there a 24 hour vet or emergency animal hospital service available and if so, the address and phone number needs to be handy (in registration area and Information?)

****LOGISTICS:** We need wheelchair rental rates for 15 - 20 wheelchairs. Does the committee want a few extra for people on the committee who might need them during the convention (Judy? Others?)? If so, how many?

****Need mobile wheelchair prices as well - the powered kind. Need the rental requirements for both types in terms of deposits, when payment is due to company, forms of payment, etc.**

****FACILITIES:** Is it possible to arrange use of the service areas by registered H/A members and their helpers after the two big evening events only (Masquerade and Hugos)? It is sometimes essential that someone get back to the room for medical reasons after such a long evening (getting seated early, sitting throughout the long event and then getting back to the hotel through the crowds). Note this is only for those two events.

****GOPHERS:** We will need 2 gophers at a time during the hours that regular Registration is open to help at our desk.

****PROGRESS REPORT:** The H/A questionnaire needs to be run in the next PR (if possible) with a note at the top that this form must be sent in prior to the convention or we may not be able to meet special needs or requests.

****REGISTRATION:** We need the dimensions of the finished badge once the design is settled so that the medical information sticker can be tailored to a size that will fit on the back.

Treasury & You #1

February 28, 1992



Dear Division/Area Head,

MagiCon, P.O. Box 621992, Orlando, FL. 32862-1992

In order for all of us to achieve our goals of running the best WorldCon possible, we need your help so we can help you. To keep the convention on financial track, we need your assistance in generating the right type paperwork. It may seem like a lot to you but believe us it is really necessary. We hope this letter will help explain to you how Treasury expects to operate before and during MagiCon.

PRE-CON:

Area Set-Ups:

Division and Area Heads were asked to submit, on January 17, 1992, their Area Set-Up forms to Treasury. These forms will give Treasury the information we need to arrange to have enough cash and equipment to supply every one's needs during the convention. We need this as soon as possible because our bank has set an early date for us to give them our preliminary cash requirements. We will also need time to get back to you about your requests. In addition we need time to borrow, rent, or purchase equipment.

At this time very few Areas have responded. Areas that have responded will have priority for cash and equipment needs. Areas that have not responded may not get the cash or equipment that they need, if there is not enough left to fulfill their needs. Please send Judy Bemis your Area Set-Up forms by **April 17, 1992**, so we can supply you with the right cash and equipment.

Enclosed is another copy of the Area Set-Up form, if you have not already submitted them, please get them back to Judy by April 17, 1992. If you are not sure that Treasury has the Area Set-Up forms for your area, please contact us and we will check on it for you.

About 6 weeks before the convention, Treasury will send you a confirmation as to what cash and equipment we believe you have requested each day. Please review this carefully and get back to us as soon as possible with your changes. Any changes received after **August 1, 1992**, may be too late for us to fulfill.

Sales Forms and Hours:

All areas should use a sales or petty cash form (supplied by Treasury) to record monetary transactions. This form should be designed so that there is a copy for Treasury, usually the second most legible copy. There is other information that Treasury will need on the form, such as sequential form numbers, therefore **all sales forms must be submitted to Judy Bemis for approval before they are printed.**

Treasury also needs to know your hours of operation and what you believe your peak and slow hours will be. Please get this to Judy Bemis by **April 17, 1992**

Check Requests:

For Pre or At Con deliveries of equipment, supplies, food, publications, sales items or advances please courtesy copy Judy Bemis with your plans so she can arrange to have the funds available. Please fill in a check request when you have the final detailed information.

AT CON:

Money Transactions:

1) For any area handling money (cash, checks or charges) at con we will deliver your Area Set-up approximately 1/2 hour before you open. This will include cash, cash boxes, Imprinters, charge slips, and calculators, if necessary. We will also provide written guidelines for handling cash, checks and charges. These will also be available pre-con on request. We recommend that you provide your staff with samples of sales forms that have been filled out.

2) At no time should money or sales forms be moved from one cash box to another. If you move sales forms or money, it makes it impossible to balance the cash box. We recommend that you have a

clearly marked bin to collect forms in, one for each cash box. If you are short one denomination of cash you may make an even exchange from one box to another, such as a \$5.00 bill for five \$1.00 bills.

3) During the day we will make pick-ups from you. More pick-ups will be made during your peak times and fewer during slow times. If you have an unexpected peak time and feel you need a pick-up, you can call and request one.

4) When we pick up your money we will also pick up the Treasury copy of your sales forms.

5) At the end of the day we will make a final pick-up of your money and sales forms. We will also pick up any equipment that will not be needed the next day. Any equipment left in your area should be secured for the night.

Other Cash Needs:

If you are going to need cash other than for an Area-Set up, such as for tips, food or supply purchases that will exceed \$100 dollars, please notify Judy Bemis by April 17, 1992. She will need to know what the item(s) are, the approximate amount and date you will need it. We especially need to know about any money you might need before Friday, September 4, 1992.

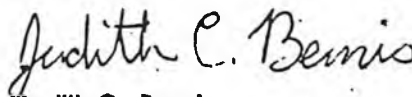
POST CON:

Check Requests:

Please notify Judy Bemis of any amounts that will be due within 30 days after the convention by August 1, 1992.

Please include this letter, the Area Set-Up letter and form in your next divisional APA. Judy Bemis can be reached at 1745 N.W. 4 Ave., #5, Boca Raton, FL 33432, (407) 391-4380, Compuserve: 70376.542. If you have any questions please let me know.

Sincerely,



Judith C. Bemis
MagiCon Treasurer

JCB/dak CC:

Publicity: Ray Herz

MagiCon Operational Board:

Joe D. Siclari
Becky Thomson
Tony Parker
David Ratti

Administration: Susan A. Cole

Site Selection: Tom Veal
At Con Registration: Rick & Joy Waterson
Rental Czar:

Events: Gary Feldbaum & Steve Whitmore

Office Manager: Davey Snyder
Sales to Members: Jackie Whitmore
Banquet:
Hugo Ceremony: Jill Eastlake
Masquerade: Marty Gear

Exhibits: Mark L. Olson

Assistant Division Head: Jim Mann
Dealers: Dick Spelman
Art Show At-Con Ops: Gay Ellen Dennett
Art Show Sales: Stu Hellinger
Art Show Print Shop: Larry Tagrin

Facilities: Ben Yalow

Hotel Liaison: Elayne Pelz
Convention Center: Don Eastlake

Finance: Judith C. Bemis

Head Cashier: Dave Cantor
Office Manager: Deborah King

Programming: Edie Stern & Andy Robinson

Program Ops Head: Janice Gelb
Tech Director: Dalroy Ward
Pocket Program:

Services: Theresa Renner

C & C Dept. Head: Robble Cantor
Committee Den/Staff Lounge: Melanie Herz
Dally Newsletter: Fred Duarte
Hospitality Suite: Sue Francis
Logistics: Michael Nelson
Logistics Assistant: Michael Drawdy
Tours: Larry Ruh
Babysitting: Lynn Murphy
Ribbons: Sharon Sbarsky

Publications Subdivision Head: Tom Hanton

Program Book: Jon Gustafson

December 9, 1991



Dear Division/Area Head,

MagiCon, P.O. Box 621992, Orlando, FL. 32862-1992

Enclosed are some blank Area Set-Up Request forms for you to fill out. In order to plan our cash, equipment and supply needs for MagiCon we need from you, the *preliminary estimate of your needs*. This should include your cash need in both denomination and quantity, plus any other other supplies such as cash boxes and imprinters. This information should be returned to Judy Bemis no later than **January 17, 1992** the date of the next MOB meeting, either in person or by mail to 1745 N.W. 4 Ave., #5, Boca Raton, FL 33432.

These forms should be filled out by any area that plans to accept or dispense money (cash, checks or charges). Copies of this letter are being sent to all Division heads and any Identified Area heads, whom we believe will be dealing in money. If we have missed anyone please let us know and we will send out more forms. Please realize that this is a preliminary estimate of your needs, you can submit updates as needed until June 14, 1992 the date of the last MOB meeting. We would appreciate knowing of any significant increases or decreases in your needs as soon as possible.

Please fill in 1 form for each day you will be handling money. The form allows for 4 set ups, if you need more than that fill in an additional form for that day. Even if you only require a cash box and imprinter but no cash, please consider this as 1 set up request.

Cash Needs: When trying to determine your cash needs you need to consider several things, *your list to Treasury* should include:

- 1) A list of your sales items.
- 2) Quantity, both the number you expect to sell and the number available.
- 3) Their costs.
- 4) Taxability and cost with tax (6%). $\$1.00 + 6\% \text{ tax} = \1.06
- 5) How much change you might need for each sale you make.

If you are selling 200 of some item for \$2.95 including tax you might need 200 nickels (5 rolls) for change over the week-end. You might also need 400 in \$1.00 bills if you are given a \$5.00 bill. We have found that by calculating the worse case and cutting it in half, you will generally have a reasonable estimate of your change needs. Sales items includes Registration rates, Sales to Members, Art Show/Huckster space and electricity, etc. You should also include any pay out items such as refunds on lost badge charges or your expected Petty Cash needs.

Income/Expense Forms: Any area that is handling money should record each transaction (cash, check or charge) on a form. Some areas may develop their own form, others will use a Treasury form. If you design your own form remember to **send it to Judy Bemis for approval before it is printed**. Treasury may have some requirements for forms that you are unaware of. To balance a cash box each day Treasury will need a least one copy of each form used, so all forms will have to have multiple copies. Treasury generally gets the second copy.

Supplies: The supplies Treasury can provide are things like cash boxes, calculators, imprinters and charge slips. They *do not include your own office supplies* such as pens, clipboards, and electrical cords. These you will have to order from Logistics. If you need calculators you will also have to check your area for electrical outlets. Treasury will not supply electrical cords or power strips. We will have some batteries for the calculators but we will need to know how many to order.

A sample form is included. You may make as many copies of the blank form as you need. If you have any questions please let me know.

