



NWC43 January ConCom

MEETING MINUTES

SATURDAY JAN 18, 2020 12:00 PM-4:00 PM

DoubleTree By Hilton Seattle Airport, SeaTac, WA

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

- 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!

- **New Member Welcome**

Peggy Stewart

- If you are new, please come talk to Peggy, and we'll find a spot for you!

- **Department Reports**

All

- **Chair**

Tonya Clark (Chair)

- **Elections**

Tonya Clark (Chair)

- Nominations for NWC44 positions open at the next ConCom meeting (Feb. 8) and close at the end of the March 7 meeting. Nominations are also accepted by email to elections@norwescon.org. Nominees must have been part of the Convention Committee within the past five years.

- Available positions are Chair, Vice Chair, and two GOH Selection Committee spots.
- Voting is online or at-con; we are no longer mailing paper ballots.
- Must be registered as Staff by the end of the March meeting to be eligible to vote.
- Bylaw change proposals must be submitted by the next ConCom meeting to be considered.

- **Ribbon and Badge Orders**

Tonya Clark (Chair)

- Must be submitted by the end of this month.

- **Marketing Update**

Peggy Stewart

- Flyers are on the website to download.
- Contact pr@norwescon.org with questions about where to place flyers.

- **Breakout Topics**

Tonya Clark (Chair)

- **Vice-Chair**

Pat Booze (Vice Chair)

- **Hotel Liaison Report**

Rob Stewart

- We are at 86% of room block, which means we've met our commitment!
- 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.
- Parking fees are being raised throughout SeaTac due to a City of SeaTac fee hike. Any increases we see at the hotel are due to this factor, not just the hotel.

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of December Meeting Minutes**

All

- Vote held via email between 12/26 and 1/3. Minutes approved and posted to the website on TBD. Notification of availability was sent out on the Norwescon-concom mailing list.

- **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.

- **February Meeting**

All

- Next months meeting will be held at Kaiser Permanente in Renton. Keep an eye out for the meeting announcement with final details as to Building and room location.

- **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 \$39,153.53. The income for December was \$10,308.47. Our Net total for this fiscal year, as of January 16, 2020, is positive \$4,568.97. As of this writing, the budget for NWC 44 would be \$38,955.53 if no further income was brought in.

- **Donate to Norwescon!**

Anne-Marie (Business)

- 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.

- **Charities**

All

- If you have things (prizes, supplies, etc.) you need that Charities might be able to help source through donations, please let them know.
- If you have ideas of organizations we can work with for donations and partnerships, please email [charities@](mailto:charities@norwescon.org) or kathy@norwescon.org.

- **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 MonthBrian Haas (Treasurer)

- The YTD total expenses are \$34,584.56. Our total expenses for December were \$8,862.30.

• Check RequestsAll

- 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 ServicesAlan Bond

- Alexis will be late, for folks who need to talk to her directly.
- Staff Registration open until 2:30 p.m. at ConCom meetings

• Open PositionsAlan Bond

- Security Patrol and Dispatch are unusually low on Staff; if we cannot find enough people to take on Dispatch, we may not have personnel enough to monitor the ConCom channel, or other non-essential Security channels
- Looking for two (2) Security Comms Support/gophers (people to help set-up our phone and camera security infrastructure) - Requirements: Finger dexterity and ability to run cables and lay Gaff tape
- IT: Need on-site IT helpers/runners; See JeriLynn or Keith for details of what's needed

• LayoutsAlan Bond

- Layouts were due by the end of December; if you have last minute urgent needs, see Michael Citrak or Layouts team Today!

• BBB Meeting is Tomorrow (Jan. 19)!Alan Bond

- If you received an invite and have not RSVP'd to Alexis, find her or Alan Today! If you did not receive an invite, you are not required for this meeting.

• RadiosAlan Bond

- Tis time to get the Radio count - Kyle will send out email to Execs before Feb Meeting; Please confirm numbers, if changing or remaining same as last year. Radio Refresher Training will be provided at Feb or March meeting.

• Parking Passes (Between Wings 6&7)Alan Bond

- If you think you need one, see your Exec. Execs, please send requests to Office@ by March Meeting!

• Gaff TapeAlan Bond

- Requests due to ConServices@ by Feb Meeting

- **Room Pull Lists (not Layouts)**

Alan Bond

- Will go out before Feb meeting

- **Breakout Topics**

Alexis Smith (Convention Services)

- **Tech Services**

Alexis Smith (Convention Services)

- Tech Vendor Bid process - Where is this at? Have we received all needed info from Special Events?

- **Logistics**

Alexis Smith (Convention Services)

- Storage discussion will be toward end of Breakouts; need to touch base with SunnyJim
- Stuffing Party - Bags & Timing

- **IT**

All

- On-Site Staff: What bodies do we have v. need? for what tasks on-site?
- Client Services Update
- Network Update
- CM Updates?
- Mini Sys Integration - When/Where/How many cookies

- **Security/Dispatch**

All

- Discussion for alternate Dispatch coverage configurations
- Confirm Party info with Hotel?
- After Hours Peacebonding in Office and via Patrol

- **Layouts**

All

- All layouts ready for BBB?
- Need to lower number of printed Layout books this year if possible; Who has to have them, and how many go to hotel?

