



# NWC46 ConCom December Agenda

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Exec Meeting - 10:00 am Start (Zoom link opens)

Votes:

Changes to Policies and Procedures Manual  
**Bulk (see attached at end of agenda)**

Vote on Minutes

**Votes done**

Theme for January ( )

Exec Meeting - \_\_\_\_\_ End

Department and Cross-Department Meetings - 11am Start  
Department and Cross-Department Meetings - \_\_\_\_\_ End

General Open Meeting - 1pm Start

Thank you  
Native land acknowledgement  
Introductions and Announcement  
Walk forward to mic  
Photo Op 3pm

Chair

Exec meeting recap  
Personnel  
Smofcon

Vice Chair

Hotel update  
GoH Selection for 47

Special Events  
Updates  
Open Positions

Publications  
Newsletter  
Open positions

Personnel  
Social  
Open positions  
Community Building - Book Club, Camping Trip

Member Services  
Department reportbacks  
Reg Numbers  
Cyber Monday Results  
Open positions  
Art in Action

Business / Treasurer  
501(c)3 Update  
Rights for Rocky Horror

Secretary  
# of positions onboarded so far  
If not onboarded yet, please talk to your exec

Convention Services  
Open positions  
Storage inventory  
Background checks

Programming  
Open positions  
Pro invites done  
Panel selections going out  
Pro numbers  
Meetups

**General Open Meeting - \_\_\_\_\_ End**



# Policies and Procedures

Proposed Changes, December 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 December Executive meeting.**

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

## **ARTWORK FOR DISPLAY**

**POLICY:** We accept original art, fine art prints, hand-colored prints, and Giclée prints (see definitions above) for display.

Limited edition prints of 1000 or less are allowed, but only one copy may be displayed for sale, and it must be numbered and identified as a print.

~~Computer~~ **Digital** art and photographs may be entered if they are limited editions of 1000 or less and multiple copies of the same image may not be displayed.

All entries must be of science fiction, fantasy, or fannish interest.

All art must be display-ready and clearly labeled with its title and the artist's name.

Flat art should be matted and/or framed with a suitable hanging device attached. The art show is not responsible for damage caused to art by inappropriate hanging devices.

Pieces may be submitted as Bid, Bid and Direct Sale, Direct Sale Only, or NFS (Not For Sale).

### **DISPLAY SPACE**

Panels are 4' × 6', available hanging space for art is 4' × 4 ½'. Table spaces are 2 ½' × 3'.

Floor Space is 2 ½' × 3'.

**POLICY:** Reservations must be accompanied with full payment.

**PROCEDURE:** Reserved panels and table space shall be held no later than 10 a.m. Friday of the convention unless prior arrangements have been made with the Art Show management. Failure to contact the convention shall result in forfeit of space fee.

The deadline to cancel space in the Art Show and receive a refund is the Friday before the convention; no refunds will be issued after this time.

After the artist has been approved the artist must pay for their space by logging into their Norwescon account where they may pay for both their membership and art show fees.

The deadline for the artist payment to be received is one month before the start of Norwescon. If payment is not received the artist's reservation will be canceled. Artists accepted during the last month must pay for their space by the Friday before the convention. Artists accepted during the week of Norwescon must pay for their space at registration before they will be allowed to hang their art.

### **PURCHASING ART**

**POLICY:** Sales will be by written bid, direct sales, or voice auction. Any valid written bid disallows direct sale.

All art may be entered NFS (Not For Sale).

**PROCEDURE:** **The final bid wins the item, up to the fifth bid, which ends the bidding. ~~Four written bids will put a piece into the auction.~~**

If no higher bid is received at auction, the artwork will be deemed purchased by the last listed bidder on the bid sheet.

All artwork (not in the print shop) will have a bid tag issued listing the art control number, artist's name, title of the work, media used, and minimum bid/direct sale price.

All artwork in the print shop will have a bid tag issued listing the art control number, artist's name, title of the work, media used, and direct sale price.

Art on display may be picked up on Sunday. Direct sale items to one-day members may be taken at the time of purchase. Print shop items are taken at the time of sale.

Bidding and direct sale are available on Friday and Saturday of the show. Art may be purchased at direct sale prices only on Sunday.

Multiple copies of prints may be sold through the Print Shop (see below).

