



# NWC46 ConCom February Minutes

February 10, 2024

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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 - Wm Salt Hale (online)  
Programming – Peggy Stewart  
Publications – Kat Marier  
Special Events – Tabby L. Rose

**[Exec Meeting - 10:14 a.m. Start \(Zoom link opens\)](#)**

The Exec Team voted to change the budget, adding for Convention Services Grand 3 tech - this was a special outside vote due to timing and turnaround need.

The Secretary will be available to help people register/pay for staff registration at breakouts time today.

The Midnight meeting during Norwescon will be held at 10 p.m. each night, Thursday - Saturday. This is where the Exec team goes over the day, any issues, successes, plan for the following day.

There is a Wednesday event after move-in with food etc. Watch Discord for notifications.

Staff Discord, get your staff on it and familiar with it if needed. This will be the main method of communication immediately leading up to and during the convention.

When to open up single day memberships for sale? Need a better way to determine single day on the badges and which day it is, perhaps stickers. Alex will meet with her team to decide. Last year opening single days was two weeks before con. Alex suggests the same. Publicize via Social media and newsletter - open them up on the 18th of March.

**Vote:**

**Open single day tickets on the 18th of March**

SunnyJim moves

Tabby seconds  
All in favor  
**PASS**

Discussion on positions that continue during summer/year round roles - examples are social media, registration, Discord admins, etc. We should start by looking at org chart. Not in bylaws but do say "certain roles need a year round commitment, you agree to take on this role until you are replaced." Asterisk on org chart perhaps to indicate year round role.

AI policy for Art Show - need to discuss and have ready for next year, lots of emails and discussion via the art show artists. "We are aware of this issue, formulating a policy for next year, we are not changing at this time this year because we already have everyone accepted for the show." Ideas: Can't use generative work that was trained on copyrighted work you don't have permission to use. Needs to be discussed at the next retreat. Gather information between now and then, pay attention. We should have the same policy also apply to the film festival, writers workshop, any relevant situation.

Publications is doing a key for the staff photo, asking for us to come help identify the people in the picture during breakouts.

All of the first look schedule emails are out for programming. There are questions about selling books etc at the autograph tables. Policy is can't charge for autographs or photographs. Maybe have a vendor bring out books to purchase for signing. Perhaps let pros sell only during the autograph session - only physical goods.

Side discussion about how can we let people know if someone does not want to be photographed. Stickers, lanyards, a ribbon? Something at info table?

Theme for March? (Green!)

SunnyJim: Lead with empathy. Remember people are overstimulated and stressed and tired ... we're all in this together.

**Exec Meeting - 10:46 a.m. End**

**Department and Cross-Department Meetings - 11:00 a.m. Start**  
**Department and Cross-Department Meetings - 1:07 p.m. End**

**General Open Meeting - 1:08 p.m. Start**

Thank you  
Native land acknowledgement  
Introductions and Announcement  
Walk forward to mic

## Chair

Exec meeting recap - voted for more tech money for Grand 3 - discussed single day tickets - certain year round jobs - March is green.

Elections - Nominations are now open for Norwescon 47.

Elected positions are Chair / Vice Chair / 2 for GoH Committee - term is one year.

Can nominate via email, at today's meeting, and next month's meeting.

Timeline - Various items discussed including:

Get your volunteer needs in.

If someone needs acknowledgements, send to publications@ ASAP.

In talks for AV.

Map and key for art show, lobby, dealers.

Track changes is up.

Reg art show tech training is scheduled.

Nominations for Norwescon 47 Elected Positions -- in progress				
Position	Nominee	Nominator	2nd	Response
Chair	Rob Stewart	Shawna Batty	Dave Claudio	Accepts
Chair	SunnyJim Morgan	Anne Cagle	Wm Salt Hale	Declines
Chair	Kevin Black	Kyle Hall	Michelle Morrell	Declines
Vice Chair	Kat Marier	Shawn Marier	Tabby Rose	Considering
Vice Chair	Shawna Batty	Rob Stewart	Kathy Bond	Considering
Vice Chair	Michael Pinnick	Carla Viltz	Kevin Black	Considering
Vice Chair	Kevin Black	Wm Salt Hale	Yvonne Patowski	Declines
Vice Chair	Crystal Lloyd	SunnyJim Morgan	Scot Oliver	Considering
GoH Selection Committee	Kevin Black	Tim Ketron	Rob Stewart	Considering
GoH Selection Committee	JD Demboski	Rob Stewart	Kat Marier	Accepts
GoH Selection Committee	Michael Hanscom	SunnyJim Morgan	Caitlin Cormer	Declines
GoH Selection Committee	Scot Oliver	Kyle Hall	Bernie Strub	Accepts

Layouts feedback - talk to Michael.

