

## Mysterium Meeting Minutes – January 13, 2008

- PEOPLE: Alahmnat, CAGrayWolf, Eleri, Lehsa, Oselot, Scott, SR388, TW, Vaah
- NOTES: The goal is to hold the next meeting over Skype; however, if that fails we will be using Skype chat to hold the meetings (since that worked at the last meeting). RAWA and Dar'nay can contact TW ([bootable@gmail.com](mailto:bootable@gmail.com)) if they have any problems setting that up for the next meeting if they can attend.
- COMMITTEE POSITIONS: Everyone introduced themselves and said what they were most interested in working on. These interests were incorporated into the following positions:

Secretary – Vaah

Deputy Secretary – SR388

Treasurer – CAGrayWolf

Cyan Worlds Coordinator – RAWA

Cyan Worlds Liason – Lehsa

Gametap Coordinator – TBA

Gametap Liason – Oselot

Community Liasons – CAGrayWolf, Scott

Local Liason – TBA

Website Subcommittee – Alahmnat (Website Designer), TW (Website Host)

Events Subcommittee: Eleri, Scott, Oselot, SR388, CAGrayWolf, Lehsa

Events Coordinator – Eleri

Swag Coordinator – Lehsa

Logistics Subcommittee – Eleri, Oselot, CAGrayWolf, TW

Logistics Coordinator – CAGrayWolf

Historical Subcommittee – TBA

These positions are designed to give everyone a clear idea of what jobs they need to be doing within the Committee, and also to make it easier for someone to take over a job in the event that someone has personal issues get in the way with their ability to be on the Committee.

- NO CHAIR: It was decided by popular agreement that there should be no position of “Chair” as the Committee members should be able to do work without someone telling them everything that they should do. Instead we opted for the “Secretary” position which is more of an organizational position.
- SECRETARY: The “Secretary” position is responsible for setting up an agenda for when work on various aspects of Mysterium should be completed, setting up group meetings and taking minutes during meetings to be distributed to the committee after the meeting takes place. Eventually these notes will be put up on

the website in a Committee-specific area for later reference. The Secretary also makes sure that everyone is on the same page (ie: moderator for meetings) and leads the discussion during meetings if necessary. The Secretary is not the final decision-maker on anything. If voting is ever necessary, the Secretary will count the votes.

- **DEPUTY SECRETARY:** The “Deputy Secretary” position is responsible for taking over the “Secretary” position in the absence of the Secretary.
- **TREASURER:** The “Treasurer” position is responsible for handling the Mysterium money from t-shirt purchases, donations to the PayPal account (mysterium@wi.rr.com), and possibly registration fees if this gets incorporated in the next Mysterium. They will also be responsible for managing money reports related to how the Mysterium funds are being handled.
- **CYAN WORLDS COORDINATOR:** The “Cyan Worlds Coordinator” is our main Cyan Worlds contact.
- **CYAN WORLDS LIASON:** The “Cyan Worlds Liason” is the person that the Cyan Worlds Coordinator communicates with for any Cyan Worlds-related issues. This person is also responsible for passing on Cyan Worlds’ issues that the Committee might have.
- **GAMETAP COORDINATOR:** The “Gametap Coordinator” is our main Gametap contact.
- **GAMETAP LIASON:** The “Gametap Liason” is the person that the Gametap Coordinator communicates with for any Gametap-related issues.
- **COMMUNITY LIASONS:** The “Community Liasons” are responsible for spreading Mysterium-related announcements to the Community. They are also the main people in the Committee that the Community can contact directly for Mysterium-related issues.
- **LOCAL LIASON:** The “Local Liason” is a position that will change every year depending upon the location of Mysterium. The Local Liason is responsible for helping the Committee organize location-specific activities as well as find a hotel for Mysterium to be held at. The Local Liason is automatically a member of both the Events Subcommittee and the Logistics Subcommittee (explained below).
- **SWAG COORDINATOR:** The “Swag Coordinator” is responsible for the Mysterium CafePress website as well as all Mysterium merchandise.
- **WEBSITE SUBCOMMITTEE/ WEBSITE DESIGNER/ WEBSITE HOST:** The “Website Subcommittee” is composed of the “Website Designer” and the “Website Host”, and is responsible for getting a functioning website that can be

more easily updated by all Committee members. The Website Designer is responsible for designing the website, and the Website Host hosts the website that [www.mysterium.net](http://www.mysterium.net) will point to.

