



# January ConCom Meeting

JANUARY 16, 2021

## Minutes

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

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## INTRODUCTIONS AND ANNOUNCEMENTS

### WELCOME AND INTRODUCTIONS

Exec Introductions and Breakout Time Locations

## DEPARTMENT REPORTS

### CHAIR

Policy and conduct committee has been meeting, has a new harassment/anti-racism draft statement out for review. Chair and VC have met with diversity/inclusion specialist and will be working with them to see what they can offer this year and into next year.

#### Elections (Kevin)

We will be opening nominations for elected positions at Feb. meeting. Will be an opportunity to nominate at the Feb and Mar meetings. Nominations will also be accepted by email. Nominations close after March meeting. Voters will receive election ballots. Chair, VC, and 2 GOH committee positions. If you're interested in voting, make sure you're registered as staff and have opted in and have paid before the March meeting.

Tonya: Reminder: Membership rolled over, but you still need to log in and update your info, this includes voting info, t-shirt size and shipping info, position, etc.

### VICE-CHAIR

Nothing at this time.

### 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

Refunds have been sent out; 39 checks were returned. Will deal with on a case-by-case basis when asked where refunds are, won't be hunting people down.

Requests for funds must go through your Executive.

### Budget Report

What has cleared as of 1/15/2021

Income: (\$35,586.56)

Expenses: \$17,853.01

Net: (\$53,439.57)

## TREASURER

Nothing beyond what was reported for Business.

## CONVENTION SERVICES

We have a new platform for the convention; a demo will be given after the rest of the department announcements. Thanks to the platform committee for doing the research and testing and selecting Airmeet. Having a single platform for most items will be much easier and simpler than a mix of multiple platforms.

Are having some issues with some staff getting through the new username/password setup for the staff kiosk. Possibly related to the password on the staff kiosk — do any execs object to temporarily removing that? (No objections.)

If you have not yet changed your registration account from badge name/security question to username/password, please do so (and we're removing the kiosk password as noted above, so this will be easier). The staff kiosk link is available from your Exec. Instructions for how to make the change were sent out in December.

## MEMBER SERVICES

### Team Updates

Art show has received 26 applications to date, so far only declining one applicant. Have removed the original cutoff deadline and are keeping applications open.

Club tables application has been open for a while but have only received three applications to date.

Dealers room application opened January 5 and has received ten applications so far.

Loree has been working with the online platform workgroup to keep accessibility in mind.

Info desk is being put together for new platform requirements.

Registration shout-out to Michelle Morrell for stepping up with customer service responses and Jeri-Lynn who is providing invaluable help.

Pre-registration numbers: We have an estimated 1,200 currently registered members at this point (this includes Staff and Pros, and takes into account ~200 refunds/donations currently being processed).

Badge/swag distribution plans are proceeding. Hoping to have safely organized physical pick-up locations/small in-person events. Working on details around badge printing (ensuring we don't over print for people who have decided not to attend), logistics, etc. Lots to manage but are working on it!

Q: Have prior club tables been contacted about this year? A: Shawn emailed every club/org that has had a table in the past five years. More announcements will be coming soon.

## PERSONNEL

### Open Positions

We now have a pretty good idea of what positions we need to fill. If people are looking for ways to help, talk to us! Looking for book club hosts, camping planning assistance, pride parade planning assistance, fifteen gaming positions, quite a few more positions and ways to help are open.

## PUBLICATIONS

Newsletter will be going out today and in a couple weeks. If you have any info that should go out, please let us know!

Still looking for help in social media and the website.

## PROGRAMMING

### Programming Update

Also been focused on platform committee over the past few weeks. Now that we have a decision, will be finalizing plans based on the capabilities that gives us. Will need room hosts, pro check-in (green room), possibly more. Will likely figure that out as the planning solidifies based on platform decision. This is sort of a launch point, there will be more info forthcoming.

## SPECIAL EVENTS

### Special Events Update

Jackie/Masquerade: There will be a masquerade! Just a bit different. Plan is to have costumers submit videos, will give option to just submit for workmanship without video presentation. Workshopping whether there will be a live MC with the video presentation. Registration info should be out soon, are in the midst of figuring out the details. Probably no kids masquerade this year (mostly around privacy reasons); any minors entering main masquerade as "Rising Stars" will need parental consent (at beginning and end of submitted video, edited out before broadcast).

Violet: Adding an improv show based on a SF interpretation of the Oregon Trail game. Bella has a cast for the burlesque show, theme is literary moments ("Torn From the Pages").

Bella: Have booked performers (some multi-award winning), show will be amazing. Thanks to Michael for help with the Twitch channel transition; the Twitch channel is being reworked. Have signed up online gaming streamers. Will be streaming kind of like the G4 network: hosting panels, masquerade, dances. Have put out a casting call – we can book live bands to perform music for the dances (avoids issues with DJ streaming licensing issues)! Have had interest in vintage game streaming.

Bella/gaming: Doing what they can to build everything up, will have their own Twitch channel to host games.

William/PK Dick Award: Nothing has been decided yet. A tentative ballot exists and is in the hands of the administrators. Will send out to webmonkeys for distribution as soon as has been finalized. Are hoping to do a social/book discussion of some sort. Currently has six books on the slate, one is 1/3 of a trilogy, can't say more at this point.

## AIRMEET DEMO

Have selected the Airmeet platform as our convention platform for this year. Keith Jewell is giving a demo of the platform; this is a somewhat generic idea at this point before major NWC-oriented customization has been done.

Keith: Platform committee has been working on this for a while. Major concern was a disconnected experience (multiple platforms necessary for various features). Advantage of pandemic is lots of work on solving this problem. We looked at a few, settled on Airmeet as the best option.

(Demo)

Alexis: This platform has been selected as a replacement for several separate platforms. Execs approved this choice unanimously. We are negotiating on the final price. This will be a 12-month license (monthly not an option), but we will be allowed to partner with other organizations and host meetings for them during our license period; may be a way to bring in some funds.

Questions can be sent to [techservices@](mailto:techservices@) or [conservices@](mailto:conservices@). Are working on a FAQ that will be distributed. There will be a lot of training for various roles (staff, hosts, presenters, attendees, etc.).

## DEPARTMENT BREAKOUTS

## POST-BREAKOUT REPORTS

### CHAIR

Will be pulling the t-shirt list tomorrow you have until tonight to update your info.

#### Elections

If interested in being chair, vice chair, or GOH committee, feel free to self-nominate! If you have questions, feel free to ask those who have served in the past.

### PROGRAMMING

Nobody showed up today to volunteer as room host (also none in special events, a couple maybes in con services).

## CON SERVICES

We need to do a push to get room host volunteers. There will be lots of training! If interested, please let Adrienne, Veronica, or Alexis know.

Now that we have the platform decided, we can let people know more about what hosting means. Will put together a quick list of bullet points for what the responsibilities are.

If there are other questions about Airmeet, please send to [conservices@](mailto:conservices@) so they can be incorporated into the FAQ that is being built. We will be providing additional demos to groups, along with training and training videos for both staff training and public attendee introductions.

As we will be able to host other groups on our Airmeet, if you are involved with a group that might be interested in partnering for this, please contact our chair or vice chair.

## SPECIAL EVENTS

The number of people who volunteer will determine how much programming we can run.

## PERSONNEL

Have found someone to run the book club.

## MEMBER SERVICES

Excited about moving forward with getting the training started!

## 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

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