



# NWC46 ConCom October Minutes (DRAFT)

October 14, 2023

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## Attendees:

Chair – SunnyJim Morgan

Vice-Chair – Rob Stewart

Secretary – Michelle Morrell (partial meeting)

Secretary stand-in - [Michael Hanscom](#)

Business Director – Tim Ketron

Treasurer – Shawna Batty

Convention Services – Felice Nightengale

Member Services – Alex Demboski

Programming – Peggy Stewart

Publications – Kat Marier

Special Events – Tabby L Rose

## Apologies:

Personnel – Grace McKelvy

## Exec Meeting - 10:25am Start (Zoom link opens)

### Policies Change - vote

(proposed changes included with timeline - attached at the end of this document, posted on website, sent out with zoom link, and on tables at ConCom meeting)

#### Bulk (see attached)

Rob proposes - SJ second

**Unanimous - PASS**

#### Specifics

#### No Exec Proxy

SJ moves, Kat seconds

**Unanimous - PASS**

## **Ballots**

Rob moves, Felice seconds

**Unanimous - PASS**

## **Org Chart/Onboarding**

SJ moves, Alex seconds

**Unanimous - PASS**

\*Health and Safety Policy Language additions re: encouraging masking and regular testing - table to next time

## **Budget - vote**

The working budget was presented and voted on.

Felice moves, Shawna seconds

**Unanimous - PASS**

## **Votes done**

## **Potential fundraising auction for NWC**

(Also whether to benefit a particular nonprofit or not) - online auction items donated by members to benefit charity. Tabby has looked at companies (20% cut), software, – GiveButter 2.9% + 30 cents per transaction, hosts on their website, specifically for non-profits. Ask for tips. Pass through to Paypal and Stripe. Would need to ship. Discussion includes who is going to run it, we already have an auction via the art show, time being super tight ... asking for a proposal from Tabby. Possibly a silent auction instead. Table for now.

## **Bank Options**

re: Square/Tablet - better interest rate. Keycard purchasing program. 1% cash back on \$50k or more spent. Trying to beat Paypal. Will give tablets called 'Clover' for free, bluetooth. No extra fees. No extra charges/ 3.49% through Paypal.

ACH programs. No thanks on that one, don't want people's bank info.

Option for an 8 month CD. 5% interest. \$3750 interest on that. Key bank. Tabby mentioned someone unable to get their money back. Kat says assets in many places is good, interest income. Watch for automatic rollover unless you're careful and watch for "lowest interest rate"

Felice says Business is empowered to make these calls. Check with IT to make sure these play well with the systems we already have.

Also check with Accountant if they think CD is okay

## **When NWC email address is needed**

- if something were to happen and we were subpoenaed through personal email, can be subpoena'd ... should only have nwc business through nwc email. Protects you and organization.

- We are a job – if you were to go to any other job, would they allow you to say “sorry too many emails?”

Be sure to CC an alias

## **Theme for November (Scarves)**

**Exec Meeting - 11:05am End**

**Department and Cross-Department Meetings - 11:05 am Start**

**Department and Cross-Department Meetings - 1pm End**

**General Open Meeting - 1pm Start (Zoom moderation begins)**

Thank you and welcome!

Native land acknowledgement

Introductions and Announcement

Walk forward to mic

## **Chair**

*Exec meeting recap*

Voted on policy updates. All that were approved this morning was updating policies to conform with our actual current practices (things like how we're not doing physical mail now, our new onboarding process, etc.).

Voted on our operating budget – we have one!

*Will continue to work on Policies and Procedures*

Exec team has more work sessions. It's necessary but tedious, be glad you're not required to do this...but if you're interested and have policies you're interested in contributing to, you're free to contribute! The current policies are available on the website and on the Google drive. Please email any exec if you're interested in contributing.

