

## **AS1 Executive Committee 1/4/23**

**Present:** Katy Biron, Andy Bristol, April Castoldi, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Keith Knox. Scot Stewart

**Not Present:** Ray Castoldi, Stan Corfman, Janice Prochaska, David Yermack

December minutes approved

**Registrar's Report:** Susan O'Loughlin

Susan and April just came from a chairs & registrars meeting with lots of updates.

New island registrar is Bill Knox--former registrar for ASII conferences.

Per Joe Watts--this year they are focusing on several areas:

**Beloved Community**--kindness, direct and appropriate communication, caring for one another

**Staffing and Structure**--adding new staff positions (executive chef, asst conference center manager, facilities project manager), bumping up the number of Pels a bit and paying kitchen staff \$1/more an hour.

**Health Planning**--going back to 2021 Covid policy--it will be 'expected' that folks will be vaccinated, folks will need to test before going on island, masks likely to be recommended

**Food Services**--they will continue buffet & outside dining, will add trays in dining room and a few tables with Pel service

Room & board is increasing by 9% .

They will now have an unauthorized room change charge of \$200.

Target registration is 260- 280 conferees.

The island is re-instating their cancellation policy; cancellation request must be made four weeks before conference starts. If you preregister for whole week and can only come a few days that may no longer be pro-rated. There will be a covid exception--details TBD.

Prior to covid our conference had a cancellation date of 5/1 in order to get a full refund, to encourage folks not to 'hang on' to spots that others might use. Since we have not been full the past 2 years, it makes sense to be flexible and follow the same guidelines as the island.

SIC financial aid grants have increased. This year folks can get financial aid from the conference & also request assistance from SIC.

In past years we asked folks to request aid ahead of time but we gave financial aid to people on island when we had the resources; but the island plans to assign all aid by mid May, so we may need to tighten up our timelines a bit.

**Chairs Report:**

Received the letter of understanding from Bill Knox. They will send this along to Keith for a signature.

Planning is going well. April has been posting on social media and will continue to do so.

**Next Meeting:** February 1 --7:30 pm

Minutes submitted by Katy Biron

AS1 Executive Committee  
February 1, 2023

**Present:** Katy Biron, Andy Bristol, Ray Castoldi, Stan Corfman, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Stewart, David Yermack

**Not Present:** April Castoldi

January minutes approved.

**Registrar's Report:** Susan O'Loughlin

96 people registered so far. This is slightly behind last year's numbers. Joe Watts has not widely announced potential improvements for this year (Executive Chef etc), not sure if that is an issue for folks who may be unhappy about food/etc from last year. There is another chairs/registrar's meeting next week.

Susan and Bill Tibbs (registrar for Star Union) have agreed to share registration lists, so that we can get an idea if some AS1 folks are going to that conference instead.

**Treasurer's Report:** David Yermack

This week David will file the annual 990 tax form. This is a fairly simple process for us since we don't use outside contractors, do political lobbying, etc.

We are now reporting on the fiscal year that began in October 2021.

**Chairs Report:**

Ray reported that they are 'chugging along' with their planning. We went over some questions about volunteer jobs and island programming. They are planning for a short Shakespeare-related play one evening, a Jesus Christ Superstar themed evening and they are bringing back the Quadrathlon. They are working on assigning volunteer jobs as registrations come in.

**Next Meeting:** March 1, 6:30 pm EST (one hour earlier than normal)

Minutes submitted by Katy Biron

## **AS1 Executive Committee Meeting--3/1/23**

**Present:** Katy Biron, Andy Bristol, April Castoldi, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Keith Knox, Scott Stewart

**Not Present:** Ray Castoldi, Stan Corfman, Ken Hallows, Janice Prochaska

February minutes approved

### **Registrar's Report:** Susan O'Loughlin

We currently have 164 conferees registered for the whole week--which is significantly lower than in the past. The island would like us to get up to 260.

Sunday boat leaving the island will be 30 minutes earlier than last year (8:50 am)

Army Corps of Engineers is rebuilding the breakwater this summer, so there will be large equipment around, working on the breakwater, island roads, etc.

SIC asking for a few new conference positions:

--Dock check in helper

--Conference provisioner--central person to work with Candy on getting supplies sent out to the island

--Marketing person--to reach out to UU congregations etc.

Day visitors will be allowed on porches and in shops this summer.

There are still concerns about food quality. A chef (a former Pel) has been hired for the summer to work on improvements.

Masking indoors will likely be recommended but not enforced.

### **Treasurer's Report:** David Yermack

Nothing new to report, other than we received a yearly 1100 donation from Dug Miller.

