



# NWC46 ConCom September Minutes

September 9, 2023

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**Attendees:**

Chair – SunnyJim Morgan  
Vice-Chair – Rob Stewart  
Secretary – Michelle Morrell  
Business Director – Tim Ketron  
Treasurer – Shawna Batty  
Convention Services – Felice Nightengale  
Member Services – Alex Demboski  
Personnel – Grace McKelvy  
Programming – Peggy Stewart  
Publications – Kat Marier  
Special Events – Tabby L Rose

## **Executive Meeting - 10:30 am Start**

### **Names added to and removed from bank account - vote**

Bank requires executive minutes showing vote to add and remove people from accounts ... still many prior executives on accounts. Vote required to change.

Motion: Remove extraneous people that remain on savings, checking, and Paypal.

The only people that should remain are:

Jamie Morgan  
Rob Stewart  
Shawna Batty  
Cherie Playter  
Tim Ketron

Tim moves.  
Peggy second.

**Unanimous - PASS**

### **Act of terrorism insurance coverage - vote**

Covers acts of terrorism, \$29 for the year.

Considering our proximity to an international airport, this makes sense.

SunnyJim moves.  
Kat second.

**Unanimous - PASS**

### **Budget - vote**

Accept as currently stands while knowing there will probably be amendments?  
Felice would like to see our actual income to know what to budget against.  
Do we have actual numbers?  
We are not ready to approve yet, though we are close.  
We will review at Oct 9th standing Agenda Prep meeting with chance to go over line items as needed, will then discuss and vote at Oct 14th regular Exec/ConCom Meeting for transparency.

**TABLED**

### **Set dates for Policy & Procedures manual review**

Doodle poll for availability - SunnyJim will set this up for Executive availability.

### **Onboarding**

Onboarding is up, feel free to start putting your people through.

### **Decide October theme**

Wear something Halloween themed.

### **Health and Safety Policy**

How do we ameliorate for people who are concerned about vaxxing.  
Ideas: I'm vaxxed ribbons? Dots? Will this cause people to back out of a job if not everyone has that ribbon or dot? It's important that we read and respond with empathy and respect to everyone's opinions. Tabling for later in meeting when all ConCom can weigh in.

### **Exec Meeting - 11am End**

### **Department and Cross-Department Meetings - 11am Start**

### **Department and Cross-Department Meetings - 1pm End**

### **General Open Meeting - 1:05pm Start**

Thank you for attending.

Native land acknowledgement.

Introductions and Announcement.

Walk forward to mic to be heard on Zoom.

Name tags are up at the sign-in table with lanyards and fun ribbons, we want new people and people who may not remember to feel comfortable knowing names and roles. Optional but encouraged.

Announce theme - **Into the Wylde** based on our GoHs Jim Butcher and Charles Vess who both deal with fae in their art.

## **Chair**

Retreat recap.

Voted on from retreat and earlier in the day.

Rates (added at end of minutes).

Lost and Found Auction - we are now handing lost and found over to the hotel after the close of the convention. Pat will alert the hotel to this new policy.

Names added and removed from bank account voted on earlier today.

Act of terrorism coverage voted on earlier today.

Department/room changes.

Convention Lounge downstairs wing 7.

BIPOC Lounge downstairs wing 7.

Cloak room behind registration.

AV in Cascade 4.

Gaming has two rooms in Cascade hallway - Cascade 11 & 12.

Will try to get extra gaming in wing hallways.

Artemis in Salon.

Crafting Workshops in Maxi's Ballroom.

Health and Safety Policy.

Request by Loree with Accessibility to add words encouraging adding regular testing and masking to policy, supported by Grace in Personnel and Michael in ConCom. Will discuss and vote at next Exec meeting Oct 14th. Please send comments to [chair@norwescon.org](mailto:chair@norwescon.org), all will be shared with the exec team.

Table sitting opportunities - Puyallup Fair Sept 14-16 and GeekGirlCon Oct 7-8.

Will have a presence at Orycon in November.

## **Vice Chair**

GOH Selection Committee - Open to suggestions for NWC47, send to [gohcommittee@norwescon.org](mailto:gohcommittee@norwescon.org).

Hotel - suite forms are online - staff rooms are live, form can be found on the NWC staff page ([here](#)) be sure to add special requests.

Staff tee shirt for last year are available after this meeting - talk to Rob.  
Signed covers from last year's program available - talk to Rob.