Sincerely,

Judith C. Bemis

Judith C. Bemis
MagiCon Treasurer

dak/JCB

CC

MagiCon Operational Board:

Joe D. Siclar
Becky Thomson
Tony Parker
David Ratti

Facilities: Ben Yalow

Finance: Judith C. Bemis

Head Cashier: Dave Cantor
Office Manager: Deborah King

Administration: Susan A. Cole

Site Selection: Tom Veal
At Con Registration: Rick & Joy Waterson
Rental Czar:

Programming: Edie Stern & Andy Robinson

Ops Office Manager:
Tech Office Manager:

Events: Gary Feldbaum & Steve Whitmore

Office Manager: Davey Snyder
Sales to Members: Jackie Whitmore
Banquet:

Publicity: Ray Hetz

Exhibits: Mark L. Olson

Dealers: Dick Spelman
Art Show At-Con Ops: Gay Ellen Dennett
Art Show Sales: Stu Hellinger
Art Show Print Shop:

Services: Theresa Renner

Office Manager: Jayne Rogers

Sample

Area Set-Up Request				Page 1 of 1
Area: <i>Art Show Sales</i>		Date: <i>12/18/91</i> <input checked="" type="checkbox"/> New <input type="checkbox"/> Change	Area Opens: <i>1:00 PM</i>	1st Delivery: <i>11:30 AM</i>
Area Head: <i>Joe Phan</i>		For AT Con Date: <i>Sat 9/5/92</i>	Area Closes: <i>6:00 PM</i>	Last Pick-Up: <i>6:30 PM</i>
Location: <i>OCCC Hall B</i>		Shift Managers: <i>Bill Phan, Joan Phan, Tom Phan</i>		
Cash Box Types: A = Small B = Medium C = Medium Flat D = Large E = Large Flat				
Sizes: L x D x H 10.25x4.75x2.75 10.25x7.25x4.5 10.25x7.25x2.25 15.5x10.5x4.5 15.5x10.5x2.25				
Cash Box Fund # 1	Cash Box Fund # 2	Cash Box Fund # 3	Cash Box Fund # 4	
Cash: Bills	Cash: Bills	Cash: Bills	Cash: Bills	
Denom. Quant. Total	Denom. Quant. Total	Denom. Quant. Total	Denom. Quant. Total	
\$20.00 x - \$ 40.00	\$20.00 x - \$ 0	\$20.00 x - \$ 40.00	\$20.00 x - \$ 0	
\$10.00 x - \$ 50.00	\$10.00 x - \$ 0	\$10.00 x - \$ 50.00	\$10.00 x - \$ 0	
\$5.00 x - \$ 10.00	\$5.00 x - \$ 0	\$5.00 x - \$ 10.00	\$5.00 x - \$ 0	
\$1.00 x - \$ 10.00	\$1.00 x - \$ 0	\$1.00 x - \$ 10.00	\$1.00 x - \$ 0	
Subtotal: \$ 110.00	Subtotal: \$ 0	Subtotal: \$ 110.00	Subtotal: \$ 0	
Cash : Coins in Rolls	Cash : Coins in Rolls	Cash : Coins in Rolls	Cash : Coins in Rolls	
\$.25 (\$10) x - \$ 10.00	\$.25 (\$10) x - \$ 0	\$.25 (\$10) x - \$ 10.00	\$.25 (\$10) x - \$ 0	
\$.10 (\$5) x - \$ 5.00	\$.10 (\$5) x - \$ 0	\$.10 (\$5) x - \$ 5.00	\$.10 (\$5) x - \$ 0	
\$.05 (\$2) x - \$ 2.00	\$.05 (\$2) x - \$ 0	\$.05 (\$2) x - \$ 2.00	\$.05 (\$2) x - \$ 0	
\$.01 (\$.50) x - \$.50	\$.01 (\$.50) x - \$ 0	\$.01 (\$.50) x - \$.50	\$.01 (\$.50) x - \$ 0	
Subtotal: \$	Subtotal: \$ 0	Subtotal: \$	Subtotal: \$ 0	
CASH TOTAL \$ 127.50	CASH TOTAL \$ 0	CASH TOTAL \$ 127.50	CASH TOTAL \$ 0	
SUPPLIES	SUPPLIES	SUPPLIES	SUPPLIES	
Cash Box Type: <i>D Large</i>	Cash Box Type: <i>E-Large Flat</i>	Cash Box Type: <i>D Large</i>	Cash Box Type:	
Inc./Exp. Form: <i>Talley Slip</i>	Inc./Exp. Form: <i>Talley Slip</i>	Inc./Exp. Form: <i>Talley Slip</i>	Inc./Exp. Form:	
<input type="checkbox"/> Imprinter	<input checked="" type="checkbox"/> Imprinter	<input checked="" type="checkbox"/> Imprinter	<input type="checkbox"/> Imprinter	
<input type="checkbox"/> Charge Slips	<input checked="" type="checkbox"/> Charge Slips	<input checked="" type="checkbox"/> Charge Slips	<input type="checkbox"/> Charge Slips	
<input checked="" type="checkbox"/> Calculator/Paper	<input checked="" type="checkbox"/> Calculator/Paper	<input checked="" type="checkbox"/> Calculator/Paper	<input type="checkbox"/> Calculator/Paper	
<input checked="" type="checkbox"/> Batteries	<input checked="" type="checkbox"/> Batteries	<input checked="" type="checkbox"/> Batteries	<input type="checkbox"/> Batteries	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Area Set-Up Request

Area:	Date: <input type="checkbox"/> New <input type="checkbox"/> Change	Area Opens:	1st Delivery:
Area Head:	For AT Con Date:	Area Closes:	Last Pick-Up:
Location:	Shift Managers:		

Cash Box Types: A = Small B = Medium C = Medium Flat D = Large E = Large Flat
 Sizes: L x D x H 10. 25x4. 75x2. 75 10. 25x7. 25x4. 5 10. 25x7. 25x2. 25 15. 5x10. 5x4. 5 15. 5x10. 5x2. 25

Cash Box Fund # 1	Cash Box Fund # 2	Cash Box Fund # 3	Cash Box Fund # 4
Cash: Bills	Cash: Bills	Cash: Bills	Cash: Bills
Denom. Quant. Total	Denom. Quant. Total	Denom. Quant. Total	Denom. Quant. Total
\$20.00 x =\$	\$20.00 x =\$	\$20.00 x =\$	\$20.00 x. =\$
\$10.00 x =\$	\$10.00 x =\$	\$10.00 x =\$	\$10.00 x =\$
\$5.00 x =\$	\$5.00 x =\$	\$5.00 x =\$	\$5.00 x =\$
\$1.00 x =\$	\$1.00 x =\$	\$1.00 x =\$	\$1.00 x =\$
Subtotal: \$	Subtotal: \$	Subtotal: \$	Subtotal: \$
Cash : Coins In Rolls	Cash : Coins In Rolls	Cash : Coins In Rolls	Cash : Coins In Rolls
\$.25 (\$10) x =\$	\$.25 (\$10) x =\$	\$.25 (\$10) x =\$	\$.25 (\$10) x =\$
\$.10 (\$5) x =\$	\$.10 (\$5) x =\$	\$.10 (\$5) x =\$	\$.10 (\$5) x =\$
\$.05 (\$2) x =\$	\$.05 (\$2) x =\$	\$.05 (\$2) x =\$	\$.05 (\$2) x =\$
\$.01 (\$.50) x =\$	\$.01 (\$.50) x =\$	\$.01 (\$.50) x =\$	\$.01 (\$.50) x =\$
Subtotal: \$	Subtotal: \$	Subtotal: \$	Subtotal: \$
CASH TOTAL \$	CASH TOTAL \$	CASH TOTAL \$	CASH TOTAL \$
SUPPLIES	SUPPLIES	SUPPLIES	SUPPLIES
Cash Box Type:	Cash Box Type:	Cash Box Type:	Cash Box Type:
Inc./Exp. Form:	Inc./Exp. Form:	Inc./Exp. Form:	Inc./Exp. Form:
<input type="checkbox"/> Imprinter	<input type="checkbox"/> Imprinter	<input type="checkbox"/> Imprinter	<input type="checkbox"/> Imprinter
<input type="checkbox"/> Charge Slips	<input type="checkbox"/> Charge Slips	<input type="checkbox"/> Charge Slips	<input type="checkbox"/> Charge Slips
<input type="checkbox"/> Calculator/Paper	<input type="checkbox"/> Calculator/Paper	<input type="checkbox"/> Calculator/Paper	<input type="checkbox"/> Calculator/Paper
<input type="checkbox"/> Batteries	<input type="checkbox"/> Batteries	<input type="checkbox"/> Batteries	<input type="checkbox"/> Batteries
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

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Area Set-Up Request Instructions

This form is meant to help both you and Treasury decide what Cash and equipment will be needed to run your Area for each day of the convention.

Area: The Area you are running (i.e. Registration, Sales to Members, Art Show Sales, Print Shop)

Location: Physical Location where money will be.

Date: Date you submitted this request.

New: If this is the first request you have submitted for this AT Con date.

Change: If this is a change from a previous request for this AT Con Date.

Area Head: Your name.

For AT Con Date: The day of the Convention that is request is for (i.e. Thurs. 9/3/92). There should be one done for each day of the convention that you will be handling any type of money.

Shift Managers: People who will be working for you who might be delegated to allow a Treasury Pick-Up or Set-Up. They should be aware of the procedures for movement of Cash. It also helps Treasury to know who to go to when they need to make a Pick-Up or Set-Up.

Area Opens: Time your Area opens to the Public.

Area Closes: Time your Area closes to the Public.

1st Delivery: Time you want your Cash Set-Up to arrive at your Area. Usually 1/2 hour before you open.

Last Pick-Up: Time that all of the Cash will be taken away from your Area. Usually 1/2 after you close.

Cash Box Fund #: Each Cash box is referred to as a Fund even if it handled no cash only checks or charges.

Cash Bills: Quantity and total dollars of each denomination.

Cash Coins In Rolls: Quantity and total dollars of each type of roll of coins (Roll is in \$).

Cash Total: For this cash box fund.

Supplies:

Cash Box Type and Sizes: Size of the Cash box you will need based on the type of money that will be handled (i.e. only cash, cash and small checks, charges only). A=Small has only one slot for bills in the coin tray. Flats are generally used for non-cash stations.

Income/Expense/

Petty Cash Form: The type of form that you will fill out each time you receive or disperse money.

Imprinter: Used for imprinting credit card slips.

Charges Slips: To be used for each credit card purchase.

Calculator/Paper: Used to calculate tax etc.

Batteries: Method to power calculators depending on whether you will have electric outlets nearby. You must provide your own electrical cords and power strips.

Other: Tacky finger etc. Not for general office supplies, order those from Logistics.

Procedure for Reimbursement

Fill in check request and attach receipts. (If advance, no receipt will be available.)

Pay to:

Amount:

Attn: (if needed for mailing)

Date needed:

Address: (if to be mailed)

Requested by: (printed)

Date requested:

To be mailed: (yes or no)

Return to: (name if expected to be hand delivered, or if different than Pay to:, and include address if latter)

G/L #: (if known)

Description of expense:

Amount:

Total: (should be same as amount on top, unless advance included)

Sign the form where it says signed by requestor.

Send it to division head for signature unless you're the division head. The division head should be the person in the division with budget signatory authority for that division. This person should check that it is an expense we wanted and expected or that person is authorized an advance and fill in G/L # if requestor didn't and make a first pass check that there is remaining budget for this expense. Form then gets sent to Judy Bemis, who checks it against budget and checks for accuracy and completeness. She copies request cover for data entry into bookkeeping system, and forwards original for payment to checkbook holder, who files it after writing check and filling in check number and date. If check was for advance, he returns copy of request with check, requesting receipts as soon as available. He also informs Financial Division Head (Judy) of check number and date. Bookkeeper fills in date and their name when transaction is entered into computer books on controller copy.

