



NWC43 December ConCom

MEETING MINUTES

SATURDAY DEC 14, 2019 12:00 PM-4:00 PM

DoubleTree By Hilton Seattle Airport, SeaTac, WA

Chair	Tonya Clark (Chair)		
Attendees	Adrienne Loska (Programming) Brian Haas (Treasurer) Loree Parker (Publications)	Alexis Smith (Convention Services) Jeanine Swanson (Personnel) Michael Hanscom (Secretary)	Anne-Marie (Business) Katie Haas (Member Services) Veronica Templar (Special Events)
Apologies	Pat Booze (Vice Chair)		

- Please remember to sign in!
- Pay for your parking at the kiosk downstairs.
- Access ConCom meeting resources at <http://www.norwescon.org/get-involved/concom>
- MEETING SCHEDULE:
 - Noon: Introductions, Announcements
 - 12:15–1:00 p.m.: Department Reports
 - 1:00–3:00 p.m.: Department Breakouts
 - 3 p.m.: Closing and Prizes

• Introductions and Announcements

All

• Welcome and Introductions

Tonya Clark (Chair)

• Signing In: Easy, fun, and helpful!

Tonya Clark (Chair)

- Please remember to sign in. We'll even bribe you with door prizes (usually...not this month, because we're bribing you with a holiday party instead)!

• Department Reports

All

• Chair

Tonya Clark (Chair)

• Special Events Head

Tonya Clark (Chair)

- Welcome back Veronica! Our NWC42 Special Events Director has returned to take over Special Events for NWC43.

• Elections

Kevin Black

- Last day to register and be eligible to vote for NWC44 positions is the March 7, 2020 ConCom meeting. Elections start at the February 8, 2020 meeting. Any bylaw change proposals must be submitted by Feb. 8 to be considered.

- **T-Shirts**

Tonya Clark (Chair)

- The last day to register and have the option for a staff t-shirt is December 31, 2019. If you know of staff members who aren't at today's meeting they can email their Exec for the online staff registration link. You can still register as staff after that date, but you will no longer have the option of a t-shirt.
- Voting for t-shirt colors: Daisy (yellow - we're missing this color of the rainbow, and yellow with black text looks bumblebee-ish, and our Science Guest of Honor is a beekeeper), Heloconian (fuchsia), or Lime (bright green). 14 fuchsia, 24/25 lime, 16 daisy. Lime green it is!
- Art will be decided on later (no vote this year because of communication with our Artist Guest of Honor).

- **Ribbon and Badge Orders**

Tonya Clark (Chair)

- Execs and Department Heads must have ribbon orders and silver/gold badge requests submitted by the end of January. Tonya will be sending out ribbon counts soon. If you still have ribbons or badges from last year in your possession please email chair@norwescon.org.

- **Marketing and PR Update**

Tonya Clark (Chair)

- Posters are being planned soon. Looking at the best bang for our advertising buck.

- **Financial Report**

Tonya Clark (Chair)

- We have been losing memberships and hotel rooms over the past few years. Last year we budgeted 151,000, spent 140,000, made ~11k, which kept us in the black. This year's budget is about the same.
- We do keep a reserve in the bank — at the moment, we have enough to survive for two years even if we didn't make any money this year. We're not in dire straits, but we do need to work to increase memberships and be frugal with our current funds. Our current reserve is \$311,727.42.
- Our Business Director and Treasurer will continue making brief financial reports at our monthly planning meetings to maintain transparency.
- We have made changes to the budgeting/spending process to help control costs. Exec team will be meeting soon to revisit the current budget and make adjustments as necessary.
- Q: What is the Exec team doing to build memberships and plan for the future?
- A: Last year our marketing budget was \$500. This year we've moved some funds around and have raised the budget to \$5,000. We are looking at other ways to market the convention that we haven't explored in the past.
- Our charities team has restructured to be able to pursue more opportunities for donations in support of the convention.
- Q: Are there marketing materials that members can print and distribute on their own?
- A: Yes, we have one poster on our website now and have plans to have more in the near future. We may also have resources that we can distribute, but need to be strategic about where we distribute them to ensure we're spending our money wisely.