*Charities - Young, Black, and Brilliant*

We do an annual charity drive. We just found one that we are looking at for this year. We generally bring in a few hundred dollars, and we think this group would benefit. YB&B is a book club for black kids between 11 and 16 out of Puyallup. Haven't yet done a SF book, but are excited about doing a Black-authored SFF book in March. Got to know them while tabling near them at the Puyallup fair. Funds would be used to buy books. Would also like to provide some Saturday day passes for the club to use as a field trip.

Straw poll: Lots of hands raised to approve. Yay!

Mike Brennan noted interest in acting as an at-con liaison.

## Vice Chair

### *Hotel update*

	tues 3/26/2024	Wed 3/27/2024	Thurs 3/28/2024	Fri 3/29/2024	sat 3/30/2024	Sun 3/31/2024	Mon 4/1/2024	Tues 4/2/2024	Total
Contracted Guest Rooms	10	175	500	525	525	110	5	0	1850
Current Pick Up	3	89	154	161	163	49	4		623
<b>Analysis</b>									
Percentage of Contracted Rooms Picked Up			34%						
Minimum Required Percentage Picked Up			80%						
Minimum Required Room Nights			1480						
Minimum Additional Pick Up to avoid Performance Fees			857						

Local fire department has instituted a new rule for the hotel – there is now a four-person limit per room. We (and the hotel) can no longer officially allow five people per room as we used to. Children count as people, so four adults and a small child still counts as five people. This covers sleeping/lodging, not parties.

The hotel is taking over the lost and found, all items will be turned over to the hotel after the con.

DoubleTree is advertising that they are now offering an allergen-friendly cookie. Pat will be confirming this, but we're very excited about this!

If you're coming in early (Tues/Wed) but have not reserved yet: that block is already full, but the hotel can adjust. Call the hotel, ask for Debbie in reservations, and she will open a room in our Tues/Weds block.

To reserve a staff room: Go to the Norwescon Staff Info webpage, look for the request form to get a room in the staff block. You must have already made a hotel room reservation, you will need to provide your reservation number.

### *GoH Selection Committee*

Current GOHs: Jim Butcher, Charles Vess, Clarkesworld Magazine, and now Kate Alice Marshall! YA/Adult Horror/Thriller author. See the website for more information.

We're collecting ideas for next year (NWC47)! If you have ideas for people you'd like to see as GOHs, please let us know! Email [gohcommittee@norwescon.org](mailto:gohcommittee@norwescon.org).

## Special Events

### *Film Festival*

Currently have 76 submissions (about 14 hours), matching our total for last year, and expect more. Plan to show about 8 hours worth during the con. So far 18 countries represented. Judges are watching the submissions and making selections. Have raised \$179 in submission fees so far.

### *Dances*

Have updated plans, will be doing three dances and the variety show! Friday night's dance will start later, but it will happen.

Michael (DJ Wüdi) will DJ the Thursday night dance with a "fandom" theme (more details coming). Friday probably no theme other than "all the music". Saturday the Fae Ball.

### *Variety Show*

Looking for ideas of acts for the variety show (especially if you can recommend performers).

One part of variety show will be from a new local RHPS troupe (Swords of Damoclese)! Brad and Janet (not their real names) joined us to say hello. Striving to create an inclusive, LGBT-friendly troupe. Excited to be part of Norwescon!

### *Speed friending*

Like speed dating, but for friendships! Three minutes to nerd out with someone new and find new friends!

### *Open Positions*

All positions are listed on the website. Please look, we need a lot! DJs, Variety show front- and back-of-house, performers, etc.

### *Decoration requests*

For dances, variety show, etc. Fae ball will be the big thing, we could use help making this something special. Faux ivy, wedding arch, Galadriel's mirror...all sorts of ideas.

### *Silent auction - (Tabled.)*

## **Publications**

### *Newsletter*

Next newsletter planned for Nov. 1st. If you have something you want to tell people about, get it into publications!

### *Open positions*

Still looking for webmaster second.

## **Member Services**

### *Department reportbacks*

#### Club tables

Already have six applications in after opening apps on Oct. 1st. Great start!

