



October NWC44 ConCom

OCTOBER 16, 2021

Minutes

AIRMEET

Attendees: Michael Hanscom, SunnyJim Morgan, Michelle Morrell, Veronica Templar, Jeanine Swanson, Rob Stewart, Adrienne Loska

Apologies: Tonya Clark, Alan Bond, Kathy Bond

Absent: Myke Gheparde

SCHEDULE

- 10 a.m.—noon: Department breakouts. Find your department in the Arena.
- 10 a.m.—noon: Feel free to hang out at the virtual tables to chat and socialize once your breakouts are done.
- Noon—1 p.m-ish: Main meeting: Department reports and announcements

DEPARTMENT ANNOUNCEMENTS AND REPORTS

CHAIR / VICE-CHAIR

Thanks for joining us on Airmeet, and we hope you enjoyed the breakouts-first arrangement! Feel free to give feedback to your Execs.

[Hotel Liaison Needed](#)

Lots of pre-con and some at-con work – fun way to work with the hotel!

[Suite and Family Room Reservations Update](#)

Will be posting info on suites and family rooms soon.

[Change of Date for Waypoint Norwescon](#)

Our Waypoint relaxacon is coming up! We were originally planning for this fall, but have moved it to January 15/16 instead. If you remember the old “.5” relaxacons, this is what we want to do again this year!

We will be using Airmeet again for Waypoint, which is part of why we are using Airmeet for ConComs at this point...

[Planning for an In-Person Norwescon with Flexibility to Pivot to Virtual](#)

...plus, if we do need to pivot to virtual, everyone will be familiar with Airmeet when that happens.

SECRETARY

[Secretary Second needed](#)

I need someone to train in my position so that they can take over as Secretary for NWC45 (2023). Interested? Questions? Please email me at secretary@norwescon.org.

[Online access to agendas, minutes, etc.](#)

Agendas, minutes (once approved), and other documents can be found on the [Staff Updates page](#) on our website.

If you are new, have updated your email address, or simply want to make sure you're getting concom-related emails, please send an email to secretary@norwescon.org asking to be put on our concom mailing list and we'll get you added.

Registration: We need to know about you!

If you haven't yet done so, please be sure to register as Staff! You won't be listed on the org chart (and your position won't be marked as filled) unless you do. Please double-check the title of your position with your Exec before registering in case it has changed.

BUSINESS / TREASURER

Budget Report

The budget has not been updated yet, as our Business Exec has been unusually busy elsewhere. We expect to have a more in-depth report next month.

If you do have expenses that need to be taken care of, please reach out to business for assistance.

CONVENTION SERVICES

Alan was not able to join us today, JD is filling in. Keith Jewell is second for AV/IT tech, JD is second for everything else. Had a good breakout session with a lot of people joining in today – thanks all! Adding two new members who are going to be heading the re-envisioned safety team and office team.

We want to re-imagine what it means to be safe and welcomed at the con, going from “security” to a “member safety” team. Really looking forward to getting this new team put together and active.

We are keeping an eye out on rental truck prices — seems these are getting more expensive along with lots of other transportation-related issues.

Have another new team member specifically to focus on COVID safety related issues for the convention. Will be a very co-departmental effort between Con Services and Member Services.

Logistics will be at the storage unit for inventory next Saturday at 1 pm.

MEMBER SERVICES

Another good breakout and got a lot of positive feedback about the breakouts-first format.

Open Positions

Member Advocate and Info Table leads are filled! Always need volunteers in Registration, the Info Table, the Art Show, etc. Please let us know if you're interested!

Little Free Library

Thinking ahead and looking for donations. If you're looking at cleaning out your bookshelves, we are always looking for more books (of any genre) and can come pick up from the general Seattle area.

Club Table, Art Show, and Dealers' Room Applications

Club Table apps are now open and live. Art Show and Dealers Room apps are coming soon, making some adjustments based on COVID requirements. Will be working with our Guidebook team to on info, graphics, etc.

Have been some questions about public access to the Art Show and Dealers' Room. Traditionally, these have been open to the public. We're considering options on how to handle these given COVID concerns: checking vaccination cards at the door, having a "visitors pass" for those areas (maybe re-use old badges for this purpose?), or simply not allowing public access this year. Currently under discussion.

Q: Will we be requiring proof of recent negative COVID test for attendance/access to exhibitors?

A: Likely not, as it's just a snapshot of a moment of time; for now, we're just going with full vaccination status, but will be keeping an eye on all factors as conditions change over the coming months.

Space Reorganization

Moving forward with relocating merchants to Grand 3. Measuring the space on Oct. 23 to figure exact space considerations for planning layouts.

Need to decide where Writers' Row will be. Once all that is figured out, will open up registration.

Accessibility has reiterated the importance of having a Safe Space quiet room/decompression space available, will be coordinating with Con Services on that.

