



## NWC43 February ConCom

## MEETING MINUTES

SATURDAY FEB 8, 2020 12:00 PM-4:00 PM

Kaiser Permanente Renton Campus, Glacier 106/107

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

- Please remember to sign in!
- 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

Tonya Clark (Chair)

#### • 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

Kevin Black

- Nominations for NWC44 positions are open and close at the end of the March 7 meeting. Nominations are also accepted by email to [elections@norwescon.org](mailto: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.
- Current nominations are attached on a separate sheet.

- **Marketing Update**

Peggy Stewart

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- Last weekend we were tabling at Kick Off the Cons in Renton, talked to a lot of people.
- This week is Foolscap, will have flyers there, but no table.
- Working on new flyers with updated wording, will have them ready for distribution soon. Libraries are covered (unless outside of Pierce or King counties).

- **Breakout Topics**

Tonya Clark (Chair)

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- **Vice-Chair**

All

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- Pat is absent today.

- **Hotel Liaison Report**

Rob Stewart

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- At 91% of room block. Exactly where we were at this time last year. Sold out of Wednesday and Sunday nights; if you need those, talk to Rob, we may be able to raise the room block. Expect to receive room assignments by next Sunday, if you don't hear by then, contact Rob.
- 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](mailto:hotels@norwescon.org).
- Rob is looking for an assistant to train! Please email [hotels@norwescon.org](mailto:hotels@norwescon.org) if you're interested in learning the ins and outs of this position.

- **Secretary**

Michael Hanscom (Secretary)

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- **Approval of January Meeting Minutes**

All

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- Vote held via email between 1/27 and 2/3. Minutes approved and posted to the website on 2/3. Notification of availability was sent out on the Norwescon-concom mailing list.

- **Online access to agendas, minutes, etc.**

Michael Hanscom (Secretary)

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- 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)

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- 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.

- **March Meeting**

All

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- Next months meeting will be held back at the DoubleTree Seattle Airport.

- **Website Updates Contact Address**

All

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- If you're submitting updates for the website, please use the webmonkeys@ alias. This ensures that the entire website team (not just Michael) gets the request, and that Publications sees the request come through as well.

- **Business**

Anne-Marie (Business)

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- **Total Funds Received Fiscal YTD/Previous Month**

Anne-Marie (Business)

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- The YTD gross income for the NWC 43 fiscal year is \$54,891.94. The income for January was \$20,789.21. Our Net total for this fiscal year, as of February 6, 2020, is \$15,661.49. As of this writing, the budget for NWC 44 would be \$54,671.94 if no further income was brought in.

- **Revised Budget Vote**

All

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- Quorum not met; vote not taken.

- **Charities**

Anne-Marie (Business)

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- **Volunteer Matching**

Anne-Marie (Business)

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- Please check out if your company does volunteer matching hours. More companies than you think do! You'll need to reach out to your HR contact or search your company intranet to get started. Once you do, please use business@norwescon.org as the contact on Norwescon's side. A non-exhaustive list of companies that engage in Volunteer Hour Matching: Boeing, Bank of America, CVS, Gap, Google, Microsoft, Starbucks, Walmart/Sam's Club.

- **Amazon Smile**

Anne-Marie (Business)

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- As of the end of Q4 2019, we had received \$1,525.48 from Amazon Smile over the years.

- **In-Kind Solicitations**

Anne-Marie (Business)

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- Requests have gone out, and we're waiting to hear back on many of them. Follow-up emails will be going out to teams who have requested items this way on President's Day so that decisions can be made about holding out for the donation or budgeting for purchase.

- **Touch Base with Business!**

Anne-Marie (Business)

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- 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)

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- Business will be available during the second half of breakouts to accept donations, staff payments if registering as staff, etc.

- **Treasurer**

Brian Haas (Treasurer)

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- Brian is absent today.
- **Reported Expenses Fiscal YTD/Previous Month**

Anne-Marie (Business)

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- The YTD total expenses are \$39,180.45. Our total expenses for January were \$6,276.52.

- **Check Requests**

Anne-Marie (Business)

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- 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 Services**

Alexis Smith (Convention Services)

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- Staff Registration open until 2:30 p.m. at ConCom meetings
- Ed Koon, long time member of the IT team, passed away this last weekend. A memorial is being put together, more details will be made available later.

