



# February ConCom Meeting

# Minutes

FEBRUARY 20, 2021

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

#### Sub-Committee Update

Our diversity inclusion committee has updated our Code of Conduct to ensure we are a safe space for everyone.

Jeanine: We first created a policy for harassment issues in 2013. We had internal policies, but no external statement. While some felt we didn't need a specific policy, we decided that it was better and more welcoming to have an explicit statement so that people knew that we took these issues seriously. Recently there have been similar concerns surrounding diversity and inclusion, with some in the community noting that we didn't actively/explicitly state support for marginalized communities. In response, we revisited our existing harassment statement and expanded it to create our updated harassment policy and code of conduct and new anti-racism statement.

Tonya: The new Code of Conduct is up on our website, and we are working on creating an FAQ to accompany it. We have a web form accepting questions; the form address was emailed out on the concom mailing list, or [it is available on the website](#).

#### Elections Nominations

Four positions open for nominations: Two GOH Selection Committee, Vice-Chair, and Chair. Nominations being recorded in a separate file; see the end of this document for a copy.

### VICE-CHAIR

Nothing beyond what was already shared regarding the Code of Conduct.

### 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](#)

## BUSINESS

### Budget Report

Don Glover reporting as Kathy is out today.

What has cleared as of 2/19/2021

Income: (34,743.40)

Expenses: \$24,555.50

Net: (\$59,277.13)

A little behind on registration income but will be catching up soon.

## TREASURER

Nothing beyond budget report.

## CONVENTION SERVICES

Alan: Have been meeting with programming, member services, and special events about the platform for the past few weeks. Have been doing a lot of experiments in Airmeet to make sure we're ready. Hosting a regular "work hour" in Airmeet on Wednesdays at 6:15 p.m. to help people familiarize with the environment; anyone may attend [at this link](#). Other times can also be arranged, please email [conventionservices@](mailto:conventionservices@). The Airmeet link is always open, can log in at any point, the time arrangements are just to make sure that other people are available at the same time.

Platform group meeting on Thursdays and going through the list of people who have volunteered to help host to contact them and get set up.

We may be using Airmeet for next month's ConCom meeting (not entirely confirmed yet).

Discussions are being had as how to best support pronouns within the Airmeet interface. A question was asked about implementing the red/yellow/green clothespins to indicate approachability; not considered yet but will brainstorm.

Trainings planned to start on March 11, hosts and panelists to be trained separately. Possible other training sessions for booth holders (art show, dealers, etc.).

## MEMBER SERVICES

### Team Updates

Have had two orientation sessions focusing on Member Services team activities. Thanks to Keith, Kyle, Alan, and Alexis for the support; the core team is doing a lot of work to make sure that everything we want to do works well.

If you haven't yet, suggest going to [Airmeet.com](http://Airmeet.com) and setting up a user account; will make things a little easier when logging in to the platform for the convention.

Each exhibitor with a booth in Airmeet (requires having a purchased membership) will have some really cool options available to mimic the physical environment as much as possible. Graphics, videos, chat booths, etc.

Info table and help desk will also be available in Airmeet. Lots being planned.

Registration Numbers: Currently have just over 800 full memberships (after accounting for refunds/non-attending), 163 staff (note: not that many on our org chart right now), 150 pros, 52 children, 32 youth, 22 lifetime members. Have had 49 new registrations since the registration kiosk came back online. Just had an inquiry from a person in France asking about attending virtually, and they may spread the word throughout the European con community!

Planning for in-person badge pickups is ongoing. Lots of pieces to put together to account for both in-person and mailout distribution (badge acquirement and printing, cover letters, envelopes, lanyards, other stuff, plus making sure it's all done safely).

## PERSONNEL

In progress of assigning shifts for the con, about half done with first day and proceeding.

Book club has been taken over and has had their first meeting.

If anyone is interested in volunteering, please direct them to email [volunteers@](mailto:volunteers@) and we'll find a place for them!

If you have volunteered but haven't heard back or been assigned a department, please email [personnel@](mailto:personnel@) and they will follow up.

## PUBLICATIONS

Publications is cruising right along. Program book being prepared as a .pdf download. If there is a genuine need for a print version, we will do a very small print run for archives, please email [publications@](mailto:publications@) to request one. Will also print a small handful of glossy covers, as there are some who collect those; if you're one of those, please email as well so we can get a rough count.

Have some small graphic design projects, actual graphic designers available to help with these would be appreciated! Please email [publications@](mailto:publications@).

## PROGRAMMING

### Programming Update

The Norwescon Writers Workshop has had a strong turnout; thanks to social media for getting a quick last-minute push notification out yesterday.

