### **Agenda – May 19, 2019**



#### **Goals**

• Vote and Implement incoming proposals, prepare for June Events and first Video Game Night

#### **Order of Business**

Officer Reports, Committee Reports, and Event Recaps

Time	Item	Who	Notes
10 min	President, VP, Treasurer, Secretary	Travis, Christian, Bryan, Leah	
5 min	Internet Coordinator, Events Coordinator, Historian, Public Relations	Christian, Travis, Eric	
10 min	Outreach Committee Report	Eric	
15 min	Game Night, Movie Outing, OutlantaCon Recaps and Observations	Christian, Vader, Eric, Travis	

#### **Unfinished Business**

Time	Item	Who	Notes
15 min	Vote on April Proposals	Travis, All	<ul> <li>Proposal 2019-04-A. Funding for Video Game Night</li> <li>Proposal 2019-04-B. Register OutWorlders as a 501(c)(3)</li> <li>Non-Profit Organization</li> </ul>
5 min	Digital Payment Option	Bryan	Paypal – put into record digital payment Venmo: @OutWorlders (Bryan Faris)
5 min	DragonCon Queerios	Leah	Follow-up
10 min	Dames & Dregs Planning	Outreach Committee	August 10, 2019

#### **New Business**

Time	Item	Who	Notes
10 min	Introduce Proposals	Eric, Travis	<ul> <li>Proposal 2019-05-A. Funding for Video Game Night</li> <li>Proposal 2019-05-B. Funding for The Phillip Rush Center</li> </ul>
15 min	Video Game Night Planning	Outreach Committee	Designate Host and Tasks
10 min	T-Shirt Designs for 2019	Christian	
5 min	2019 Pride Planning	<b>Travis</b> , Christian	Pride - October 11 – 13, 2019
5 min	Pick Date for Summer Picnic	Travis, All	
5 min	2019 Year Planning Meeting	Travis, All	Summary of Goals Meeting, discuss, assign and follow-up
	Open Floor for Discussion		

#### **ACTION ITEMS:**

#### **Meeting Minutes:2019-04**

## Atlanta OutWorlders Business Meeting Minutes for 2019/04/21

Attendees: Eric M, Christian H, Andrew S, Travis W, Leah F, Paul M, Bryan F

11:06 - Called to order

#### Reports

- President signed up 1 new sponsoring member and deposited dues into bank account; updated tagline across platforms; posted "Message From the President"; purchased name tags for game nights; purchased supplies for Spring Picnic; confirmed and paid for sponsorship of OutlantaCon; submitted proposal to fund Gaymer Pride Night; contacted Rush Center in re using their site for regular game nights
- Vice-president emailed sponsoring members about upcoming vote; researched non-profit statuses
- Treasurer electronic payment is viable; Square reader functional; Venmo account is "OutWorlders" and functioning; PayPal still not working; strategy for non-profit status under discussion
- Public Relations Coordinator ran promotions for April/May Game Nights, Spring Picnic, and Avengers Movie Outing; added pages and graphics for the aforementioned events on the website; contacted Georgia Voice; attended meeting of social group <u>Belong.LGBT</u> (https://www.belong.lgbt) and discussed doing a crossover game night with them
- Internet Coordinator (position vacant, duties performed by Christian) upgraded website software to latest version; added preview images for events on front page; added heads-up region to top of event detail page; updated SEO plugin and added more structured data; added redirect for picnic voting
- Historian (position vacant, duties performed by Christian) uploaded 2017 minutes to wiki
- Events Coordinator (position vacant, duties performed by Christian) submitted
   Spring Picnic and upcoming Movie Outing to AJC's event website
- Outreach Committee Brad K and Luis met with owner of Spindle to discuss hosting of video game night(s); owner expressed interest; after discussing with his business partner, they agreed to host us; proposed first event date is June 15; Herb has 4 TVs to supply; members of the committee may be able to supply another 6; committee needs to see space to determine how many TVs it can accommodate; parking for the location is not free, so attendees should be warned ahead of time