#### Registration

As of yesterday, we have 444 total registrations. Full paid 4-days is 376. Running about a month ahead compared to last year (this is good!). Went from 0 to 28 staff registrations this month – good start, but we know there are more staff members helping. if you haven't been onboarded yet, please talk to your Exec and make sure that's in progress!

#### Art show

Art show is open for registration, 26 people have requested space already. If you're interested or know someone who is, please check the pages on the website.

#### Info

Looking for volunteers for the info table, would like to know by February.

#### Accessibility

No major updates. Reaching out to try to find volunteer ASL interpreters. Looking for someone (a POC) to run the BIPOC lounge during the con.

## Dealers

Applications just went live on the website, public announcement will go out in a few days.

### *Open positions*

Need help in art show, info table, accessibility, and registration.

## Personnel

(Grace couldn't make it today, SunnyJim filling in what she can.)

### *Social*

possibility of rides

At Denny's across the street after the meeting today.

December social will be the annual holiday party here at the hotel complete with gift exchange.

### *Timeline*

Grace is working on getting this up and running.

### *Open positions*

Convention lounge, probably more, we always need volunteers.

### *Discord*

Invitations to Discord for those already staffed

If you're being hired, part of onboarding (along with a lot of other things) is being invited to the Staff Discord. Discord is the best way for realtime, at-con (and sometimes year-round) communication.

## Business / Treasurer

### *Budget*

Vote recap

Summary: \$154k. Currently working at a deficit (as we have for the past few years), but with current projected numbers, semi-confident we should at least break even.

### *501(c)3 Update*

Still progressing, hope to have more info by next meeting.

### *Bank Options*

re: Square/Tablet recap

Discussing replacing the Square readers with Clover readers. May reduce the transaction fees we've been paying. Working with bank and registration to make sure everything works. Would be provided free, wouldn't have to buy them.

Savings and CDs recap - Getting a much better interest rate now.

## **Convention Services**

### *Deadlines you care about*

#### Layouts

Your feedback is due back no later than the end of November, preferably earlier. If it comes in late, they may not get to you for a while!

#### Big Bad Book meeting

(when Execs go line-by-line through the con schedule) is Jan. 28th. Any feedback that your Execs need about events, planning, etc. must be in before then (as far before as possible).

#### Staff Parking

Available at the con *\_if\_* you have a need for it (bringing in a trailer of A/V stuff, for example). Parking pass request deadline is the beginning of February.

### *Open positions*

AV services needs bodies, esp. those capable of crawling around the floor and taping down gaff tape (techservices@)

Office manager (conservices@)

IT people (IT@)

We are retiring the itninjas@ address due to cultural appropriation concerns.

Need instructions for setting up and taking down the art show panels, plus people to oversee the process, test the instructions, etc. A project manager.

## **Programming**

### *Panel suggestions*

Still taking panel suggestions!

### *Open positions*

Need people for the pro social and pro suite. Will be doing meetups during the day and parties in the evening. If you like doing this sort of thing and hobnobbing with GOHs, let us know!

### *Update*

Getting the last of our pro list in from track leads, will be sending out pro invites soon.

Have hired William Sadorus to be the programming services lead.

Our theme is Into the Wylde.

One attendee asked if we put out a program guide ahead of time. We do! Put out by publications. Our printed and very pretty program book and our pocket guide comes out at the con, or we have the Guidebook or website listings ahead of time. Info table will have a QR code to download the Guidebook app. Will announce on social media as well.

Meetup signups will be on the website later.

## **Secretary**

88 staff positions onboarded as of 10/13/2023

When NWC email address is needed

## **Other stuff**

Puyallup fair was very successful! Partnered with (lots of cons), tabled for three days, talked to a lot of people and had a lot of fun. We'll probably do this again next year, please join us at the fair!

### *Upcoming events:*

Orycon coming soon in Portland.

Worldcon is happening right now in Chengdu! Kevin Black and Alan Bond are there representing the Seattle in 2025 Worldcon bid. We'll know soon if we win our bid! (Spoiler: We did!)