### **ABANDONED ART BIDS**

**POLICY:** If a bid is abandoned, the artist will be given the option to either take the piece home or leave it with Norwescon to attempt to complete the sale. We will start with the high bid and work our way down. If after 30 days, we are not able to complete the sale, the piece will be shipped back to the artist. Norwescon will handle the shipping charges, however, Norwescon is not responsible for the art after it has been dropped off at the shipping location. The artist's check will also be delayed until this has been resolved. The customer will still be charged sales tax, and the art show will take its normal commission. Abandoned art from mail-in artists will be sent back with the rest of their unsold art.

### **PRINT SHOP**

**POLICY:** Print shop space shall be available for all artists who have reserved panel or table space.

**PROCEDURE:** Each artist will be limited to 50 pieces with a maximum of 10 of each item. Any exceptions to this are at the discretion of the art show director.

For each different print placed in the Print Shop, there may be a representation of it on the panel or table space. The display copy must meet the display artwork criteria.

Each copy must have a Print Shop Tag. All art should be wrapped for protection.

If additional copies for the Print Shop are unable to be matted or shrink-wrapped, some sort of sturdy folder with the artist's name and print titles on it should be provided. The folder should be large enough so that the edges and corners of the prints are not exposed to being dog-eared.

## AWARDS

POLICY: A panel of judges selected by the Norwescon Art Show Manager(s) will determine the winners of various awards and/or ribbons.

**The winners will be recognized to the membership at large.**

~~**The winners will also be recognized in the Norwescon Post-Con report.**~~

There may also be awards/ribbons presented based on the votes of Norwescon attendees.

## MEMBERSHIP

### MEMBERSHIP INCLUDES

POLICY: Membership includes the right to attend the convention and **choose to** receive a convention badge, program book, pocket program book, and any convention related updates distributed throughout the year.

### TERM OF MEMBERSHIP

POLICY: A paid full weekend membership is valid from when the member checks in until the close of the convention weekend.

A day membership is valid from when the member checks in on that day until the opening of Registration on the following day, or (for Sunday memberships) until the close of the convention weekend. ~~Day memberships may only be purchased after the opening of Registration on the day to which they apply.~~

### CONVENTION BADGE

POLICY: Every member receives a convention badge. **A convention badge is only valid when it shows a name (or fan name) and a membership number.**

**PROCEDURE:** The badge artwork is to be determined by Membership Services Director, Registration Manager, and Chair. They shall work with Publications Director in selecting artwork preferably by the artist GOH. As much as possible, the imprinting of names should not interfere with the artwork.

### STAFF RATES FOR CONVENTION COMMITTEE MEMBERS

POLICY: All ConCom members who attend and work at Norwescon must have a convention membership while they are on site. Anyone found on site without a membership shall not be able to work or attend the convention until the situation has been rectified.

Convention Committee membership rates (Staff Rates) are defined as the cost of admission for Staff that has been set by the Exec Team during the current year.

The staff rate is available to people listed on the organizational chart and to other people who are designated as staff by the Exec Team member in charge of their department. ~~The Registration and Business Departments shall verify the eligibility of persons who request the staff rate.~~

~~As a general rule, the price for the Staff Rate is only available up to the last meeting prior to the convention. Any exceptions shall be on a case-by-case basis and must be approved by the Chair.~~

## HOTEL EMPLOYEES ATTENDING THE CONVENTION

POLICY: Hotel employees may attend the convention for no charge. They may use their hotel employee badge as a pass. Convention Services or the Hotel Liaison ~~shall~~ **may** provide the hotel's convention services office with a few copies of our program book and pocket program.

## MEMBERSHIP CHECK IN

POLICY: Registration logs each member's ~~real~~ name, mailing address, and date of birth. If the member is pre-registered, Registration shall verify the information with the member.

## ~~PERMANENT MEMBERSHIP NUMBERS~~

~~POLICY: Only Lifetime Members may request a permanent badge number.~~

## REPLACEMENT BADGE POLICY

POLICY: There shall be a replacement fee for lost badges.

If a member loses their badge, they shall be encouraged to search everywhere before a new one is issued.

~~To allow members to search throughout convention space, the Head of Registration may issue a two-hour temporary pass. To allow members to search throughout the convention space, the Head of Registration may assign a staff member to accompany the member to search for their badge.~~

If a replacement badge is purchased, and the member locates the original badge, a refund for the replacement fee can be issued. The member needs to bring both badges and the receipt for the replacement to the Registration Department Head. The timing and form of the refund shall be in accordance with the Refund of Membership policy.

