



Attendees: Jeanine Swanson, Michael Hanscom, SunnyJim Morgan, Michelle Morrell, Veronica Templar, Rob Stewart, Adrienne Loska, Myke Gheparde, Alan Bond, Kathy Bond

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

Announcements/Elections

Tonya has officially resigned as chair. We're very grateful for the work she's done over the years, but this does mean that we need to select a new chair. We have consulted with Kevin Black as our NWC44 elections manager.

Kevin Black: Was asked to review the bylaws and policies and procedures to determine our options and what we need to do. The bylaws and P&P didn't have this situation in mind and do not have a clear statement as to how to handle a chair vacancy at this point in the planning year. Kevin and Kathy have reviewed the documents based on their legal training to determine the best approach to fulfill the policies as written, the goals of the policies, and to keep the con on track for April.

There is no automatic succession process defined. There are references to the vice-chair acting in place of the chair in the chair's absence. The only currently defined way to *become* the chair is to be elected (other Exec positions are appointed, Chair and Vice-Chair are elected), but this doesn't prevent us from having an acting Chair or acting Vice-Chair.

Discussed whether we need a new election. Elections are clearly defined in bylaws, requiring a 57% return rate of registered concom members to meet quorum. Policies and procedures (less constrictive than bylaws) say that elections last from last meeting before con through post-con meeting; no procedure for a special election defined. Execs would have to waive the current policies and procedures to have a special election.

Do not see an obstacle to Jeanine continuing to serve as acting Chair (easiest way forward). Another option would be to hold a formal election.

Michelle: Is Jeanine willing to take on the position? Jeanine: Yes, I am. Have been effectively acting Chair for the past few months and have enjoyed it, would enjoy continuing in the position.

Shawn Marier: 20+ years ago did a big rework of the bylaws, the intent was to have an election as soon as possible in the event of a situation like this (resignation, death, etc.). Probably needs to be rewritten. Kevin: It is a bit tricky as currently written, we're taking the best possible interpretation for our needs.

Felice Nightingale: Typically, you appoint someone as interim until you can have an election.

Keith Johnson: Confirming Shawn's memory that the intent was to hold an election as soon as possible. Also noting that the language about the convention dissolving if no nominee for Chair could be found was because of the general thought that if you can't find someone who wants to run the con, why have the con?

Kevin: Big question is whether we are forced to have an election. As written, do not believe so. We could, or we could simply allow Jeanine to continue as acting Chair.

Shawn would like a commitment from the Execs to rework the Bylaws ASAP. General agreement from the Exec team.

Michelle Morell: **Move that we move forward with Jeanine Swanson as acting chair.**
Seconded by Veronica.

Vote: 9 yea, 1 abstain. **Motion carries.**

Jeanine: For interim vice-chair, Rob has said he will take on most responsibilities, others can be distributed among other execs as necessary.

Questions regarding tie votes: Recognize that this could happen now with ten execs. Hopefully this won't be a concern, plus bylaws state Exec votes need more than a simple majority, ties are a non-pass.

DEI Training

One of our commitments with our new diversity statement last year was to do diversity training. We have found a training system and will start to be getting in contact with teams soon. We will start the training with those who have more contact with the general membership and will continue from there and get as many people through as we can.

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

Kathy is back in Seattle, so emails should be answered somewhat faster now.

Budget Report

Budget was delayed by Kathy being elsewhere for six months. The update is in progress and will be ready by the December meeting. In general, the overall picture is that our reserves have carried us through Covid and will carry us through this year, but we do need to be thinking of ways where we can save money, bring more people in to make money, etc.

Charitable Giving/Amazon Smile

If you're shopping for the holidays and set Norwescon on your charity of choice on Amazon Smile, we'd appreciate it! Employers may also set up employee matching for volunteer hours; if you set that up with your employer, please let business@ know!

Sponsorships

We just applied for one grant; fingers are crossed. If you have other leads on grants or sponsorship opportunities or have ideas for or would like to run fund raisers, please send them to business@ so we can apply.

Hotel Search Committee

Rob will be starting this committee again. We have a contract with the Doubletree for this year and next year, but not beyond that, and with the Covid shakeups in the hospitality industry, this is a good time for us to look to see what we can find.

Kurt Cagle: Are we still looking at SeaTac exclusively for hotels? Rob: No, we're looking at the general greater Seattle area.

CONVENTION SERVICES

Need volunteers in IT, particularly someone to be an IT team lead.

Department Formerly Known as Security

JD: Update on new safety model. Pursuing a new vision for conducting safety operations at Norwescon. Making some headway, need to review and update the existing policies and procedures for general safety and security at con. Felice Nightingale has agreed to join the Con Services and Ops teams as our new safety manager. Dave Ashcroft and Kyle Hall are taking the lead in creating a list of prospective candidates for leadership and line position roles in the safety office and dispatch teams. If you may be interested in these roles, whether you've done so or not in the past, please ping conservices@. Plan is to host an online social to invite everyone in the room to ask questions, gauge interest, and then make decisions as to who will be the best to lead the change. Lots of cross-departmental opportunities as well, with Member Services have created the Member Advocate position to assist members who may not feel safe, welcome, and included at con.

Looking for line management positions. Have no idea how many people we'll be able to recruit for on-the-floor safety management.