U

MAGICON

Control # _____

CHECK REQUEST 24 HOUR NOTICE REQUESTED

=====

PAY TO _____

AMOUNT

\$ _____

ATTN: _____

DATE NEEDED _____

STREET ADDRESS _____

REQUESTED BY _____

CITY, STATE & ZIP _____

DATE REQUESTED _____

SIGNED BY REQUESTOR: _____

APPROVED BY: _____ (Division Manager)

AUTHORIZED BY: _____ CONTROLLER

TO BE MAILED? _____

RETURN TO _____

G/L #	DESCRIPTION	\$ AMOUNT

TOTAL AMOUNT OF CHECK: _____

\$ _____

(PLEASE INCLUDE COPY OF INVOICE, AD, COD SLIP, ETC., SHOWING PURPOSE OF REQUEST)

=====

FOR ACCOUNTING USE ONLY

CHECK # _____ ENTERED IN COMPUTER _____
CHECK DATE _____ ENTERED BY _____

JANUARY 17-19 1992 MAGICON MINUTES

MEMBERS PRESENT AT MEETING:

Judith C. Bemis	Finance Division Head
Susan A. Cole	Administration Division Head
Michael Drawdy	Services DivisLogistics
Gary Feldbaum	Events Division - Co-Division Head
Melanie Herz	Services Divison-Lounges
Ray Herz	Publicity Division Head
Mark Olsen	Exhibits Division Head
Priscilla Olsen	Programming Division-Staff
Tony Parker	FANAC Treasurer
Dave Ratti	FANAC Secretary
Theresa Renner	Service Divison Head
Andy Robinson	Programming Div-Co-Division Head
Joe Siclari	Chairman
Edie Stern	Programming Div-Co-Divison Head
Tom Veal	Admin. Coordinator/General Counsel
Steve Whitmore	Events Divison-Co-Division Head
Ben Yalow	Facilities & Fixed Functions

Guests: ASFA Liaison: Ingrid Neilson
SFWA Liaison: Jack C. Haldeman

DIVISION REPORTS

FACILITIES DIVISION - Report by Ben Yalow

A. Preliminary Peabody Hotel Resume

- o Current Resume is not correct.
However three items are "real"
 1. Days in which Magicon takes possession of rooms
 2. Final room assignments
 3. Times of possession are correct
- o Discussion occurred on room allocation at the Peabody.
Suggestion made to prepare a grid to keep everything up to date.
- o Due date of "real" resume submittal is 04/15/92.
- o Drop Dead date submittal to Ben Yalow is 6/01/92.

ACTION ITEM: BEFORE RESUME SUBMITTAL EACH DIVISION HEAD NEEDS TO CONTACT BEN YALOW AND GIVE HIM A LIST OF WHAT THEY NEED FROM THE HOTEL.

B. Meeting Planners Guide Book

- o Guide book from OCCC is available.

ACTION ITEM: FACILITIES DIVISION TO REVIEW, COPY AND DISTRIBUTE

C. Safety Report

- o A summary of Kurt Siegel's Safety report was presented by Mark Olson. (Note: Audio tape of this presentation was incoherent)

D. Parking at OCCC

- o Limited Staff Parking is free
- o Public is charged for Parking
- o Discussion occurred on the parking issue

ACTION ITEM: Don Eastlake to investigate parking details.

E. Telephone Service

- o Long Distance is available
- o How will this be handled (To be discussed later)

ACTION ITEM: EACH DIVISION NEEDS TO DETERMINE THE NUMBER OF LINES AND NUMBER OF PHONES THEY WANT TO UTILIZE AND REPORT TO FACILITIES.

F. OCCC Set-up and Tear Down

- o Stickers were recommended by Mark Olsen to show some type of volunteer identification during this time period.
- o Request for Tour of OCCC By Debbie King (Finance Div) which is scheduled for May 15, 1992.
- o Discussion occurred on Air-conditioning the B/C Halls in the OCCC during Set-up/Tear Down.
 1. It costs money to turn on A/C
 2. When do we turn on A/C

Recommendation was made by Andy Robinson to turn A/C on for set-up, and if MagiCon makes money, we pay for the A/C during tear down.

A general consensus of the MagiCon Operating Board agreed and accepted this recommendation provided we have money prior to the convention.

G. "Rent-A-Cop" and Guards for Security.

- o Discussion occurred. The following questions were raised:
 1. Should guard have guns?
 2. Is a guard needed in all areas?
 3. Where is a guard needed the most: ArtShow, Dealers Room, Finance/Admin Offices.

No decisions have been made at this time.

H. 1 Suite at Peabody

- o 1800 Sq ft (Includes parlor, bedroom, and two rooms)
- o Discussion occurred on whether MagiCon can utilize this room or just not use it at all.

1. TOR Books has reserved this suite for Saturday
2. Available nights for usage are Friday and Sunday

Suggestion made by Ray Herz to offer use of suite to Florida SF clubs to hold a party.

Discussion placed on hold at this time.

I. VIP Suites

- o Possible Committee Den space allocation
- o Need to determine what organization/person has suites in Clarion.
- o ASFA/SWFA Liaisons to view suites in Peabody.

J. Room Pickups/Suite Pickups

- o Ben Yalow provided a report on room and suite pickups.
- o Any problems with rooms/suites need to be addressed to Ben Yalow.

ACTION ITEM: PUBLICITY WAS ASKED TO PREPARE A PRESS RELEASE INDICATING THAT 1/2 OF MAGICON'S HOTEL ROOMS ARE STILL AVAILABLE.

PUBLICITY DIVISION REPORT - Presented by Ray Herz

- o All timeline elements up to date.
- o Proposed Mass mailing to SFBC on hold, awaiting price data
- o Fylers are low, under 1000 flyers available.
Mass printing of final version planned to be printed in February.
- o Copy count sufficient to cover proposed mass mailings
- o Ads placed in:
Chattacon Progress Report and Program Book.
Boskone Program Book
Crackercon Program Book (to be done)
Flyer masters sent to Foreign Agents
- o "Get out the Vote" Press Release issued in hard copy & on E-mail.
- o Publicity Division gathering more in state volunteers.
- o Laurie Mann to focus on National/Fan Press releases
- o Laurie Mann working on putting Press Kit Together.
- o Gary Roen is concentrating on Regional/State Press Releases

- o Jayne Rogers assisting in pricing effort for Billboard rental and production. Prices/availability need to be sent to the Chairman as soon as possible.

ACTION ITEM: PUBLICITY DIVISION TO E-MAIL TO ALL MOB MEMBERS THE CURRENT PRESS POLICY.

EVENTS DIVISION - Presented By Gary Feldbaum and Steve Whitmore

- o Division Apa has been mailed. All Events Personnel and Division Heads should have received issue.
- o Technical information and prices being collected by Dalroy Ward.
- o Production Manager Anita Raj gathering information.
- o Marty Gear working on Masquerade rules and technical requirements.
- o Jill Eastlake conducting meeting this weekend to discuss Hugo Awards Ceremony.
- o The Hugo rockets are being manufactured by Peter Weston.
- o Events division has been presented with three possible opening ceremonies for MagiCon. Discussion of these ideas to be held at Boskone for MOB.
- o Discussion occurred on how many other awards should be given at MagiCon. (i.e. Campbell Award, First Fandom, Big Heart, Japanese) and what auxillary awards should be given. Mark Olsen suggested that MagiCon present the traditional awards and schedule the auxillary awards at a different time.
- o Events Division is working with Confrancisco on "passing the torch" ceremony for closing ceremonies.
- o Events Division is working on the food functions and the "Meet the VIP" Party.
- o Ken Knabbe is coordinating Gaming
- o Barbara Higgins is coordinating Filking
- o G.O.H. Speeches
 1. Penny Frierson has been asked to contact the GOH's and discuss this with them.
- o Suford Lewis is coordinating the Regency Dance
 - Discussion occurred on providing discounted memberships for Dance Master, the Band, and their Spouses and children at the Regency Dance.
 1. Steve Whitmore to discuss this further with Programming Division.
- o Sales to Members
 1. Tentative Prices are have been set for

o Blood Drive

- Coordinated by Perry Williams
- Discussion occurred on feasibility of a Blood Drive.
- Do we want to offer Heinlein pins. Will MagiCon members buy these pins. Are they feasible?

Discussion was placed on hold

o Technical Discussions

- Dalroy Ward coordinating

Received proposal from a Subcontractor to handle lighting for MagiCon. Cost is \$500. In exchange for services, Subcontractor would like free memberships to MagiCon.

Discussion occurred on the above. No decisions made at this time

ACTION ITEM: Steve Whitmore to discuss with Joe Siclari the full details of the Subcontractor's proposal.

Secondary discussion occurred. Should Magicon provide free memberships in exchange for work at the con?

MOB members determined that "We do not provide free memberships to members of the Science Fiction community. All workers are eligible for reimbursement after the convention should there be a surplus.

GENERAL COUNSEL REPORT - Presented by Tom Veal

o WSFS Business

1. WSFS Constitution copy received from Chicon was declared by The MagiCon Operating Board to be unusable.
2. Chicon WSFS Business Minutes have not been received
3. Bruce Pelz to coordinate Speakers and handle the Podium at MagiCon.

o Hugo Nominations

1. Nominations form to be mailed out to all MagiCon members.
2. Nomination form has already been uploaded on Compuserve/Genie and other Computer bulletin boards

o Site Selection

1. Site selection ballots to be mailed out to all MagiCon members with the next Progress Report.

FINANCE DIVISION REPORT - Presented by Judy Bemis

o Current Budget line items entered in Chart of Accounts

ACTION ITEM: DIVISION HEADS NEED TO REVIEW CHART OF ACCOUNTS AND MAKE CHANGES. ANY CHANGES/COMMENTS THAT ARE MADE NEED TO BE REVIEWED BY JUDY BEMIS

- o Checkbook is up to date and on track
- o Income has been broken down into price points which created more work for Finance. Judy to check deposits against Susan's records.
- o Discussion occurred on Cash Set-ups at MagiCon
 1. Debbie King Coordinating and is working on procedures
 2. Will need Division Head input when procedures become available.
- o Staffing
 1. Finance Division is understaffed in area of Cash Runners at Con. Judy is working on recruiting volunteers for this area.
- o Credit Cards
 1. Application is partially filled out. Awaiting some financial data from Administration for the bank. (Bank needs % of MagiCon Gross Receipts. Administration working with Finance to get this data to bank.

Discussion occurred on the Financial data which the Bank actually needs from MagiCon to process credit card application.

Finance and Administration to work problem
- o Discussion occurred on how much cash should be in petty cash for staff use.
 1. Final decisions will be made based on departmental needs.

ACTION ITEM: TREASURY WILL MAKE RECOMMENDATIONS ON LOCATION AND AMOUNTS FOR PETTY CASH. (REQUESTED THIS RECOMMENDATION BE GIVEN TO CHAIRMAN NOT LATER THAN JUNE 1, 1992)

EXHIBITS DIVISION - Report by Mark Olsen

- o Art Show
 - Plans are progressing - no problems
- o Vince Di Fate's History of S.F. Exhibit
 - 150 pieces available
- o Dealers Room
 - Sold out.
 - Some tables available for committee discretion
- o Fan Lounge
 - Coordinated by Geri Sullivan
 - Discription of Fan Lounge and other details presented by Geri in a handout that was given to all MOB members.