#### Recaps

- March Movie Night held at the Metropolitan Branch Library; 11 attendees, 1 first-timer; this was last movie night of the season, since our venue has fallen through; we'll hold a movie outing at the end of April, to see the Avengers movie (details on website)
- April Game Night held at Paul's house; 54 attendees, 14 first-timers; 12 buttons were exchanged for donations; donations received via paper money and Venmo; 1 new sponsoring membership; May Game Night is at Jack and Robert's house

 Spring Picnic - held at McKoy Park; 26 attendees (based on headcount); donations received via paper money and Venmo; 5 entries to the Vibranium Chef contest; voting was done via the website and paper ballots; 1st prize was membership to OutlantaCon 2019, donated by OutlantaCon/Candace W

1st place: Leah F2nd place: Brad K3rd place: Eric M

#### **Unfinished Business**

- Update on "Excuse My ATL Sass" the podcast requires physical donations from their participants (to be given to their listenership, as part of their business model); our events are free, so there are no tickets we can donate; we should definitely not offer sponsoring memberships, as that would not be productive and could disrupt our voting by not meeting quorum; motion to close the item given; motion passed
- Update on OutWorlders Flyer president brought mockup for approval; pictures from the picnic are still to be added; it was recommended that images of games be added to the back of the flyer; the flyer should be ready for May events (the OutlantaCon game room, particularly)

#### **New Business**

- Vote on March Proposals:
  - 2019-03-A passed (10 for/0 against/1 abstained)
  - 2019-03-B passed (11/0/0)
  - 2019-03-C passed (10/0/1)
- New Proposals:
  - 2019-04-A proposal to host a video game night on June 15 at Spindle;
     organization allocates \$100 for rental of video game equipment and services
  - 2019-04-B proposal to register OutWorlders as a 501(c)(3) non-profit organization; organization allocates \$600 for fees; no changes to our operation are necessary, as we already provide the services/benefits to our community that are required to qualify
  - OutlantaCon Planning we are sponsoring it at the \$250 level; additional, we will be sponsoring the game room as well as hosting a Jeopardy panel on Saturday 5/11 at 10am; our banner will be displayed in the game room, and our T-stand will be displayed at the panel; a short speech should be given before the panel starts, to drum up interest in OutWorlders; Andrew S is organizing the game room this year and asks for volunteers to watch the game room in shifts; also, he wants to hold a Codenames tournament and asks us to supply the grand prize; we discussed tickets to a movie outing, Fandango gift cards, outworlders memberships, t-shirts, buttons, after-con dinner, and/or a pizza lunch as possible prizes; it was agreed we would hold a meetup in the first day of the con, 5/10 from 8 to 9:30, in the hotel bar; two tickets to the con were included in the sponsorship; Paul and Brian offer donations in exchange for them.

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#### OFFICER REPORTS

OFFICER POSITION: President

PREPARED BY: Travis Woodman DATE: 2019-05-16

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#### SUMMARY OF ACCOMPLISHMENTS

#### 1. OUTLANTACON:

- Designed, Ordered, and printed (750) OutWorlders Flyers \$81.61
  - o Flyers used for OutlantaCon and Events throughout the year
- Ordered (4) XL T-Shirts for OutlantaCon Codenames Tournament
  - o \$83.43 Total
- Confirmed with OutlantaCon of receiving our 2 Sponsorship Passes
  - o Bryan Faris and Paul Mitchell's to donate \$40 for each pass
  - o Bryan to confirm payments of \$40 for each ticket (\$80 total)
- 1 New Sponsoring Member Sign-Up at OutlantaCon
  - Jennifer Bacchus
  - o Travis deposited the \$15 on 5/13/2019 at SunTrust

#### 2. T-SHIRTS:

- Received 3 purple tank top samples for OutWorlder's shirt
  - Christian has selected Gildan Pantone 669
  - o Tank and T-Shirt option available
  - o Vendor: Karen Hallock, XPress Color

