



# ConCom Meeting

12.17.22

# Minutes

SEATTLE, WA

**Executive Team:** SunnyJim Morgan, Rob Stewart, Jenn Baker, Tim Ketron, Michelle Morrell, Keith Jewell, Katrina Marier, Adrienne Loska, Peggy Stewart, Shawna Batty

**Absent:** Jeanine Swanson

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  
Covid Forum- bulk of those who gave in-put is in favor of all masked/vaxx

**Motion: Policy will be all vaccination all mask for nwc 45**

Potion: Michelle/Sunny Jim/Rob

**Yes: 10**                      **No:**                      **Abs: 1 (Jeanine)**

Timeline: Smartsheet review  
Position Opportunities: Charites

Vice Chair

Hotel Block Update:  
cookies and drinks from the hotel as a thank you.  
Suite's form is on line through the web site.

	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					

GOH Selection Committee- pending selection nominations

Staff shirt – Green and black

Secretary

On-Boarding- Processes hire emails going out  
Organization Chart- based of the hire emails

Business Director

Budget- Exec need to review the budget  
IRS and 501c3 standing the final forms are done with IRS. C3 would be retroactive once approved

Treasurer

IRS and 501c3 standing (continued)  
Physical check forms or on line for reimbursement.

Programming

Exec Recap  
NWW (deadline 2/1/2023)  
Teen Track – (Rebecca) looking for teens for planning and participating in panels.  
Streaming of content at the meeting- we will stream 2 rooms and on line presence will be able to participate/ask. We will not be able to host a hybrid in person and virtual. Pending platform (youtube for public) pending private panel (twitch/ zoom/ vhx to control access).  
Susan Langly will be in person (past guest)  
Open positions: Writing classes and hands-on-workshop assistants/coordinator, Programming Services, Youth Track

Member Services

Exec Recap  
Capital Expense – reg 4 printer \$1012.05

**Motion: 4 printers 4 printer \$1012.10**

Pro/second: Sunny Jim/ Tina

Yes: 10                      No: 0                      Abs: 1 (Jeanine)

Art Show – sold out and pending waitlist  
Registration – 465 reg no staff in this number. All mask/vax. Reg staff is needed.  
Issue with MS domain email -send to reg@nwc to assist with purchase  
Info desk - no update  
Dealers Room – almost to pre-covid applications. Waiting on confirmations.  
Club Tables – 7 applications and still taking applications.

Position Opportunities: Art show lead, Reg desk staff,

Publications

Exec Recap  
Newsletter goes out monthly  
Flyers should be done by end of the month

Guidebook – working on PRO bios, next will be club table and art show for FEB  
Sign Requests- send to publications@nwc  
Updates to website, Suite form is live on the website. Please review your digital post. We can post job openings  
Position Opportunities: Social media team

#### Convention Services

Big Block Update – Layouts are due now. Programming and Special Events are needed now. Will final at the meeting  
CS / Prog / Accessibility/Special Events to meet for which rooms will be AV streamed and send notes to layouts  
Position Opportunities: needs a second, needs head of IT,

#### Special Events

Single Pattern – pattern selection is down to the top 5 and selection to announce by 1.1.23 (looking at gender neutral, easy for anyone to be able to by style and cost and fabric consumption)  
PK Dick (and banquet) – pending nominees in Jan 2023.  
Speculative Film – submissions end 75 submitted from 17 countries. Aprox 16 hour of film. 1.15.22 the judges to view and make selections and show.  
Dragonflight/Gaming- they are recruiting and pending update. Pending Artemis and layouts.  
Nerf/Laser – things are progressing.  
Masquerade- no update  
Position Opportunities: Dances/DJ,

#### 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/ConCom Meeting  
Sunday, Feb 12, 1PM – Virtual via Zoom  
Sunday, December 18th, 1PM - Exec Team training

#### Teen Member Space/lounge 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.  
Position Opportunities

## 5. Other Business (Personnel)

Upcoming Geek Events

Board gaming to start back??

Norwescon's Bibliophiles44556666666666

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