



ConCom Meeting

Minutes

10.22.22

SEATTLE, WA

Attendees: SunnyJim Morgan, Rob Stewart, Jenn Baker, Tim Ketron, Shawna Batty, Michelle Morrell, Keith Jewell, , Katrina Marier, Adrienne Loska, Peggy Stewart, Jeanine Swanson

Absent: XX

12:00 PM Close of Department Breakouts

1. Call to Order

2. Welcome / Introductions

Thank you

Native land acknowledgement

3. Ice Breaker / Introductions

Chair

Vice Chair

Secretary

Business Director

Treasurer

Publications

Member Services

Convention Services

Programming

Personnel

Special Events

4. Department report backs

Chair

Exec Recap

Puyallup Fair. We made connections with other conventions including Geek Girl Con (www.geekgirl.com) 1 Day (Nov 5, 2022) They are looking for volunteers too.

Timeline: Smart sheets updated. Since this is our first reading of the list, it may be out of order. Each month the item list will get better and more in line with the planning of the convention. This will be used going forward for future convention planning

Position Opportunities: Charities

Chair@norwescon.org

Timeline@norwescon.org

Vice Chair

Exec Recap

Hotel Block Update – 20% of contracted pick up rooms. We do not have comparisons to last year due to the limited numbers in 2021

	Tues 4/4/202 3	Wed 4/5/202 3	Thurs 4/6/202 3	Fri 4/7/202 3	Sat 4/8/202 3	Sun 4/9/202 3	Mon 4/10/202 3		Tota l
Contracte d Guest Rooms	10	162	482	470	471	139	5	0	1739
Current Pick Up	2	44	88	91	91	27	2		345

Analysis	
Percentage of Contracted Rooms Picked Up	20%
Minimum Required Percentage Picked Up	80%
Minimum Required Room Nights	1391
Minimum Additional Pick Up to avoid Performance Fees	1046

last update:
Fri 10/21/22

Staff

Room Block – form on web for staff to list preference. Get that in as soon as possible. MH to put on the staff page. Pat can give STAFF tower rooms as requested

Suite Reservations- control of party wings and suites. Tower is flat fee and the hotel cannot promise to the general public.

Precontracts are happening with the hotel for upcoming years for NWC

GOH Committee for NWC46 open to recommendations @nwc

Last Year' Staff Shirt – if you feel you are owed one – email Rob end of Nov.

Dec will give them away

Position Opportunities:

vice.chair@norwescon.org

gohcommittee@norwescon.org

hotels@norwescon.org

Secretary

On-Boarding form should be completed shortly
Organization Chart will be updated once we have On Boarding
Position Opportunities: Third back up, Onions and Roses
secretary@norwescon.org

Business Director

Exec Recap

Budget- starting to review

501c3 completed through 18- 2020 and the accountants are close to filing. Reinstatement is expected by end of NOV to allow for matching

Contracts

Position Opportunities: no openings at this time

business@norwescon.org

Treasurer

Exec Recap

Position Opportunities: no openings at this time

Member Services

Exec Recap

Art Show- applications are open. 33 artists have submitted. Send applications via website

Accessibility – BiPOC lounge and setting up Amazon wish list and suggestions to support local artist. Loree will manage with her POBox

Club Tables- 4 applications and open. Always looking for vol

Dealers Room- 35 applications and will give res early DEC. Rtn to ballrooms

Registration – 371 registration to date. Staff Rate \$25. Looking for vol. Badges will have new format and looking at new vendor to allow for contrast

Swag – looking to allow for badge pronouns, photos, interactions infotable@

Position Opportunities: So many options!!

art show, registration, running art in action, teen lounge, cm @ cc vol

memberservices@norwescon.org
Accessibility@norwescon.org
artaction@norwescon.org
artshow@norwescon.org
clubtables@norwescon.org
Dealers@norwescon.org
infotableteam@norwescon.org
Registration@norwescon.org

Publications

Exec Recap

GOH Art has been approved to use in marketing

Budget- pending

Deadlines-

Newsletter is looking for submissions – Nov 1

Website- staff update page is updated on the website

Send open positions to web for update on site

Guidebook looking for staff

Position Opportunities guidebook, signs, social media,

Publications@norwescon.org

guidebook@norwescon.org

designers@norwescon.org

Newsletter@norwescon.org

photos@norwescon.org

website@norwescon.org

socialmedia@norwescon.org

Convention Services

Exec Recap

Discord- need onboard to see the current year channels.

Safety and Code of Conduct Team

Wants to have focus group on what should be done and details Saf@ Dec
deadline- Will add to newsletter

Position Opportunities: Head of IT,

conservices@norwescon.org

discord@norwescon.org

it@norwescon.org

Layouts@norwescon.org

safety@norwescon.org

techservices@norwescon.org

Programming

The deadline for the workshop is February 1

Open positions:

Writing classes and hands-on-workshop assistants - help with checking people into classes

Programming Services - work out of the programming office at the convention by answering questions for pros, giving time cues during panels

Youth Track - Read stories to our youth members, assist with youth activities

Contact programming@norwescon.org for more information.

Special Events

Exec Recap

Dragonflight to run all gaming!

Speculative Film Festival- 2nd year~ 50 submissions from 15 countries.

BiPoc film makers are encouraged and this year fee for submissions are free.

6-8 weeks estimate more submissions to come in. NWC Newsletter submission will give more details.

Flyers – The current postcard has had great success

GeekGirl Table #806

Take some and post to places (library, stores)

~~PK Dick~~

Masquerade

Dances

Position Opportunities:

Personnel

Norwescon 44
100 Andover Park W Suite 150-165
Tukwila, WA 98188-2828

Page 5 of 6

<http://www.norwescon.org/>

Exec Recap- Thursdays at 7pm via zoom
Volunteers
Position Opportunities; vol coordinator, hosts for lounges,

5. Other Business

Upcoming Geek Events:

Geek Girl Con (Nov 5)
Summer Geek garage sale this summer
Norwescon's Bibliophiles: 3rd Monday on line meeting (Facebook)
October book *The Cabin at the End of the World* by Paul Tremblay
November book *Questland* by Carrie Vaughn
December is pending poll

Post Meeting Social at The Morgan House
Parking Discount We need to have the original parking slip and this second one for the discounted \$10 parking rate.

6. Adjournment and Closed Session