Scheduling the convention now (much later in the process than usual), always a complex project. Can always use more hosts to help out with the programming rooms. Scheduling the con with ten rooms of programming plus a private space for limited-attendance events, hours somewhat limited by the number of hosts available. Planning on shifts of three hours for hosts; panels will run for 45 minutes, then a 15-minute bio break/setup time; three panels per shift. Entire schedule will take a break for an hour except for GOH panels, those will run alone without cross programming both to increase GOH panel attendance and give people (staff and attendees alike) breaks. If we don't have enough room hosts to cover the planned

schedule, we will need to make some cuts in programming, so more the more host volunteers we can have, the better off we'll be!

Kurt Cagle: What's the difference between host and moderator? Adrienne: Hosts are on staff, basically "stage management" – making sure panelists are set, sound and video working and set properly, start the panel, and then monitor for potential issues (tech or behavior). Moderator (in our sense) is a pro who is moderating the panel, only concerned with the on-panel content, not the technical details. Hosts do not need to be seen or heard, they are hidden and not on stage; possibly some minor text chatting.

Bernie: There's a lot of work going on behind the scenes to set all this up. We're planning on having "floating" moderators to help if and when as needed.

Teen track is heading up a Princess Bride themed scavenger hunt. If there is anyone who fancies themselves a Dread Pirate Robert, Princess Buttercup, Screaming Eel, or other character, and would enjoy sitting at a table and giving out clues in character, please get in touch with [programming@](mailto:programming@).

## SPECIAL EVENTS

### Special Events Update

Have been doing a lot of Airmeet testing and working with con services to determine how all the events will work.

Have selected the tea vendor for our GOH tea, will have a nice selection. Will also have a tea educator doing a presentation to open the GOH tea.

Special events may not fit neatly into the 3-hour programming blocks being planned, so there may be some slightly different needs for special events moderation/hosting.

Violet/Veronica: Tonight (2/20) doing another performance test of the Airmeet platform. Did a private test performance a few weeks ago with recorded videos and live MC, doing another tonight, open attendance. Variety show, mostly burlesque.

Violet: Doing an improv show during Norwescon using the Oregon Trail game as scene prompts. Using rehearsals to define the framework of the show. Inviting all to watch on [our Twitch channel](#) every Tuesday evening starting at 7 p.m. Pacific time (performance is done in Airmeet and pushed out to Twitch, can join [the Airmeet sandbox](#) as well).

## DEPARTMENT BREAKOUTS

## POST-BREAKOUT REPORTS

### MEMBER SERVICES

Great breakout session today, all teams are engaged. Thanks to all team members and online platform workgroup!

### PROGRAMMING

Thanks to all who came by and volunteered to be room hosts! Looking forward to all of this coming together.

## CONVENTION SERVICES

Reminder: If anyone is registered as a family all on the same email address, Airmeet does need individual email addresses for all attendees. Plus code addresses will work for this purpose.

## SPECIAL EVENTS

Also a very productive breakout session, thanks to all who came by! Working out the details for each event as they all seem to work best with slightly different setups. Have new volunteers for our Games programming and Games Infodesk.

## OTHER

Yvonne: Book Club is now active on Facebook as the “Norwescon’s Bibliophiles” Facebook group. Next meeting March 7<sup>th</sup> at 4 p.m. Pacific (regular schedule is first (?) Sundays at 4 p.m.). Currently reading *The Book of Koli* (P.K. Dick Award nominee).

## CHAIR

Elections Q&A Session

## 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

### NWC44 Nominations

<b>Position</b>	<b>Nominee</b>	<b>Nominator</b>	<b>Second</b>	<b>Accept?</b>
<b>GOH Committee</b>	<b>Richard Stephens</b>	Self	Michael Citrak	Yes
	<b>Amber Clark</b>	Tonya Clark	Alan Bond	Yes
	<b>Bernie Strub</b>	Rob Stewart	Veronica Templar	No
	<b>Jackie Nordquist</b>	Alan Bond	Scot Oliver	Yes
<b>Vice-Chair</b>	<b>Jeanine Swanson</b>	Tonya Clark	Alan Bond	Yes
	<b>Kat Marier</b>	Jackie Nordquist	Myke Gepharde	Considering
	<b>SunnyJim Morgan</b>	Ben Schreiber	Alexis Smith	No
<b>Chair</b>	<b>Tonya Clark</b>	Myke Gepharde	Jeanine Swanson	Yes
	<b>SunnyJim Morgan</b>	Alan Bond	Myke Gepharde	No
	<b>Adrienne Loska</b>	Ben Schreiber	Rob Stewart	Considering
	<b>Don Glover</b>	Thom Walls	Alexis Smith	No