- **EVENTS SUBCOMMITTEE:** The “Events Subcommittee” is responsible for planning the Mysterium events such as the itinerary, presentations, contests, and outings. In the event that the Local Liason does not do their job with regards to events planning, the Events Subcommittee should be capable of taking their place.
- **EVENTS COORDINATOR:** The “Events Coordinator” is the main contact for anything related to the Events Subcommittee. They are also responsible for organizing how the Events Subcommittee should run.
- **LOGISTICS SUBCOMMITTEE:** The “Logistics Subcommittee” is responsible for everything related to location, transportation, hotel reservations, etc. In the event that the Local Liason does not do their job with regards to location, transportation and hotel planning, the Logistics Subcommittee should be capable of taking their place.
- **LOGISTICS COORDINATOR:** The “Logistics Coordinator” is the main contact for anything related to the Logistics Subcommittee. They are also responsible for organizing how the Logistics Subcommittee should run.
- **HISTORICAL SUBCOMMITTEE:** The “Historical Subcommittee” is responsible for the archiving of previous Mysterium websites as well as individual sites related to past Mysteriums and MyMysterium. More specifics about this subcommittee will be decided later after this Mysterium has gotten up and running. This subcommittee will be very busy just after Mysterium is held, so its members need to be prepared for that. So far Vaaht and Alahmnat have expressed interest in working on this subcommittee.
- **MAIN GOALS:** We also discussed the main goals of the new-formed Committee. Eleri wants cohesion and a clear sense of who is in charge of what aspects of the Committee. Oselot wants better communication. TW and Vaaht both want to see more communication with the Community. TW wants a more open Committee that posts minutes of all the meetings online, the amount of money we have, more announcements, and makes it easy for any of us to be contacted. He also wants a list of who is on the Committee made available to the Community. CAGrayWolf would like to see a Committee that can take a good idea and make it better. Blade would like to move Mysterium in a more formal direction such that is a bit more like a formal convention than it has been in the past.
- **NO VOTING:** It was decided that decisions are to be made through discussion and not by popular vote. If anyone has a problem with the way things are being done, they should speak up.

- **SUBCOMMITTEES:** Subcommittees are designed to allow a smaller group of people to work on one specific area of Mysterium, rather than require that everyone be there for every single big meeting. Big meetings are designed to allow the different subcommittees to report back on the things that they have gotten done in the interim between the big meetings, as well as to discuss general issues that come up for the Committee as a whole.
- **GUILDS:** In general the Guilds can contact the Community Liasons for any Mysterium-related info. However, it was decided that the Guilds who are interested giving presentations at Mysterium should talk to the Events Subcommittee. The Committee is not directly responsible for organizing this. However, the Committee may contact the Guilds for small Committee-related tasks. One suggestion by Scott was that GoG can work with the Committee to organize a Meet&Greet at Mysterium and that GoMess can help with getting the word out. Vaaht also suggested that GoMess could work with the Committee after Mysteriums to help with archiving.
- **LOCATION:** It was decided that this year there should be an official call for interested parties willing to act as the Local Liason for their location. From this application process, a location for Mysterium will be picked. The exact date for Mysterium will follow from the location of Mysterium (in order to avoid other major conventions which could drive up hotel prices). This year all nominations are restricted to the East Coast (ie: the timezone covered by EST). If Gametap is able to help host Mysterium (and is still involved with hosting MOUL), then the location for Mysterium will default to Atlanta, Georgia. It is unclear at this point whether we will be having a Community poll for the location of this Mysterium.
- **WEBSITE:** Some website details were discussed. The location of the Mysterium website will always be [www.mysterium.net](http://www.mysterium.net) and the Web Host is responsible for making sure that the website always points to that domain. The website will be designed using WordPress, which will allow all the Committee members to update the website easily. There should be a Committee page detailing the structure of the committee, contact info, KIs, and short bios (including pictures). The Mysterium volunteers (such as the Local Liasons) will also have their KIs and contact info posted on the website. There should be pages that encompass the following: main page, news, Committee page, subcommittee pages, registration page, donations page, events schedule and location, and MyMysterium.
- **MYMYSTERIUM:** MyMysterium is a project for the Historical Subcommittee that should allow people to have accounts where they can post blog updates, pictures, links, etc.
- **THE NEXT TWO WEEKS:** In the next two weeks, the various Committee members should have accomplished the following:
  - The Community should be contacted to let them know that this year's Mysterium Committee is up and running, and also announce who is on it.

The announcement should be sent to the e-mail list for approval by its members.

- The website should be up and running, or close to it.
  - A joint e-mail address (such as [info@mysterium.net](mailto:info@mysterium.net)) should be set up so that the Community has one e-mail address they can contact us all at.
  - A private forum on the Mysterium website should be set up for the Committee members.
  - The request for location nominations should be sent out.
  - Gametap should be contacted regarding their possible involvement in Mysterium.
  - Information on the PayPal account and the CafePress account should be obtained.
- NEXT MEETING: Among other things TBA, we should discuss the idea of accepting registration fees for Mysterium.