Asked about Emerald City Comicon tabling, but it's too expensive (their cheapest is about \$1300).

**General Open Meeting - 2:20 p.m. End**





## Policies and Procedures

Proposed Changes, October 2023

With the assumption that the Norwescon Policies and Procedures are a living document that should be reviewed and revisited to align with our ever-evolving convention and community -- as time allows over the course of the year.

**The following have been reviewed by the Executive Team and are to be voted on in bulk at our October Executive meeting.**

Vote to amend the policies and procedures via additions or ~~deletions~~ as follows:

### Post-Con Turnover

POLICY: Document Turnover: After new Execs are appointed, any outgoing Exec shall turn over all documents to either their replacement or to the incoming Chair and Vice-Chair no later than 7 days prior to the Exec Retreat.

POLICY: Bank Accounts Turnover: The bank accounts shall be turned over to the new Business Director and/or Treasurer as soon as possible after the new Business Director and/or Treasurer ~~has~~ have been appointed. The outgoing Business Director shall have full access to the accounts until the books are closed for the convention year.

POLICY: Computer and System Codes and Passwords Turnover: A copy of all computer and system codes and passwords for Norwescon-owned computers shall be submitted to the Business Director and the Vice-Chair to ensure that the convention shall have access to all convention-owned data. This list shall be updated and given to the Vice-Chair and Business Director by the last regularly scheduled ConCom meeting before the convention.

### Executive Team Responsibilities

POLICY: Conflict of Interest: A potential conflict of interest arises when Norwescon contemplates entering into a transaction with an entity in which a member of its Exec Team, or their immediate family, has a financial interest. "Financial interest" means that the Exec Team member, or their immediate family, is an owner, investor, contractor, or employee of the entity in question.

## Hiring ConCom Members

POLICY: It shall be each Exec Team member's duty when hiring and onboarding an individual for a position to advise them of the need for the Secretary to have their contact information and about our information publishing policy (see Confidentiality of Information).

## Confidentiality of Information

POLICY: Norwescon shall not rent, share, disclose, or sell its ConCom member information to outside parties.

POLICY: Norwescon shall not rent, share, disclose, or sell its membership information to outside parties.

## Elections

POLICY: ConCom members may opt-in to voting during the staff registration process. A valid email address must be included with staff registration to guarantee the opportunity to vote. ConCom members must complete registration as staff ~~upon the close of the ConCom meeting scheduled closest to but~~ not less than 28 days prior to the start of the current convention to guarantee voting privileges. ConCom members who have registered to vote who do not meet any or all of these criteria may be removed from the eligible voters list.

## Candidate Eligibility / Nominations

POLICY: Nominations open at the second-to-last ConCom meeting before the start of the current convention provided this meeting is at least 30 days before the convention starts. Nominations close at the last ConCom meeting before the start of the current convention provided that it takes place at least 10 days before the convention starts. Nominations may be made ~~in person~~ at ConCom meetings or by email to the Election Committee. All nominations must have a second.

## Quorum Determination

POLICY: Before the votes are counted, it must be determined whether the election has reached quorum and is therefore valid. If quorum has not been met, up to 24 hours of extra time may be allotted at the discretion of the Elections Committee Chair to gather more ballots. At the end of that time, if quorum has still not been met ~~the envelopes are not opened and~~ the election is declared invalid. A re-vote is then run.

## Registration Number

POLICY: ~~Lifetime Members may choose a permanent number and may change it if they wish, as long as that number is not already in use and the registration system supports this functionality.~~

(note: the registration systems no longer support this)

## Disruptive Behavior During Meetings

POLICY: Disruptive behavior is not allowed at meetings. Disruptive behavior includes, but is not limited to, behavior which makes it hard to conduct official business at meetings or is interrupting other events (including non-convention- related events) which are happening at the location of the meeting.

## Resume Meeting

EXPLANATION: A Resume Meeting with hotel staff is a business meeting held one or two weeks prior to the convention. The hotel staff presents the convention resume and plan for the convention.