- Q: Historically we've had bookmarks, bumper stickers, etc. If we start distributing posters and flyers, is there a way to track where things have been posted?
- A: Peggy is working on a plan for that, but as she's not here today, we don't have immediate information.
- Next Chair's financial report will likely be at the March meeting.

- **Long-Range Planning**

Tonya Clark (Chair)

- Thanks to those who have volunteered for the long-range planning committee! Committee members should expect an email after the holidays.

- **Breakout Topics**

Tonya Clark (Chair)

- **Vice-Chair**

Rob Stewart

- Pat isn't here today, Rob is reporting in her stead.

- **Hotel Liaison Report**

Rob Stewart

- Currently at 73% of room block. Need 80% to meet requirements. If you haven't reserved your room, or you have friends who haven't, please do so and encourage them to do so soon.
- Need a staff room? There is a form available in the Staff Info section of the website. Must have your hotel reservation confirmation number. If you want late checkout on Sunday, contact Rob, availability is first-come first-serve.
- If anyone has problems finding rooms through the site, please email hotels@norwescon.org.
- Rob is looking for an assistant to train! Please email hotels@norwescon.org if you're interested in learning the ins and outs of this position.

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of November Meeting Minutes**

All

- Vote held via email between 11/9 and 11/16. Minutes approved and posted to the website on 11/17. Notification of availability was sent out on the Norwescon-concom mailing list.

- **Approval of Updated Policies and Procedures**

All

- Move that the updated Policies and Procedures manual be approved. (7 yea, 0 nay, 3 abstain, 1 absent)

CARRIED Moved by Michael Hanscom (Secretary), Seconded by Katie Haas (Member Services)

- **Documentation Wiki**

All

- While our baseline policies and procedures are in the P&P manual, every department has a lot of internal procedures and documentation on how it does everything it's responsible for. We have started work on a wiki site to collect as much of this documentation as possible. Helpful both internally as positions are filled by new volunteers, and potentially for other existing or up-and-coming conventions who are learning how to set up their own processes.
- This is a publicly accessible site, but can only be edited by approved users, who must be added by the wiki administrator. We are limiting users to current members of the ConCom. Because it is a publicly accessible site, care should be taken to not add any personal or sensitive information.
- Currently, content for the Secretary and Website (under Publications) has been added, but we're hoping to get much more over time.
- If you would like to contribute to the documentation for your area of responsibility, please let your Exec know or email wiki@norwescon.org to request access. If you would like a brief introduction to wiki editing, please email wiki@norwescon.org or speak to the Secretary.
- The wiki is available at <http://wiki.norwescon.org>.

- **Online access to agendas, minutes, etc.**

Michael Hanscom (Secretary)

- Agendas, minutes (once approved), and other documents can be found on the Staff Updates page on our website (<https://www.norwescon.org/get-involved/concom/>).

- **Registration: We need to know about you!**

Michael Hanscom (Secretary)

- Please be sure to register as Staff! You won't be listed on the org chart (and your position won't be marked as filled) unless you do. Please double-check the title of your position with your Exec before registering in case it has changed.

- **Google Suite (Email aliases, groups, drive, etc.)**

Kathy Bond

- Reviewing our Google Suite tools.
- Around NWC40 we moved to GSuite for Non Profits, which changed our email aliases to actual Google Groups. This allows us to archive everything that's been sent to those aliases. Excellent way for people in a role to go back through past communications. Does mean that it's important that when a message comes through, the group is copied on the response so it is archived.
- We also have a (essentially) unlimited number of groups we can create. If you have a need, you can get a @norwescon.org user account. You can then set it up so you can respond from that address. If you think this is something your position needs, please talk to your Exec to request approval.
- We also have (essentially) unlimited storage through Google Drive. We have a few shared drives, including a Norwescon ConCom team drive that includes both current and historical information. You do not need a Norwescon user account to access the shared drive, you can use your personal email address to access. We are working on using this resource more to avoid having to pay for Dropbox or similar tools. If you would like access to the ConCom team drive, please email nwadmin@norwescon.org or info@norwescon.org. If you need troubleshooting, screenshots are very helpful.