## MEMBERSHIP UPGRADE (AT THE CON)

POLICY: A partial membership (such as one-day, or press ~~passes~~ **pass**) may be upgraded to a full membership. The member pays the difference and surrenders the original badge for replacement.

## NO SHOWS

POLICY: Members who are a “no show” may request to ~~have their convention badge, program book, and pocket program mailed to them (if there are any “goodies” left, they may be included at the discretion of the Registration Department Head), or they may request to~~ roll their membership over to the following year, in accordance with the Transfer of Membership Policy. **The request must arrive within 30 days of the end of the convention.**

## **SELLING MEMBERSHIPS AT OTHER CONVENTIONS AND EVENTS**

POLICY: Any Exec Team member or Registration Team Lead may take memberships.

Anyone appointed by the Chair, Vice-Chair, Business Director, or Membership Services Director is approved to take memberships.

The preferred method of payment for memberships when taken at other conventions is electronically via PayPal. This is for the protection of both the member and Norwescon. ~~If PayPal is not possible, a check may be accepted, provided the other event or convention is at least four weeks prior to Norwescon.~~

~~Within three (3) days after the convention where the membership(s) is taken, the Norwescon official taking the membership(s) must send an email to the Business Director and Membership Services Director informing them of the type and number of memberships taken at the convention.~~

~~As soon after the event as possible, the person taking the membership(s) must submit the membership(s) and funds to the Business Director. Submitting the list of names and membership numbers (if provided by the registration system) via email is preferred. If in person, this shall occur no later than the next Norwescon meeting.~~

## **BUSINESS CARDS**

ConCom members may need to have business cards to conduct business with various organizations.

POLICY: Since a business card is an official document from the convention, **the Chair individual execs** shall authorize the creation and use of Norwescon business cards on a case-by-case basis **for their department.**

Norwescon business cards shall all have a uniform look and feel.

## **PROMOTIONAL MATERIALS**

~~POLICY: Printed promotional materials shall include the month and year printed.~~

## **SOUVENIR PROGRAM BOOK**



POLICY: The Souvenir Program Book shall contain comprehensive information about the current year's convention. As the primary purpose of the program book is to provide information, it should be organized in such a way to make it easy for the layperson to find items (e.g. a table of contents, etc.).

~~Convention Events and Panels shall be listed in detail, including the names of participants and moderators. The listing can be included in the program book or in a supplemental publication such as the Pocket Program.~~

~~A biography Biographies of the GoHs shall be included.~~

General panel participants shall have bios included in the Program Book, assuming that they meet the submission deadline **and choose to submit**.

The Artist GoH is to be supported in their work by the inclusion of at least four pages of items of their choice. These pieces shall be placed in a "gallery" format.

The current year's ConCom shall be listed by name and position, and a picture of the ConCom should be included.

An "In Memoriam" section shall be included.

A list of participating dealers may be included.

A list of presenting Artists in the Art Show may be included.

Advertising shall be permitted at the discretion of the Publications Director and should not exceed 10% of the total page count.

A "thank you" article shall be included to highlight special contributions **of that** members and friends **have** made to the current year's convention.

## ADVERTISING SPACE

Advertising in the souvenir program book shall be available for purchase in full page, half page, **and** quarter page, **and business card sized increments**. Advertising swaps with other conventions and related events may be approved on a case-by-case basis by the Publications Exec. All advertising content must be suitable for all ages, and the Publications Exec reserves the right to reject any ad for any reason. Requests to purchase ads must be submitted to the Publications department by the deadline date listed in the convention timeline to be considered for publication in the current year's program book.

## PROGRAMMING DIRECTOR'S RESPONSIBILITIES

**POLICY:** The Programming Director must consider themselves on 24-hour duty. The Programming Director is strongly advised against the use of any substances that would cause intoxication and should use discretion if doing so. The Programming Director should not appear publicly intoxicated at any time. If they do so they may be removed from duty at the discretion of the Chair. In the case that the Programming Director is unable to perform their duties the Assistant Programming Director shall assume all responsibilities as outlined in this policy with the approval of the Chair.

The Programming Director's primary responsibilities are to oversee the creation of the schedule of panel programming and to see to the hospitality of the Guests of Honor and other attending professional guests.

