



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.

10 a.m.—noon: Feel free to hang out in the main Zoom space 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

Staff Memberships (Get them now!)

If you haven't registered as staff, do it soon! As we're limiting our cap at 1,000, including all staff, pros, panelists, etc., be sure to register before it's too late!

Membership Questions

TYPE CAP PROPOSAL

With the 1,000 person cap, we have to adjust for the different membership types within Convention Master. Have been figuring out how many panelists, performers, etc. are needed and shrinking the cap on the general memberships available to account for those so we don't over-sell.

VIRTUAL MEMBERSHIPS

Kathy moves that we have a \$0 virtual membership with a suggested donation of \$15.

Jeanine seconds.

Q: With the platforms we're looking at, would there be an issue if we got a huge number of free memberships? A: Depends on platform and credentialing possibilities. With Airmeet, if we go over our current cap, Airmeet can sell us more for a small fee (\$1 per person) to match whatever we end up with. With some visibility on what other cons are doing, we'll be lucky if we break 500 virtual memberships. Don't believe huge numbers are a worry. All in-person attendees will have access to the virtual side as well, but not all will access it.

Q: Will there be a waiting list if we reach cap? A: Good idea! We'll figure that out.

Vote: Unanimous "aye". Motion passes.

Kathy moves that we allow full refunds for people moving from in-person to virtual memberships in addition to those cancelling for COVID concerns in advance of the convention.

Alan seconds.

Q: If you refund, will you include info about the suggested donation? A: Definitely, we always give the option for people to donate to us instead.

Q: What if someone gets sick at the con? A: Think that would fall under our general “let the Execs decide” clause. We’ve refunded memberships for people who had an emergency and had to leave in the past.

Vote: Unanimous “aye”. Motion passes.

CATAN TOURNAMENT

We were planning on hosting a Catan National Championship Tournament Qualifier on Saturday at con. However, many tournament people would most likely be day attendees, so we had been discussing opening day passes ahead of time (which we don’t normally do). With our Saturday day price at \$65, we have decided that this isn’t the year for this with our limited capacity.

Q: What about offering a \$20 day pass just for Catan tourney memberships? A: Maybe?

Q: How would that affect our overall cap? A: Would have to figure that out. We’d need at least 16 to be in the tournament, so that could affect the cap.

Some other discussion around logistics, pros and cons. End consensus seems to be that this isn’t the best year for this.

Fall Waypoint

Our December Waypoint went well. We will be doing that again on Saturday, Oct. 1, 2022, with both live and prerecorded content. We’ll continue using AirMeet. As we’ll have it year-round, we can be able to help with other virtual events throughout the year. Lots of opportunities, and we’re excited about having this option. We’ll have a form to let people request to host an event through us. More info soon!

Hotel Report

Currently at 50% of our contracted room rates (1,040 rooms, mostly on Thu/Fri/Sat, as expected).

If you want a room in the staff block of the hotel room (Wing 7 or Floor 3 of the tower), or if you want a suite, please let us know using the [Staff Room Block](#) or [Suite Request](#) forms.

Elections

Coming up, opening nominations for Chair, Vice Chair, and two GOH Committee meetings about a week before the next meeting at [elections@](#) or in-person at the next meeting. Nominations will close after the April meeting. Using ElectionBuddy for online voting again.

If there are ideas for bylaw changes, Kevin is willing to help with making sure they’re in good shape.

SECRETARY

[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

If you have ideas for fundraising, or if your employer does volunteer matching, please contact business@.

Grant Awarded

We just got a \$2,760 grant from SFWA. The money must be used for certain things (some for accessibility, some for DEI training, some for PKD Awards).

Storage Space Update

We had a place that looked promising, but negotiations fell apart. Still looking for a new storage facility. If you have leads or ideas please email business@. Still moving ahead with storage cleanout. Will be having a garage sale sometime in March. ConCom will have access to an "early bird sale" for the first hour or so. There are some big items that won't be in the garage sale but will be up for direct sale: three refrigerators, a big glass display case, some other items that will be sent out to the ConCom list.

CONVENTION SERVICES

COVID Protocol Update

We will be requiring proof of vaccination; checks will be done at registration (with some assistance for art show and dealers room load-in and load-out). Will be checking everyone (staff, members, pros, non-members visiting art show, etc.). Will issue badges and wrist bands (bands indicate covid check). All members and staff will be vaxxed at all times. Encourage staff to help encourage others to wear their masks properly at all times.

If any member or staff person has any symptoms before or during the convention, please don't attend!

We encourage installing the [WA Notify COVID tracking app](#).

Anyone who tests positive during or up to two weeks following the event is asked to contact us so we can assist with contact tracing. There will be a Google form set up to assist with reporting.

Discussions on having masks to hand out if necessary are being finalized.

Layouts

Had a big layout meeting to discuss how we use space. Making some major changes to go with downsizing and covid protocols. Will not be using the Evergreens for programming space (they've had the most problematic access and low airflow). Grand 3 will be the dealers room, Grand 2 second stage, Grand 1 art show, Cascades for programming but with open airwalls, NW 2/3 main stage, NW1 con lounge which will have some level of light service from the hotel; cloak room also there.