### **Secretary**

Onboarding - good to go, your exec or supervisor will submit the form and you'll get an email with a link to the staff kiosk where you can register for the staff rate of \$20. There will be link to staff Discord. A second email may follow with information on how to access a new Norwescon email or alias access if that applies.

### **Business / Treasurer**

Books have been closed. Did not make a profit last year. Fewer people ... 1586 registered which is just above half our pre-COVID normal. Costs are increasing across the board from supplies to insurance to hotel.

501(c)3 Update. Being worked on. Optimistic about reinstatement for this year.

300+ pages of insurance docs available to read. Insurance \$354 more per year.

Budget - voted? No, we have tabled for more information, will discuss and vote next exec meeting Oct 14th.

### **Publications**

Open positions - website, photographers.

Newsletter deadlines - will request content starting on the 20th, send to publications@norwescon.org or form is on [staff info page](#) on website ([direct link to form](#)).

Social media - love to post content - submit two weeks before you want it out, will try to accommodate quicker when needed, no promises though.

### **Convention Services**

Open Position - Safety Lead.

Layouts - Drafts out by October.

IT - Sending out lists of what was provided in past, please audit what is needed. Trying to cycle in equipment replacements as needed. IT needs volunteers, at least 2 more.

AV - Volunteers needed, setting up mics, etc. Will train.

### **Member Services**

Department reportbacks

Reg - As of today, 369 registrations: 338 full, 12 youth, 12 children, five awards, two Lifetimes. Can always use volunteers. Keeping larger badge format.

Staff kiosk is open, wait for onboarding email. Rate is \$20.

**Change Youth Rate to \$60 - Vote**

Change Youth rate to \$60 to match actual, listed rate of \$50 was mistake.

Motion Alex.

Second SunnyJim.

**Unanimous - PASS**

Accessibility - Loree and Ted returning - BIPOC lounge relocation to wing 7. Scooters rental company: lobby table drop off location - possibility in progress, there were issues with hotel spearheading this process. Suggestions of companies welcome: [ada@norwescon](mailto:ada@norwescon), [accessibility@norwescon](mailto:accessibility@norwescon) [loree@norwescon](mailto:loree@norwescon).

Art in Action will be in Art Show.

Art Show: Applications open 10/1, expect full as normal.

Club Tables: Apps by 10/1. Same layout as last year. Please get convention exchange agreements in early this year or no guarantee of space. Position could use a second, if interested send email to [clubtables@norwescon.org](mailto:clubtables@norwescon.org) or [personnel@norwescon.org](mailto:personnel@norwescon.org).

Dealers: Applications 10/1. Looking for book dealer to provide our GoH and panelists' books.

Info table: Will be there to provide information, will have a tablet to stay on top of guidebook.

Little Free Library: Always looking for donations. Can arrange pickups or bring to ConCom or bring to convention.

## **Programming**

GOHs - Author: [Jim Butcher](#).  
Artist: [Charles Vess](#).  
Publisher: [Clarkesworld Magazine](#) and Neil Clarke.

Pro and Panel Applications - 15th of September deadline.

Open Positions - Track lead needed - Space track (very specialized). Programming services (pro check in, minute runners, GoH liaisons) [programming@norwescon.org](mailto:programming@norwescon.org).

## **Personnel**

Thank you for volunteering!

Teen engagement - teen lounge, D&D meets SCA with self-paced program. Looking for "shire elders" to help youngsters to grow up in conventions. Activity books and meetings.

Con lounge - Wing 7. People who work with food need a food handlers permit. Volunteers greeting people, keeping things neat and clean, like hosting a party.

Timeline - in process of collecting timeline information.

Get involved, volunteer spotlight on website. Staff rate - Questions about staff vs volunteers, send email to [volunteers@norwescon](mailto:volunteers@norwescon) ... send open positions to be posted on website.

Watch for outings on social media like book readings and outdoor meetings. Welcome to join. Looking for hosts. Feel free to suggest your own events. Looking for head of "Volunteers" booth at con.

NWC Bibliophiles - Read a new book every month. Third Monday of month. The Caves of Steel Asimov for September. October is Fairy Tale, Stephen King. Can be found on [Facebook](#).

Social this month - Southcenter mall food court.

Volunteer recruitment - You are most important recruiter. Your enthusiasm and drive – get your friends and family. Find people around you. Random strangers in the sci-fi sections of bookstores. Look around you. You can put your volunteer position on LinkedIn profile. Think outside of the box.