#### 3. EVENTS:

- Visited The Phillip Rush Center on Friday, May 10, 2019
  - Approved to use facility for game nights
  - o Cost is reduced price at \$100 refundable deposit
  - o Events must end at 11 pm due to zoning/noise ordinance laws
  - Requested Game Nights for 1 hour earlier at 6 pm 11 pm
  - o Cost would be \$200 for 6-11 pm
- Andrew contacted Christian and Travis from Darie L.K. Wolfson, from the Rush Center. He says she
  is offering her paralegal expertise on helping with our non-profit status and Rush Center usage. This
  may null Proposal 2019-05-B.
  - o Darie has suggested the officers meet Darie to discuss over dinner. Officers to follow-up.

#### **OUTSTANDING ACTIVITIES**

- 1. Follow-up with Rush Center pending November Game Night possible rental via Proposal 2019-05-B.
- 2. Monitor June Events for spike in activity from OutlantaCon via physical events and social media analytics.
- 3. Follow-up with Darie on non-profit and Rush Center help with Officers.

#### RECOMMENDATIONS

Over budget on OutlantaCon projections, will need to assess new expenses for 2020 sponsorship or negotiate non-monetary sponsorship of OutlantaCon.

- \$250 \$83.43 + \$80 = \$246.57 (Sponsorship, T-shirt Prizes, Donations of 2 Passes)
- Actual Cost of sponsorship \$262.65 with service charge + 11 OutWorlders Buttons
- Travis was reimbursed \$250 and is not seeking \$12.65 service charge reimbursement

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OFFICER POSITION: Vice President PREPARED BY: Christian Hain DATE: 2019-04-16

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#### SUMMARY OF ACCOMPLISHMENTS

- 1. Emailed Sponsoring Members about upcoming vote.
- 2. Designed a gaming scheduled to be used at OutlantaCon.
- 3. Prepared a t-shirt design to be considered as the 2019 OutWorlders Shirt.

#### **OUTSTANDING ACTIVITIES**

- 1. **Backup Flickr photos in an OutWorlders-controlled account**. Robert working on downloading photos from his account, as well as reaching out to JD to get his.
- Finalize anti-harassment posters.
- 3. Circulate standards document on how to write and format proposals.

#### RECOMMENDATIONS

None.

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OFFICER POSITION: Public Relations Coordinator

PREPARED BY: Eric Maxwell DATE: 2019-05-13

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#### SUMMARY OF ACCOMPLISHMENTS

- Movie night was postponed in April but will resume in May. In its place, OutWorlders had a Movie
  Outing at the Landmark Theater on Saturday, April 27 at 10:00 AM to watch Avengers: Endgame (2019)
  and then met at FROGS afterwards. The group talked about the movie, the Marvel universe, and our other
  events. Two newcomers suggested a Pokémon Go event.
- 2. The next movie night will be at Robert's House on May 25th, 2019. We'll be watching a Godzilla movie, Destroy All Monsters! (1968) and Aliens (1986). There will be a potluck dinner.
- 3. Ran event promotions for OutlantaCon, OutlantaCon Meetup, June Game Night, May Movie Night, and GAME ON! on: Facebook page, Facebook group, Instagram, Twitter, NextDoor, Reddit, and EventBrite.

- 4. Sent June Game Night, and GAME ON! to Project Q/TheQATL.
- 5. Added June Game Night and GAME ON! to Atlanta.net and AJC Calendar.
- 6. Added event pages and graphics on website for OutlantaCon, OutlantaCon Meetup, June Game Night, May Movie Night and GAME ON!
- 7. We were mentioned on several print ads for OutlantaCon in Peach Magazine and Project Q/TheQATL.
- 8. Czech Games Edition, the maker of Code Names, liked our tweet about the OutlantaCon Code Names Tournament and tweeted back to us to congratulate the winners and thank the participators.

#### SOCIAL MEDIA ANALYTICS & TRACKING

**April Facebook Page**: 3 actions on page in last month, 104 page views, 5 new likes/followers, 1,061 post reach, 1,022 post engagements.

