



October ConCom Meeting

Minutes

OCTOBER 10, 2020

ZOOM

Attendees: Adrienne Loska, Alexis Smith, Don Glover, Jeanine Swanson, John Demboski, Michael Hanscom, Myke Gheparde, Sunny Jim Morgan, Tonya Clark, Veronica Templar

Apologies: Kathy Bond

INTRODUCTIONS AND ANNOUNCEMENTS

WELCOME AND INTRODUCTIONS

[Exec Introductions and Breakout Room Information](#)

[Self-Select Breakout Room Process](#)

With the new version of Zoom, you can now select your own breakout room. You do need the most current version of Zoom to do so; if you've not updated yet, we'll have people in the main room to help move people around.

DEPARTMENT REPORTS

CHAIR

[Voice of the ConCom and Message to our Membership](#)

The Exec team should be the voice of the convention. If there are concerns or questions about the convention, they should be sent to the Exec team so we can speak with a unified and consistent voice, especially when we're dealing with sensitive issues, changes in policies, or other such situations.

[Org Chart Availability and Email Groups and SubGroups](#)

The org chart is now available. At this point, each Exec has an email and a group (email alias) assigned to them. Each department will have its own sub-group (email alias). You can be part of multiple groups; several people are in this position.

[Open Positions](#)

Elections and marketing are open at this time.

VICE-CHAIR

If you want to reach out to someone but don't know exactly who, you can always email info@ and it will be forwarded to the appropriate person.

Kat Marier will be managing the timeline this year. If Execs/Department heads have known dates and deadlines that should be tracked during the year, please email timeline@ or katmarier@.

Open Positions

SECRETARY

Online access to agendas, minutes, etc.

Agendas, minutes (once approved), and other documents can be found on the [Staff Updates page](#) on our website.

The Norwescon 43 Org Chart is now available in our shared Staff Google Drive. If you don't have access to the drive, please speak with your Exec or email secretary@ to request access.

If you are new, have updated your email address, or simply want to make sure you're getting concom-related emails, please send an email to secretary@ asking to be put on our concom mailing list and we'll get you added.

Registration: We need to know about you!

If you haven't yet, 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.

Staff who rolled over from last year will get instructions from Member Services later in the meeting.

Open Positions

The Wiki documentation project could use someone to help track down and add documentation from various departments so it's not all hidden in people's heads and in binders at their homes. Please email secretary@ if you're interested.

BUSINESS

Kathy is not available today; Don (Treasurer) is reporting in her stead.

Staff Refund

Please let us know about your decision regarding the staff refund ASAP. Email business@ with whether you want to donate or receive the refund.

Budget Report

Have been getting a stream of responses to the refund/donation email; at this point, roughly 50 people asking for refunds and 50 people offering donations.

Because we have started sending out refunds for dealers, our income is currently negative. We have sent \$2,985 out in dealers refunds, which is offset by \$1,197 in charitable donation, interest income, and other income. Our total income is therefore -\$1,719.40.

Key current budget numbers:

- \$50,150 in static expenses (expenses that we need to pay no matter what)
 - \$20,000 of that is in storage expenses, please contact if you can help with the storage replacement search
- \$25,920 in event expenses

We will not be in the black this year; this is known and planned for.

Donations

Amazon Smile, workplace donation matching, etc. Several ways to donate to the convention. Please encourage folks to donate!

TREASURER

Nothing to report beyond already reported budget info.

CONVENTION SERVICES

If you were staff last year, you are staff this year. However, you do need to go back into the staff kiosk to update your information. We've made a change to the system; we are now using a username/password login system. You will need to log in, set up the username/password, and update your staff position information and other options.

Please chat with your Exec to get staff kiosk address and login information.

Open Positions

In need of technical room hosts (something of a crossover role with programming), chat monitors (similar to security function, keeping conduct rules in chat), tech and IT specialists (during-event troubleshooting), monthly ConCom meeting hosts (Zoom room host and management).

MEMBER SERVICES

Staffing Updates

Have added two more people to Member Services: Jerry Johnson as Club Tables second, and Steen Schuler for Art in Action.

Importance of Going Through the Staff Kiosk to Update Staff Position Information

There's a lot of important info needed in the Staff Kiosk. Please do log in and update your info, including your position, whether or not you want to vote, your t-shirt size, etc.

The staff kiosk is now password protected. You will need to get the link and access password from your Exec.

Want to encourage everyone to fill out the online interest form (<http://norwescon.org/go/nwc43roles>). Right now, only 25 people have filled it out — we could use a lot more than that!

New Registrations

We have had some new registrations (not rolled over from last year) for this year, and they look to be brand-new Norwescon attendees!

PERSONNEL

Nothing to report at this time.

PUBLICATIONS

We got our first newsletter out on schedule, with another one coming out soon. Since we're doing things differently, we want to ramp up communication with members and explaining what's going on as much as possible. If your department has information that should go out to members, please send it in! We can push it out through the newsletter, website, social media, etc.

When considering roles, we want lots of testers to help us with the website and tech side of building (and breaking, so we can avoid that happening later) the site before con weekend. Lack of tech-friendliness is a good thing!

PROGRAMMING

Norwescon Writers Workshop

Reminder: Application deadline is December 1. Hoping for a flood of applicants — \$35 to have your work critiqued by established agents, editors, and writers? It's a deal!

Open Positions

The amount of programming we can offer will be somewhat dependent upon the number of people we have volunteering to be room hosts and monitors. The more volunteers we have, the more paneling we can run! We're happy to make sure you have the knowledge to help the panelists with setup and panel management. If you're curious or have questions, please come and talk to us.

Bernie Straub will be our Stage Management head this year.

Looking for pro check-in staff, youth programming assistance.

SPECIAL EVENTS

Similar needs to Programming: People to help run the Discord and Zoom spaces for our events.

Open Positions

EVENTS (AMBER)

Looking for quite a few things. Concert director (and staff), dances director, hall costume, and more. Trying to put an emphasis on hiring BIPOC members to broaden the inclusiveness and equity; we need to do better.

GAMES (JEFFREY)

Lots of positions here; of course, will be different this year with the virtual environment. Please come speak with us if you're interested in helping gaming!

DEPARTMENT BREAKOUTS

POST-BREAKOUT REPORTS

We've had some questions about handling parties. We may be working with the Club Tables position to work on this option.

We are working on ideas on how to handle the annual holiday party and gift exchange.

Thanks for coming to the meeting! If you don't have a volunteer position yet, please fill out the position info form and/or email personnel@ to volunteer.

QUESTIONS

Did you come up with questions during or after this meeting that weren't addressed? Send them in to us at meeting@norwescon.org to be addressed in the future!

MEETING AND EVENT SCHEDULE

- October 10: ConCom Meeting
- November 14: ConCom Meeting
- December 12: ConCom Meeting
- January 16: ConCom Meeting
- February 20: ConCom Meeting
- March 13: ConCom Meeting
- April 1–4: Norwescon 43