



# November ConCom Meeting

# Minutes

NOVEMBER 14, 2020

ZOOM

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

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## INTRODUCTIONS AND ANNOUNCEMENTS

### WELCOME AND INTRODUCTIONS

Exec Introductions and Breakout Rooms

Self-Select Breakout Room Process

## DEPARTMENT REPORTS

### CHAIR

#### NWC43 (2020) Staff Shirts

Since we can't pass them out during a meeting, Tonya plans to be helping JD and his team with book/badge distribution. Shirts will be brought with her to these events. More info will come out about that in the future. If you live far enough away that you might not be able to attend one of these, contact Tonya.

#### Kiosk Info Updates

Please make sure your address is correct in the kiosk in case we need to mail your shirt.

#### Lifetime Members

Are you a lifetime member? Tonya would like to pick your brain! Please email [chair@norwescon.org](mailto:chair@norwescon.org).

#### Open Positions

Outside marketing and outreach (MOPOP, Clarion West, Locus, ideas for more?), and lifetime event coordinator/assistant.

### VICE-CHAIR

Please reach out to Kat Marier with any timeline updates.

### 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@norwescon.org](mailto:secretary@norwescon.org) 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@norwescon.org](mailto:secretary@norwescon.org) 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.

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@norwescon.org](mailto:secretary@norwescon.org) if you're interested.

## BUSINESS

If staff members please let us know by email what to do with your staff rate refund, that would be very helpful. Do you want your \$5, or can you donate it to Norwescon?

Budget Report

Budget

Total Allotted: \$82,805

Total Spent: \$11,670

Income: (\$5,307.50)

Negative numbers so far come primarily from dealer membership refunds offset by charitable donations received via State CFD and Amazon Smile and some membership money.

Net Profit: (\$16,978.48)

Business managed to lower our insurance payments for this year for a savings of just over 50%.

Refunds for memberships will start going out on Monday.

Open Positions

Still looking for a fundraiser (someone who can help get us money).

Amazon Smile

Please remember to shop through [smile.amazon.com](http://smile.amazon.com) – we just got a disbursement, and every bit helps!

## TREASURER

Nothing beyond what Kathy discussed.

## CONVENTION SERVICES

Execs: There is a new staff kiosk password, it has just been sent out to you.

We will be discussing platforms and how we want to build them out during today's breakout session. This isn't the website itself, but backend stuff (Zoom, Discord, panels, presentations, etc.).

### Open Positions

Lots of open positions right now because we need a lot of help in running and supporting rooms during the convention! Talk to us or programming.

## MEMBER SERVICES

### Badge and Swag Distribution Efforts

Thought we might need a registration cut-off to determine badge/swag efforts, but current registrations are slow enough we're not worried about that. Plans are being discussed, and thanks to all who have been involved in the discussions so far. Have started looping in Registration as well. If anyone has ideas in participating or organizing, please email and let us know!

### Member Services Virtual Con Activities

Been making good progress on plans. Art Show applications are up and running and coming in, Club Table applications will be up soon, Dealers Room is being discussed. Lots of good progress so far.

Just one Member Services breakout room (had considered multiple smaller rooms for this month but decided against that).

## PERSONNEL

Nothing to report at this point.

## PUBLICATIONS

Once we figure out how to get people logged into the convention website, Felice Nightengale will be producing a "How to do Norwescon" video that we can link on the front page! Web Team is working on virtual art show, dealers' room, and lobby components.

## PROGRAMMING

### Open Positions

Need people for during-con room wrangling and monitoring. If you're not sure what that means, just ask! We'll train you, it'll be fun!

Zoom Room Hosts will sign in early for a rehearsal, let the panelists into the room and make sure their video and sound are working, then let the attendees who are sitting in the waiting room into the panel. You will then watch the panel, monitoring the chat and making sure nothing in violation of our policies is happening, which will all be spelled out for you ahead of time. If a problem of any sort comes up, you will contact tech, security, or me to handle it.

We'll have exciting announcements about Norwescon Writing Workshop moderators soon. Participation in the workshop is included in your membership, no additional fees. Encourage people to spread the word about the NWW! Deadline extended to Jan. 1 2021.

Looking for suggestions for future GOHs. You can contact us in chat or email [gohcommittee@](mailto:gohcommittee@) with any ideas.

## SPECIAL EVENTS

### VOTE: GoH Tea Pricing

Replacement event for the traditional GOH Banquet. Tea package will include shipping participants tea, a mug, a cookie, and small-group Zoom sessions with the GOHs. \$35 will just cover our costs. Expect to be able to handle gluten-free/allergy options.

**Motion:** Veronica moves that the GOH Tea price be set at \$35.

**Seconded:** Michael seconds.

**Vote:** 11 aye, **motion carries** unanimously.

### Open Positions

Also need room wranglers and monitoring for the at-con events. Please get in touch!

#### *EVENTS (AMBER)*

Looking for someone to run hall costumes, DJ coordinator, Fannish Feud, Single Pattern judges, Masquerade judges, etc.

#### *GAMES (JEFFREY)*

Need a lot of people to run and coordinate games. Email [games@](mailto:games@).

## DEPARTMENT BREAKOUTS

## POST-BREAKOUT REPORTS

### CHAIR

Long-range planning taking a backseat at the moment, current priority is figuring out new/updated harassment/safety policies for the online convention.

### SECRETARY

Org Chart is in flux. There are currently a number of positions that relate more to an in-person con than an online con, that will change over time as the various departments update their positions for the current year's needs.

### CONVENTION SERVICES

There will be separate Discord servers for the convention itself and for concom use. More info on the various options will be forthcoming.

### SPECIAL EVENTS

GOH Tea tickets are now live in the kiosk.

### PERSONNEL

Figuring out training possibilities for the various new positions.

### 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](mailto:meeting@norwescon.org) to be addressed in the future!

## MEETING AND EVENT SCHEDULE

- 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