



NWC43 March ConCom

MEETING MINUTES

SATURDAY MAR 7, 2020 12:00 PM-4:00 PM

Doubletree By Hilton Seattle Airport

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

- 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

Tonya Clark (Chair)

• Zoom App Introductions and Guidelines

Kathy Bond

• Welcome and Introductions

Tonya Clark (Chair)

• Signing In: Easy, fun, and helpful!

Tonya Clark (Chair)

- Please remember to sign in.

• New Member Welcome

Peggy Stewart

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

• Microsoft Translator Transcription

All

- As an aid to our Deaf and hearing impaired concom members, we are experimenting with using the transcription function of the Microsoft Translator app at the meeting.

• Department Reports

All

• Breakouts

All

- Unsure how this is going to go today. We know a couple departments will be experimenting with using Google Meet/Hangouts.

• COVID-19

All

- Exec team had a discussion regarding the recent cancellation of ECCC. We know you're curious as to our status.
- We're talking with the hotel and monitoring things closely. At this time, Norwescon is not canceling or rescheduling. We are keeping a close eye on things. The hotel has let us know they have started enhanced cleaning procedures, sanitizer stations have been set up around the hotel, and they are implementing enhanced training for all their staff.
- The Exec team will be meeting again next Sunday and at other times to continue discussing the situation.
- Q: Outside of government action, is there a deadline set for a final commitment as to whether to go or no-go? A: Not at this time. The Exec team will be meeting again next week.
- Q: If NWC continues, is ConCom prepared for a lower attendance level (logistically and financially)? A: That's part of our ongoing conversation, and Execs will be checking in with their individual teams.
- Reminder as ConCom: Please be cautious about what you say to the public. We want to be sure we're speaking with the same voice and sharing the same message. If people have questions, please refer them to our Exec team.
- Q: Is the ConCom prepared to deal with canceled events at con? A: Our teams are looking into this.
- Q: Have we touched base with the GOHs, vendors, pros? A: We have been in touch with the GOHs, at this point we have no announcements regarding cancellations. Everyone is watching the news and keeping in contact. Have also been in touch with the pros. So far, none have withdrawn, most are in "watch and see" mode and not making solid decisions at this time.

• Chair

Tonya Clark (Chair)

- Staff shirts will be available at the Stuffing Party or at con.

• Elections

Doug Booze

- 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. 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.
- Due to the mixed in-person and remote status of this meeting, we would like anyone with questions for any of the candidates to email them to elections@norwescon.org to be answered and distributed later.
- For those who have accepted nominations, Kevin would like statements by Monday, and will be in touch.

- **Marketing Update**

Tonya Clark (Chair)

- We were going to run stuff in the Stranger, but have put that on hold due to the current fluctuations.
- Katie has done some Google ads and have been getting some hits from those.

- **Breakout Topics**

Tonya Clark (Chair)

- **Vice-Chair**

Pat Booze (Vice Chair)

- **Hotel Liaison Report**

Pat Booze (Vice Chair)

- 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.
- Total: 1905 contracted, 1812 reserved at this point, 85%.
- If you haven't received your staff block assignment yet, you should have it soon.

- **Secretary**

Michael Hanscom (Secretary)

- **Attendees List Spam**

Michael Hanscom (Secretary)

- We have received, and have reports from others in the local con community of receiving email messages advertising "attendee lists" from Norwescon or other local conventions. Rest assured, we do not provide or sell our membership data, and these messages are spam that can be safely ignored. Feel free to delete them if you receive any.

- **Approval of February Meeting Minutes**

All

- Vote held via email between 2/24 and 3/2. Minutes approved and posted to the website on 3/3. 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.

- **Business**

Kathy Bond

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

Kathy Bond

- The YTD gross income for the NWC 43 fiscal year is \$69,543.79. The income for February was \$16,316.85. Our Net total for this fiscal year, as of March 6, 2020, is \$23,932.40. As of this writing, the budget for NWC 44 would be \$69,305.79 if no further income was brought in.

- **Revised Budget Vote**

Michael Hanscom (Secretary)

- Vote taken over email between 2/11 and 2/14/2020. Revised budget posted to the website on 2/24/2020.
 - Move that the revised NWC43 budget distributed to the Exec team on 2/2/20 be adopted. (10 yea, 0 nay, 0 abstain, 1 absent)

CARRIED

- **Charities**

Kathy Bond

- **Volunteer Matching**

Kathy Bond

- 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.
 - In-kind donation requests have been received, but we may not be able to satisfy all of them. Kathy is working on these.

- **Amazon Smile**

Kathy Bond

- **In-Kind Solicitations**

Kathy Bond

- **Other**

Kathy Bond

- Still planning on doing the Santa/Krampus photo shoots in the lobby.
 - Will have "Yes, I am a Superhero" ribbon for cash donations at the con.
 - Will be trying something new: Blind Date With a Book! If you have mass-market paperbacks you would like to donate to the cause, please email kathy@ or charities@norwescon.org.

- **Touch Base with Business!**

Kathy Bond

- 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?**

Kathy Bond

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

- **Treasurer**

Kathy Bond

- **Reported Expenses Fiscal YTD/Previous Month**

Kathy Bond

- The YTD total expenses are \$43,741.76. Our total expenses for February were \$2,257.14.

- **Check Requests**

Kathy Bond

- 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.
- To pick up reimbursement checks at the convention, turn in your requests at the con office, the first day to pick up checks will likely be Thursday.