- o Commerical Exhibits
 - D.C. Comics planning an exhibit
 - o Special Interest Groups
 - Small response but effective - no problems
 - o Golf Course
 - This exhibit is progressing. No problems
- SERVICES DIVISION REPORT - Presented by Theresa Renner

- o Robbie Cantor to Coordinate C&C (Communications/Control)
- o Jayne Rogers declined to coordinate the sign shop. Need to find another volunteer.
 1. Discussion occurred on what type of signs are needed at the convention. Discussion placed on hold.
- o Rob Spence to coordinate all Beeper rentals with Local Orlando liaison Mike Drawdy.
- o Con Suite
 1. Coordinated by Sue Francis
 2. Located in Peabody
 3. Corkage has been bought off
 4. Con Suite plans progressing
- o Handicap Access
 1. Coordinated by Electrical Eggs Representative John Platt.
 2. Need Headquarters area for pick up of supplies and check-in

ACTION ITEM: T. RENNER TO CONTACT JOHN PLATT CONCERNING STATUS OF THIS AREA.

- o Information
 1. Theresa Renner working on getting a Coordinator for this area.
 2. Will need phones, tables, chairs, etc...
- o Daily Newsletter
 1. Fred Duarte coordinating the newsletter
- o Travel
 1. Larry Ruh is Liaison to Garber Travel
- o Logistics
 1. Coordinated by Mike Nelson
 2. Local Orlando Liaison is Mike Drawdy
 3. Need a computer expert to handle all computer rentals
 4. Rental liaison for all equipment is Mike Drawdy

ACTION ITEM: ALL DIVISION HEADS NEED TO SEND THEIR LOGISITCS REQUIREMENTS TO THE SERVICES DIVISION.

NOTE: SEND ALL REQUESTS FOR LOGISTIC REQUIREMENTS TO MELANIE HERZ (CIS# 73540,273). MELANIE TO FORWARD REQUESTS TO MIKE DRAWDY.

- o Committee Den, Staff and Gopher Lounge
 1. Coordinated by Melanie Herz
 2. Staff/Gopher Lounge located in OCCC

3. Committee Den located in Clarion
4. Steven Gold to coordinate all Gophers.

Discussion occurred on the differences between Staff/Committee and Gophers. No decisions made at this time.

o Other Discussions

"Rent a cops", crossing guards on International Drive and the use of Shuttle buses for fans.

1. The Convention center will handle the "Rent-a-Cops".
2. No other significant decisions were made on these subjects.

o Babysitting Area Report

1. Eight Babysitting services investigated. Only four responses received.
2. Costs are economical and inexpensive.
3. Discussion occurred on "tickets" for babysitting and other forms of identifying a parent.
 - Suggestions included Picture ID's of parents/children
4. Discussion occurred on medical policies.
 - Who gives medicine to the child, Parents, or Babysitting service? No decisions made at this time.

ACTION ITEM: LYNN MURPHY AND THERESA RENNER TO WORK UP BABYSITTING CHARGE PROPOSAL AND BRING TO CHAIR.

PROGRAMMING DIVISION - Presented by Edie Stern/Andy Robinson

- o Questionnaire for Professionals ready to be sent out.
- o Discussion occurred on what to put into the form letter for program participants.
 1. Members of MagiCon
 2. Non members of MagiCon
 3. What do we offer the non-members?
- o First Programming mailing was sent out to pros.
- o Program frenzy scheduled for Weekend of May 1, 1992.
- o APA has been distributed to all staff and Division Heads
- o Need volunteers in the following areas:
 1. Technical
 2. Gaming
 3. Filking
 4. Green Room
- o Need help in Academic Programming
 1. No independent tracking programming scheduled
- o Films are being coordinated by Bill Parker.
- o Innkeeper report was given by Andy Robinson (Details to be forthcoming)

PUBLICATIONS DIVISION - Presented By Dave Ratti

- o Dave is temporarily in charge of this division due to the health of Becky Thomson.
- o PR 5 currently at the printers. Should be ready week of January 17th with mailing week of January 27th.
- o Tom Hanlon is coordinating ads for sale for Program book
- o Jon Gustafson is coordinating the Program Books.
- o Discussion occurred on sending out a separate mailer notifying MagiCon members of Hugo nominations, site selection, and to send an updated copy of the WSFS constitution.

ACTION ITEM: Dave Ratti to look into costs to have a mailing house handle THIS.

ACTION ITEM: Dave Ratti to get mailing labels from Administration to give TO THE MAILING HOUSE.

- o Discussion occurred on current copy of WSFS Constitution that is being printed in PR 5.

1. Portions are incorrect and unclear.

ACTION ITEM: MARK OLSON AND TOM VEAL TO WORK UP A CORRECT VERSION AND SEND TO DAVE RATTI TO INCLUDE IN THE MAILER.

- o Discussion occurred on what type of publications each Division Head would need for the convention.

ACTION ITEM: ALL DIVISION HEADS WERE ASKED TO TURN IN THEIR REQUIREMENTS TO THE CHAIRMAN.

INSURANCE DISCUSSION - Presented by Tom Veal

- o Frank Dowler had agreed to investigate insurance issues and received quotes for MagiCon.
 1. Quotes fall into the \$8,000 range.
 2. Covers Art Show, Office, General Liability, Child Care False Arrest, Directors Liability.
 3. Does not cover Child Abuse.
 4. Coverage on Vehicles used at Magicon needs to be investigated.

ACTION ITEM: TOM VEAL AND GARY FELDBAUM TO PREPARE A LIST OF COVERAGE ITEMS FOR INSURANCE.

DIVISION AREA RESPONSIBILITIES AND NEEDS

Exhibits Division Responsibilities

- o Mark Olsen presented report on what the Exhibits Division role is at MagiCon.
 1. Full report was given to all MOB members in a handout.
 2. Discussion occurred on several of these items, however no updates or significant changes were made.

Events Division Responsibilities:

- o Sales to Members
- o Masquerade
- o Hugo Awards
- o Food Functions
- o Opening/Closing Ceremonies
- o Filking
- o Gaming
- o Regency Dance
- o Meet the Pros Gathering
- o Hugo Losers Party
 - Coordinated by Janet Anderson (ConFrancisco)
 - Contact is Peggy Rae Pavlat

Events Division Needs:

- o Sales to Members
 - Needs furniture to set up booth area
 - Needs NCR Forms for orders forms
 - a. Dave Ratti to check into prices for NCR paper.
 - Requests two phonelines (need one for Strip Reader)
- o Masquerade (Coordinated by Marty Gear)
 - Scheduled for Sunday
 - Requires an office
 - Requires space at the information table for masque data
 - Requires space at the information table to register contestants
 - Events division to staff the table for the above.
 - Requires Computers for office for tracking purposes
 - Requests space in the Exhibits area for masque overflow after ceremony
 - Requests a hall or other area to usher judges and contestants out of the room.
 - Requests a room for the Judges to decide Masque awards. (Discussion was made on this request. It was decided that an area close to Hall A would be sufficient.
 - Requests additional tables and chairs for backstage.
 - Requests soda set-ups, 30-40 blankets, and an EMT to provide possible first aid to contestants.

Discussion occurred on liability and EMT on duty. It was decided by the MagiCon board that "MAGICON IS NOT ENDORSING ANY EMT EXCEPT THOSE PROVIDED THROUGH OFFICIAL SOURCES AT THE CONVENTION".

- o Hugo Awards
 - Scheduled for Saturday night
 - Requests separate Green Rooms for nominees
 - Events will coordinate with Programming when they will be needing Hugo Nominees.
 - Will interface with Publicity on interviewing nominees and winners.

- o Food Functions

- NASA Luncheon with R. Crippen and J. Young scheduled for Friday noonish. Events/Programming to coordinate this with NASA Liaison Joe Green. (NOTE: AS OF 04/01/92 - R. CRIPPEN WILL NOT PARTICIPATE).
- Discussion occurred on where to hold this event. Events Division is using as its Operating Plan Hall E or the Peabody. This also depends on the catering prices the OCCC charges versus the Peabody prices.
- Events has a copy of catering list, will review and make recommendation.
- Publicity to send out a Press Release on this event
- This will also be listed in PR 6.
- Crippen/Young Major Space Program is tentatively scheduled for Friday at 3:00PM. This allows members who are not at Luncheon a chance to hear the speakers. A 1 Hr break will occur between the Luncheon and the program.

o Opening Ceremonies

- Scheduled for 2:30PM Thursday - Hall A OCCC

o Filking

- Scheduled to be held in the Orlando Room (Peabody)
- Coffee/Tea set-ups are requested
- Menu from catering will be investigated to analyze costs
- Three rooms are requested plus water setups.

o Logistical Items

- Request carts to move bulky and heavy items around OCCC (especially Sales to members items).

o Meet the Pros Gathering

- Discussion occurred on moving this from the Peabody to the Clarion pool area. Thereby Hotel caters and is considered a private party.

ACTION ITEM: BEN YALOW TO CHECK ON FOOD PRICES AND USAGE OF THE POOL AREA AT CLARION FOR THE POSSIBLE SITE OF THIS PARTY.

o Closing Ceremonies

ACTION ITEM: STEVE WHITMORE TO CONTACT CONFRANCISCO ON CEREMONY.

o Regency Dance

1. Need a dance floor.

ACTION ITEM: BEN YALOW TO CHECK ON THE AVAILABILITY OF THE FLOOR

o Technical

1. Provides lights and microphones for con

3. Technical personnel are not expecting to deal with the decorator or to take any logistical trips to survey the facilities.
4. Events will provide all technical support for Hall A.

o Alternate Awards

1. Discussion occurred on when to hold these awards.
2. No significant decisions made at this time. Will work with Programming on this.

o Masquerade Personnel (Ken Ward) to set up Photo Area.

Miscellaneous Events Division Requests:

1. Events Division requests that more correspondence needs to be sent to Division heads not just the area coordinators.
2. More constraints must be placed on the budget.
3. "Poof You're It" should be more meaningful.

ACTION ITEM: ADMINISTRATION DIVISION TO SEND MORE CORRESPONDENCE TO THE EVENTS DIVISION AS REQUESTED.

ACTION ITEM: BEN YALOW TO CHECK ON PHONE LINES IN THE HOTELS AND TO CHECK ON AVAILABILITY OF BOOKING HALL E IN OCCC.

FACILITIES DIVISION - AREA RESPONSIBILITIES

- o Coordinates with hotels on bedroom block and OCCC on all space allocation and for room blocks, VIP suites, and any facility problem.
- o Decorator coordination.
- o Prepares and submits resumes for the OCCC and Hotels and outlines usage of all rooms.
- o Receives all requests for space and facility allocation from other Divisions and Chairman.
- o Discussion between Division Heads occurred on what other responsibilities Facilities needed to handle. No significant changes or additions were made.
- o Facilities will handle all phone line requests in OCCC/Hotels Coordinated by Ben Yalow.

ADMINISTRATION DIVISION RESPONSIBILITIES

- o Processes all incoming mail inquiries and responds in a timely manner.
- o Handles all deposits to bank
- o Processes all incoming attending/supporting memberships and records them in MagiCon database.