- **Open Positions**

Alexis Smith (Convention Services)

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- 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
- Theater/tech hands for behind-the-scenes work.

- **Layouts**

Alexis Smith (Convention Services)

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- Layouts were due by the end of December; if you have last minute urgent needs, see Michael Citrak or Layouts team today! Due to the hotel soon, please make sure any questions are settled quickly.

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- **Radios**

Alexis Smith (Convention Services)

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- 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.
- Quick general radio training was given to the ConCom committee.

- **Parking Passes (Between Wings 6&7)**

Alexis Smith (Convention Services)

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

- **Gaff Tape**

Alexis Smith (Convention Services)

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- Requests due to ConServices@ by the end of this month.

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

Alexis Smith (Convention Services)

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- Will go out before the end of this week, need responses by the March meeting, preferably by the end of this month.

- **Breakout Topics**

Alexis Smith (Convention Services)

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- **Tech Services**

Alexis Smith (Convention Services)

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

- **Logistics**

Alexis Smith (Convention Services)

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

- **IT**

All

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- 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

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

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- **Layouts**

All

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- 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**

All

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- Katie is absent today. John Demboski is sitting in for her. Voting proxy has not been authorized.

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

All

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- Could really use registration shifts on Friday morning. Shifts are 4.5 hours long. Reg is a fun place to volunteer! Email felice@ or registration@norwescon.org.
- Info table is also awesome (and have shorter shift slots) and also needs volunteers!

- **Registration Report**

All

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- 1127 paid memberships. 927 4-day, 46 children, 17 lifetime, 153 staff, 41 youth, 3 staff youth. About in line with prior years for this point out from the con.
- You're our biggest marketing force — tell friends, family, co-workers, strangers, everybody!

- **Staff Registration Link**

All

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- If you weren't able to register at the meeting, you can register online. Your Exec can share the link with you.

- **The Little Free Library Returns**

Michelle Morrell

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- Last year was the first year, and it was a big success. This year we'll be in the main hallway, so will probably need more books! You can bring books to the next meeting, to con, or email lfl@norwescon.org to coordinate pickups.

- **Breakout Topics**

All

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- **Personnel**

Jeanine Swanson (Personnel)

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- **Open positions**

Jeanine Swanson (Personnel)

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- We have new people at this meeting! Welcome all new volunteers!
- We will be checking around during breakouts to find out what volunteer needs exist.

- **Events**

Jeanine Swanson (Personnel)

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- More info on all of the following is or will be available on our Facebook events, our website, and from Personnel.

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- **Book Club (Monthly)**

Jeanine Swanson (Personnel)

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- 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

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- Paused until May.

- **Pride Parade (June 28, 2020)**

Jeanine Swanson (Personnel)

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- **Camping Trip (August 2020)**

SunnyJim Morgan

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- **Geek Garage Sale and Swap Meet (September 2020)**

Jeanine Swanson (Personnel)

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- Other outings are being planned.

- **Breakout Topics**

Jeanine Swanson (Personnel)

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- **Publications**

Loree Parker (Publications)

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- We're experimenting with using a Google service to transcribe what's being said for deaf and hard of hearing attendees. If you'd like more info on this, please find us during breakouts.

- **Newsletter**

Loree Parker (Publications)

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- 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](mailto: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.

- **Program Book Ad Deadline**

All

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- The deadline was yesterday. May be able to take a few more ads if they come in quickly. If you know someone who has a geek-friendly business that would like to get in the program book, rates are on the website.

- **Last Call for Input**

All

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- Convention hours, Membership Guide, and Costume Policy updates. Need to be finalized soon, print deadlines are coming up!
- Will be using Hot Off the Press as our printer once again.

- **Website Updates Contact Address**

All

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- If you're submitting updates for the website, please use the [webmonkeys@](mailto:webmonkeys@) alias. This ensures that the entire website team (not just Michael) gets the request, and that Publications sees the request come through as well.

- **At-Convention Signs (printed on paper, not oversized standup)**

All

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- Haven't received any requests for signs. If you have any that you'd like printed, please email [publications@norwescon.org](mailto:publications@norwescon.org).
- If you need programming grids printed for your at-con area, please email us by first week of March.

