

QCA Monthly Board Meeting

April 8, 2025

Board Members: Amanda “Rico” Dalsted, Damarra Atkins, Daniel Greene, Derek Herauf, Autumn “Joy” Rivera, Jerry Keohen

Attendees: Christopher P, Rose M, Sherilyn B

Call to Order: 8:09 pm

Convention Chair Update [0:01:40]

- Budgets have been approved and returned to respective departments.
 - Considering that the budget has increased somewhat since last year, we do not have as much wiggle room. As such, if it was not included in these budget requests it is very unlikely any further items can be approved.
- Contract updates and finding a signing service are approaching completion.
- Upcoming priorities: focusing on recruitment and sponsorships. Will be following up with marketing and the board.
- Web Administration tasks, project management and event software, and a new meeting service are also other items that are currently underway.
- Three new individuals have expressed interest in joining staff.
- Will be coordinating with several teams that have lost their leads in order to make sure those team’s items are being handled accordingly.
- Going over the various Anime Fusion accounts to determine if any need to be closed and to make sure they are all organized and tracked appropriately. Also looking into getting an improved NordPass subscription.
- Meetings planned with Registration and Volunteers.
- Three industry guests are tentatively locked in pending some finalized details on the contracts, upon which they will be sent out.
- Any teams that haven’t held team meetings should be doing so in the immediate future.

Treasurer Update [0:013:30]

- Looks like a fair amount of registrations have been coming in over time.
- There are still a few staff reimbursements to be handled.
- Our tax season ends on May 15th, so that gets us some extra time to finish all tax matters. Our 990-EZ form needs to be e-filed, so currently looking for a vendor that facilitates that.
- Some receipts and records may have been sent to the secretary email, so Dan will

be coordinating with Derek to comb through the inboxes and find any other records and documents contained in emails.

DEIB Committee

- Nothing to update at the moment.

Completed Items [0:20:20]

- As mentioned, the 2025 budget was reviewed and approved.
- Damarra and Rico attended the OutFront Youth Summit.
 - Were able to talk with some other organizations, including Planned Parenthood and including further talks with our contact at OutFront.
 - Served as a good way to connect with a major part of our target audience of attendees.
 - One point that was highlighted was volunteering and that working with our org can serve to enhance one's resume.
 - Twin Cities West Metro Asian Fair is coming up, which we are tabling at and will also perhaps use as a staff socialization event.

In-Progress Items [0:24:34]

- There has been some progress on uploading the meeting notes and other documents to the QCA website.
- Overdue on meeting regarding board inboxes and creating a public-facing calendar for the board.
- Working on a DEI commitment statement for the May newsletter.

New Items

- No other new items this month.

Open Floor [0:27:40]

- Chris follows up on whether the items he handed over were deposited in the locker and confirming if treasurer received the list of donations.
 - This will be handled following returning roadshow items after VGMcon. That email is confirmed as received.
- Rico raised concern of keeping money in the PayPal account.
 - Dan responds that it was handled periodically and we can look into transferring funds out more often.
 - Damarra adds we should probably be transferring it to the bank account monthly to make sure it is available, as well as for security.
- Chris checking on if our insurance is current.
 - Dan believes it is currently, will doublecheck paperwork after the call.
 - *[Note: Effective coverage date is 9/20/2024 to 9/20/2025. So it is current, but will need to be renewed before the event.]*

Adjournment: 8:47 pm