



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, please talk to your Exec for the current process. (It's a little different now that we've closed registration.)

Hotel Report

Currently at 61% of our room block (1,138 room nights reserved out of 1,865 contracted).

If you would like to be in the staff block, please [submit your request](#).

Working with the hotel on asking about allergy-appropriate food options. There will not be a Fishbowl Grill this year.

Elections

Elections are open! Nominations are open for our NWC45 Chair, Vice-Chair, and two GOH Selection Committee spots. Nominate by emailing [elections@](#) or at the end of this meeting for a nomination and Q&A session. Nominations are open until the end of the April 2 meeting. Voting will be all electronic, no in-person voting at the con.

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'll need to talk to your Exec to do this at this point)! 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.

SPECIAL EVENTS

Violet reporting for Veronica.

Open Positions

Looking for a census taker (similar to Programming stage management) to keep track of how well the Special Events are doing, Games Info Desk staff to help people find scheduled games or choose games from the library, and Games staff to greet attendees, monitor the games area, and help as needed.

Events Update

Everything very busy in planning, lots of track changes events coming through. Banquets, ribbons, etc. all being worked on to be submitted.

BUSINESS / TREASURER

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

Numbers

The income numbers do not reflect any of our Guest of Pro memberships or dealer's room invoices as those are still processing.

Total Income: \$55,069.24

Total Expenses: \$30,714.24

Net Income: \$24,355

Membership numbers

In person: 944 (does not include dealer's memberships)

Virtual: 80

We are planning about a 10% fudge factor on our 1,000 person target. This will allow for last-minute registrations of staff, pros/panelists, dealers/clubs, etc.

Virtual memberships are coming in with donations! Have received a lot of membership donations over the past year.

If your department generally needs at-con cash, please email business@ to let them know. With no membership sales at con, we are going to try to run as cash light as possible.

Reimbursement

If you need to spend money for the convention and want us to handle it so you don't have to front the money, please email business@ ahead of time. If you do need to get reimbursed, you will need to fill out the check reimbursement form and provide the receipt. Please reach out to your Exec. Please do not front money that you can't afford.

Donations

Remember to designate us as your AmazonSmile beneficiary so we can get a tiny bit of everything you purchase on Amazon or see if you can set up volunteer matching through your workplace.

Capital Expense

Kathy has submitted a proposal for new silver carts

CONVENTION SERVICES

Logistics Challenges

Trucks of our normal size are essentially impossible to get this year, so we will be using half-size trucks, which will mean more trips. Move in shouldn't be too badly affected (and there won't be a stuffing party before the con). This will hurt the most at move out, because we need to get out of the hotel as fast as possible.

Planning on getting two small trucks on Sunday and starting to load them Sunday night. Monday morning will be starting at 9am instead of 10am and will need as much assistance as possible to get everything out.

Discord/Radio Training

We are moving about half of our traditional radio users to a staff-only Discord server, plus other areas will be using Discord as well. Kyle gave a brief overview presentation of how we will be using Discord.

Kyle also gave a brief overview presentation on radio use for those who will still need them.

COVID Precautions

High points, especially given that the public health requirements have changed. Our policy is still 100% vaccination and 100% masked for everyone involved in the con. However, because there will be no public/hotel requirements during the con, we have had to make some adjustments for those areas of the hotel not under our control.

All convention spaces (programming rooms, ballrooms, etc.) are subject to our requirements.

Hallways, lobby, restaurants, bar are not subject to our requirements, and we cannot ask general members of the public to abide by our rules. However, if you are staff and on duty in a non-con-controlled area, you need to be masked, and we expect our members to be masked. This includes people waiting at registration to check in.

Wristbands will serve as notification of successful vaccine verification. Most people will have a green wristband issued with the badge. Both should be always worn and visible. Ideally, the wristband will last throughout the weekend, but can be replaced if necessary. Club Table representatives (non-staff but working a club table) will be issued wristbands as well.

Hotel staff working in convention space cannot be required by us to mask, however, the hotel is doing everything they can to assign staff who are willing to mask when working in convention spaces.

Art Show and Dealers Room will be available to the public. Interested people will need to verify with Registration that they are vaccinated (and will be issued a white wristband) and stay masked.

Staff who arrive on Wednesday before registration opens (aiming for 3pm Wednesday) will verify vaccination and be given a white wristband by the Covid safety table in the lobby starting at 9am Wednesday. Once registration opens, the white wristband should be swapped out for a green wristband.

Convention Office

If you expect to have a parking pass at the con, please get the signup link from your Exec and fill out the form, they don't just magically appear. If you're not sure if you have a pass yet, please email office@.

The convention office will be open Wed-Sun (exact hours being determined). Looking for people to help staff the con and safety offices.

Open Positions

Have needs for more folks helping with safety, AV, peace bonding, and online. If you have people who can't be in person but still want to volunteer, we'll need Airmeet help staff. If you can get people who are coming to volunteer, we need the help.

