



September ConCom Meeting

Minutes

SEPTEMBER 19, 2020

ZOOM

Attendees: Adrienne Loska, Alexis Smith, Don Glover, Jeanine Swanson, John Demboski, Kathy Bond, Michael Hanscom, Myke Gheparde, Sunny Jim Morgan, Tonya Clark, Veronica Templar

INTRODUCTIONS AND ANNOUNCEMENTS

WELCOME AND INTRODUCTIONS

Welcome to Norwescon 43 (again)! Hello from your Executive team: Tonya, Jeanine, Michael, Kathy, Don, Alexis, John, Myke, SunnyJim, Adrienne, and Veronica.

With the shift to virtual, we have a lot of open positions, many in areas we haven't had before. Please go to <https://forms.gle/KbPpTw64kd7PLqtn8> and fill out a convention role interest form.

Did you come up with questions during or after this meeting that weren't addressed? Send them in to us at meeting@norwescon.org to be addressed in the future!

SIGNING IN

We will pull the Zoom attendance list, so all attendees are automatically signed in!

DEPARTMENT REPORTS

CHAIR

Areas under the Chair

Charities that we support (Locus, MoPOP Out of this World Writer Workshop, Clarion West Writers' Workshop)

Historian

Ad-hoc committees: Virtual convention policies update committee.

Open Positions

Virtual Meetings and Convention Policies Subcommittee

VICE-CHAIR

Hotel

Hotel has agreed to let us out of our 2021 contract without penalty as long as we sign for 2023 (we already have a contract for 2022 signed). We are negotiating 2023 now.

Will be looking at other hotel properties soon, this happens roughly every five years or so.

Timeline

Timeline is being revamped for this year.

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 (<https://www.norwescon.org/get-involved/concom/>).

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 if you're interested.

Registration: We need to know about you!

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.

You will hear more about registration from Member Services later on today.

Questions

Q: Last year the org chart had over 100 positions with only 11 @norwescon.org email addresses. Is this adequate for an online convention? A: We're looking at expanding email access and assigning @norwescon.org addresses to more people. We will discuss this in more detail in the future. The org charts will continue to only list @norwecon.org addresses; for privacy reasons we will not be distributing personal email addresses.

Q: Can we get a blank org chart to see the current structure? A: Soon — the first public org chart is published following the first meeting to account for organizational and staffing updates. We will publish the org chart soon.

BUSINESS

Open Positions

Due to being online, don't need money counters, but do need fundraisers, grant writers and solicitors.

Donate to Norwescon

Employee matching, Amazon Smile, direct links.

Questions

Q: How is the budget looking? A: In brief, last year revenue was \$63K, expenses \$54K, putting us \$9K in the black; this came from memberships and charitable donations. This year we'll likely be in the red, but we have built up an emergency slush fund that will carry us through.

TREASURER

No announcements at this time.

CONVENTION SERVICES

New kiosks and registration requirements

Public and staff registration kiosks are now up. Many thanks to Jeri Lynn for the backend work.

There are some changes to Convention Master this year. When you sign in, instead of name/security question, you will be asked to create a username and password. Instructions will be mailed out soon. Change was made for personal security.

Staff rate this year is \$15. Existing staff from last year have been rolled over to this year. You will be getting an email to handle refunds or donations of the \$5 difference from last year. If you want to convert from staff to member, please contact it@norwescon.org.

Open Positions

Will need much larger tech and IT savvy crew to handle Zoom rooms, chat monitoring, etc. Will be updating the org chart with the new structure soon.

TECHNICAL ROOM HOSTS

TECH ROOM PREPPERS

CHAT MODERATORS

IT STAFF

Storage Search

Still looking for facilities so we can put all of our stuff in one space. If you have any tips, please email [conservices@](mailto:conservices@norwescon.org) or business@norwescon.org.

MEMBER SERVICES

Virtual Member Services plans

We're planning a robust online event presence for Member Services activities (i.e. Art Show, Dealers Room, Club Tables, Info. Table, and *possibly* Art-in-Action), and we'll be working with other E-Team & ConCom members to achieve that.

We've sketched out the broad outlines of what we want to do and are moving into how to do it mode. Team is looking forward to working with the web team to set up the architecture.

Badge and swag distribution

We've decided that all paid members will get a printed physical badge as if we were at a physical con. Will probably be handling a series of in-person badge distribution events. Figuring out fine details of printing, scheduling and locating events, mailers for those who cannot come to an in-person event, dealing with the five pallets of books Tor sent us last year, etc. If you're interested in assisting, please email memberservices@norwescon.org.

Registration Report

932 paid 4-day, 53 child, 155 pros/GOHs, 21 lifetime, 166 staff, 3 youth staff, 40 youth. All rolled over from last year. Given current events, cannot do a realistic comparison with other years.

PERSONNEL

If you don't know what you want to do, or know what you want but not who to talk to, join the breakout or email [personnel@](mailto:personnel@norwescon.org) or myke@norwescon.org.

There will be a lot of positions available, and we're still figuring out what all they are going to be! Please go to <https://forms.gle/KbPpTw64kd7PLqtn8> and fill out a convention role interest form.

There might be opportunities for traditional “volunteers” as well — that is, those who show up at con and want to help out on the fly — in addition to all the pre-con recruiting.

PUBLICATIONS

We have a vision for how the virtual convention is going to work. From a member perspective: When the con starts, the website front page will change to include a “members log in here” section. Logging in will bring you in to a virtual lobby (this will be fairly simple and as easy as possible for people to find what they’re looking for) with links to the various areas. Different things will be delivered in different ways. Art show might be a listing, panels might be scheduled Zoom sessions, Discord links, etc. Non-members will be directed to how to buy memberships, check the dealers’ room, etc. Plan to have the lobby page up privately a few months before the con for testing purposes, and to open to artists, dealers, etc. before the con starts. Will definitely want testers, especially those who feel they’re less technically savvy, so we can make the site as broadly accessible as possible.