Airmeet Virtual Platform

We will be streaming three rooms (main stage, second stage, readings) online. We are looking at platforms, and Airmeet is under consideration, especially as they have added functionality since we last used them that will be helpful. Have a meeting with our Airmeet account representative scheduled.

Safety Operations Dispatch Radios

Holding virtual meet and greet on the 19th. Please email conservices@ if you are interested and might want to be involved; okay even if you have another job. Please pass along to others who might be interested as well.

Radios will mostly be a con services thing this year. Most of the rest of the con com will be moving to Discord instead. Details on how Discord and radios will work will come out closer to con.

MEMBER SERVICES

Accessibility is very excited about the grant money. Microphones in the panel rooms is a great idea (closed captions, accounting for masks, etc.). Looking for someone interested in helping with accessibility in-person as Loree may not be able to attend. Please email ada@.

To reduce footprint, will be handling pro check-in through registration. Need volunteers!

Info table will be distributing the daily schedule, workshop sign-ups, spare masks, etc.

Club tables has 15 tables set. No video games this year, and Art in Action will be part of the Art Show this year. Tables will be two people per table with 3 feet between tables. Will have a Hall Costume space in the lobby all weekend long.

Dealers Room applications are closed; will have a full room plus waiting list. Will be moving Writers Row into the Dealers Room to keep space open in the hallways. Will be contacting Dealers about the cap and may see some fallback from that.

Art Show is almost full. Will see what we can do for a meet and greet or small reception.

PERSONNEL

DEI Training Feedback

17 people have completed, 32 have yet to finish.

Looking for feedback from those who have completed the training. How did it go? Pros? Cons? Please email myke@ or personnel@ with your thoughts.

Open Positions

Still quite a few: Registration, Teen Runners, Stage Management, more.

Book Club

Next book is Cat Rambo's *You Sexy Thing*; Cat will be attending the next book club meeting on Feb. 21 and joining in the discussion! Next two books are both PKD nominees. Will also be hosting an in-person meeting at the con.

Camping Trip (8/12–8/14, Larabee State Park)

Great way to get together outside in the open air and social distance! Larabee is just south of Bellingham on the water. We make a group reservation, SunnyJim takes RSVPs, everyone brings their own stuff and everyone splits the reservation fee.

PUBLICATIONS

Have two great teen jobs: Daily 'Zine reporters! Send stuff in that's cool, funny, interesting, overheard, whatever. Send in photos too! Also social media — for teens on TikTok, Instagram, etc., looking for people to wander around and have little video mini-interviews with attendees, that we can then edit together into clips we can post to our social sites. Maybe promote throughout the year as well!

Staff photo: Since we may not be having an in-person staff concom before the con, would love to have everyone send a selfie (horizontal orientation) to publications@ with a notation of how you'd like your name to appear, so we can assemble a "staff photo" in the program book. But we'll need your pictures/selfies to do this! Will send out reminders before the next staff meeting as well.

Publications Plan

We are trying to save money. If we buy 500 program books it costs \$5-6,000 (~\$12 ea). Last year we only got 30 books, but that was about \$21 each. This year thinking somewhere between 50 and 100 depending on the price breaks; program books will be for collectors, will provide a .pdf version for people who might otherwise just recycle the program book.

Also going to skip printing the pocket program. Info desk will have a stack of grids each day on standard 8.5x11 paper. Panel descriptions will be on the website or in Guidebook, possibly also on display screens at the info desk.

Newsletter Submissions

Next newsletter comes out in ten days. Have some content but could use more! Would love to have some info about the SFWA grant, membership cap, virtual memberships, layout changes, etc. If you have anything else you'd like in the newsletter or on social media, please send to publications@.

PROGRAMMING

Guests of Honor: No announcement yet, hoping for something soon.

Tentative theme: "The Stars of Home".

Pro Attendance Report

Have been in touch with pros to confirm how many will still be willing to attend in person. Very happy to report that we're looking at about 80% of our pros still attending! Some have said that this could change if there's a late-March spike, but at the moment, looks good, and great to know that our pros are still so committed to Norwescon. Pros have expressed how much they appreciate how we're handling Covid safety protocols and our transparency in our announcement regarding how we're moving forward.

Youth Programming

We will be offering programming for teens and tweens. We will have some activity bundles to be distributed to younger children, and there will be some Easter baskets for the younger ones as well.

SPECIAL EVENTS

Like programming, we're buckling down and getting into scheduling now that we have some of the larger questions answered. Still taking applications for performers, that process closes soon. Nerf and Lazer Tag tentatively planning to attend. Spec Film Fest has been scheduled, 43 films have been selected, about 4 hours a night on Thursday and Friday. Two directors so far are planning to attend. Posting two promos a day for the next few weeks on the [SFF FB page](#). Films will not be streamed due to licensing issues. PKD Nominees have been contacted to see if any want to attend in person, only two are based in US, so that limits likelihood.

UPCOMING MEETINGS AND EVENTS

- ConCom: February 5, 2022

- ConCom: March 19, 2022
- ConCom: April 2, 2022
- Norwescon 44: April 14-17, 2022
- ConCom: May 21, 2022