



# ConCom Meeting

# Minutes

11.19.22

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

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11:59 AM 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**

We will be hosting a public Covid Policy forum 12.17.22 on zoom, to hear from the membership regarding our covid policy for this year. Exec team will review and finalize the policy after the forum, and announce it as soon as possible afterward - before membership prices go up in January 2023.

Timeline review Green=good, Yellow=behind, Red=WAY behind

Charities: Feel free to suggest local and Science Fiction/Fantasy related groups that we may want to support. We are not going to be doing the charity auction. Instead, donated items will be available for direct sale in art show to benefit our charities. We will be soliciting items in one collective ask for charities, giveaways, other prizes

Position Opportunities: Manage Charities

**Vice Chair**

Exec Recap

Hotel Block Update – Pat to send numbers

2024-2026 contract signed

Staff room block request will be IN the email confirmation.

	Tues 4/4/2023	Wed 4/5/2023	Thurs 4/6/2023	Fri 4/7/2023	Sat 4/8/2023	Sun 4/9/2023	Mon 4/10/2023	Total	
Contracted Guest Rooms	10	162	482	470	471	139	5	0	1739
Current Pick Up	2	53	105	111	111	34	2		418
<b>Analysis</b>									
Percentage of Contracted Rooms Picked Up			24%						
Minimum Required Percentage Picked Up			80%						
Minimum Required Room Nights			1391						
Minimum Additional Pick Up to avoid Performance Fees			973						

Position Opportunities: none

### **Secretary**

On-Boarding: As you are officially hired you will get several emails. The first will be your notice of being hired, with the job description and your executive. This will give you the link to staff registration!

If you are needing a NWC email or are being added to email alias', google drives this will come as a second or third email

Organization Chart: This will be updated based on the hire emails and staff registration.

There are fields in Convention Master that will give you the option for having your name published, voting and tee shirt for the year

Position Opportunities: none

### **Business Director**

Exec Recap

IRS and 501c3 standing: This will be send this week to IRS. Once submitted we can reapply for the 501c3

Budget – in progress

Position Opportunities: none

### **Treasurer**

Exec Recap: no update

Position Opportunities: none

### **Member Services**

Exec Recap

Art Show : just a couple spaces left

Club Tables- 5 applications at this time, invited to

Accessibility: wish list for safer space recommendations. This was posted to twitter but there has been issues with the social media platform

Info table – no update

LFL- looking for donations

Registration Numbers: 375 full memberships. 1/1/23 there will be a rate increase for full memberships

Dealers Room- Closed. We have 76 applicants!

Position Opportunities: Art in Action lead, registration, art show, club tables assistant

### **Publications**

Exec Recap

Sign Requests: if you need a sign (office, come this way...) please email as soon as possible.

GOH art is posted on the website!!!

Working on getting art for the badge

Need to talk with Member Services about badge art

Big Bad Book Meeting: timeline 2.5.23 (work with ConService)

No stuffing party, no books at this time

Position Opportunities: Guidebook editor, signage, social media team

### **Convention Services**

Exec Recap

Big Block Update: discord and posted in the concom

Safety and Code of Conduct Team: looking to finalize in Dec.

Transparency for NWC45

Twitter: re eval with alternative social media to move platforms

Blotter

Position Opportunities: IT Head, AV tech, ALL THE TECH NON TECH, ALL the safety,

### **Special Events**

Exec Recap

Single Pattern contest is ON! Will be posted on the media in Dec!

Dragonflight: layouts are moving in the right direction.

Masquerade: we have a director!

Pub Quizzes will happen

Murder Mysteries will happen

PK DICK is on task (Fri)

Movie Festival – 4 weeks of open submissions. Mid Dec the judges will watch to make selections

Nerf/Laser tag will happen

Life-Time member and GOH banquet (Rob)

Position Opportunities: Ton of staff for Masque (at con on Sat), Open/Close Ceremony, Dances,

### **Programming**

Exec Recap

Norwescon 45- Between Two Worlds

Pro invites are out, selections will be made. JAN will assign to panels.

NWW: accepting submissions, guideline are online under programming,

Position Opportunities: newsletter posted the list

Panel topic submissions can be sent at any time. Within the next week if they want to be seen for NWC45

Youth teen tween tracks need help, Hands on workshops and classes (monitors), Programming services/office, Online streaming services needs assistance, Multidepartment convo for IT/AV support (Dec), Pro and Panel room/support (2hr shift),

### **Personnel**

Exec Recap

The Diversity, Equity, & Inclusion (DEI) Training includes

- Cultural Competence
- Diversity and Inclusion
- Equality vs Equity
- Implicit Bias
- Microaggressions
- Racism and Institutional Oppression
- Strategies for taking action in the moment

Training for Convention Committee staff will be offered in person and virtually.

Saturday, January 21st, Noon – In person

Sunday, January 29th, 1PM – Virtual via Zoom

**Sunday, December 18th, 1PM - Exec Team training**

Teen Member Space at Norwescon 45

There will be space at Norwescon 45 for teen members, teen staff, and teen professional guests to relax in a safe, fun space that is planned and run by teens. The area is in concourse A near the lobby and swimming pool.

Key to the success of this area is that teens plan and run the space. Please contact [personnel@norwescon.org](mailto:personnel@norwescon.org) if you are a teen member who is interested in planning the design and use of the space. Or if you are a teen who has a wish list for what the space will be.

Position Opportunities: yes!

### 5. Other Business (Personnel)

Upcoming Geek Events

GeekGirl Con – it was a good time for all. Got some interest, lots of people taking postcards, may see some new faces.

CosPlay Expo (Las Vegas) Rob and Peggy will be attending.

Board gaming: looking for a game store that is willing to host and close to a bus line.

Norwescon's Bibliophiles

November book *Questland* by Carrie Vaughn

December Book *Krampus: Yule Lord*, by Brom

Brunch 12.11 Krampus Discussion & Holiday Brunch

After December we'll go back to meeting online on the third Monday of the month

January's book *Snow Crash*, by Neal Stephenson

1.16 Discussion online

Feb TBA PK Dick nominee

2.20 Discussion online

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