Financially we are okay this year even with low numbers; but if numbers continue to be low then we will need to make some decisions. Susan noted that our conference fees are the lowest of all conferences. But raising fees may not be the best way to increase our numbers.

### **Chairs Report:**

Everyone is mourning the unexpected death of Tom Walton. It's likely that a memorial service will be planned during the conference week.

Deb Walton says that she still wants to do Housing and the Children's Program.

April & Ray were talking with Tom Walton about bringing back the Quadrathlon. Andy Bristol offered to reach out to Phil Quatrochi about working with him to set up a memorial Quadrathlon. Gabrielle is also interested.

Trying to figure out who to assign to the new volunteer roles. Louise Williams will continue to be the Annual Fund rep, Katy Biron has agreed to do the auction.

**Next Meeting:** April 5th, 7:30 pm

Minutes submitted by Katy Biron

## **AS1 Executive Committee 4/5/23**

**Present:** Katy Biron, Andy Bristol, April Castoldi, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Steward, David Yermack

**Not Present:** Ray Castoldi, Stan Corfman, Dave Epstein, Ken Hallows

March minutes approved

**Registrar's Report:** Susan O'Loughlin

Currently have 210 full week registrations, along with 9 overnight guests. There may be interest for other possible overnight guests who home to attend Tom's memorial service (on Monday afternoon). Only 4 cancellations so far.

**Treasurer's Report:** David Yermack

Nothing to report.

**Chairs Report:**

Lots of planning going on, recruiting folks for volunteer jobs, working on the schedule.

**Executive Session:**

Confidential discussion regarding application from a past conferee whose name was flagged by the registration system due to past behaviors. A decision was made to deny the application from this individual for this year and the foreseeable future. Keith drafted a letter to the applicant and will follow up.

**Next Meeting:** May 3rd, 7:30 pm EST

Minutes submitted by Katy Biron

## **AS1 Executive Committee–6/27/23**

**Present:** Katy Biron, Andy Bristol, April Castoldi, Ray Castoldi, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Stewart, David Yermack

**Not Present:** Stan Corfman, David Epstein

### **Registrar Report: Susan O'Loughlin**

Lots of flux--some folks have had to back out (about 20 cancellations), currently at 202 full week (plus two doctors & families) and 32 COGS. This is about 1590 out of 1960 full conference bed nights (77% full). About 20 new shoalers are joining us.

### **Treasurer Report: David Yermack**

We now are taking Venmo & it has been very popular for T-shirt sales so far...and the transaction fees are slightly lower.

### **Chairs Update: April & Ray Castoldi**

In the home stretch! They sent a draft copy of the Porch News for review. Discussed some of the logistics around events. Still need to assign a few volunteer jobs. Our speaker is very excited to join us!

**Next meeting:** Governance Council meeting on island on Wednesday, July 5th at 1:30 pm

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee Meeting 8/2/23**

Present: Katy Biron, Andy Bristol, Matthew Cohen, Michele Cohen, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Know, Scott Stewart, David Yermack

Not present: Ray Castoldi, Stan Corfman

Minutes from June 7th meeting & Minutes from July 5th on island meeting were approved without objection.

**Registrar's Report:** Susan O'Loughlin--nothing new to report

**Treasurer's Report:** David Yermack

We came out almost 8K ahead after this year's conference, which is better than expected due to the auction bringing in 22K.

We could donate that amount to the island; but in past years we donated the full amount from the auction to the island.

In the long term, we need to increase enrollments or we risk having to share the week with another conference.

We typically have between 25 and 30K in reserve but that would only get us through one bad year.

Other good news: Venmo was really popular this year, and working with Bill Knox (island registrar) went well.

**2023 Chairs Report:** April Castoldi

April reported that she & Ray enjoyed the week and overall they are happy with how things went.

They focused on including more people in music events, including inviting folks to perform at social hour, so that many different people could participate.

Challenges/Future topics to discuss:

Creating & maintaining accurate email list was challenging, due to frequent additions and removals. Trying to keep track of what information people had already received was a problem. Would be good to come up with tech solutions for this.

There are currently three main documents/sources that chairs can use for guidance (info on [AS1.org](http://AS1.org), info on star island site, all star two guidebook)--would help if they were more streamlined/organized.

Do we have a policy about sharing information, such as how best to share addresses & phone numbers?

Should we be asking folks about sharing information on social media, including pictures of children?

Thank you to Andy & Gabrielle and other folks who organized the Tom Walton Memorial Quadrathlon! Hoping to have it back again next year.

