



NWC47 ConCom April Minutes

APRIL 5, 2024

Rob Stewart: Chair

Shawna Batty: Vice Chair

Michelle Morrell: Secretary

Felice Nightengale: Convention Services

Peggy Stewart: Programming

Wm Salt Hale: Personnel

Tonya Clark: Special Events

Tim Ketron: Business

Jenn Baker: Treasurer

Kat Marier: Publications

Alex Demboski: Member Services

LAND ACKNOWLEDGEMENT

Norwescon acknowledges that we conduct our meetings and hold our annual convention on the traditional land of the Salish and Coastal Salish peoples, including the Duwamish People – the first peoples of what is now called Washington State. We honor with gratitude the land itself and the Duwamish Tribe: past, present, and future. This acknowledgment does not take the place of authentic relationships with indigenous communities but serves as a first step in honoring the land we are on.

DEPARTMENT AND CROSS-DEPARTMENT MEETINGS - 11 AM START

Breakouts for all!

DEPARTMENT AND CROSS-DEPARTMENT MEETINGS - 1:30 PM END

EXECUTIVE MEETING - 1:30 PM START

VOTES

March minutes - Michelle moves, Tonya seconded, unanimous.
PASS

NEW BUSINESS

CD matures on the 7th - we have options - keep as same for 7 months, add more \$ for higher interest rate. Business recommends adding more funds for the higher interest rate.

We have until the 17th to choose, want to do this earlier though.

VOTE: Add another \$10k for 7 month term, Tim moves, Jenn seconds, unanimous
PASS

EXEC MEETING - 1:41 PM END

GENERAL OPEN MEETING - 1:41 PM START

CHAIR

Rob is proud of us and thinks we're going to have a fantastic convention.

Wednesday is move in day.

Wednesday night is volunteer party in the Presidential Suite - food, cake, beverages.

Report back on votes - Minutes and more money into the CD.

Community partnerships - Page Ahead, promotes literacy and book access to at-risk children.

There will be tables and panels at the art show for sale to benefit the partner. Also accepting volunteer gifts there too.

Election nominations, Q&A at end of meeting.

VICE CHAIR

Hotel numbers

	Sun 4/13/2025	Mon 4/14/2025	tues 4/15/2025	Wed 4/16/2025	Thurs 4/17/2025	Fri 4/18/2025	sat 4/19/2025	Sun 4/20/2025	Mon 4/21/2025	Tues 4/22/2025	Total
Contracted Guest Rooms			10	175	500	525	525	110	5	0	1850
Current Pick Up	1	1	7	172	389	433	427	102	4		1536
Analysis											
Percentage of Contracted Rooms Picked Up					83%						
Minimum Required Percentage Picked Up					80%						
Minimum Required Room Nights					1480						
Minimum Additional Pick Up to avoid Performance Fees											

Timeline - execs please check and update

SECRETARY

Onboarding - 229 positions, 196 people.

PERSONNEL

Open Positions - updated webpage, check there.

Need 14-24 year olds to be Minions.

Volunteer table team needs one more person.

Convention host needed - will pay for food handlers permit.

Social - Games after meeting.

Departments at-con roles needed by end of Monday.

Volunteer at con? Go to Volunteer desk onsite, Wednesday onward.

Year Round Engagement:

Campout - July 18-20, Montesano, Lake Sylvia.

Bibliophiles - at con, City of Dancing Gargoyles.

Volunteer picnic - July 27, Steel Lake Park 11-2.

LAW Training - Listen, Assure, Walk - we want all members to feel accepted and welcome.



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.

MEMBER SERVICES

Department reportbacks:

Art show is full - bag check is in art show but specifically only doing large bags, wings, things that might knock down art. Not concerned about purses, smaller items.

Dealers' room is full.

Authors will be in the lobby and also down the hall.

Accessibility - working hard, ASL interpreters and captions are a go.

Club tables is also full.

Cloakroom - Thursday morning to Sunday afternoon 24 hours around the clock.

LFL - bring books to donate to con, get a ribbon! You don't need to donate to take a book.

Info Table - let them know ASAP if you have info for the table. Workshops signups there. Onions and Roses feedback box is there.

Registration:

Single day membership reminder.

Staff registration pickup informal early check-in ... when we can, starting on Wednesday.

Pros get sent to Cascade 1.

Current hours: 9am - 8pm Th-Sat, 9am - 3pm Sun.

Reg numbers:

Type	2025-04	NWC 46	
Full	716	1,084	-34%
Staff	122	147	-17%
Youth	37	58	-36%
Lifetime	22	31	-29%
Child	33	74	-55%
Artist (N/A)	24	38	-37%
Staff Youth	3	4	-25%
GoH	9	5	
Pro	216	241	-10%
Guest of Pro	41	67	-39%
Dealers	1	100	
Club Table	0	4	
Special/Events	41	72	
Gaming	0	41	
Thursday Only	0	15	
Friday Only	3	25	
Saturday Only	12	133	
Sunday Only	2	19	
All Single-Day	17	192	
Totals	1,282	2,158	-41%

CONVENTION SERVICES

Open positions - need bodies at con - Safety ambassadors, streaming breaks for streaming staff.