- **Convention Services**

Alexis Smith (Convention Services)

- Ed Coon's Memorial Details: March 8th, 1:00 - 2:30 pm, @ FOREST LAWN FUNERAL HOME, 6701 30th Ave SW, Seattle, WA 98126. More details available here: <https://www.dignitymemorial.com/obituaries/seattle-wa/edward-coon-9025739>
- Final Radio Requests have been submitted to the vendor – if you have last minute requests, please see Kyle Hall today.
- Final Layouts have been provided to the Hotel – if you have concerns or questions, please see Michael and Caryn today
 - Room Pulls: for Rooms “w/out Layouts” – Re-sent to managers of those spaces this week; please see ConServices today (during breakouts) or via email after the meeting if changes are needed.
- Final Tech needs have been provided to the selected vendor.

- **Open Positions**

Alexis Smith (Convention Services)

- Security Team:
 - Security Patrol (open ALL Shifts)
 - Dispatch positions (open, 2nd seat, ALL shifts)
 - Peace-bonding shifts (2-4 open)
 - Security Comms Support (2 open – Requirements: Finger dexterity; ability to run cables and lay Gaff tape)

- Tech & Event Services:
 - Theater Techs:
 - Comms Techs: 2x for set-up
 - Theater/tech hands for behind-the-scenes work (Grips, V1, etc.)
- IT:
 - On-site IT Ninjas & helpers/runners (3-4 open)

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

Alexis Smith (Convention Services)

- Last Call for requests for requests for Staff Parking passes between Wings 6&7. If you think you need one, see your Exec. Execs, please send requests to Office@ by the end of this March Meeting!
- Confirmations will go out this week. If you haven't received confirmation by Friday of this week, please follow up with Alexis directly.

• **Breakout Topics**

Alexis Smith (Convention Services)

• **Tech Services**

Alexis Smith (Convention Services)

• **Logistics**

Alexis Smith (Convention Services)

• **IT**

All

• **Security/Dispatch**

All

• **Layouts**

All

• **Member Services**

Katie Haas (Member Services)

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

All

- Thanks to all who have come forward to volunteer for registration, info table, and other jobs — we're still looking for more, please get in touch!
- As registration is a high-contact area including money handling, we will have disposable gloves for volunteers to use. If you have further concerns, please email memberservices@norwescon.org.

• **Registration Report**

All

- 1010 4-day memberships: 166 staff, 151 pro, 52 child, 41 youth.
- We do expect there to be some rollover requests due to COVID-19, so numbers may vary before the convention.
- You're our biggest marketing force — tell friends, family, co-workers, strangers, everybody!

- At this point, our rollover requests seem to be in line with prior years: less than 10 at this point.
- Q: With ECCC postponed, might we get a bump in numbers? A: Really hard to say, because this is changing so fast. If it does happen, might be hard to say if we're picking any up because we might be losing some as well. Gut feeling is probably not because of ongoing virus concerns.
- Q: Since we usually run alongside Sakura-Con, have we heard anything about their plans? A: As far as we know, at this time they're going on as planned, just announced another guest.

- **Staff Registration Link**

All

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

- **Club Tables**

All

- Two tables are available just past Wing 2. If anyone has a use for them, please email clubtables@norwescon.org as soon as possible.

- **Art Show**

All

- All going fine at this point, entirely sold out.
- Only one artist so far has contacted to say they might withdraw, but have not made a decision yet.

- **Breakout Topics**

All

- **Personnel**

Jeanine Swanson (Personnel)

- **Open positions**

Jeanine Swanson (Personnel)

- **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)

- March 22 from 4-6 p.m. at Panera Bread in Kent (521 2nd Pl. N., Suite 101, Kent, WA 98032). Book is Agents of Hell by Jacqueline Carey (our GOH!).

- **Gaming Club (Monthly)**

Rob Stewart

- Paused until May.

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

Jeanine Swanson (Personnel)

- **Volunteer Appreciation Picnic (July 11, 2020)**

Jeanine Swanson (Personnel)

- Steel Lake Park, Federal Way

- **Camping Trip (August 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)

- This is the busiest month for Pubs. At this point, if we don't have something, it won't be in print. Submissions have been cut off, any further updates will be online or daily zine only.
- If you have an emergency sign need talk to publications. Some can be done if submitted by 10 days before the con, others can be done on a personal printer. Please be sure to get all in as soon as possible.
- Guidebook will be ready in 1-2 weeks.

- **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.

- **Last Call for Grids and Signs**

All

- Final requests are due by the end of the meeting.

- **Programming**

Adrienne Loska (Programming)

- **General Update**

Adrienne Loska (Programming)

- Tor is providing us with books for _every_ registration bag! Even curated a selection for us.
- The program schedule should be (back) on the website in the next few days.

- **Open Positions**

Adrienne Loska (Programming)

- Could use one more person for pro check-in. Could use someone for workshop and writing class wrangling (verifying accurate attendance, light duty).
- Need a Stage Management Lead — prior volunteer won't be able to make it. Coordinates getting panels set, clocks hung, evaluation sheets out, hanging schedules outside rooms, keeping panels running smoothly.

- **Special Events**

Veronica Templar (Special Events)

- Normal last-minute scrambling and cat herding in progress!
- At this point, Artemis will not be attending this year. They were set for ECCC and didn't think they could do both. Do plan to be back next year. We will ask if they want to come to us now that ECCC has postponed.

- **Open Positions**

All

- Several masquerade positions, even security liaison, line management, GOH Banquet Coordinator; email specialevents@norwescon.org.

- **Department Breakouts**

All

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

All

- Stuffing party: Sunday, April 5 at noon, stuffing starts at one, usually takes an hour or two. Come help stuff stuff into stuff! Hours spent at the party count towards hours volunteering at the con. If you have stuff to stuff, please bring the stuff by 12pm (noon). If you are helping stuff stuff into stuff, please arrive by 1pm.

- **Closing and Prizes**

All

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