



December ConCom Meeting

Minutes

DECEMBER 12, 2020

ZOOM

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

Apologies: Jeanine Swanson

INTRODUCTIONS AND ANNOUNCEMENTS

WELCOME AND INTRODUCTIONS

Exec Introductions and Breakout Time Locations

Self-Select Breakout Room Process

DEPARTMENT REPORTS

CHAIR

Elections

Kevin Black: We will be electing officers for NWC44/2022 this year. Positions are Chair, Vice-Chair, and two GOH Committee positions. Nominations will open at the February 20 ConCom meeting, will be able to nominate at the Feb or March meetings or via email. Nominees will be able to make short statements. Electronic voting will start after the March meeting and proceed through the Post-Con meeting. Please consider whether you'd like to run or nominate someone to run!

T-Short Color Vote

We will still be distributing t-shirts to staff this year, but we will also have masks available through Offworld Designs soon!

Remember to update your shirt size and mailing address in the registration kiosk if you want one this year! This includes lifetime members who are staff.

Shirt color choices are Jade, Tangerine, and White. Voting was conducted by a Zoom poll and within Zoom chat. The final choice is — Jade! Except that it was pointed out that this could play havoc with green screens, so a runoff vote was decided upon. The final choice of the runoff vote is — Tangerine!

Open Positions

Outside marketing and outreach, lifetime event coordinator/assistant.

Q: Long-term planning committee? A: Given the upheaval of skipping a year and moving this year online, this committee has been put on the back burner. Still believe it's important and want to get to it, but not at the top of the current priorities at the moment.

Holiday Social

Remember to stick around after the meeting for our Holiday Zoom Social!

VICE-CHAIR

Jeanine unable to attend today, so no Vice-Chair announcements.

SECRETARY

Vote on November meeting minutes

Postponed; will conduct online along with this month's minutes.

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 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 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

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.

Questions

Q: The org chart still lists lots of positions that are more applicable to in-person than online. Are those still open positions? A: The org chart is being updated to account for this year's positions as we go, it will get more accurate as the year goes by.

BUSINESS

Reminder: If you use smile.amazon.com and designate Norwescon as your charity, we get money! If your company does volunteer matching, please use business@norwescon.org as the contact email, you will need to initiate the process with your company.

Open positions

Looking for someone to help us with fundraising.

Budget Report

Refund process is complete, all checks have been delivered to the post office. A final refund report will go out next month.

What has cleared as of 12/12/2020

Income:

(\$35,918.88)

Expenses:

\$15,793.68

Net:

(\$51,712.56)

These budget numbers have been expected due to these years' circumstances, and we have enough of a cushion to get us through these years.

We have \$362 of income that hasn't cleared into our bank account yet. This money is:

- 6 virtual memberships
- \$65 of donations to Norwescon
- 2 GoH Tea Postage Donations
- 2 GoH Tea tickets

TREASURER

Nothing beyond what Kathy has reported.

CONVENTION SERVICES

Keith Jewell: We've been having lots of conversations on the tech platforms, what they will be, and how they will integrate and interoperate. Will be making a final decision in the next week or so.

We know we'll have to have testing by a number of people of varying levels of technological literacy to make sure everything works for everyone.

Alexis: If anyone would like to help test, feel free to let us know!

Loree: Accessibility is looking at captioning options, would like to be part of the discussion for any needs/possibilities there. Keith: Every solution but Discord has some form of captioning available; Airmeet and Zoom have support for ASL.

Alexis: If there are questions about updating names and passwords for Convention Master, feel free to contact IT. We will also be distributing instructions soon.

Still looking for a new storage option. Any leads are appreciated! We have particular needs that we are happy to let you know about to help narrow down possibilities. Please email business@norwescon.org with storage leads.

If you're interested in being part of the Security group for helping monitor the online convention, tech or IT, talk to us during breakouts or email us!

MEMBER SERVICES

If you're having issues with Convention Master staff registration, please start by contacting your Exec, if there are still issues, Member Services and IT can see about assisting.

We have had a handful of new registrations over the past month. Even a little is good, but we'd like more! Now that refunds have been processed, we will have a better idea of current registration numbers soon.