List of attending pros going through editing.

Cash requests are due to business.

Exec retreat location in progress.

Film Festival listing is done.

Layouts to hotel is in progress.

March newsletter submission deadline - to publications by 20th.

Tarp report to logistics - let Michael know asap if you need something tarped.

Post-con meeting will be May 11th at the Doubletree.

## Vice Chair

Hotel update - we have made our room block!

	tues 3/26/2024	Wed 3/27/2024	Thurs 3/28/2024	Fri 3/29/2024	sat 3/30/2024	Sun 3/31/2024	Mon 4/1/2024	Tues 4/2/2024	Total
Contracted Guest Rooms	10	175	500	525	525	110	5	0	1850
Current Pick Up	5	168	422	463	463	99	5		1625
<b>Analysis</b>									
Percentage of Contracted Rooms Picked Up				88%					
Minimum Required Percentage Picked Up				80%					
Minimum Required Room Nights				1480					
Minimum Additional PickUp to avoid Performance Fees									

March 5th last day to get in staff block.  
Staff rooms will be allocated next week.

Staff tee shirt vote

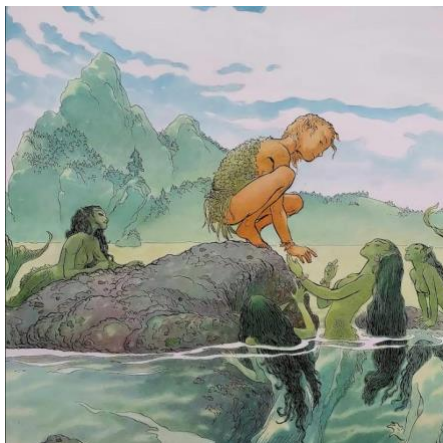


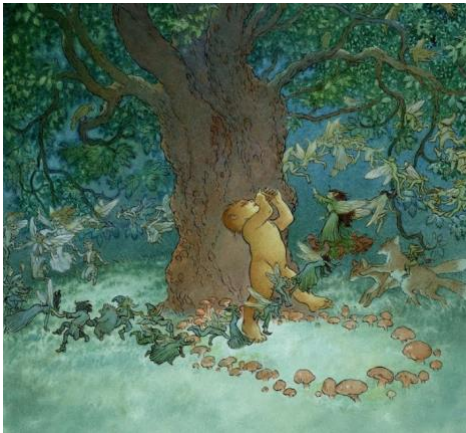
21 chocolate

31 green

**GREEN WINS**

Art for convention shirt vote





Two rounds of voting.

**Mermaids wins**

### **Convention Services**

Open positions - Looking for two, possibly four people to be on the safety team as Interviewers - to be appointed March meeting and serve until when replaced. This role will assist with interviewing the parties involved in Safety reports. Skills include patient listening, reflective listening, legible note taking, de-escalation. Email safety@ - looking for diversity!

Logistics wants tarp info ASAP.

IT: IT schedules going out soon, check that it has what you actually expect from IT.

If anyone needs storage access talk to Logistics, they will be going after this meeting as well as other times these next weeks.

10am Wed of convention - unloading truck move-in.

Let Michael know if layouts are wrong. Once onsite, if you have a layout change go to the convention office. **DO NOT TALK TO HOTEL DIRECTLY.** Use Discord or walk straight there.

**LAW - Listen Assure Walk** - It is everyone's collective responsibility to help all have a good time at con. Everyone who is staff will be looked at for help with problems.

Listen: Let them tell their story. Ask clarifying questions.

Assure: Let them know you will connect them to someone who can solve their problem.

Walk: Physically walk them to the convention office or where they can be helped. The

Exception is with a child - stay exactly there and Discord for help. Compromised people, do the same. Discord is always the option if there are any extenuating circumstances.

### **Secretary**

January meeting minutes approved and on the website.

An email went out to those who have been onboarded but not yet registered as staff. Even if you've already registered, you need to go through the staff kiosk process to be properly onboarded.

# of positions onboarded so far - 155 people, 186 positions.

If not onboarded yet, please talk to your exec.

Reminder: Join Staff Discord - We also have a regular discord for all Norwescon attendees.

Do not want your name published as a volunteer? Let the Secretary know ASAP.

### **Personnel**

Onboarding - If Salt has sent someone to your department, he expects you to do the onboarding. Please do so ASAP so they can be part of voting and shirts.

Today's Social - Hawaiian restaurant across the street.

Open positions - high priority needs are on the website.