## **New Business**

**Welcome to our 2024 Chairs:** Michele & Matthew Cohen

They went through the surveys--lots of positive feedback & food for thought.

They are thinking a lot about how to invite/include new shoalers--they can share more at the next meeting.

## **Planning for Annual Governance Council Meeting**

In the past (pre-Covid) we met in person; we have met virtually the past few years. It is too late to plan for an in person meeting this year, but we could bring it up in early 2024 if folks want to pursue that for fall 2024. But we also recognize the challenges of finding an appropriate, affordable space and having enough people be able to attend.

## **Conference Attendance Issues--Discussion**

How do we get attendance back up? Key discussion points:

- Food/housekeeping was much better this year and we are hopeful that might make an impact.
- Noted that this is an island issue, not just an AS1 issue. Quality of services and promotions/discounts affect how well we can recruit people. How can we market better to UU congregations? Can SIC provide a slide deck & talking points?
- Recognition that we could also be in a generational cycle, with some folks aging out but not enough young families with kids coming back yet
- How do we find ways to reach young adults and families with young children? And how do we make it affordable for them? Can we raise/offer more financial aid?
- Also noted there were a few years when we just had too many conferees and that may have turned people off--there is a point of diminishing returns when talking about attendance numbers.
- How can we reach out to people who used to come but are no longer involved? How do we find out what is preventing them from coming back? April noted that she & Ray did some of that this year so we should keep that in mind when making any new plans. Janice also talked about some of the work she and Jim did on this. Keith is interested in looking at past data to find possible patterns.
- Discussion of putting together a working group to look at some of these issues. Janice, Gabrielle, Shelly and the Cohens are interested, and possibly Annie Stewart. Folks should let Keith know if they are interested

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee 9/6/23**

**Present:** Katy Biron, Andy Bristol, Matthew Cohen, Michele Cohen, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Stewart, David Yermack

### **Registrar's Report:** Susan O'Loughlin

Final numbers for 2023: 275 folks applied; 23 canceled; 252 folks were on island, 209 of those for the full week.

**Treasurer's Report:** David Yermack: nothing new to report at this time

### **Update from 2024 Chairs: Mathew & Michele Cohen**

They have been looking at evaluations; no one wants to drop any activities so that always makes scheduling a challenge.

They are working on the conference description for the blue book

April Castoldi note that she is still thinking of organizing some of the resources for chairs in a more efficient way, & will reach out to Annie Stewart to get admin access to the AS1 website.

### **Planning for Annual Meeting**

Keith went over the format of the meeting & noted the various reports that are needed. One of the proposed topics is about increasing attendance (revitalization).

October dates did not work for some folks, so the meeting is scheduled for November 4th.

### **Discussion: Understanding Attendance Issues**

Discussion started with a focus on young adults; several board members have young adult children who are not currently coming and shared information about this. It's important to understand why this age group may be difficult to engage, at least in our current set up. It was noted that younger adults often seem to 'take a break' from the conference while in their twenties, returning once they have their own children. Many factors come in to play: lack of financial resources (in some cases); lack of vacation time and/or prioritizing other activities during vacation time; and possible feelings of disconnection from a 'family' conference if their peers aren't attending. It was noted that some younger adults might be more likely to come if there were more activities/speakers geared toward them, and/or formalized options to come for a shorter period of time, and/or financial aid/discounts offered. It was also noted that the current structure where we have one speaker for the week may be outdated, and that in the future we might want to consider some different programming formats.

Some other ideas that came up:

- Maybe offer a cosplay event or something with gaming
- Reduce costs in some way? Could they do some volunteer work in exchange for coming? Could they come to work on specific projects?
- What about Workshops on skill sharing & skill building

- Bring a friend discounts? This might encourage them to come back and bring new friends with them
- What about getting a young adult involved on one of the committees?

For the conference as a whole, it was noted that the day rate is quite expensive, so coming for just a couple of days can end up costing almost as much as the entire week.

Several committee members talked about doing some recruiting among their own friend groups. We need to encourage all active conferees to do more recruiting.

**Next meeting:** October 4th, 2023

*Minutes submitted by Katy Biron*

## **ASI Exec Committee Meeting 10/4/23**

**Present:** Katy Biron, Andy Bristol, April Castoldi, Matthew Cohen, Michele Cohen, Stan Corfman, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Stewart, David Yermack

September minutes approved

**Registrar's Report:** Susan O'Loughlin -- no report

**Treasurer's Report:** David Yermack:

Fiscal year ended September 30th. He will do the 990 form this month. Working on the budget for next year, which we need to present in November.