**May Facebook Page**: 4 actions on page in last month, 131 page views, 15 new likes, 16 new followers, 2,141 post reach, 1,540 post engagements.

*April Facebook Group:* 44 posts, 35 comments, 223 reactions; 590 total members May Facebook Group: 42 posts, 29 comments, 170 reactions; 595 total members

**April Instagram**: 159 followers **May Instagram**: 173 followers

**April Twitter**: 60 followers **May Twitter**: 64 followers

#### RECOMMENDATIONS

**Continue to drive traffic back to the website.** Post a majority of our event details on our site and use Social Media to link to the website when possible.

**Make sure we send all non-house events to The Q.** Monitor Peach ATL and Georgia Voice to see if they publish our events.

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OFFICER POSITION: Internet Coordinator (Vacant)

PREPARED BY: Christian Hain DATE: 2019-05-14

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#### SUMMARY OF ACCOMPLISHMENTS

1. Fixed IE display issue where the text was hard to read, upgraded some internal tooling during the process.

#### **OUTSTANDING ACTIVITIES**

- 1. Transfer site to OutWorlders NameCheap Account.
- 2. **Parse through list of requests from Eric, PR Coordinator.** List updated and managed on Trello (https://trello.com/b/ENcEL3MQ/aow-trello-board).

#### WEBSITE ANALYTICS & TRACKING

See attached.

The report was modified from last month to have a consistent reporting period (Monday after the Second Sunday of Previous Month — Second Sunday of current month). This will allow the report to be created a week prior to the business meeting without having to wait until the very last moment to do so.

#### RECOMMENDATIONS

None.

OFFICER POSITION: Events Coordinator (Vacant)

PREPARED BY: Travis Woodman and Christian Hain

DATE: 2019-05-14

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#### SUMMARY OF ACCOMPLISHMENTS

1. Put together the following confirmed and tentative game night venue calendar for the rest of 2019:

#### **Tentative Game Night Event Calendar:**

- July 6: Metropolitan Library confirmed
- July 25: Rush Center (Pride Game On! Night) confirmed with Pride
- August 3: Paul's home confirmed
- September 7: Robert's (Post Dragon-Con) confirmed
- October 5: Rush Center (Costume Party) pending Proposal 2019-05-B
- November 2: Northwest Library at Scott's Crossing Library (Post-Pride) confirmed
- December 7: Robert's (Sweater Party) confirmed

#### **OUTSTANDING ACTIVITIES**

Travis to create Game Night Event Page drafts in Facebook.

#### **GAME NIGHT**

Game Night was held at Robert's house, we had **63 attendees** (record breaking), 10 first-timers. OutWorlders-branded buttons were available in exchange for a \$3 donation and brought in **\$18**. Donating members were asked to choose which Star Wars team they preferred, Rebel Alliance or the Empire, which the Empire won.

Next Game Night will be at the Northwest Library at Scott's Crossing.

#### **MOVIE NIGHT**

Movie night was postponed in April but will resume in May.

In its place, OutWorlders had a Movie Outing at the Landmark Theater on Saturday, April 27 at 10:00 AM to watch *Avengers: Endgame* (2019). Ten people were in attendance and then most met at FROGS afterwards. The group talked about the movie, the Marvel universe, and our other events. Two people suggested a Pokémon Go event.

The next movie night will be at Robert's House on May 25th, 2019. We'll be watching a *Godzilla* movie, *Destroy All Monsters!* (1968) and *Aliens* (1986). There will be a potluck dinner.

#### **OUTLANTACON**

OutlantaCon 2019 was held at the Renaissance Concourse Atlanta Airport Hotel from May 10th—19th. OutWorlders sponsored the game room all weekend, as well as Jeopardy and the Code Names Team Tournament.

Four shirts were printed for the Code Names Team Tournament winning team. Two teams competed, and a team of four won. The winning team consisted of 2 new attendees, Andrew Segal and Scott Tatum. The participants and viewers received 1 OutWorlders button, a total of 11 OutWorlders-branded buttons. OutWorlders spent \$250 for sponsorship plus \$87.83 in swag (\$133—153 retail value).