Discord at con - please join the discord (instructions in your onboarding email).

There is a page on the NWC wiki about how to mute channels, get notifications, etc. Also you can go to the office and someone will help you set it up, download it, etc.

Hailing All Call channel is not for chatting. Only for important announcements.

Safety feed - Health and safety page on website, will have a generalized stream available there.

Wednesday office hours for staff only, Thursday is official open.

Integration testing Sunday 13th, Olympic 2 is okay for storing stuff in advance, put your name on stuff! Send a picture of it to office@. Olympic 3 is for office only.

SPECIAL EVENTS

Masquerade and Single Pattern Contest forms available on the website for signups - chance to win a free membership for NWC48.

Forms available online to run and/or participate in games - Warhorn is available, find it on our website to advance sign up. Then will have physical sign ups on site.

Looking for more board game GMs - form is still available on website.

Catan championships - qualifying event at NWC - Warhorn in advance only though if you're onsite you can check.

Magic the Gathering draft Friday night - \$50 but you get special booster cards.

Open positions

Masquerade volunteers needed for Saturday.

Film festival - four directors will be onsite.

Dances - Star Wars and Star Trek stuff for photo area would be appreciated.

Panel on Thursday 8pm on Fandom dancing! Learn how to Time Warp, Rasputin, Macarena, a bit of Thriller!

Bar in Maxi's all three nights. Comedy, karaoke, trivia, etc, all ages.

PROGRAMMING

Moderator emails have gone out.

Final schedule is done and out.

Schedule is live on website.

Hands on workshops

Felting

Upcycling tee shirts

Bubble dancing, and more

Where to send lost pros - walk them to Cascade 1.

Panel situations - Programming and Safety cannot be everywhere at once. If something is happening in a panel that is not okay, get on Discord and ask for help. Pros or moderators might not be comfortable. If you feel so, please intervene. Office channel on Discord works. It is okay to use Hailing All Call - I have a question about XYZ. Everyone will see it. Programming channel on Discord is okay too.

Will announce next year's guests at the halftime of the masquerade.

PUBLICATIONS

Zine -News sheet that comes out every day @10am - Info Table will have a monitor, also online on the website now (Zine overflow here!), in Guidebook. We are all roving reporters, if you hear or see something cool or fun, send it to zine@. Hard copies available in Con Lounge, BIPOC lounge, pro lounge.

Guidebook - has info you can find nowhere else. Links to dealers, Art Show, panelists, etc. Go to App Store, search "Guidebook," download Norwescon 47.

Very limited paper pocket programs at Info Table. Also souvenir program book there.

Send an email to Photographers@ if you want photos at your event.

Social media reminder - socialmedia@ or the social media channel on Discord.

NWCAdmin@ for issues with Google.

Digital Souvenir program book on the website is now fully accessible to assistive technology.

We are rolling over the panel and pro applications first day of con so if anyone has an idea for a cool panel, you will be submitting for 48. Same with pros!

Limited availability to print B&W signs at con. Poster deadline is April 8.

BUSINESS / TREASURER

Dates of tax reports submitted - difficulty communicating with tax accountant, looking for new one. 2022 has been resubmitted. 2023 and 2024 we do not know. IRS will not talk to us until those forms have been submitted.

Clover device is here at meeting for training.

Cash requests done.

Last day for reimbursement checks is May 31st, hard date.

Business onsite by noon on Wednesday.

501(c) 3 - no update.

Receipts needed for all reimbursements, through Exec only.

Purchasing runs for the convention:

- There will be a big purchasing run done Wednesday 4/16 during load in. This includes the Costco and Cash & Carry orders that are shipped to the hotel
- Thursday/Friday/Saturday will be ONE run in the morning each day (about 10am when the stores open). Send the order with your Exec's approval to purchasing@norwescon.org by 10pm the day before. No orders through Discord. We have limited staff and we cannot do multiple runs per day as we have in the past.
- When you see that stuff has come in, DO NOT HELP YOURSELF even if you ordered it.

ALL DEPARTMENTS:

Load in is Wednesday, please come and help.

Sunday night and Monday we need help with takedown.

Sunday night is Dead Dog party, won't be open until Patowskis say we're done, so help so we can party!

Sunday Onions and Roses is for convention attendees

Our staff O&R is May 17th

ELECTIONS Q&A

GENERAL OPEN MEETING - 3:45PM END

UPCOMING CONCOM DATES:

April 17–20, 2025 Norwescon

May 17, 2025