He sent out two slides for review, re: registration fees and budget questions.

Discussion focused on issues related to these, including possibly increasing the registration fees (maybe just for adults, maybe for all) and/or looking at changing the \$380/max per family limit (although only 3 families qualified for that this year).

Our biggest budget expense is paying for children's staff (about 22K/year). If we do not have a full conference, we may not be able to pay for a fully staffed program; we might need to look at combining some groups. Other suggestions included not giving discounts to all staff (as some may be willing/able to pay full price); and/or possibly using volunteers in some cases. David will reach out to Deb Walton to talk about strategies.

We also discussed using projected auction proceeds as part of the budget, instead of planning for most of the proceeds to be donated to the island. We have used auction proceeds to meet the budget shortfall for the past 2 years, but auction income is dependent on who attends the conference and what items are donated.

**Update from 2024 Chairs: Mathew & Michele Cohen**

Things are falling into place. Starting to work on volunteer positions and planning.

**Planning for Annual Meeting**

Date set for November 11th

Keith will reach out to some key folks and then send out an announcement.

We reviewed the proposed agenda and had a brief discussion about establishing a policy noting that the executive committee should be the ones to respond in cases where conferees have displayed inappropriate behavior.

**Discussion: Revitalizing the Conference**

2024 chairs will lead discussion at the annual meeting re: recruiting new/returning conferees for 2024

Next meeting: 11/1/23

Minutes submitted by Katy Biron

## ASI Executive Committee--11/1/23

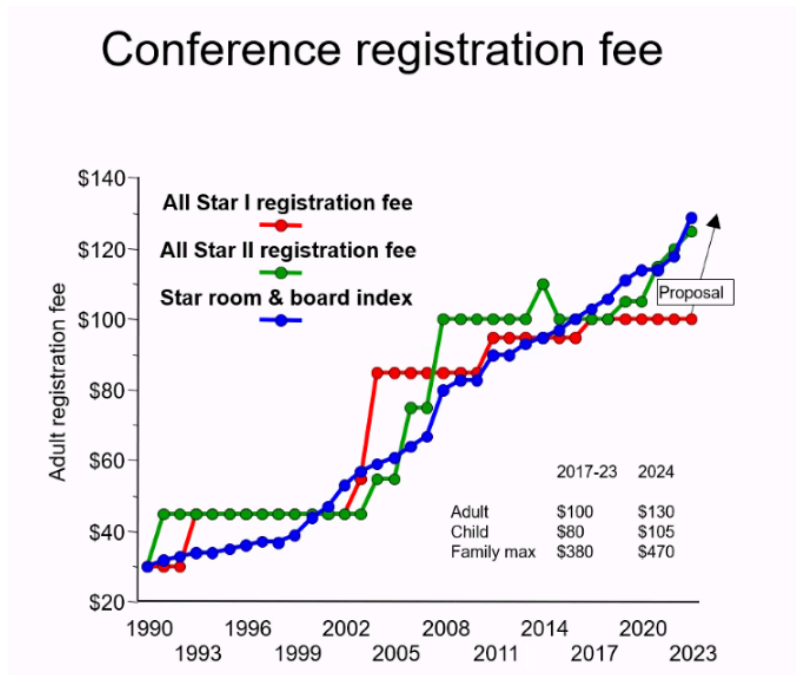
**Present:** Katy Biron, Matthew Cohen, Michele Cohen, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Janice Prochaska, Keith Knox, Scott Stewart, David Yermack

October minutes approved

**Registrar's Report:** Susan O'Loughlin -- nothing to report

**Treasurer's Report:** David Yermack

- David presented the 990 tax form and went over a few questions. No concerns noted. He will file it within the next weeks.
- Registration fees--David prepared a slide (see below) comparing increases in room/board, AS1 registration fees, and AS2 registration fees.