The new couple allowed us to take their photo and promote their win to social media. Both tagged and "liked" the photo on Facebook.

#### RECOMMENDATIONS

**Decorate Hosted Spaces**. When agreeing to host a room, invest some money in decorations to make the space feel like a unique experience.

**Brand Hosted Spaces with the OutWorlders Name.** Instead of "DeGaulle", push to have the room temporarily renamed to the "OutWorlders Game Room" or similar.

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OFFICER POSITION: Historian (Vacant)
PREPARED BY: Christian Hain
DATE: 2019-05-14

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#### SUMMARY OF ACCOMPLISHMENTS

1. Uploaded proposals and minutes to the wiki.

#### **OUTSTANDING ACTIVITIES**

None

#### **RECOMMENDATIONS**

None

#### Officer Report

Position: Treasurer

Prepared by: Bryan Faris

Date: May 19, 2019

#### SUMMARY OF ACCOMPLISHMENTS

Refer to outstanding activities

#### **OUTSTANDING ACTIVITIES**

#### **Electronic Payments**

Square (credit card acceptance) – Functioning. Both readers setup and tested as functioning correctly.

Venmo - Functioning.

Pay Pal – Account established. No payments accepted yet.

#### **Taxes and Compliance**

Strategy for IRS filing 501[c]3 or 501[c]7 status under discussion. Expect to move forward sometime in 2019, cost estimates \$300-\$800

**VARIABLE TOUCH -POINTS** 

Membership count 28 Goal 43

#### **RECCOMMENDATIONS**

None

Starting Balance: \$3,054.92

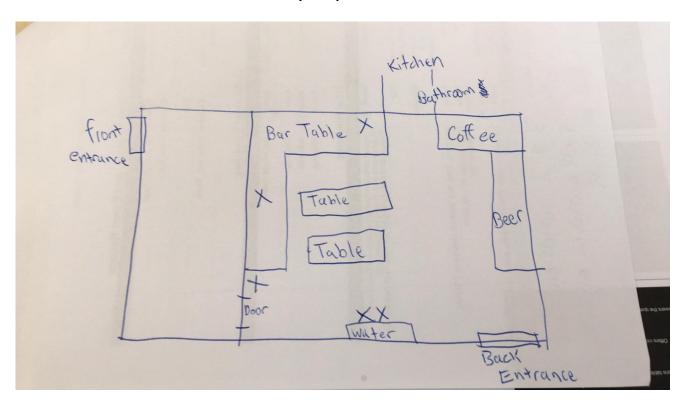
Deposits: \$164.00 Withdrawals: \$81.61

Ending Balance: \$2,972.53

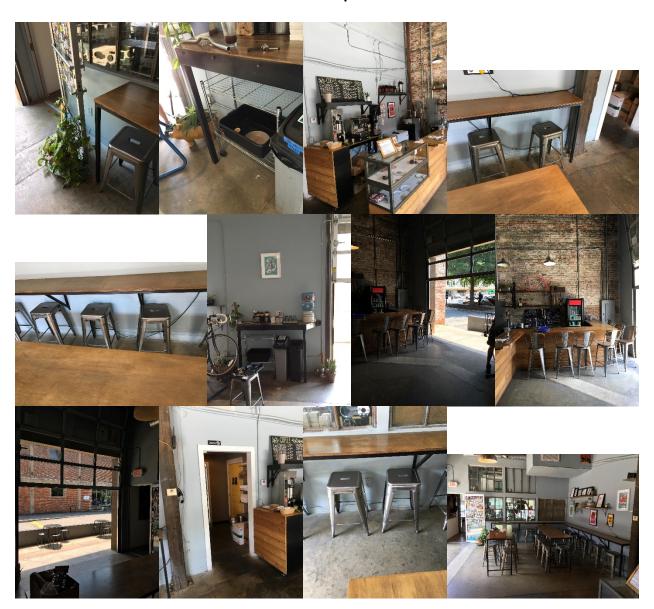
#### **Fourth Outreach Committee Report on Video Game Night**