- o Works with Finance division by depositing all checks for incoming memberships.
- o Handles all pre-registration for MagiCon.
- o Processes all information for individual areas by sending correspondence to key personnel (i.e. Division Heads, Area Managers, Chairman).
- o Handles all membership mailing for Publications Division

ADMINISTRATION DIVISION NEEDS

- o Relying on Facilities Division to provide booth's and table areas for Registration.
- o Discussion occurred on badge distribution (colors, type, status)
 - No decisions made at this time.
- o Discussion occurred on badge designs.
 - Should they be laminated, have ribbons?
 - What type of "Quasi Gismos" should be on badges to identify what area a committee/staff person is working.
 - "Quasi Gismos" are referring to the stickers affixed on members badges used at Noreascon to identify staff/committee etc.. and what they were doing.
 - Discussion occurred on the type of ribbons for FANAC members and for GOH.
- o Administration is relying on Facilities Division to provide a set of telephones at Registration.
- o Administration is relying on Logistics to provide computer equipment and copy equipment.

MISCELLANEOUS ADMINISTRATION DIVISION ITEMS

- o Susan Cole to coordinate Pre-registration
- o Rick Waterson coordinating registration at con
- o Programming Division asks that Administration provide computer space to compile programming ideas during the Programming frenzy.
- o Administration received a letter and inquiry from fans in Eastern Europe asking for a invitation to come to MagiCon. This is a political matter and needs to be addressed.
 - Joe Siclari and Melanie Herz to work on this.
 - Theresa Renner reported on an organization called "Fans across The World" which can possibly help with expenses for the European fans which was an additional concern stated in the letter Administration received.

Discussion continued on what the letter should entail and on reduced membership costs to those fans unable to afford the full membership price.

For clarification purposes: An admission is not a membership. This allows a person to visit the convention but they have no privileges (ex: voting rights for site selection). A membership in MagiCon includes these rights. 35

ACTION ITEM: A DECISION WAS MADE TO COMPOSE A LETTER TO INVITE THE EASTERN EUROPEAN FANS TO MAGICON BUT NOT TO OFFER ANY SUBSISTANCE OR MONEY.

As added discussion: Theresa Renner informed the MOB that Bridget Wilkerson (Coordinator of the "Fans across the World") wanted to place an ad in our next PR to ask for assistance to the Eastern European fans.

A MOTION WAS MADE TO ACCEPT THIS AD FROM BRIDGET WILKERSON. IT WAS SECONDED, VOTED AND PASSED.

ACTION ITEM: DAVE RATTI TO BE NOTIFIED OF THIS AD FOR THE PR AND JON GUSTAFSON WILL ALSO BE NOTIFIED.

- o Susan Cole reported on a request for Mailing labels from the MagiCon Data Base to be used by the '95 bidders. This request however, did not come through official channels. Therefore, Joe Siclari asked Susan to contact him if and when an actual request is made.
- o Susan also asked about the major giveaways which we offered during the bid:phase. (i.e. Airface and hotel winners).

ACTION ITEM: FACILITIES AND SERVICES DIVISION SHOULD BE GIVEN THE NAMES OF THESE WINNERS.

- o Discussion occurred on "At the Door" and "One Day" prices.

A MOTION WAS MADE AND SECONDED TO APPROVED THE FOLLOWING RATES. THIS MOTION WAS CARRIED. NOTE: AT THE DOOR PRICES WILL BE WITHHELD UNTIL CHAIR RELEASES THE INFORMATION. THIS IS DUE TO BUDGET CONSIDERATIONS.

ONE DAY MEMBERSHIPS		AT THE DOOR (FULL ATTENDING)	
THURSDAY	\$30	THURSDAY	\$135
FRIDAY	\$40	FRIDAY	\$135
SATURDAY	\$40	SATURDAY	\$100
SUNDAY	\$40	SUNDAY	\$ 60
MONDAY	\$30	MONDAY	\$ 30

FINANCE DIVISION RESPONSIBILITIES

- o Keeps convention books and budgets
- o Records and updates all convention financial data
- o Tracks budgets against expenses
- o Records and provides all financial data to/from the government.
- o Tracks investments.
- o Handles all cash and cash pickups at convention with each department (i.e. Art Show, Sales to Members, Registration)
- o Is responsible for security of all money collected.
- o Handles all credit card transactions
- o Tracks Division expenses

FINANCE DIVISION NEEDS

- o Depending on Facilities Division to provide a secure room to handle all finance activities in the OCCC. 36

- o Depending on Exhibits Division to transport Treasury supplies and equipment from Boston/NY.
- o Depending on Security for moving cash to the bank.

PUBLICITY DIVISION RESPONSIBILITIES

- o Provides press kits to all media representatives
- o Provides space for media to conduct interviews/reviews of con

- o Escorts local TV and news media (who are not members of the con). No escort is provided for those media members who are members of MagiCon.
- o Expect to cover the following areas:
 1. Opening Ceremonies
 2. Hugo and other awards
 3. The Masquerade
 4. Food Functions
 5. GOH Speeches
 6. Other events as they occur.

PUBLICITY DIVISION NEEDS

- o Coffee/Tea and Sosa sets in press area for all five days of convention.
- o A telephone and 2 pagers
- o Access to photocopiers (estimated usage is 200 sheets/day) and access to a computer/modem to send out PR's and other E-mail news (estimated usage is 15 mins per day).
- o Requires use of Gallery space in OCCC for headquarters.
- o Requires area for Press Interviews.

PUBLICITY MISCELLANEOUS ITEMS

The following are items Publicity needs from other Divisions

1. Facilities needs to secure space requirements
2. Services to secure the food items requested
3. Services to secure tables/chairs for use in Press area.

PROGRAMMING DIVISION RESPONSIBILITIES

- o Scheduling of: Program rooms, program ideas, program participants, tours, autograph sessions, exhibits, major events, interviews with Guests, Opening/Closing ceremonies, press interviews, films and video.

- o The GOH Liaison
 - o Assigns people to work with GOH's
 - o Coordinates: The Green room, program ops, schedule changes, the running of the program ideas, and handles the VIP blocks/Suite Allocation (Innkeeper).

PROGRAMMING DIVISION NEEDS

- o Bulk ordering of technical items for use in Programming
- o Signs from Services Division
- o Pricing data from Logistics (Delivery info and group buys)
- o Temporary storage for equipment on arrival

- o Needs of Program Participants (i.e. dates, times, places of where they will be).
- o Requests a backstage technical tour for Children
- o BIO data of GOH's for pocket program and for Publicity.
- Note: Programming (Andy Robinson) will layout the pocket program. Publications division prints it.
- o Space allocation/suites
- o Phones
- o Food items: (Coffee setups for SWFA Mtg)
- o Beverages for Children in OCCC
- o Food items for film/video crew in Peabody
- o Food for Green Room
- o Registration of program participants at registration or information
- o Cash set ups
- o Cash money for GOH's
- o GOH Liaison to pay PERDIEM of guests.

PUBLICATIONS DIVISION RESPONSIBILITIES

- o Pre-con: Prints forms, PR's
- o At-con: Prints Program Book and Pocket Program Book
- o Coordinates Progress reports

Discussion occurred on the deadline for PR 6.

- o Ad reservation date is March 31st.
- o Ad in hand is April 30th (Date to be published in PR 5)
- o Realistic release date of PR 6 is early summer.
- o Mike Glycer to work on PR 6 during April

ACTION ITEM: JOE SICLARI TO CONTACT MIKE GLYER TO SEE HOW MUCH HE CAN HANDLE DURING THE APRIL BECAUSE HE IS AN IRS EMPLOYEE AND THIS IS A VERY BUSY TIME.

Discussion occurred on the deadline for PR 7.

- o First class mail
- o Out by August 1, 1992
- o Copy in hand to Dave Ratti by July 1, 1992
- o 8 Pages of Text - no ads
- o Copy deadline to Mike Glycer is June 15th.
- o Mike Glycer in charge of content. Joe Siclari to speak to him about this.

ACTION ITEM: JOE SICLARI TO CONTACT MIKE GLYER CONCERNING PR 7 COPY.

ACTION ITEM: COPIES OF SITE SELECTION, HUGO NOMINATION FORMS AND BALLOTS TO BE PRINTED AND SENT OUT UNDER SEPARATE COVER.

ACTION ITEM: DAVE RATTI TO CHECK ON PRICES USING A MAILING HOUSE TO SEND OUT THE SITE SELECTION/HUGO BALLOTS.

SERVICES DIVISION RESPONSIBILITIES

- o Babysitting
- o C&C (Communication/Control Office)
 - At con office
 - Sign making

- Operational items (Beepers, radios, office supplies)
- Petty cash
- Rent a cop
- Contract forms (i.e. volunteer release forms)
- o Con suite
 - Supply point
- o Fan Lounges
- o Gopher control
 - Grunt labor
 - Responsible for checking in all staff/volunteers
- o Handicapped Access
- o Information desk
 - Local information
 - Tours
 - Masque data
 - Sign-up table for events
 - freebie table
- o Logistics
 - Provides equipment into and out of convention
 - Rents all equipment and returns it

NOTE: SERVICES DIVISION WILL NOT DELIVER THIS EQUIPMENT ONCE IT ARRIVES AT THE CONVENTION. EACH DIVISION WILL BE NOTIFIED AND IS RESPONSIBLE FOR PICKING UP THEIR OWN ITEMS.

- Coordinates all supply and ice runs for convention
- Provides beepers for main committee
(roughly 100 beepers are needed)

Discussion occurred on beeper rentals (i.e. costs)

ACTION ITEM: MIKE DRAWDY TO CHECK INTO COSTS AND REPORT BACK TO DIVISION HEAD

Discussion occurred on furniture rental (i.e. sofas/couches)

ACTION ITEM: MIKE DRAWDY TO CHECK INTO COSTS AND REPORT BACK TO DIVISION HEAD

MEETING ADJOURNED!

NEXT TWO MEETINGS SCHEDULED:

JUNE 5-7, 1992
JULY 24-26, 1992

HOTEL AND LOCATION OF MEETING TO BE DETERMINED.

UNCOMMITTED VOLUNTEERS AS OF 5/1/92

Mike Acord
#123
4721 Walden Circle
Orlando , FL 32811
HOME- (407)363-7127
INTEREST: volunteers or masq.

Sue Acord
#123
4721 Walden Circle
Orlando , FL 32811
HOME- (407)363-7127
INTEREST: volunteers or masq.

Catherine Adamic
1228 North Reeder Avenue
Covina , CA 91724
HOME- (213)736-2465
WORK- (213)736-2854
INTEREST: volunteers/publicity

Adina Adler
45 St. Sauveur Court
Cambridge , MA 02138
HOME- (617)868-0978
WORK- (617)482-6677
INTEREST: registr. or office

Brian Ameringen
9 Graham Road
Wealdstone
Harrow , Middlesex HA3 5RP
England
INTEREST: ?staff/gofer

David Lee Anderson
2721 N. W. 13th Street
Oklahoma City , OK 73107
HOME- (405)949-9168
INTEREST: children programming

Jose Raul Andreu-Custodio
416 South 5th Street
Grand Forks , ND 58201
INTEREST: ? wants info

Carol Anway-Wiese
#A
1317 W. Illinois Ave.
Aurora , IL 60506
HOME- (708)892-2648
INTEREST: masq. stage ninja

Bruce Arthurs
5316 W. Port Au Prince
Glendale , AZ 85306
HOME- ()843-1379
INTEREST: Gopher hole

Phillip G. Asher II
1150 Rudder Way
Sacramento , CA 95833-2809
HOME- (916)921-2632
INTEREST: Green Rm or Hosp.