Question from Zoom: X-The Platform Formerly Known as Twitter

What are our thoughts on X? We will be leaving the platform. We won't cancel our account as we don't want to lose the name so that others take it, we will occasionally post "you can find us on our website and on Facebook," posts. But we recognize it's toxic at this time so see ya for now.

### **Special Events**

Film festival, dances, masquerade, fun stuff. Emails have been sent out to those who volunteered before. If you see nothing, check your spam. If you haven't been contacted please reach out - you are wanted!

Film Festival: Th and Fr, 4 hrs each night. Increasing number of awards, adding three more.

Audience Choice

Best Short (under 10 minutes)

Best Short (under 30 minutes)

(new) Best Sci-fi

(new) Best Fantasy

(new) Best Horror

41 submissions so far hoping for 100 by Dec 15th. Trivial fee, lowered it by \$1. Waived for BIPOC directors. 6 of 7 continents, if you know any filmmakers on Antarctica, please contact! 6 new judges this year. Submit via Film Freeway. #1 tool out there. Search Norwescon. [speculativefilmfest@specialevents@](mailto:speculativefilmfest@specialevents@).

Call for decorations and lighting, looking for loan of things to fit into Fae/Fandom themes - Looking for volunteers with theater tech background (should fold into grand 3 tech people most likely). Contact [specialevents@norwescon](mailto:specialevents@norwescon) if you have appropriate decorations or know of inexpensive sources.

Gaming - Need volunteers there. Gamers and storytellers. January 15th deadline. Rotunda 1 and 2. Artemis is a maybe because of scheduling issues with historic provider. There may be other Artemis groups available instead. Alexandria library is in works, waiting to hear back from Dragonflight.

Polling for additional ideas - Would love to hear what you liked in the past. Want to do more events oriented towards making new members and our more socially shy members feel more welcomed. To this end, there will be a speed friending event. More ideas are welcome.

Masquerade - Bri will need help. Interested in helping? [specialevents@norwescon.org](mailto:specialevents@norwescon.org) or [personnel@norwescon.org](mailto:personnel@norwescon.org).

Dances all three nights. One is Fae Ball. Fandom Ball (one or more favorite fandoms). Looking for someone willing to take on and run a specific event. Speed friending (event organizer).

specialevents@  
tabby@  
gaming@

### **Upcoming Events:**

New group in Olympia - [Northwest Speculative](#).

Britcon OneDay Event - August 4th, 2024 - Auburn Community Center.

[Left Coast Crime Con](#) - April 11-14, 2024.

### **Two groups to never contact directly, always go through proper channels:**

**Hotel** - Go through Pat, Rob, Office. Never talk to hotel on official business yourself.

**Guests of Honor.** Go through Peggy, never talk to them directly (judge masquerade? Sign something for giveaway? NOPE!).

**THEME FOR NEXT TIME - HALLOWEEN!**

**General Open Meeting - 3pm End**

### **NWC 46 rates:**

Reg:

4 day at door: \$120

Through Dec 31st 2023: \$85

Jan 1 - close of pre-reg: \$100

Youth (13-17): \$60

Child (under 13): Free

Staff: \$20 and a shirt

Guest of Pro rates have been set

Day rates have been set if needed

Dealers:

Standard: \$170

Island: \$185

Corner Island: \$210

Guest of Dealer: \$60

Author Table: \$60

Art Show:

3 ft Panel / 3 ft Table / 3 ft Floor: \$30

Print Shop Fee: \$30

Mail Handling: \$30

Commission: 15%

Ad rates

Norwescon's program book is laid out in magazine format and measures 8.5 x 11." We currently offer the following advertising options:

Full Page, Bleed -measures 8.5 x 11"	\$400
Full Page, Non-Bleed -measures 7 x 10"	\$400
Half Page – Horizontal -measures 7 x 5"	\$200
Half Page – Vertical -measures 3.375 x 10"	\$200
Quarter Page – Horizontal Corner -measures 4.5 x 3.75"	\$100
Quarter Page – Vertical Corner -measures 3.375 x 5"	\$100
Eighth Page (Business card) – Horizontal -measures 3.375 x 2"	\$50
Eighth Page (Business card) – Vertical -measures 2.125 x 3.75"	\$50

Note: Bleed refers to printing that extends to the edge of a page after printing ("bleeds" off the page). A non-bleed ad will have a white border on all sides.

Only full-page ads have the option of bleed. All other options are only offered as non-bleed. Sizes listed refer to the actual size as it will appear on the page and does not include the border.