Community Building - Camping Trip 26th-28th of July - Kitsap Memorial State Park, around \$15-20 per person depending on attendance.

Dates for Volunteer picnic - 28th of July 10-3 at Steel Lake Park Shelter #1, Federal Way

Teen Engagement - The Shire - Not babysitting - instead showing them how to be members of the convention. Teen Lounge will be just past the pinball machines, after the Olympic hallway.

James Hay is taking over year round gaming.

Book Club - Norwescon Bibliophiles, MR Carey Infinity Gate discussion will be at Norwescon, Next book is Where Rivers Go to Die, Dilman Dila, meeting via Zoom on Monday, Feb 19. Look on Facebook or email for more information.

Convention Lounge - Czarcasm to arrive Wednesday, will open Thursday morning through to Sunday.

Cloakroom layouts setup, taking art show bags as well. Will be behind Registration this year, right across from the Art Show.

### **Business / Treasurer**

Can take staff payments today.

Art show and Registration training for new credit card processors has happened.

Check requests - digital and paper requests are available. Need to know what it was, budget code, and attach exec approval.

501(c)3 Update - Still in progress, in IRS's hands.

Taxes started for 2023-24 - Matches fiscal year of July 1 - June 30.

Dealer room invoices have gone out, most already paid. 45 have gone out, 38 came back.

### **Publications**

Newsletter - Going out around 1st of the month.

Sign requests - Please reach out to your exec if you need signs. Need to order soon. There is a request form.

Happy for social media content, send it in to socialmedia@.

### **Special Events**

Film Festival - narrowed down to 38 films, descriptions and photos are on the website. Four blocks - Thursday early and late block are scifi and fantasy, Friday first block is international films, 16 countries. First ever from Kenya, Korea more. Final block is all horror on Friday night. Sunday is "best of" block. All the winners and "Let's Make a Movie" movie.

Masquerade - Need a couple staff people. Front of house, runners, costume escorts to photo area.

Gaming - Everything is on the website to GM or register for a game. Getting close to locking down the schedule so if you want to GM or DM, do it soon.

Single pattern - Everything is up on the website. There are multiple pieces, the tunic is the important part, rest is optional.

Other staffing needs: Speed friending lead. Friday charade hours. Positions are explaining rules and monitoring.

Rocky has been paid and is happening on Friday.

Philip K. Dick Award - Friday night. Three authors confirmed. SL Coney, Bethany Jacobs, and Dilman Dila.

Dances - Fandom Mashup on Thursday, mashup a costume! There is a song request form on the website under Dances.

### **Programming**

Open positions - GoH Liaison.

Big Bad Book has happened.

All pros got a first look schedule. If you need to look at the live grid of track changes, email programming@.

Monster mash needs two volunteers for adult session.

Cascade 9 is the streaming room, there is a wide variety of different programming happening, to reflect the variety and diversity of Norwescon panels.

Pro Suite - Thursday and Friday closed door parties, Saturday night is open party in 1360 at 9pm. Tea parties, meet ups, lots of things in Pro Suite during the day. Clean up help in the mornings is needed.

Meetup times are available still, request form is on the website. Kathy can help host if you have a good idea but don't want to host it yourself. Found on website under Programming/meetups.

### **Member Services**

Department reportbacks:

Art show - Full with a waiting list. New panel types currently in progress and being made by Logistics.

Accessibility - Now have a BIPOC Lounge coordinator and two more members of the Accessibility Team. Accessibility requests to accessibility@ or ada@ or loree@.

Club tables - Letters have gone out, full, no room left.

Dealers - Very full, with a waiting list. Working on a book consignment area where you can get PKD nominees, etc.

Little Free Library - We've got books! Bring any donations directly to the table at con. Just got a donation of 100s of quilting magazines and boxes of Egyptology and King Tut focused books. If you want quilting magazines for a project or general questions, littlefreelibrary@ or lfl@.

Info table - Everything you need informationally will be here. Also where you can get special stickers (in progress), Zine. Workshop sign ups will be @ info table.

Reg Numbers - 717 4-day memberships have been sold. 635 this time last month. 907 total registrations currently. This will go up greatly once pros / dealers, etc have been entered.

**General Open Meeting - 3:12 p.m. End**



**Listen:**

- Let the person reporting the incident tell their story.
- Ask clarifying questions as appropriate; tone is important.

**Assure:**

- If appropriate, concisely summarize what the person has reported to you.
- Let the person know you will be connecting them to someone who can help.

**Walk:**

- Physically walk the reporting person to the Convention Office.
- Assures the reporting person gets to the appropriate place.