Rodney Audin
3753 N. Camino Leamaria
Tucson , AZ 85716
HOME- (602)881-0565
INTEREST: Publicity videos/run

Dave Axler
#1
4419 Walnut
Philadelphia , PA 19104
HOME- (215)386-1761
INTEREST: DJ@dance/Green Room

Marla Baer-Peckham
2033 Rosebury Lane
Huntsville , AL 35803
HOME- 205-882-0540
WORK- 205-461-2582
INTEREST: ?

Scott M. Baker, D. C.
#937
12202 N. 22nd Street
Tampa , FL 33612
HOME- (813)979-1278

Bruce Bantz
30427 8th Place S.
Federal Way , WA 98003
HOME- (206)246-0386

Jenni Bantz
30427 8th Place S.
Federal Way , WA 98003
HOME- (206)246-0386
INTEREST: art show sales

Greg Barr
1412 Potomac Ave., SE
Washington , DC 20003
HOME- (202)544-4984
INTEREST: Space/Science Progra

Steven Bartlett
2007 Perkins Lane
Redondo Beach , CA 90278
INTEREST: ? (wants info)

John R. Beese
5610 Briscoe Lane
Louisville , KY 40219
HOME- (502)969-2917
INTEREST: reg/con suite/gopher

Tracy J. G. Berouzi
Apt. 44-H
6000 Montano Plaza Dr NW
Albuquerque , NM 87120
HOME- (505)899-2348
WORK- (505)722-2695
INTEREST: art show

Leroy F. Berven
3744 S. W. 97th Street
Seattle , WA 98126-4033
HOME- (206)938-4844
INTEREST: at-con reg./database

Terri Birmingham
#207
1125 E. Broadway
Tempe , AZ 85282
HOME- (602)894-2345
INTEREST: ops/prog/vol/masq...

Karen Boehler
Star Route S. Box 1480
Alamogordo , NM 88310
HOME- 505-434-3052
INTEREST: press relations

Barry L. Bard
3037 N. 47th Drive
Phoenix , AZ 85031

INTEREST:

Kirby Bartlet-Sloan
1031 S. Lyman
Oak Park , IL 60304
HOME- (708)383-6916
INTEREST:

Susan Baugh
1903 Taffeta Drive
Louisville , KY 40272
INTEREST: Info Desk or Ops

Gregory R. Bennett
213 Old Oaks
League City , TX 77573
HOME- (713)554-4539
INTEREST: Masq/prg ops/various

David Berry
394 Southbay Drive
San Jose , CA 95134
HOME- (408)945-7856
WORK- (408)974-5168
INTEREST: C&C(office)/pubs/etc

Susan J. Berven
3744 S. W. 97th Street
Seattle , WA 98126-4033
HOME- (206)938-4844
INTEREST: art show/ others

Mark Blackman
77 Warren Street, (2)
Brooklyn , NY 11201-5914
HOME- 718-643-6714
INTEREST: fanzine rm,fan pgm

Cathy Boudreau
412 Columbus Avenue
Tuckahoe , NY 10707
INTEREST: conv work/stage work

Velma Jean Bowen
P. O. Box 1831
Brooklyn , NY 11202-0039
HOME- 718-643-6714

INTEREST: fan pgm, fan lounge

wife of Greg Bradt
Greg Bradt Photographics
7121 S. Webster Street
Littleton , CO 80123
HOME- (303)979-8285
INTEREST: masq. green room den

Anne M. Burke
46 Braintree Avenue
Quincy , MA 02169
INTEREST: ?

Frank Bynum
c/o C. A. Bynum
1616 Rosewood Avenue
Louisville , KY 40204
INTEREST: programming/gopher

Charles Carrier
6 Tomoka Meadows Blvd.
Ormond Beach , FL 32174

INTEREST: ?

Suzanne Casement
1824 4/6 Grace Avenue
Hollywood , CA 90028

INTEREST: ? security?

Andy Croft
Top Flat, 217 Chichester
Road, North End
Porthmouth , Hants. PO2 0AL, England
HOME- (0705) 663838
INTEREST: assist Tech Ops

David Deitrick
Deitrick Illust & Design
6252 Hunter's Glen
Knoxville , TN 37921
HOME- (615)539-1336
INTEREST: prog (participant?)

Greg Bradt
Greg Bradt Photographics
7121 S. Webster Street
Littleton , CO 80123
HOME- (303)979-8285
WORK- (303)730-8393
INTEREST: masq./fan photograph

Mike Brannan
102 Delaware Ave.
Warner Robins , GA 31093
HOME- (912)923-6036
INTEREST: (not specified)

Allan D. Burrows
320 Maple Grove Avenue
Mississauga, Ontario L5A 1Y2, Canada
INTEREST: gopher (maybe)

Amy Carrier
6 Tomoka Meadows Blvd.
Ormond Beach , FL 32174
INTEREST: ?

Lawren A. Carrier
P. O. Box 13714
Tampa , FL 33681
HOME- (813)839-7185
INTEREST: ?talked to Joe-DASIS

Debra Conner
P. O. Box 387
Sunnytown , PA 18084
HOME- (215)234-8173
INTEREST: press rm/reg/securit

Julia Anne Daly
Kingsview Road Penn
High Wycombe, Bucks MP10 8JA
England
INTEREST: almost anything

Lori Deitrick
Deitrick Illust & Design
6252 Hunter's Glen
Knoxville , TN 37921
HOME- (615)539-1336
INTEREST: prog (participant?)

Charles Denny
#462
7201 Woodhollow Drive
Austin , TX 78731
HOME- (512)795-9165
INTEREST: computer wizard

Cory Doctorow
55 Picola Ct.
Toronto , Ontario M2H-2N2
Canada

INTEREST: con suite/stf lng.+

Frank Dowler
Enterprise 1701
2814 Corrine Drive
Orlando , FL 32803
WORK- (407)896-1701
INTEREST: help in Dealer's Rm

Shirlee (Anna the Lost) Dunlop
409 Main Street
Mt. Vernon , WA 98273
HOME- (206)336-5496
WORK- (206)336-5532
INTEREST: help dealers room

Marjii Ellers
9344 Hillrose Street
Sunland , CA 91040-1760

INTEREST: at-con registration

Valerie Emanuel
1495 Casey Lane
Port Orange , FL 32119
HOME- (904)761-2915

INTEREST: art show/any other

Bill Farina
2613 Ski Lane, #6
Madison , WI 53713
WORK- (608)271-7541
INTEREST: Press Relations

Rick Foss
Ladera Travel, Suite 103
2041 Rosecrans Ave.
El Segundo , CA 90245
WORK- (800)624-6679notCA
INTEREST: Masq. MC/travel agnt

Dermot Dobson
93 Old Road
Headington
Oxford , OX3 85X
England
INTEREST: ?(tech?)

Ira Donewitz
Apt. 7E
711 East 11th Street
New York , NY 10009
HOME- (212)979-1528
INTEREST: work for Steve W.

M. Sean Dugan
616 Old Kent Bank Bldg.
Battle Creek , MI 49017
HOME- (616)964-8639
WORK- (616)962-4994
INTEREST: gopher, etc.

Martha A. Dunston
22427 York Court
Richton Park , IL 60471
HOME- (708)481-2387
WORK- (312)702-9726
INTEREST: con suite/art/masq/+

John Emanuel
1495 Casey Lane
Port Orange , FL 32119
HOME- (904)761-2915
INTEREST: art show/any other

Thomas A. Endrey
#14-M
43-23 Colden St.
Flushing , NY 11355
HOME- (718)359-5779
WORK- (212)559-6825
INTEREST: Art Show staff

Jan Howard Finder
164 Williamsburg Court
Albany , NY 12205

INTEREST: auctioneer

Cindy Fulton
#314
10200 Miller Ave.
Cupertino , CA 95014

INTEREST: program or registrat

Rita J. Gavelis
335 Forest Street
North Andover , MA 01845
HOME- (508)682-1525
INTEREST: ?

Alan M. Gopin
5 Pine Lane
Marlboro , NJ 07746-1975
HOME- (908)308-1788
WORK- (908)949-9085
INTEREST: gaming programming

Thomas Weston Green
c/o Sapphire Records
P. O. Box 626
Brundige , AL 36010
HOME- (205)735-2500
INTEREST: artwork for pubs

Mary Hanson-Roberts
1607 Queensway Road
Orlando , FL 32808
HOME- (407)298-4453
INTEREST: Children's Pgm (art)

M. L. Hazen
Box #2244
Oceanside , CA 92051
HOME- (619)336-1235
INTEREST: gofer

Harvey Hecht
P. O. Box 1821
Rohnert Park , CA 94927
HOME- (707)664-8772
INTEREST: setup or hospitality

Mark Herrup
#1410
600 S. Dearborn
Chicago , IL 60605
HOME- (312)939-3183
INTEREST: ops,finance,other

Margaret R. Hildebrand
5316 W. Port Au Prince
Glendale , AZ 85306
HOME- ()843-1379
INTEREST: Gopher Hole

Deborah A. Gooch
1803 Olmstead Drive
Falls Church , VA 22043

INTEREST: work in Gopher Hole

George Gordon
P. O. Box 7928
Chicago , IL 60680

INTEREST: security/people mvr

Oliver Gruter, Dept of Physics
Royal Holloway & Bedford
New College, Egham
Surrey TW20 0E, England
HOME- 0784-460791
WORK- FAX 0784-472794
INTEREST: services (C & C)

Dian Hardison
4687 Sisson Road
Titusville , FL 32780
HOME- 268-2875
WORK- 867-4493

INTEREST: Space Center contact

Pam Heath
Apt. #3
2411 Gallery View Blvd.
Winter Park , FL 32792
HOME- (407)677-4761
INTEREST: local-car/physician

James R. (Owl Goingback) Heidbrink
P. O. Box 5080
Winter Park , FL 32793
HOME- (407)332-5366
INTEREST: program panelist

Bill Higgins
Mail Station 35 Fermilab
Box 500
Batavia , IL 60510
HOME- (312)293-1050
INTEREST: prog. (participant)

Richard A. Hill
156 Hillside Street,#2
Boston , MA 02120
INTEREST: Masquerade staff

Robert Hillis
6878 Lakebrook Blvd.
Columbus , OH 43235-2725

INTEREST: preside bus mtg/h.m.