Chase: Will there be a way to report things if people feel unsafe? JD: Absolutely! That's high on the list of things we'll be implementing. We also already have channels available on our Discord, an email address (report@ -- this does not go to execs, goes to a restricted distribution list for response and follow-up), and in-person at the Con Office during con.

Kathy: Will we need elevator monitors this year? JD: Not something I'm familiar with but will add to the list of things to be discussed.

MEMBER SERVICES

Open Positions

Looking for one or two registration leads, plus general registration workers.

Club Tables

Applications are now open and have received a few. Please encourage groups to submit! Have confirmed table spacing with the hotel. Will be checking reciprocity agreements with other conventions and organizations that are regularly part. Are discussing moving the table application date out, some may be waiting until after our January "drop dead" live/virtual decision.

Dealer Room

Moving forward with Grand 3 as our dealer room. This may mean some slight adjustments to the booth sizes of or number of spaces depending on necessary aisle sizes.

December Meeting

Michelle will be out of town for next month's meeting. Member Services breakouts will proceed with someone else in charge.

PERSONNEL

Awareness Training

Part of our DEI initiative.

Open Positions

Lots of open positions: special events, member services, convention lounge, fun director (opportunities to add little bits of "fun stuff" to the con: scavenger hunts, etc.), teen runners.

Events

No current information on Pride, camping trip, or volunteer picnic. All are under discussion, and we will be getting more information out when we know more about each of those.

Book Club

[NWC Bibliophiles](#) is on Facebook. Had a good discussion last week on Jo Walton's *Among Others*. Have books picked out for December, January, and February. Meet the third Monday of the month online. December's month is Neil Gaiman's *The Ocean at the End of the Lane*. January: Jacqueline Carey's *Starless*. February: Cat Rambo's *You Sexy Thing*, and Cat (a long-time NWC attendee and panelist) will join for the first half-hour of the book club discussion session in February. Had a nice in-person social at a member's home last month, may be doing that again in the future. We are on Facebook, or you can email Kevin for more info.

PUBLICATIONS

Newsletter goes out Dec. 15, right before the holidays! Will be promoting Amazon Smile, hopefully special events stuff, single pattern and props contests, etc.

Will be doing a big social media push this year, want to try to build up our numbers and getting more posts out. If you have anything you'd like to announce, please send it to us so we can keep pushing information out!

Making Announcements

If you have something to announce, please get it to us with enough time that we can do a quick editing pass. Send to publications@ or use the form on the [Staff Info page](#) of the website.

PROGRAMMING

Waypoint

Approaching quickly, and we're excited! Now looking at three days with some programming, Friday through Sunday. Looking at three stages on Saturday with panels, kid activities, and more. Sunday looking at hosting some encore programming from NWC43.

Saturday programming should include about 15 readings and panels from several of our usual tracks. Youth programming stage will have readings, craft activities, writing activities. Schedule should be posted soon!

Bernie will be contacting some of last year's room hosts to see about helping again this year.

NWC44

Programming is sending invites, will be doing panel selections soon. Pandemic is still affecting speed of replies, ability to commit, and so on; this includes pros, panelists, and staff members, sometimes deadlines may not be hit. Please keep this in mind, be patient, and be kind to yourself and the people you work with.

Writers' Workshop

Deadline is January 1. NWW will offer two complimentary memberships. One is open to writers from marginalized communities, the other is based on financial need. Both will include a four-day membership and a stipend to assist with potentially prohibitive costs associated with attending the convention and the workshop.

Open Positions

Pro-check in, stage management, others. If you think you might want to work in programming, let us know!

SPECIAL EVENTS

Games Submissions

Game submissions are open. Ready to submit some games? Use our [scheduled games submission form](#).

Single Pattern Contest

Whether you've had a hard day of work or a delightful evening out, nothing beats coming home, shedding your coat and shoes, and hanging up your hat. The judges are prepared to be dazzled and amazed by your versions of this year's patterns, [Simplicity 8361](#) & [Simplicity & 8713](#).

Stages

As previously discussed, we're switching things around this year. Main Stage will be in the NW Ballrooms and the 2nd Stage will be in Grand 2. Special Events will be meeting with Tech Services to hash out next steps and needs for each stage.

Fannish Feud Returns

We'll be doing Fannish Feud again this year at the Waypoint Minicon.

Hall Costumes

Hall Costumes will be done a little differently this year. We will have an online voting system with prizes by category and day.

Film Festival

Shawn met with Publications this week on how to get the word out about films. Shawn will be promoting through Film Freeway. Then Publications will push those out to the convention.

Special Events Open Positions

- Documentation Assistant
- Games Info Desk
- Games Room Staff
- Game Runners
- Scavenger Hunt Coordinator
- Single Pattern Contest Judge
- Sunday Event Coordinator
- Census Manager
- Concerts Assistant
- Event Safety Liaison
- Event Safety Liaison Assistant
- GoH Banquet/Tea Coordinator
- Children's Masquerade
- Masquerade Half Time
- Masquerade Head Ninja
- Masquerade Judges' Clerk
- Masquerade Stage Manager
- Opening Ceremonies
- PK Dick Awards Second

UPCOMING MEETINGS AND EVENTS

- ConCom: December 11, 2021
- Waypoint Norwescon: January 14–15, 2022
- 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