- **Member Services**

Katie Haas (Member Services)

- **We haz departments; you wants jobs, yes?**

Katie Haas (Member Services)

- Have positions in Registration that we would love to fill! Great spot for new volunteers, help people check in, see what's going on, talk to lots of people for brief periods of time. Thursday morning shifts are full (yay!), but all other times are open, especially Friday morning. Should be able to count change and work on a computer screen at near to medium distance. Shifts are five hours (includes training) with 30-minute lunch breaks.

- Cannot function without IT setup/tear down! Volunteer for IT help through Convention Services.
- Other spots: Information Table (answering questions), shifts usually 2-4 hours; Art Show.

- **Other Updates**

Katie Haas (Member Services)

- Dealers' Room invites have been going out.

- **Registration Report**

Katie Haas (Member Services)

- 854 day members, 144 staff, 45 child, 39 youth, 15 lifetime, 3 staff youth; total 1,038 paid memberships. Now caught up with last year for memberships!
- You're our biggest marketing force — tell friends, family, co-workers, strangers, everybody!

- **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)

- Convention Lounge (great place to welcome people, have conversations, snacks, etc.); Teen Runners (now have two runs checking on needs around the hotel); Volunteers staff; Cloak Room.
- We will have a cloak room, even with extended hours from last year!

- **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)**

Jeanine Swanson (Personnel)

- January 26, February 23, March 22 from 4-6 p.m. at Panera Bread in Kent (521 2nd Pl. N., Suite 101, Kent, WA 98032).

- **Gaming Club (Monthly)**

Rob Stewart

- February 1, 5-9 p.m. at Fantasiom 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

- Have been sent to the Exec team for review, hope to have finalized soon.

- **Unified Costume Policy**

All

- Have been sent to the Exec team for review, hope to have finalized soon.

- **Open Positions**

Loree Parker (Publications)

- Have hired several more photographers (yay!). One graphic designer has stepped down, could use one or more new volunteers; email designers@publications@norwescon.org.

- **Other Announcements**

Loree Parker (Publications)

- Will be soliciting bids for printing soon. Looking at further reducing the number of pocket programs printed as more people move to Guidebook.
- We have high-resolution artwork from our GOH!
- Buttons and business cards are being updated, will be on the website soon. New flyers went up on the website this week.

- **Programming**

Adrienne Loska (Programming)

- **General Update**

Adrienne Loska (Programming)

- We have (early) programming grids!
- Most of our pros are set, we have a lot of new faces this year, some who haven't been to the convention before! New faces, voices, and experiences to contribute, focusing on diverse and inclusive panels. Track leads have been doing a great job.

- Workshop has its final moderators. Nancy Kress and Cat Rambo have joined Curtis Chen and Claire Eddy.

- **Open Positions**

Adrienne Loska (Programming)

- **Special Events**

Amber Clark

- **Other Announcements**

Amber Clark

- Burlesque at Midnight on Friday (“Ripped From the Pages”), B-Movie Bingo, Belly Dance on Friday before Burlesque, concerts coming along, dances being organized, Longest Night Masquerade Ball in progress, adding a Drag Show (all ages, all genders), gaming chugging along, Rocky Horror coming back with Tacoma’s Blue Mousketeers, Single Pattern Contest a go, still working on deciding on Sunday Special Event.
- PK Dick Awards have been announced. One confirmed author attendee, hopefully more!
- Willow is gathering donations for the Backstage Repair and Emergency Services Kit for quick costume fixes. Email nwcwillow@clarkzoo.org.

- **Gaming**

Jeffrey Sloan

- We will be hosting a Settlers of Catan Regional Qualifying Tournament! Final details to come, probably Friday or Saturday afternoon, more info in the coming weeks. Hope to turn this into a yearly event.
- Haven’t heard back from Artemis yet — does anyone have contact info for them? Pass it along! It’s always a popular event.
- Ideas? Email games@norwescon.org.

- **Guest of Honor Banquet**

Veronica Templar (Special Events)

- Tickets are now available! Get yours through the registration website.

- **Open Positions**

All

- Games staff, GoH Banquet Coordinator, Scavenger Hunt Coordinator, Sunday Event Coordinator, Concerts PR, Event Security Liaison, Masquerade staff and director.
- Our Masquerade Director had to step down — actively looking for a new volunteer for this spot!
- See Amber or Jeffrey during breakouts or email specialevents@norwescon.org.

- **Department Breakouts**

All

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

All

- **Volunteers**

Jeanine Swanson (Personnel)

- LAW reminder: If you are approached by someone with a complaint or concern: Listen, Assure, and Walk them to the Convention Services office. If someone appears to be in distress: Listen (in part to make sure they do appear to be in distress), Assure, and Walk them to the office. If there's an injury or a lost child, don't try to move them, find someone else to go to the office and ask someone to come to the location.

- **Secretary**

Michael Hanscom (Secretary)

- Wiki reminder: We're looking for more content for the Wiki documenting our processes! Please email secretary@ or wiki@norwescon.org to ask about contributing.

- **Member Services**

Shawn Marier

- Club tables run down both concourses, but sometimes aren't found, especially in the hallway leading to Wings 1/2. We're looking for ideas of things that can go in that area to draw traffic, please send ideas to lobbytables@norwescon.org.

- **Special Events**

Alan Bond

- If you've received an invitation to the Big Bad Book meeting, please be sure to attend!

- **Closing and Prizes**

All

- Norwescon 43 Meeting Schedule
 - All meetings at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
 - 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)