PERSONNEL

Myke is not here today, Yvonne is filling in for Personnel. Nothing to report, but if anyone has volunteer/personnel/open job needs, please get in touch and Myke will follow up when he's back in town.

Book Club

[NWC's Bibliophiles](#) is organized through Facebook, if you're not on Facebook and would like to participate, please let Kevin Black know. Meeting this Monday at 7pm online to discuss *The Wizard of Earthsea* by Ursula K. LeGuin. Next month's book is *Among Others* by (someone). A week from this Sunday will be having a fall social, all NWC members are invited. Held in person at Jon and Teya's house in Redmond (please be fully vaccinated, will be held outdoors if weather permits). See more info in the Facebook group.

PUBLICATIONS

Had a great breakout – discussed at great length what to do with our photo archives. We have 44 years of history now, with a lot of pictures...all of which currently live in one person's house on a hard drive. We're looking at options where to store them all so they are more accessible and available.

Also talked about expanding the digital archives.

Official Sources for Announcements and Requests

If you need to get word out about something you're doing to the membership, how do you do it? You should get information to publications with the pertinent details: what do you want to tell people? Where should it go (newsletter, website, social media, etc.)? Fill out [this web form](#) (also linked on the Staff Info page) or send your announcement to publications@, we will pass it through editorial to make sure it looks as good as possible, and then make sure it goes to each place it should go.

Waypoint Design

We are generating artwork for Waypoint. Going with a more relaxed, hand-drawn aesthetic. You'll start seeing things show up online soon!

Flyers, Posters, Business Cards, and How to Get Them

If you need promotional material, please let publications know! We have a few graphic designers available – let us know what you need and we'll get it to you.

Newsletter

Just went out and had tons of stuff on it this time! If you have things that should be in the next newsletter, please let us know. Best is to have it to us by the first day of the month, but we can take stuff late if necessary. We aim to send out on the 15th of the month.

If you know you have a job that needs to be filled, please let us know so we can promote until it's filled. A single announcement fades away.

PROGRAMMING

Thanks to everyone who came to the breakout sessions, got a lot of good idea and input.

Track leads are putting together a great selection of topics and panelists for Waypoint, including some panelists who may not be able to attend in person due to travel or COVID reasons!

Discussing how to handle the Blue Room (staff/pro support) to encourage support while keeping everyone safe and germ-free.

There will be another storage unit trip this January for Programming to check supplies and needs.

Talked a lot about COVID safety protocols at con: number of people in a room, chair arrangements, who will be handling making sure limits are adhered to, etc. Everyone is making sure that this is top of mind and we're keeping everyone safe at the con.

NWW Update

Have invited an additional co-director: Rashida J. Smith (Jasmine Silvera) has joined as co-director. See her bio on the NWW web page. Very excited to add her to the workshop!

Open Positions

Pro-check in (helping pros, panelists, and performers check in and get set up, welcoming them to NWC), stage management (help keep the rooms in order, no heavy lifting: put up schedules, check the clocks, make sure there are pens and pencils, etc.), class and workshop attendee check-in, youth programming.

Panel Suggestions

Open until November 1. If you have something you'd like to see at NWC, or something you'd like to talk about/present/lead/share with your fellow fans, please [let us know!](#)

This weekend starts the pro invitation process! We start now because there's a lot that needs to happen between now and then with finalizing panels, assigning panelists, tweaking schedules, and so on.

SPECIAL EVENTS

Breakouts also went well here – the breakouts-first format went well.

Our Speculative Film Festival is still accepting submissions (have received almost 100 so far). Will be showing eight hours of mostly short films, some micro-short films. Submission deadline is Dec. 31. Currently have ten judges, three of whom are BIPOC creators who work in the industry.

For Waypoint, planning on having some casual games like Jackbox, possibly some others. Will have some shows (music, improv, variety).

Games Submissions

Schedule Games submission form should be up on the website soon, was in the newsletter. If you're interested in hosting games, demos, etc., fill out the form and let us know.

CATAN National Championship Qualifier

Our Games leader is currently in Minnesota hosting this year's CATAN championship; we'll be hosting a qualifier at NWC44!

Open Positions

Dances (need someone to manage these so that they go well...set up nerd prom!), documentation (make sure how we do things isn't just in someone's head), streaming, games (organizing, leading, etc.), masquerade...lots of positions!

Got a good suggestion on hall costumes including an online voting system throughout the convention so people can submit their outfits without having to go on stage, may need some technical support for that.

Shows and performances will need in-person support and pre-convention planning. This includes emcees/hosts for the opening and closing ceremonies!

UPCOMING MEETINGS AND EVENTS

- ConCom: November 20, 2021
- ConCom: December 11, 2021
- ConCom: January 15, 2022
- ConCom: February 5, 2022
- ConCom: March 19, 2022
- ConCom: April 2, 2022
- Norwescon 44: April 14-17, 2022
- ConCom: May 14, 2022