- **Business**

Anne-Marie (Business)

- **Total Funds Received Fiscal YTD/Previous Month**

Anne-Marie (Business)

- The YTD gross income for the NWC 43 fiscal year is \$21,759.26. The income for November was \$4,600.31. Our Net total for this fiscal year, as of December 12, 2019, is negative \$9,173.77. As of this writing, the budget for NWC 44 would be \$21,614.26 if no further income was brought in.

- **Donate to Norwescon!**

Kathy Bond

- Employee matching, Amazon Smile, direct links.
- Many employers do employee matching of volunteer hours; check with your employer about this. If you shop through Amazon Smile and designate Norwescon as your charity of choice, we get a bit from them.
- If you have ideas for the charity auction, are looking for prizes for contests, or have other similar needs, please talk to Kathy or Kat or email charities@norwescon.org so we can start trying to track down donations. We are working on a wishlist to post on the website so others know what we're looking for.
- We are going to be doing more work on sponsorships. If you're interested in helping, we have work for you! Please email charities@norwescon.org. You'll probably like this role best if you don't mind talking to strangers.
- Q: Is there a way to donate money directly? A: Yes, there's a link on the website.

- **Touch Base with Business!**

Anne-Marie (Business)

- With Exec approval, Business can arrange for pre-payment for goods/supplies so volunteers don't have to float costs themselves.
- Business needs to review/approve any and all contracts before they get signed by Execs.
- Execs can designate folks to approve check requests on their behalf, but it must be done in writing ahead of time.
- Check with Don for research and Cherie for purchasing - they may be able to save you money! Please be specific in your requests.

- **Need Us?**

Anne-Marie (Business)

- Business will be available during the second half of breakouts to accept donations, staff payments if registering as staff, etc.

- **Treasurer**

Brian Haas (Treasurer)

- **Reported Expenses Fiscal YTD/Previous Month**

Brian Haas (Treasurer)

- The YTD total expenses are \$30,933.03. Our total expenses for November were \$2,342.83.

- **Check Requests**

All

- Check request forms are available from Brian or from the NWC Google Drive.
- Must have Exec approval and receipts.
- If you know of any purchases coming up, work with your Exec so we can plan ahead of time and make the purchase ourselves.

- **Convention Services**

Alexis Smith (Convention Services)

- Citrak: Layouts went out to Execs and a few other people. If you're expecting layouts to review, talk to your Exec or find Mike during the meeting. Changes or confirmations of existing layouts must be submitted before the end of the calendar year.
- We are still looking to combine our storage units into one space. If you know of any options, please contact Kathy Bond. For perspective: This year we're budgeted about \$1,500/month for storage, and that isn't enough. Ideal specs: ~2,000 square feet, good access hours, within 15-20 minute radius of hotel, some climate-controlled space. There are other specifications, those are the baseline ideals. For questions or ideas, please talk to Kathy.
- Tech team in the process of rebidding our rental needs, finalizing the bid to go out, should have an update by the February meeting. If you know good providers of large-scale A/V tech equipment, please contact our tech team at techandeventservices@norwescon.org.
- Big Bad Book meeting is next month, Sunday Jan. 19th. If you don't know what this is, lucky you! :)

- **Open Positions**

Alexis Smith (Convention Services)

- We need another layouts specialist. Need to be able to use or learn to use Visio, attend the Big Bad Book meeting, to assemble the book of layouts. Please talk to Michael, Caryn, or Alexis.
- Also need more security, office, peace bonding, and dispatch people. Minions for logistics and tech teams; person in charge of cameras and communications. Please see Alexis directly.

- **Breakout Topics**

Alexis Smith (Convention Services)

- **Member Services**

Katie Haas (Member Services)

- Have not sent out our dealer acceptance list yet, should be out soon. Once those go out, we'll see some cash influx there.
- **We haz departments; you wants jobs, yes?**

Katie Haas (Member Services)

- Registration is a great volunteer spot, especially if you're a first-time volunteer.

- **Registration Report**

Katie Haas (Member Services)

- 4-day: 684; Staff: 68; Child: 40; Youth: 27; Lifetime: 14.
- Membership prices go up in January - let people know!