Art Show is receiving applications (19 to date), may be extending deadline soon to try to attract more.

Club Tables applications are open and have received a few so far.

Dealers Room applications are being developed and hope to have them online soon.

Thanks to Loree for heading the Accessibility group.

Next major step will be working with a demo website as soon as that's up and running.

PERSONNEL

Conducting a straw poll to determine names of rooms for socializing, chatting, hanging out, etc. Choices include house names, people, or places from the Kushiel's Legacy series.

Open Positions

Book club organizer, Pride Parade organizer, and Camping Trip organizer. Room monitors for personnel and programming rooms during the con, will likely need quite a few (around 20 for Personnel, 20 is a starting point for Programming).

Questions

Q: Would like a better idea of what hosting and organizing of the social rooms will entail (conceptually, technically, etc.). A: Happy to talk with people about this.

PUBLICATIONS

We are working on website stuff, but not quite ready yet. We will let people know as soon as it is ready to start testing and are still recruiting testers.

Newsletter: We've managed a twice-a-month newsletter so far! If there's something you'd like to have in the newsletter, please get it to us, we'll give it an editing pass and get it out.

PROGRAMMING

Programming Timeline

Pros have all been invited, panels have been selected, and final assignments are in progress. Been getting some good responses from the pros as they check in. They're appreciative that we're bringing people together and thankful of all the volunteers putting in time for this and giving people something to look forward to. Some have noted that they know that we're a solid convention and are confident that we'll be able to do this right. Lots of thanks for the hard work, can't wait, best of luck, excited to participate, looking forward to it, and so on. Thanks to everyone!

Will have responses out by Jan. 31st. Scheduling through February, and then should know exactly how many rooms of programming we'll have, how many people we'll need to staff, and when training will start. Thanks for your patience as we've gotten through the "squishy" parts so far and are getting to where the pieces are starting to come together.

Open Positions

We've mentioned room hosts, Zoom hosts, Discord hosts, etc. If you're unclear on what any of that means or will entail, please stop by the Programming breakout room — we're going to need a lot of people to help with this! We'll be training and expect it to be a lot of fun to do.

We'll have a Green Room (basically a pro-specific help desk) and need staff. Need help with hands-on classes, writing classes, and workshops.

Norwescon Writers Workshop

Usually by now we've closed submissions; this year, we've extended that deadline twice, deadline is now February 1, still plenty of time for all critiques. Have two moderators to do critiques who have recently joined: Diana M. Pho and Cat Rambo. More info on each of them is [on the website](#).

SPECIAL EVENTS

Programming and Special Events have been meeting regularly to revise the normal grid to adjust to the virtual format. Have a draft schedule and aim to be finalizing next month. We'll start with what we want to run, which will tell us how much staff we need; we'll then determine what we have and where we need to grow. We understand there's a lot of uncertainty about how all of this will work, but we're happy to assist and appreciate all the help we can get.

Thanks to all who have bought tickets to the GOH Tea!

DEPARTMENT BREAKOUTS

POST-BREAKOUT REPORTS

MEMBER SERVICES

Discussions on badge printing and processing/distribution, Discord, Info desk, Registration customer service, ideas on how to translate popular events like the Art Auction into the virtual realm. Great to see the questions and ideas coming out of the conversations.

Have been getting questions about how traditional positions might translate to virtual. Suggestion received that an online demo be performed at some point to give people an idea (especially if they feel less tech-savvy) of what we're planning.

CONVENTION SERVICES

As mentioned earlier, there have been ongoing platform discussions to determine specifics of what platforms will be used when and for what purposes, plan on having a final decision made in the next week or so. Once that's finalized, that will be shared first with the Exec team and then more widely.

Once the final decisions are made, demonstration and training videos will be created and distributed. Basic training first, final look and feel later. Hope to have the first videos out in early January.

If you were on staff last year, you were rolled over to this year, but you still need to update your info in the registration system. Please use the link and password provided in the chat or from your Exec to log in and update your info.

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 to be addressed in the future!

MEETING AND EVENT SCHEDULE

- January 16: ConCom Meeting
- February 20: ConCom Meeting
- March 13: ConCom Meeting
- April 1–4: Norwescon 43