Guidebook

Kevin Black: Coming back to manage Guidebook again. Will be a bit different from prior years, but will still work, and we have a signed contract with them for the next few years. Our contract ended in 2020; with the shutdown, Guidebook rolled that forward to 2021 and we are picking up a three-year contract for 2022-2024. They’re making changes to be more friendly for virtual conventions as well. We could use a person or two willing to help figure out uploading and editing information as a backup to Kevin.

Monthly Newsletter

Planning on doing two newsletters a month this year, as there’s a lot to talk about this year. Have a schedule of content planned, but if there are things you want to communicate to the membership, especially if you know when it should go out, go ahead and put it on the schedule. We have staff writers to help if you’re not sure what to say.

PROGRAMMING

GOHs and Pros

All of our GOHs from last year are re-joining us this year! Writer GOH Jacqueline Carey, Artist GOH Sana Takeda, Science GOH Dr. Susan Langley, and Spotlight Publisher Tor represented by Claire Eddy.

We have re-invited all of our pros from last year. There may be some churn based on schedules but hope to retain as many of the planned pros from last year as possible. This may limit how many new pros can be added this year. At the same time, there may be openings, plus openings for new panel ideas, especially with events over the past year.

Panels, Classes, Workshops, and NWW

Panels will be happening, probably via Zoom and Discord. Want to preserve as much of the normal interaction as possible; that’s one of the key things that make panels work well. Looking at having meetups, coffee klatches, demos, readings, etc. No swimming with the mermaids, unfortunately (no online pool)! Writing classes, even plans for hands-on workshops are being figured out. The Norwescon Writers Workshop went ahead last year, it worked out really well, and we’ll be doing it again. Panel ideas and suggestions can be sent in [through the website](#).

Open Positions

There are changes, but still need track leads, stage management, and other positions. We want to find as many ideas and ways to interact. Working on ways to do green room and blue rooms, staff- and/or pro-centric spaces, and so on. Help us figure it out!

Questions

Q: How will parties work? A: That hasn't been discussed yet, please email meeting@.

SPECIAL EVENTS

Input on Special Events

What would you like to see? What do you think would work well in the virtual format?

Very open to ideas and suggestions as to handle events on a virtual platform. Some events will work better than others.

GOH Banquet will be a GOH Tea; those who have banquet tickets will be emailed about refund options.

Longest Night Ball was going to be the Saturday night dance. Working on what we can do to adapt this.

There will be burlesque; going virtual may mean bringing in performers from a much wider geographical range, too!

Open Positions

Will still need help but will obviously be different from prior years. If you're interested in helping, please email specialevents@ or veronica@norwescon.org.

EVENTS (AMBER)

We are looking to recruit: concerts director, dances director and DJs, hall costumes (working on how we'll be doing that), prop contest director, want to do a game-show Fannish Feud event that needs a director, and there may be more.

GAMES (JEFFREY)

Looking at different online gaming platforms to see what we can do and what will work best for various types of games. Have partnered with the Tabletopia virtual platform and are looking at other possibilities.

DEPARTMENT BREAKOUTS

POST-BREAKOUT REPORTS

BUDGET

Motion by Kathy to approve the current NWC43 budget as saved in the Google Drive.

Seconded: John. Vote: 10 yea, 0 nay, 1 abstain. **Motion carries.**

Business will be giving an overall budget presentation at the next meeting. Big picture report:

NWC43 Income:	\$63,765.15
NWC43 Expenses:	(\$54,092.17)
Net Profit:	\$9,672.98

NWC 43e2: Expenses:	\$5,216.41
NWC 43e2: Income:	\$1,222.58
Net Profit:	(\$3,993.83)
NWC43e2 Budget:	\$82,305.00

If you can do employee volunteer matching, Amazon Smile shopping, or similar things, every little bit helps!

Q: Will membership differences that are donated be recognized as income? A: No, it was income for last year, but it will lower the expense of the refunds.

Q: Since we're a 501(c)3, is the entire donated membership fee or just the rollover part considered a tax-deductible donation? A: That is a question for the member and their tax accountant. IRS threshold for being required to provide receipts is \$250, our refunds will be under that amount.

MEMBER SERVICES

One new person — welcome!

Encourage everyone including existing staff to fill out the member interest form as linked above.

VICE CHAIR

Kat Marier volunteered to maintain the timeline for this year (yay!). If you have dates that you know things need to be done by, please email timeline@norwescon.org (department committee meetings may be a good source).

CONVENTION SERVICES

Con Services team will need to do maintenance and updates on the physical inventory even though we're having a virtual con.

If anyone is interested in helping with some of the technical aspects of this year but are concerned they don't have the right equipment, please contact [business@](mailto:business@norwescon.org), there may be ways we can confirm requirements, substitute, or otherwise assist.

Would like more volunteers to be the monthly ConCom Zoom meeting host! For more info, please contact conservices@norwescon.org.

Thanks to Alan Bond for being room monitor for this meeting. Looking for volunteers to help monitor ConCom meetings!

PERSONNEL

Need someone to host the monthly book club and discussion.

QUESTIONS

Q: Is Rob running game nights? A: On hold until after COVID. Q: Can something be done virtually? A: Not sure.

Q: Will there still be t-shirts? A: Yes.

MEETING AND EVENT SCHEDULE

- September 19: ConCom Meeting

- October 10: ConCom Meeting
- November 14: ConCom Meeting
- December 12: ConCom Meeting
- January 16: ConCom Meeting
- February 20: ConCom Meeting
- March 13: ConCom Meeting
- April 1–4: Norwescon 43