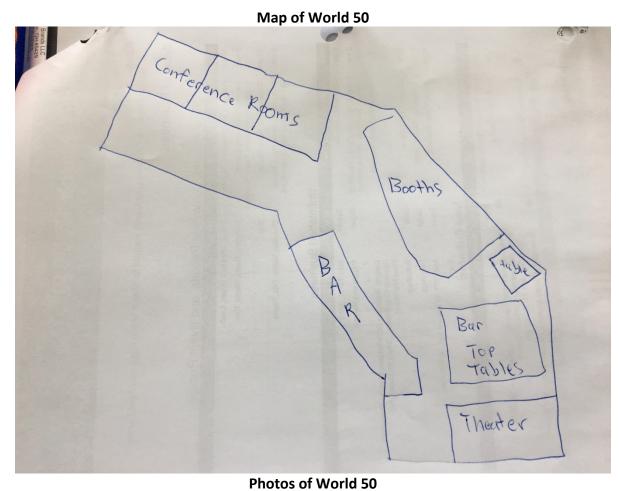
- Eric met with Ezz Hasan, the owner of Spindle, and further confirmed details of the event to be sure he would be okay with us requesting \$5 donations and having the event from 7pm to 12am on a Saturday night. He also clarified that he does not want any outside food or drink brought to the event Spindle will sell drinks and we will need to coordinate with a vendor to have pop up food available.
- Toured Spindle and took photos.
- Eric had text conversation with Cord Woodruff, an OutWorlders members, about using
  his office, World 50 in Buckhead, for a Game Night and/or Video Game Night. We would
  be allowed to bring our own food and drink and have the event from 7pm to 12am and
  request \$5 donations. World 50 would also make a great space for a combination Game
  Night as there are offices and private spaces to minimize noise.
- Toured World 50 and took photos.
- Spindle Con: Paid parking makes it more difficult to ask for \$5 donation.
- World 50 Con: Office is inside building so lots of walking through complex to get to office from parking.
- Our recommendation is to try both venues: have June Video Game Night at Spindle and July Video Game Night at World 50.

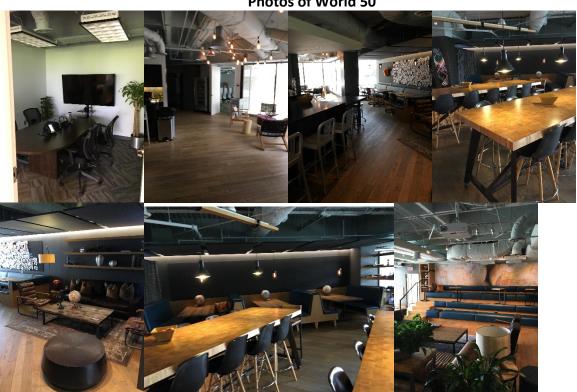
#### Map of Spindle



#### **Photos of Spindle**







#### 2019-04 Proposals

## Proposal 2019-04-A. Funding for Video Game Night.

Date: April 15, 2019 Author: Eric Maxwell

WHEREAS, OutWorlders would like to host a video game night; and

WHEREAS, The Outreach Committee has selected a video game equipment supplier and a venue;

#### THEREFORE, BE IT RESOLVED, as follows:

- A. OutWorlders host its first Video Game Night on June 15th at Spindle.
- B. OutWorlders allocates \$100 towards renting videogame equipment and services from Herb.