MEMBER SERVICES

Open Positions

Looking for people to help staff the info table, art show, registration, accessibility.

NWC45 Preregistration

Will have one self-serve kiosk and one cashier available on Sunday of con. The kiosk will open Sunday at noon and be open (online) through Wednesday. Registration will be \$55.

Registration Staff Training

We have had some concerns around legal names and deadnames in the registration databases and visibility at registration; we will be updating our training and system to address and improve that.

Waiting List

We had 16 people on the waiting list. Enough people have released their memberships that all 16 were able to get in. If you know anyone who has a membership but won't be able to be there in person, please encourage them to email registration@ and business@ to release their spot.

Covid

No one will get their badge until they have had their vaccination status checked.

Info Table

If you have any info that you think the info table should have, please email info@ or infotableteam@ to let them know.

PERSONNEL

Open Positions

In addition to all open spots already mentioned: Looking for people to help in the convention lounge, coat check.

Diversity Training

36 people are registered, 21 have completed, that leaves 15 who have not yet completed the training. Please complete the training before the convention.

LAW Training

Listen — Assure — Walk

Everyone on the concom is responsible for supporting our members, guests, and performers. If you see anything of concern: Listen to the person involved, Assure them that you can help, Walk them to the convention office for assistance.

Picnic

Currently are planning to host the picnic this year. More details to come.

Book Club

Will be meeting on Monday to discuss Nino Cipri's *Defekt*, one of the PKD Nominees. Next book is Kali Wallace's *Dead Space*, with discussion at Norwescon on Friday. Look for details and more info on [our Facebook group](#).

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.

Puyallup Fair

SunnyJim has signed us up along with other cons to have a community booth one weekend at the Puyallup fair. Think this is a great opportunity to get the word out about us and other local cons. Will be looking for help manning the table (comes with a free pass and parking to the fair!). Also generally encourage anyone who is creative and makes stuff to enter things in the fair competitions!

PUBLICATIONS

We will have a daily 'zine. If you have things that you would like the 'zine to report, please send in (even during the convention).

We are only printing a few physical program books for collectors — if you would just toss your program book in a recycle bin, please don't expect to get one. We'll get you a digital version instead.

Signage

If you need signage for something (esp. if bigger than an 8.5x11 paper), please contact publications@ soon so it can be included in the printing order.

Staff Photos

Since we aren't meeting in person, we couldn't do our usual staff photo. Have sent out an email, but if you didn't get it, we want to recreate a Zoom participant window. Please send publications@ a selfie (preferably in horizontal format) to build our "staff photo"! Sending them by tonight would be best!

PROGRAMMING

Q: Will the virtual streams be live, and if so, will virtual attendees be able to interact and ask questions?

A: We will be livestreaming three rooms, including most or all of the GOH events. We are working on ways to facilitate questions from virtual attendees.

GOH Update

We have GOHs! Writer Cat Rambo, Artist Rob Carlos, Spotlight Publisher Fairwood Press represented by Patrick Swenson, Special Guest Connor Alexander, and Special Guest Lydia K. Valentine. Info is on the website, and Adrienne gave a short presentation about our GOHs.

Open Positions

Really could use more people in pro check-in and stage management, plus virtual room monitors for Airmeet.

ELECTIONS

Bylaw Changes

There are three proposed bylaw changes that will be on the ballot.

1. Proposed by Alan Bond: To require a tied election to be solved by a coin flip instead of having to run an election again, and to eliminate language requiring the convention to dissolve if there were no candidates for a position.
 - a. C: In one past coin flip situation, there were a lot of hurt feelings.
R: That may have just been a small group of very vocal respondents. Most people were just happy to have a tied election satisfied.
2. Proposed by Alan Bond: Authorizes the Vice Chair to permanently assume the Chair's responsibilities if the Chair is unable to fulfil them.
 - a. This was brought forward in response to some of this year's events with one chair stepping down mid-year.
3. Proposed by Veronica Templar: Allows the chair to appoint additional Exec Team members at the Chair's discretion to handle particular responsibilities.
 - a. This was brought forward after experience from going virtual last year. Would have been easier if there was an Exec-level position handling particular aspects.
 - b. C: Oppose: Believe we already have positions on the Exec team that have already functioned as our special-projects wheelhouse. For multi-year projects, this wouldn't solve that issue because Execs are single-year positions; we're simply not currently set up to easily do multi-year projects.
 - c. C: Oppose: This seems somewhat half-solved; allows for appointment but doesn't provide a method of removal. Seems to need more work before being adopted. Doesn't seem to integrate will with the existing bylaws.

Nominations

Opening nominations for Norwescon 45 positions: Chair, Vice-Chair, and two GOH Selection Committee positions.

UPCOMING MEETINGS AND EVENTS

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