- Need to make a decision about whether we are increasing registration feeds before the blue book copy is due
- David proposed increasing adult registration from 100 to 130, child registration from 80 to 105. Also proposed to only charge for the first 2 children in the family rather than having a family max fee.
- David also presented 3 different possible versions of the budget, based on attendance rates of 240/260/280 as well as planning for strategically managing the number of children's staff based on registrations

# 2024 Budget: three scenarios

	2019	2021	2022	2023	2024 (i)	2024 (ii)	2024 (iii)
Conferees	334	138	218	209	240	260	280
Registration fees	\$28,110	\$12,860	\$21,890	\$20,190	\$30,140	\$32,652	\$35,163
Donations (cash)	\$1,965	\$2,584	\$1,748	\$1,914	\$2,202	\$2,386	\$2,569
Donations (in kind)	\$430	\$21	\$1,516	\$3,372	\$2,923	\$3,166	\$3,410
Artichokes	\$2,285	\$760	\$2,070	\$1,060	\$1,894	\$2,052	\$2,210
T-shirts, net	\$885	\$656	\$260	\$464	\$434	\$470	\$506
Social hour, net	\$65	(\$364)	\$647	\$1,406	\$1,228	\$1,330	\$1,433
Clams, net	\$460	\$245	\$290	\$5	\$181	\$196	\$211
Poker	\$1,160	\$530	\$880	\$540	\$858	\$930	\$1,001
ISA Grant	\$0	\$500	\$600	\$0	\$600	\$600	\$600
Volunteer accomodations	(\$23,509)	(\$11,251)	(\$21,085)	(\$25,786)	(\$24,151)	(\$25,356)	(\$26,560)
Financial Assistance	(\$7,066)	(\$5,344)	(\$8,089)	(\$10,841)	(\$11,364)	(\$12,311)	(\$13,258)
Speaker	(\$2,110)	(\$2,935)	(\$2,256)	(\$2,519)	(\$2,871)	(\$3,110)	(\$3,349)
Supplies	(\$1,508)	(\$479)	(\$1,152)	(\$2,222)	(\$2,019)	(\$2,187)	(\$2,356)
Insurance	(\$1,224)	(\$651)	(\$937)	(\$1,207)	(\$1,250)	(\$1,250)	(\$1,250)
Fees and dues	(\$210)	(\$175)	(\$75)	(\$75)	(\$75)	(\$75)	(\$75)
SIC credit card fees	(\$720)	(\$331)	(\$541)	(\$588)	(\$679)	(\$736)	(\$792)
PayPal / Venmo fees		(\$238)	(\$211)	(\$450)	(\$600)	(\$650)	(\$686)
Events	(\$199)	(\$677)	(\$2,253)	(\$1,475)	(\$2,252)	(\$2,440)	(\$2,627)
Operations	(\$149)	(\$230)	(\$211)	(\$219)	(\$220)	(\$220)	(\$220)
<b>Sub-total: conference</b>	<b>(\$1,335)</b>	<b>(\$4,519)</b>	<b>(\$6,908)</b>	<b>(\$16,430)</b>	<b>(\$5,022)</b>	<b>(\$4,553)</b>	<b>(\$4,070)</b>
Interest	\$6	\$2	\$1	\$2	\$4	\$4	\$4
GC Meeting, net	\$205						
Auction	\$22,887	\$13,442	\$19,485	\$25,067	\$5,000	\$5,000	\$5,000
Net income	\$21,763	\$8,925	\$12,578	\$8,639	(\$18)	\$451	\$934

## Assumptions

Inflation	3%
Registration fee increase	30%
Reduce children's staff by one person if enrollment is 260 instead of 280	
Reduce children's staff by two people if enrollment is 240 instead of 280	

After significant discussion, motion was made to increase registration rates; proposal was approved

## Chairs Report: Michelle and Matthew Cohen

Working on language for Blue Book

Job descriptions have not been updated since 2018--so they may be reaching out to some folks for more information.

They are working on materials that current shoalers can use to do outreach to potential new conferees--more details to come at the annual meeting.

## Planning for Annual Meeting:

Discussion of reports needed, plus a review of the agenda

*minutes submitted by Katy Biron*

## **AS1 Executive Committee Meeting 12/6/23**

### **Present:**

Katy Biron, Andy Bristol, Ray Castoldi, Joy Close, Beth Corsa, Matthew Cohen, Michele Cohen, David Epstein, Ken Hallows, Keith Knox, Scott Stewart, David Yermack

**Not Present:** Stan Corfman, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska

2023 Chairs are now leaving the committee: Goodbye to Ray & April!

Welcome to new members: Beth Corsa (our future registrar) and Joy Close

Selection of Convenor for next year: Keith Knox was nominated and approved

**Registrar's Report:** Susan O'Loughlin -- no report

**Treasurer's Report:** David Yermack--no report

**Update from 2024 Chairs:** Mathew & Michele Cohen

No major report since Annual meeting was just a few days ago.

Question: as we recruit past conferees to return, how would we know who we should NOT ask back? (due to behavior issues)

Suggestion made that the registrar keeps a list of names and assists when we are putting together lists of folks to market to, etc.

*Minutes submitted by Katy Biron*