## Proposal 2019-04-B. Register OutWorlders as a 501(c)(3) Non-Profit Organization

Author: Christian Hain Date: 4/16/2019

WHEREAS, OutWorlders has lost its non-profit status; and

WHEREAS, OutWorlders does not meet two requirements of a 501(c)(7) Non-Profit

Organization in that it receives income from more than 35% of non-membership

and it holds itself as "providing goods and services to the general public"; and

**WHEREAS**, the legally accepted definition of a member is someone who is eligible to vote on officers; and

**WHEREAS**, there is still prejudice towards and within the LGBTQ+ community, and our current administration actively works towards eliminating such prejudices through our events, promotions, and social presence; and

- **WHEREAS**, the mission of OutWorlders is to "provide an inclusive and friendly environment for lesbian, gay, bisexual, transgender, queer, and diverse gender and sexual identities (LGBTQ+) in the community..."; and
- WHEREAS, 49% of OutWorlders' 2018 income came from the annual PRIDE Bucket Brigade alone (noting that the donations came from the general public at the parade and the check came from PRIDE and neither the general public nor PRIDE were/are Sponsoring Members of the organization); and
- WHEREAS, the cost to file as a non-profit is \$540 in Georgia, according to Rocket Lawyer (\$100 to file Articles of Incorporation as a non-profit, \$40 for publication of Notice of Intent to Incorporate, and \$400 IRS filing fee because annual revenues are below \$10,000) ( <a href="https://www.rocketlawyer.com/article/how-to-start-a-non-profit-in-georgia.rl">https://www.rocketlawyer.com/article/how-to-start-a-non-profit-in-georgia.rl</a>).

#### THEREFORE, BE IT RESOLVED as follows:

- A. OutWorlders spends up to \$600 and applies for status as a 501(c)(3) Non-Profit Organization.
- B. OutWorlders continues to operate as it does today; providing events to anyone in the LGBTQ+ community with an interest in sci-fi and/or gaming, ensuring that our events are welcoming and free of harassment, offering many of the events at no cost to the attendees, allowing attendees to become a member only if they wish to vote at business meetings, and volunteering for the annual PRIDE Bucket Brigade.
- C. OutWorlders continues to not require event attendees to have a sponsoringmember escort or become a sponsoring member prior to the event and continues to not turn down donations from non-members.

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This page was last edited on 18 April 2019, at 13:24.

#### 2019-05 Proposals for Introduction

#### Proposal 2019-05-A. Funding for Video Game Night.

Date: May 14, 2019 Author: Eric Maxwell

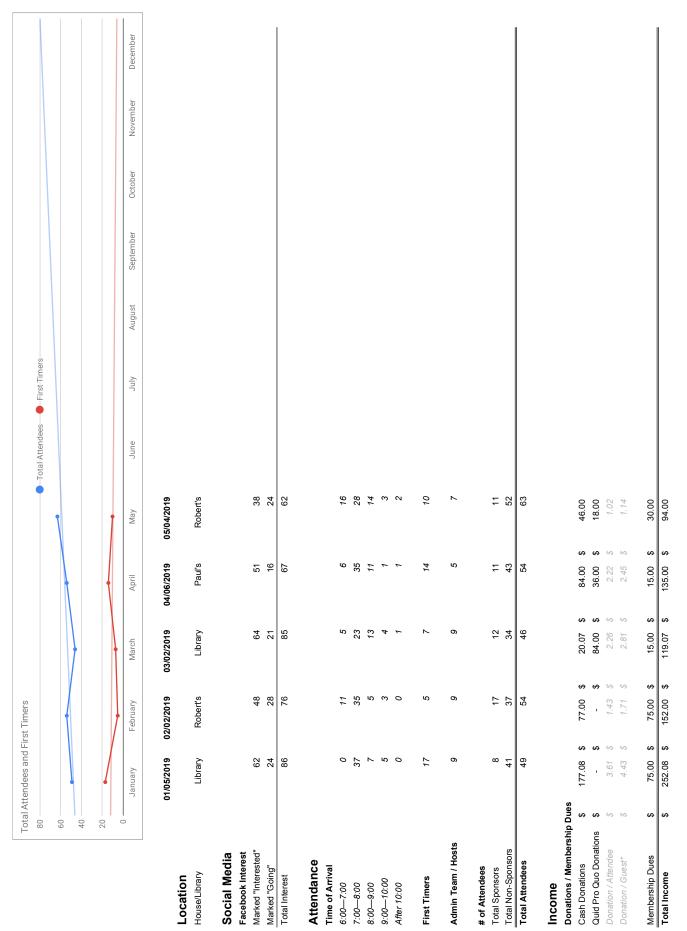
WHEREAS, OutWorlders would like to host a video game night; and