Marc Himel
Apt. X
4024 LK Underhill Road
Orlando , FL 32803

INTEREST: prog. part. liason

Timothy L. Huckelbery
2625 Hatch Circle
Colorado Springs , CO 80918-6030
HOME- (719)548-9125
WORK- (719)550-3839
INTEREST: gaming

Richard Hyde
1649 28th Avenue S.
Homewood , AL 35209
HOME- (205)871-7048
INTEREST: various

Lisa Iennaco
5777 Montgomery Street
Riverside , CA 92503
INTEREST: masq. back-stg/ctchr

Marlene A. Jagot
4810 Sherwood Drive
New Orleans , LA 70128-3120
HOME- (504)245-0300
WORK- (504)861-5164
INTEREST: technical

Robert Johns
#C-201
12504 N. E. 142nd Lane
Kirkland , WA 98034
INTEREST: some volunteer shift

Jules Himber
942 Dover Avenue
Elsmere , DE 19805
HOME- (302)952-2582
INTEREST: Art Show/Auctions

Jim Holmes
213 Palmetto Avenue
Belvedere , SC 29841
HOME- (203)523-8133
WORK- (800)359-2337.
INTEREST: sound/lights/compute

Cynthia Huckle
12 Terry Ellen Cres.
Etobicoke , Ontario M9C 1H7
Canada

INTEREST: ?various

David A. Iannaccone
28 Arlington Street
Fitchburg , MA 01420
HOME- (508)342-5117
INTEREST: Information or ops

Mark Iennaco
5777 Montgomery Street
Riverside , CA 92503
INTEREST: masq. back-stg/ctchr

M. Richard Jacobs
421 Nassau
Bolingbrook , IL 60440

INTEREST: ?prog/reg/gofer

Debra Johns
#C-201
12504 N. E. 142nd Lane
Kirkland , WA 98034

INTEREST: some volunteer shift

Keith Johnson
31241 Fourth Avenue S.
Federal Way , WA 98003-5203
HOME- (206)839-7033
INTEREST: masquerade volunteer

Debra A Jordan
2062 CS
PSC 20 Box 4606
APO , AE 09260
WORK- 01-49-6373-9336
INTEREST: masquerade helper

John Kachmar
779 Carissa Drive
West Palm Beach , FL 33411
INTEREST: ?

Becky Kaplowitz
Kings Highway Towers
Apt 711 Bldg A
Maple Shade , NJ 08052
INTEREST: Live RPG, RPG

William (Wild Bill) Kern
4018 Yellow Pine Drive
Lilburn , GA 30247
HOME- (404)921-6661
INTEREST: wherever

James F. Klein
Apt 1-D
1444 W. Erie Street
Chicago , IL 60622-6158
INTEREST: film projectionist

George W. Knight
645 N. Orange Ave.
Orange City , FL 32763
WORK- (904)736-5015
INTEREST: gofer

David J. Lally
64 Richbourne Terrace
London SW8 1AX, England
HOME- 071-735 3819
INTEREST: Altern Video Program

Eric Larson
1835 Harris Avenue
San Jose , CA 95124

INTEREST: ?

Guy H. Lillian III
4217E Fontainebleau Dr.
New Orleans , LA 70125
HOME- (504)821-2362
INTEREST: daily newszine

Debbie Joseph
3152 Bay Street
Sarasota , FL 34237
HOME- (813)952-0593
INTEREST: sec./masq./art show

Diane Kachmar
779 Carissa Drive
West Palm Beach , FL 33411
INTEREST: ?

Barbara Kaufmann
10716-2 Alden Road
Jacksonville , FL 32216
HOME- (904)641-3493
INTEREST: any/live video-TV

Katherine Kimbriel
P. O. Box 202045
Austin , TX 78720-2045

INTEREST: (program participant)

Richard A. Knaak
P. O. Box 8158
Bartlett , IL 60103
INTEREST: (prog. participant?)

David M. Kushner
3489 Woodfront Court
Indianapolis , IN 46222

INTEREST: filk/prog/green room

Mike Lalor
1918 Ashbrook Drive
Cincinnati , OH 45238

INTEREST: First Fandom Liason

Toni Lay
#3-D
190 West 179th Street
Bronx , NY 10452
INTEREST: Fannish TV Network

Becky Lindsay
5 Inwood Lane
Westport , CT 06880

INTEREST: gofer

Kathei Logue
130 Babcock Street
Brookline , MA 02146
HOME- (617)232-7417

INTEREST: kaffeeklatsches

Tracy S. Lundquist
5854 Hall Street, SE
Grand Rapids , MI 49506-3867
HOME- (616)676-1423

INTEREST: films/consuite/gofer

Robert Luoma
P. O. Box 3254
Wareham , MA 02571
HOME- use internet
INTEREST: films-graveyard shft

Lynda Manning-Swartz
4905 Brushy Ridge Drive
Austin , TX 78744

INTEREST: gaming/reg/art show

Cinda McCombie
P. O. Box 123
St. Simons Island, GA 31522-8123
HOME- (912)638-1909
INTEREST: art show/art auction

Craig McDonough
4 Norumbega Terrace
Waltham , MA 02154
HOME- (617)899-8001
WORK- (617)271-4294 !
INTEREST: people moving or ...

Clara Miller
1726 Threadmill Road
Dalton , GA 30720

INTEREST: sitting job-desk,etc

Ken Moore
647 Devon Drive
Nashville , TN 37220

INTEREST: gopher-logistics

Jack Lundy
1024 Vicksburg Lane SE
Huntsville , AL 35803
HOME- (205)882-0675
WORK- (205)876-2538
INTEREST: con photography

Perrienne Lurie
13537 M. Aston Manor Way
Silver Spring , MD 20904
HOME- (301)890-9492
INTEREST: green rm/on program

Candice Massey
8107 Brace
Detroit , MI 48226
HOME- 313-846-0066m
INTEREST: turnkey dept-gn rm?

Pat McCombie
P. O. Box 123
St. Simons Island, GA 31522-8123
HOME- (912)638-1909
INTEREST: computer/video equip

Erin McKee
5409 Knox Avenue S.
Minneapolis , MN 55419

INTEREST: will do illos

Susan (Twilight) C. Mohn
#401
4200 S. W. 107th Ave.
Beverton , OR 97005
HOME- (503)646-8330
INTEREST: Masquerade/any other

Sheena Morrison
c/o Albert Sousa
2760 Assiniboine Avenue
Winnipeg, MB R3J 0B1, Canada
INTEREST: reg/prog/technical

Caroline Mullan
9 Grahm Road
Mealstone
Harrow, Middlesex HA3 5RP, England
INTEREST: ?staff/gofer

Lewis Murphy
1367 Orchid Avenue
Winter Park, FL 32789
HOME- (407)644-6826
INTEREST: Video

Kelly Novak
9231 South Springfield
Chicago, IL 60642
HOME- (708)636-3977
WORK- (708)424-9009
INTEREST: security

Ron Ontell
4557 Rueda Drive
San Diego, CA 92124
INTEREST: middle lvl/technical

Anthony M. Orlandella
474 Broadway
Lynn, MA 01904
INTEREST:

Jim Overmeyer
8045 Elm
Taylor, MI 48180
INTEREST: run computer room

Lloyd Penney
#412
4 Lisa Street
Brampton, Ontario L6T 4B6
Canada
INTEREST: various

Steve Perry
1260 Foster Street
Box 39
Atlanta, GA 30318
HOME- (404)355-1102
INTEREST: security

Francine Mullen
1161 S. W. 120th Ave.
Pembroke Pines, FL 33025
HOME- 305-435-9572
INTEREST:

Robert Neagle
310 Harney
New Orleans, LA 70124
HOME- (504)488-0489
INTEREST: (not specified)

John T. Olcott
3605 Cronk Road
Montour Falls, NY 14865
INTEREST: ?-attending 1st con

Val Ontell
4557 Rueda Drive
San Diego, CA 92124
INTEREST: middle lvl/guest rel

Nathan Orzoff
1346-A Dorado Drive
Kissimmee, FL 34741
HOME- (407)933-2662
INTEREST: Handicapped Access

Marie Parsons
Apt. 10-G
7 Peter Cooper Road
New York, NY 10010
HOME- (212)475-8911
INTEREST: guest relations

Yvonne Penney
#412
4 Lisa Street
Brampton, Ontario L6T 4B6
Canada
INTEREST: various

Sue Phillips
#140
2480-4 Briarcliff Road
Atlanta, GA 30329
INTEREST: masq. (or other)

Sharon Pierce
#203 Box 36-7
5735 W. Atlantic Place
Lakewood , CO 80227
HOME- (303)986-9811
INTEREST: hand. access/registr

Jon Powell
659 Beach Avenue
Atlantic Beach , FL 32233

INTEREST: any

JoAnn L. Radelt
INTEREST: gofer

Alan L. Ravitch
Apt. D-14
1189 Washington Street
Middletown , CT 06457-2915
INTEREST: Prog. (Participant)

Valerie L. Richardson
824, Tuscon Court
San Dimas, CA 91773
INTEREST: hospitality

Jack Rosenstein
73 Beaufort Street
Rochester , NY 14620
HOME- (716)244-0607
INTEREST: usher - major events

Linda Ross-Mansfield
333 Lipton Street
Winnipeg , Manitoba R3G 2H2
Canada

INTEREST:

Brendan J. Ryder
30 Beverly downs
Knocklyon Road
Templeogue, Dublin 16, Ireland
HOME- 01 934712
WORK- +353 1 934712
INTEREST: limited gophering

Robert Sacks
4861 Broadway, Apt. 5-V
New York , NY 10034
HOME- 212-942-3572
INTEREST: any 4 specific jobs

Patrick Porter
12052 200 SE
Issaquah , WA 98027

INTEREST: ?dlr rm/sec/office

Irene Purdy
#313
305-C Woodcreek Drive
Bolingbrook , IL 60440
INTEREST: ? (wants more info)

Mitchell P. Radelt
INTEREST: gofer

Karen Rhodes
5739 Springhaven Drive
Orange Park , FL 32065
INTEREST: ?

Gary Robe
P. O. Box 24
Franklin , KY 42134
INTEREST: Program Ops

Alan Rosenthal ← *Now doubts that he CAN attend*
349 Montrose Ave
Toronto , Ontario M6G 3G9, Canada
HOME- 416-537-5832
INTEREST: fan programming

Stefan P. Roth
4141 Fawn Court
Marietta , GA 30068
HOME- (404)565-1619
WORK- (404)894-3505
INTEREST: programming - panels

Helen Ryder
30 Beverly downs
Knocklyon Road
Templeogue, Dublin 16, Ireland
HOME- 01 934712
WORK- +353 1 934712
INTEREST: limited gophering

Gail Sanders
5408 Parkville Court
Sacramento , CA 95842

INTEREST: programming/ops/pubs

Gordon R. Saunders
505 Taxco Court
Camarillo , CA 93010
INTEREST: Masq-various/art auc

Richard Shetron
1508 Tibbits Avenue
Troy , NY 12180

INTEREST: film projection/etc.

Alexis Shorter
512 W 169th Street
New York , NY 10032

INTEREST: prog/art show/reg

John Snyder
3634 Congress Court
Fremont , CA 94538-5507
INTEREST: help masquerade

Mark Stanfill
630 E. Stanford
Bartow , FL 33830

INTEREST: ?