POLICY: The entire Exec Team is invited to the resume meeting so that they can meet the hotel staff that shall support the convention. The Chair shall determine if attendance is mandatory for each Exec Team member on a case-by-case basis. Other attendees may be invited by the Chair. ~~Attendees need to dress in business casual at a minimum.~~

## Staff Room Block

POLICY: Norwescon will reserve ("blocks") a section of the hotel for ConCom members who need to have a sleeping room close to the convention space. ConCom members are required to make their own hotel reservation before requesting a staff room. All staff room requests, including those for specific rooms, ~~requests~~ are made to the Hotel Liaison.

## Meeting Notices

POLICY: Meeting notices shall be sent via email ~~out~~ no later than 10 calendar days prior to the meeting in question.

## Minutes Preparation

POLICY: If held as separate meetings, Exec Team minutes and Convention Committee minutes shall be prepared as two separate documents.

Minutes shall include date, time, and location of meeting, Exec attendance, decisions, items called for a vote, action items, and items discussed. Only items discussed during official meetings shall be noted in the minutes.

Items discussed during "Closed Sessions" of the Exec Team shall be recorded but shall not appear in the regular Exec Team minutes. Such notes shall be distributed only to the Exec Team as Addendums to the Exec Team minutes and shall be considered "Confidential" unless deemed otherwise.

## Action Items

POLICY: The Secretary ~~may should~~ take all the Action Items from the last Exec Team and ConCom meetings and send them to the Exec Team as soon as possible after the meeting, but no later than with the corresponding minutes, which are due five business days after the meeting. If appropriate, items should be added to the Timeline.

## Financial Archives

POLICY: The Business Department Exec or their designee shall maintain the financial records for Norwescon at their personal residence. The financial records must be protected from the elements. Financial records shall not be stored in Norwescon storage units.

Procedure: Export the membership list every year and retain the lists in perpetuity.

## Purchase Cards

POLICY: When using a purchase card the department head must promptly submit the receipts attached to a completed check request form with the purchase tracking number clearly printed

on the form. The purchase card shall be returned at the same time, unless previous arrangements were made with the Business Department.

In the event that the vendor does not accept purchase cards, please contact the Business Director for assistance.

All purchase cards shall be returned to the Business Department on or before the post-con meeting. The business department shall keep a log of the outstanding cards in order to facilitate this.

## Insurance

POLICY: Norwescon shall have appropriate general liability, event, automobile, and board insurance, as well as applicable riders as needed, with amounts to be determined by the business director. ~~Insurance.~~

## Lost Norwescon Checks

POLICY: ConCom members may request a replacement check for checks that are lost. After notification to the Business Department that a replacement check is requested, the Business Department ~~shall~~ may wait approximately 30 days prior to issuing a replacement check. This shall be handled on a case-by-case basis.

**These policies have been rewritten and will be voted on individually:**

## Exec Team and ConCom Voting

**DELETE POLICY:** The Chair and Vice-Chair have no proxy vote. Any other Exec Team member may send a proxy to a meeting to vote on their behalf.

**REWRITTEN POLICY:** There is no proxy voting for Executive Team Members. All items that come to vote during official Executive or ConCom Meetings are on a majority vote of the Executive Team Members present.

## Ballots and Voting

**DELETE POLICY:** Voting is conducted online using a secure voting system or in person at the convention or post-convention meeting. Ballots should be emailed to all eligible voters at least 30 days prior to the election date but must be emailed no later than 21 days prior to the election date.

If the ballots cannot be emailed 21 days prior to the election date (due to meeting schedules or other factors) the Election Committee Chairman shall propose to the Exec Team by the January meeting of the current convention year a modified schedule for Elections taking the entire convention timeline into account. Upon approval by the Exec Team, the modification will apply to the current convention only.

If multiple ballots are received from the same voter, and they cannot be contacted to confirm which ballot is to be used, the ballot received last shall be used. The older ballot shall be discarded and not counted.

The ballots must include:

- General Election information
- Candidates' statements, email addresses, and phone numbers
- An individualized link to a secure online voting system.