**WHEREAS**, The Outreach Committee has selected a video game equipment supplier and a venue;

#### THEREFORE, BE IT RESOLVED, as follows:

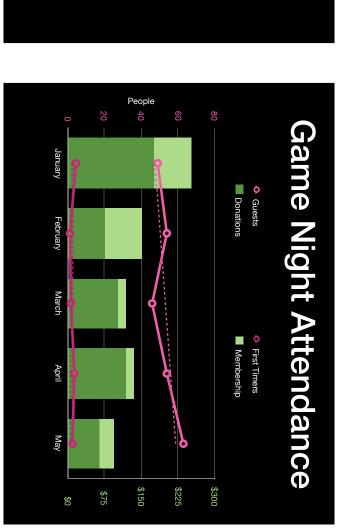
- A. OutWorlders host its second Video Game Night on July 20th at World 50.
- B. OutWorlders allocates \$100 towards renting videogame equipment and services from Herb.

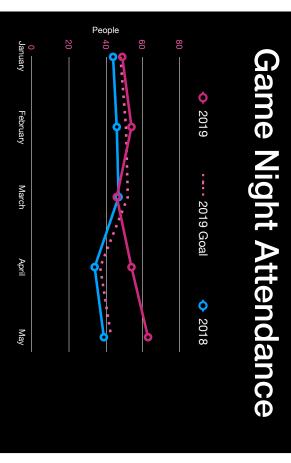
## 2019 OutWorlders Game Night Summary

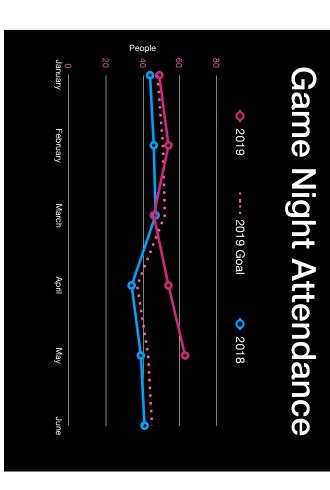


<sup>\*</sup> A Guest is an attendee that is not hosting or a part of the administration team

# Event Attendance Numbers April 18, 2019







OutWorlders, Inc. Internet Coordinator's Report

		◀	AUDIENCE		<b>X</b>	REFFERRALS (SESSIONS	SIONS)		AGE (	E (SESS	(SESSIONS)		GENDER (SESSIC	SIONS)
Start Date	End Date	Sessions	Users	Page Views	Direct	Social Organ	Organic Search	Referral	18—24 2	5—34 35	25-34 35-44 45-54	-54	Male	Female
2018-12-10		295	161	969	150	59	69	27	28	28	27	0	98	41
2019-01-14	2019-02-10	312	158	177	147	81	61	23	0	38	0	0	75	29
2019-02-11	2019-03-10	300	116	625	191	54	31	24	0	0	0	0	88	0
2019-03-11	2019-04-14	459	194	1,270	288	83	22	31	0	79	38	7	101	44
2019-04-15	2019-05-12	424	195	818	279	61	28	27	0	91	0	25	92	54

			;
Search Query	Clicks	Clicks Impressions Avg. Position	Avg. Position
outworlders	7	104	2.0
outworlders game	~	17	3.3
aow	0	_	30.0
april 26 2019 events	0	2	11.0
atlanta board games	0	~	61.0
atlanta events this weekend	0	~	16.0
atlanta gaming	0	3	18.0
atlanta gaming events	0	_	4.0
atlantic station captain marvel	0	_	21.0
avengers endgame	0	_	24.0

Submitted by Christian Hain, Vice President 5/14/2019