- **Staff Registration Link**

Katie Haas (Member Services)

- If you weren't able to register at the meeting, you can register online. Your Exec can share the link with you.

- **Breakout Topics**

Katie Haas (Member Services)

- **Personnel**

Jeanine Swanson (Personnel)

- **Open positions**

Jeanine Swanson (Personnel)

- We currently have nobody for our cloak room. If we don't get volunteers for this, we may not have a cloak room at all, and this is looking likely. If this happens and people ask why there isn't a cloak room, remind them that we're an all volunteer organization! (Reminder that the security office is not a secure space to leave your things and is not a replacement for the cloak room.)

- **Events**

Jeanine Swanson (Personnel)

- More info on all of the following is or will be available on our Facebook events, our website, and from Personnel.

- **Book Club (Monthly)**

Kathy Bond

- January 26, 4-6 p.m. at Panera Bread in Kent (521 2nd Pl. N., Suite 101, Kent, WA 98032).

- **Gaming Club (Monthly)**

Rob Stewart

- January 4 and February 1, 5-9 p.m. at Fantasium Comics and Games in Federal Way (1500 S. 336th St. #12A, Federal Way, WA 98003).

- **Pride Parade (June 28, 2020)**

Jeanine Swanson (Personnel)

- **Camping Trip (Summer 2020)**

SunnyJim Morgan

- **Geek Garage Sale and Swap Meet (September 2020)**

Jeanine Swanson (Personnel)

- Other outings are being planned.

- **Breakout Topics**

Jeanine Swanson (Personnel)

- **Publications**

Loree Parker (Publications)

- **Newsletter**

Loree Parker (Publications)

- Deadline is the 5th of every month to submit content. If you have something you'd like to promote, please send it to newsletter@norwescon.org. If you don't have a fully fleshed idea but do have a topic, send that in too, our staff writer can help create a full article.

- **Membership Guide Updates**

All

- Latest draft will be going to Execs soon. Working on unifying the various costume policies so it's consistent throughout the con.

- **Website Content Requests**

All

- Convention hours will be finalized soon.

- **Program Book Content Requests**

All

- We may need to do something different with badge and program book cover art due to communication issues with our Artist GOH. If you have ideas along those lines, please contact publications.
- If you have suggestions for what you'd like to see in the program book, content submissions, page fillers, ad buys, etc., please contact publications.

- **Open Positions**

Loree Parker (Publications)

- We need photographers! Right now we only have one for the entire convention! If you know people with good digital cameras who are interested in wandering around the convention and taking photos, please send them our way.
- Also always looking for editors and a Guidebook second.

- **Programming**

Adrienne Loska (Programming)

- **General Update**

Adrienne Loska (Programming)

- Not a lot to report — pros are selecting panels, this goes on through the end of the year. Working with Publications to make sure pros have all their information in and current.

- **Open Positions**

Adrienne Loska (Programming)

- Still have room for people in stage management (getting rooms ready, keeping things moving through the day).

- **Special Events**

Veronica Templar (Special Events)

- Just stepping in, so not much to report at this point.

- **Open Positions**

All

- Lots of volunteers needed! If you're interested in anything special events related, come talk to us!

- **Staff Photo**

All

- Gather on the stairs leading up to the Cascade rooms from the landing above the lobby.

- **Department Breakouts**

All

- **Post-Breakout Reports (If Necessary)**

All

- There is still time to sign up for club/lobby tables! We will close this in about a week.
- If you need gaff tape, please let Convention Services know by the January meeting so the order can be placed in time.
- If you think you'll need a parking spot between wings 6 and 7 during the con (generally reserved for people who have mobility needs or will be in and out during the weekend) please contact Convention Services.

- **Closing and Prizes**

All

- **Norwescon 43 Meeting Schedule**
 - All meetings at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
 - January 18 ConCom (DoubleTree: Room TBA)
 - February 8 ConCom (Held at the Kaiser Permanente Renton Campus)
 - March 7 ConCom (DoubleTree: Maxi's)
 - April 5 Stuffing Party (DoubleTree: Olympic Rooms)
 - April 9-12 Norwescon 43 (DoubleTree: Everywhere!)
 - May 2 Post-con ConCom (DoubleTree: Maxi's)