Physical ballots provided at the convention must include:

General Election information

- Candidates' statements, email addresses, and phone numbers
- Ballots
- Blank ballot security envelope

All ballots shall be validated and logged in by the Election Committee. Any ballot received without knowing who it came from shall be considered anonymous and shall not be counted.

The Election Committee shall consist of three people. The Chair shall appoint the Election Committee Chair who shall then recruit two assistants.

Polls should close at the end of the post-convention meeting. The Election Committee Chair determines when and where the Elections Committee shall count the votes. The votes should be counted following the Post-Con Meeting and the winners announced at the social following the post-convention meeting.

**REWRITTEN POLICY:** Voting is conducted online using a secure voting system. Ballots should be emailed to all eligible voters at least 30 days prior to the election date, and must be emailed no later than 21 days prior to the election date.

If the ballots cannot be emailed 21 days prior to the election date (due to meeting schedules or other factors) the Election Chair shall propose to the Exec Team by the January meeting of the current convention year a modified schedule for Elections taking the convention timeline into account. Upon approval by the Exec Team, the modification will apply to the current convention only.

The ballots must include:

- General Election information
- Candidates' statements and email addresses
- An individualized link to a secure online voting system.

All ballot results shall be reviewed and validated by the Election Committee. The Election Committee shall consist of at least three people. The Chair shall appoint the Election Chair who shall then recruit the other committee members.

Polls should close on the day of the post-convention meeting and must close by the end of the post-convention meeting. The Election Chair determines when and where the Elections Committee shall review and validate the election results. The winners must be announced at the social following the post-convention meeting and then subsequently by electronic mail announcement.

# Organizational Chart

**DELETE POLICY:** The Secretary shall only accept names for the Organizational Chart from, or with the knowledge of, the Executive Team member under whose department the listing occurs, or from the staff registration database. Committee members must register as staff by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Committee members must include a telephone number and email when registering as staff. Contact information will not be made public and will only be made available to the Exec Team and to those ConCom members with a valid need as determined by their Exec. If the person wishes to vote they must also opt-in during registration.

A person shall not be placed on the Organizational Chart until the Secretary has verified their staff registration. At a minimum, either a phone number or email address should appear on the Exec Team version of the organizational Chart.

Information to be included on the Exec version of the Organizational Chart shall include position, name, phone number, and email address. The list shall also include the general contact phone, email, and address for Norwescon, and a “current as of” date.

Information to be included on the ConCom version of the Organizational Chart shall include position, name, and the appropriate departmental Norwescon email address. The list shall also include the general contact phone, email, and address for Norwescon, and. It shall also include a “current as of” date.

## REWRITTEN POLICY:

# Onboarding

The Executive Team member or their designate will fill out the online onboarding form as they hire staff members, which will include information such as volunteer name, job title, email address, and to which aliases and/or Google groups they will need to be added. The Secretary and Google Admin will work together to onboard the volunteer, which will include adding their name to the Organizational Chart, sending a welcome email, adding them to appropriate email lists, aliases and Google groups, providing them with Discord access instructions, and access to the staff registration kiosk. If the person wishes to vote, they must opt-in during registration. Committee members must register as staff by the conclusion of the ConCom meeting scheduled closest to but not less than 28 days prior to the start of the current convention. Special consideration to this policy can be made on a case-by-case basis by the relevant Exec.

# Organizational Chart

Names shall be added to the Organizational Chart via the onboarding process. Information to be included on the Exec version of the Organizational Chart shall include position, name, and email address. The list shall also include the general contact email and address for Norwescon, and a “current as of” date. Personal contact information will not be made public and will only be made available to the Exec Team and to those ConCom members with a valid need as determined by their Exec. At a minimum, an email address should appear on the Exec Team version of the organizational Chart.

Information to be included on the ConCom version of the Organizational Chart shall include position, name, and the appropriate departmental Norwescon email address. The list shall also include the general contact phone, email, and address for Norwescon. It shall also include a “current as of” date.