Diana Harlan Stein
1325 Key West
Troy , MI 48083

INTEREST: retrospective exhibit

John Daniel Strain
1615 Drummond Ave.
Panama City , FL 32405
HOME- (904)769-0614
INTEREST: (wants to see list)

Marilyn White Teague
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: hc access/sign lang

Linda Terrell
P. O. Box 25
Dunedin , FL 34697
HOME- 813-736-2359
INTEREST: photographer, other?

Charles Schwartz
4905 Brushy Ridge Drive
Austin , TX 78744
INTEREST: gaming/reg/art show

K. Michiko Short
P. O. Box 8407
Austin , TX 78744
HOME- (512)416-8085
INTEREST: programs / events

Stan Sieler
10431 Lansdale Ave.
Cupertino , CA 95014
HOME- (408)996-8938
WORK- (415)369-2303
INTEREST: art auction(voice,+)

Albert Sousa
2760 Assiniboine Avenue
Winnipeg, MB R3J 0B1, Canada
INTEREST: reg/prog/technical

Adrienne Stearns
#1
115 Candler Drive
Athens , GA 30605
INTEREST: green room/prog ops

Edwin L. Strickland III
12717 Bullick Hollow Rd.
Austin , TX 78726
INTEREST: programming

Robert G. Teague
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: HC access/other?

David Thayer
aka Teddy Harvia
7209 DeVille
NRH , TX 76180
INTEREST: art for publications

Carol Thompson
604 Vernet Street
Richardson , TX 75080
HOME- (214)669-9932
INTEREST: help Dealer's Room

Bjo Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284
INTEREST: program participant

Kathryn Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284
INTEREST: Registration gopher

John Upton
79 Brandywine Drive
Florham Park , NJ 07932-2854
HOME- (201)377-5788
WORK- (201)305-2226
INTEREST: Masquer Photographer

Diane Van Hekken
1566 Sullivan Drive
Blue Bell , PA 19422
INTEREST: ? (wants info)

↪ MWALLIS@CLUBZEN.FIDONET.ORG
Michael Wallis
444 SARATOGA, AVE., #26H
SANTA CLARA, CA 95050
(408) 248-9437
Jim Webb
2313 Mellwood Avenue
Toledo , OH 43613
HOME- (419)473-3473
INTEREST: wherever

Gail Whiskin
2251 Siesta Lane
Kissimmee , FL 34746
INTEREST: information/registra

Mary E. Thomson
915 Key Route Blvd.
Albany , CA 94706
HOME- (415)524-4576
INTEREST: Registr/Hotel liason

John Trimble
2059 Fir Springs Drive
Kingwood , TX 77339
HOME- (713)359-4284
INTEREST: Masq MC, Auctioneer

Peter A. Tyers
114. Shakespeare Way
Taverham, Norwick
Norfolk NR8 6TZ, England
HOME- 144603 861497
WORK- 1 +44 603 223215
INTEREST: ? photography/other

Clark Van Hekken
1566 Sullivan Drive
Blue Bell , PA 19422
INTEREST: ? (wants info)

Valerie Wainscott
Box 1825
Oceanside , CA 92051
HOME- (619)336-1235
INTEREST: gofer (first con)

Elizabeth Warren
2150 South J Street
Tacoma , WA 98405
INTEREST: Hospitality/Staff Lo

Charles Weidner, P. E.
200 Seaman Avenue
Bayport , NY 11705
HOME- (516)472-0594
INTEREST: registration/other

Christopher K. White
3926 Wolcott Circle
Atlanta , GA 30340-4243
HOME- (404)938-7143
WORK- (404)393-5413
INTEREST: ?

Robert Wiese
#A
1317 W. Illinois Avenue
Aurora , IL 60506
HOME- (708)892-2648
INTEREST: masquerade/breakdown

Deborah M. Wilson
11200 Polk Street
Taylor , MI 48180
HOME- (313)287-4556
INTEREST: gopher/badge checker

Albion Zegliz
333 Bradley Avenue
Rockville , MD 20851-1443
HOME- (301)871-5182
INTEREST: Prog ops:knows DBASE

Paula Sekula
1348 Rocky Road
Kissimmee, FL 34744
(407) 846-0772
INTEREST: Masquerade

Stephen J. Willis
67 Garden Street
Poughkeepsie , NY 12601

INTEREST: low lvl-door grd,C&C

Jo Anna Zacarola
29 Cedar Lane
Nowichtown , CT 06360

INTEREST: baby sitting at con

Wes von Papineau
Suite 406
190 Lees Ave.
Ottawa, Ontario K1S 5L5, Canada
HOME- (613)230-5816
WORK- (613)945-5118
INTEREST: backstage masquerade

Dave - Joe is getting copied on this on Friday at the same time as you; he has said he will copy you and me on any changes he wants immediately. I know you wanted to receive the final to typeset on Friday by network. Please don't take this to the printer without getting final approval from Joe. (When you format it, if you have time, you can take out the extra partial lines.) Judy

FANAC / MagiCon Financial Statement
for 11/1/91 thru 3/31/92

EXPENDITURES

Advertising - Pgm books, etc.	220.00
Bank fees, etc.	198.89
Best of Hugos labor	394.72
Best of Hugos postage	2,377.16
Best of Hugos printing	1,867.66
Computer network charges	405.84
Misc. Copying	29.70
Credit Card fees	47.19
Credit Card strip readers (3)	2,025.50
Miscellaneous	88.13
Office Rent	965.90
Office Supplies (all divs)	775.53
Phone (all divs)	752.75
Postage	1,189.41
Progress Reports Postage	1,749.44
Progress Reports Printing	4,334.57
Publicity Printing	321.82
Other Printing	113.08
Staff apas	
Copying	231.01
Postage	328.34
Staff Badges	35.62
Transportation Expenses	2,343.11
Total Expenditures	20,795.38

TOTAL ASSETS & LIABILITIES

Bank Accounts	190,552.36
Capital Equipment	+2,145.88
Money held by Fgn Agents	2,358.66
Office Security Deposit	182.25
Overpaymnts of Memberships	663.00

INCOME

Memberships	54,085.00
Foreign Memberships	2,487.82
Sales	6.35
Interest	2,560.51
Advertising	800.00
Artists' deposits	11,830.00
Other Income	123.00
Total Income	71,769.68

RECONCILIATION

Bank Bal 11/1/91	142,629.75
-adj for prev periods	-686.87
	141,942.88
Total Income	+71,769.68
Total Expenditures	-20,795.38
	192,917.18
+overpays	123.00
-foreign	2,487.82
Bank Bal 3/31/92	190,552.36

SMOFCON



NEW ORLEANS

DECEMBER 11-13, 1992

**Doubletree Hotel, Canal St.
New Orleans, LA**

Room Rates:

\$69.00/night, single/double occupancy

\$74.00/night, triple/quad

Membership: \$30.00 until June 30

\$40.00 until September 30

The Con for Con-Runners!

Share what you know about running cons...and figure out ways to deal with tough problems. The usual panels, workshops, and the Fannish Inquisition! (No one expects the Fannish Inquisition!) Our Con Suite will be embellished with New Orleans style, in the grand SMOFCon tradition!

YOUR SMOFCON COMMITTEE...

Jeff Berry, Susan Brocato, Jane & Scott Dennis, Tom Hanlon,
Debbie Hodgkinson, William Jensen, Matt G. Leger, Janet Moe,
Priscilla Olson, Peggy Rae Pavlat, Mike Todd, Patty Wells

Name _____

Address _____

City, State, Zip, Country _____

Telephone Nos. (AC)#: Day _____ Night _____

What do we need to know how to do that we don't know yet? Your suggestions for workshops would be appreciated.

Would you be interested in a Sunday champagne brunch featuring New Orleans-style delicacies? Please tell us by checking "Yes" or "No" here. We expect the cost to be \$15.00 to \$20.00 per person.

Make check payable to: William Jensen, Treasurer

Print mail: 8331 Donoghue St., New Carrollton, MD 20784 / E-mail: casemo!bill@mimsy.umd.edu

BABYSITTING AND CHILDREN'S PROGRAMMING
Lynn Murphy

Babysitting at MagiCon will be in the Clarion Plaza Hotel.

We need accurate information in order to provide volunteers and trained, bonded professionals to care for your children. Therefore, please write us as soon as possible if you plan to utilize child care. **WARNING:** The price of children's memberships will be considerably higher if not purchased in advance of the con.

Child care and children's programming will be available for children with either a child's or an attending membership. There is no charge for children's programming. The first 20 hours of bonded babysitting will be free of charge; after that the charge will be approximately \$3.50/hour. Care for kids-in-tow will be provided on an as-available basis at a higher hourly rate.

FOR STAFF ONLY: We may be able to arrange some sort of trade off between volunteer hours worked and child care. If there are available funds after the convention, there is a possibility we will be able to reimburse child care costs for staff members. We will keep you posted as the details firm up. We also will try to work out a cooperative babysitting program during setup on Wednesday. If you are interested, be sure to contact Lynn Murphy to coordinate.

Babysitting will be available from 9:30am to 6:30pm, Thursday through Monday. In addition, on Saturday (Hugos) and Sunday (Masquerade) Babysitting will be open from 7:30pm to midnight. *We will make arrangements for extended hours for those working on or participating in either of the above events.* Please note we will be closed during the dinner hour.

You **MUST** pick up your child for meals; we will **NOT** be providing them. We will provide two snacks (fruits, veggies, peanut butter and crackers, fruit juices) each day.

The child care service we will be using is willing to arrange babysitting on an individual or small group basis at other times, but parents must arrange this directly.

For Ages 0-5: Bonded babysitting. Children this age may not be dropped off in children's programming: if you want your child to be able to participate in children's programming items, you (or another designated adult) must accompany him.

Ages 4-8: You are welcome to sign your child in this age group into child care. They will be allowed to move freely through the child care area, which will include children's programming rooms.

Ages 8-12: We will arrange similar but separate programs for this age group, allowing for their more "mature" tastes. This age group must be signed in and out as well. However, they may be allowed to leave the child care area unattended if you sign a special release form.

We have come up with some really exciting ideas for children's programming. We will have art and science related programming, face painting, costuming, story telling, gaming, video tapes and filking. We are also planning to produce a newsletter published by the kids themselves, and to produce and perform a play. There will be a quiet area with books, puzzles, games, etc. where the children can relax and unwind. We also hope to have an active room for activities such as kids' aerobics, mattress jumping, and dancing.

We have planned some fun, arts and crafts programming for kids 4-years-and-under to share with their parents. (Parental participation will be required).

WE NEED YOUR HELP!

We will gladly accept any toys or related materials you would be willing to lend or donate for use by Children's Programming and/or babysitting. If you don't want the items returned, and they are usable, we will donate them to the Children's Home Society or a similar charity. Fair market value of all donated items is tax deductible as a charitable contribution. If you know what you're going to donate ahead of time, please send a list to:

Lynn Murphy
3206 Caulfield St.
Apopka, FL 32703

Do you have a talent you would like to share with the kids? For example, storytelling, singing, filking, balloon art, face painting, or anything similar we haven't mentioned. We would love to have your expertise. Please contact Lynn Murphy at the address above.