- **Open Positions**

All

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- Looking for another graphic designer: image editing, copy layout, desktop publishing experience, etc. Please contact [designers@](mailto:designers@norwescon.org) or [publications@norwescon.org](mailto:publications@norwescon.org).

- **Programming**

Adrienne Loska (Programming)

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- **General Update**

Adrienne Loska (Programming)

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- Making final tweaks to the schedule, approaching the end of that process.
- Writing classes and hands-on workshops are back again. Will be advertising those soon. All classes and workshops will have some spaces reserved for staff; if there's something you'd like to attend, talk to programming. There will be a sign-up process on the mailing list as well.

- **Open Positions**

Adrienne Loska (Programming)

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- Always room in stage management (helping getting panels started and stopped on time, hang out in pro check-in). Pro check-in could use three more people. The Blue Room could use some help (staff and pro food and beverages).

- **Special Events**

Amber Clark

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- Veronica is absent today. She has asked Amber Clark to act as her proxy for the Exec budget vote.

- **Announcements**

Amber Clark

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- We have a masquerade director! Trent Lum will be heading the masquerade again this year. More announcements to come soon.

- **P.K. Dick Award**

Amber Clark

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- We have five of the six nominees coming! Tad Thompson is the only one who won't be here, due to being a GOH at England's big con that weekend. Ada Hoffman (from Canada), Megan O'Keefe, Susan Palwick (local), Sarah Pinsky, and Sarah Tolmie.
- PK Dick social will be at William's house, after the March meeting. More details to come soon.

- **Games**

Amber Clark

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- We have a date and time set for the Settlers of Catan tournament: Sat 10am-6pm or when the tournament ends.
- Have an updated list of games for the retro LAN gaming.



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- **Open Positions**

All

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- Looking for someone to head Line Management and build a team. Responsible for organizing the lines that form for large/evening events, clearing rooms out after events, etc., coordinating with Security.
- Looking for people to help with youth gaming (both running and attracting more youth to the games).

- **Department Breakouts**

All

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

All

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- **Publications**

All

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- We have business cards! A limited quantity are here, or you can download a template from the web site and print your own.
- We've gained a designer!

- **Convention Services**

All

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- Sunday Apr. 5 at the hotel — it's time for the stuffing party! If you're bringing stuff to stuff in the bags, have it there by noon. Planning on stuffing around 2,500 bags, help is always appreciated (and it's always a fun time)!

- **Closing and Prizes**

All

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- **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)

## NWC43 Nominations

Position	Nominee	Nominator	Second	Accept?
<b>GOH Committee</b>	<b>Amber Clark</b>	Tina Anderson	Ben Schreiber	Y
	<b>Loree Parker</b>	Alexis Smith	Elizabeth Thomas Rudolf	Y
	<b>Ben Schreiber</b>	William Sadorus	Yvonne Patowski	Y
	<b>Caryn Meyer</b>	Anne-Marie	Rob Stewart	Y
	<b>Mike Brennan</b>	Mike Citrak	Caryn Meyer	Y
	<b>Todd Clark</b>	Tonya Clark	Sally Woehrle	Considering
<b>Vice-Chair</b>	<b>Rob Stewart</b>	Tina Anderson	John Demboski	Considering
	<b>Michael Hanscom</b>	Cheryl Dyson	Kate Mulligan Wolfe	Considering
	<b>Kevin Black</b>	William Sadorus	Kyle Hall	N
	<b>Jeanine Swanson</b>	Tonya Clark	Anne-Marie	Y
	<b>Eric Weber</b>	Ben Schreiber	Jeffrey Cornish	N
	<b>Mycheal Gheparde</b>	Yvonne Gheparde	Tina Anderson	Y
<b>Chair</b>	<b>Tonya Clark</b>	Tina Anderson	Elizabeth Thomas Rodolf	Considering
	<b>Adrienne Loska</b>	Ben Schreiber	Jeanine Swanson	N
	<b>Katie Haas</b>	Alexis Smith	Loree Parker	Not present
	<b>Shawn Marier</b>	William Sadorus	Peggy Stewart	Not present
	<b>Jeanine Swanson</b>	Kate Mulligan Wolfe	Cheryl Dyson	N
	<b>Kathy Bond</b>	Anne-Marie	Kate Mulligan Wolfe	Not present