If **major** changes in programming paneling occur, such as time, space usage, or panel participants, the Programming Director and/or their designee must inform the Convention Services Director.

~~Though changes to programming during the event are the responsibility of the Programming Director, the Convention Services Director must concur with those changes before they are made. If a deadlock occurs, the Chair shall act as a mediator and, if necessary, make the final decision.~~

## ATTENDING PRO POLICY

**POLICY:** Norwescon shall sponsor memberships for contributing professionals and participants. A Pro should have the following attributes:

- Expert in their field
- Engaging and charismatic speaker
- Shows up when they ~~said they would~~ say they will
- Conducts their interaction with the Programming department with as little hassle as possible

Honored Professional: This is for the exceptional pro that is not selected as a GoH. For example, if ~~J.K. Rowling or Frank Frazetta~~ John Scalzi or Boris Vallejo decided to accept an invitation to Norwescon, we would offer them a free membership and one additional free membership.

**PROCEDURE:** The name of this category shall not be advertised and shall be used at the discretion of the Programming Director.

**POLICY:** Attending Pro: Attending Pros receive a free membership for themselves and one additional Guest of Pro membership at a reduced rate. Additionally, they receive a "panelist" ribbon for their badge (or other marker to indicate their status as a panelist), access to the Green Room **if there is one**, and invitations to pro-only events. Their photo and bio may be included in the Souvenir Program Book, Guidebook, and they may be listed on the Norwescon website. In return, pros are asked to be on no less than four hours of panel programming, with the goal of six to eight hours.

Attending Pro and Guest of Pro memberships are extended for a specific convention only and may not be carried forward to the next year.

Guest of Pro memberships are only valid when the Attending Pro to whom the guest membership was extended attends the convention.

Attending Pro memberships are not transferable. Guest of Pro memberships may be transferred to another individual by notifying the Programming Director in writing prior to the convention.

Day Pass Pro: ~~A Day Pass Pro is an~~ attending pro who will only be on one or two hours of panels. A Day Pass Pro will receive a free one-day membership for the day of their panel(s), which can be upgraded to a full weekend membership as any other reduced-rate membership. All other privileges and restrictions of being a pro apply.

Panel Participant: This is for the person who will be attending the convention by purchasing their own regular membership and will participate on panels. This category includes staff members who participate on panels.

This person shall receive a "panelist" ribbon for their badge (or other marker to indicate their status as a panelist), have access to the Green Room, and be invited to pro-only events.

They may be included in the Souvenir Program Book, space permitting.

~~P.K. Philip K.~~ Dick Award Nominee: Any of the ~~P.K. Philip K.~~ Dick Award nominees that come to Norwescon shall receive their membership, a membership for an accompanying guest, and one night's accommodations. If they choose to participate in programming, they will be offered a reading slot and space on panels as appropriate.

## GUESTS OF HONOR

### SELECTION COMMITTEE

PURPOSE: The Guest of Honor Selection Committee, which is elected before June 1, is charged with the selection of guests ~~and theme~~ for the convention following the upcoming year (i.e. the committee that was elected after Norwescon 25 selected the guests for Norwescon 27).

INPUT: Input to the Guest of Honor Selection Committee is accepted from all ConCom and general members.

Additionally, guests that are invited but decline for the specific year may be secured for subsequent conventions at this time (i.e. if an author says, "I can't this year", Norwescon can then ask "How about next year?").

PROCEDURE: Each member of the Guest of Honor Selection Committee shall compile and submit a list of potential guests to all other members of the Selection Committee by the end of November-15. The Committee shall meet, in a manner unanimously agreed upon by the committee, to discuss and rank a minimum of three candidates for the positions of Writer GoH, Artist GoH, Science GoH, and Spotlight Publisher. Other Guests, such as Fan GoH, Special Guest, or Toastmaster, may also be considered. All sincere efforts must be made to secure a person for that position. If guests are to be

substituted or additional ranking must be done, the Guest of Honor Selection Committee must meet again.

CONFIDENTIALITY: GoH Selection Meetings are closed and the list is kept secret. This is due to respect, privacy, security, professionalism, and flexibility.

## LETTERS OF INVITATION

POLICY: Letters to the first-ranked candidate for each of the positions shall be sent, when possible, by ~~February~~ January 1 of the year prior to the convention. Each letter must contain the calendar year of the convention that they are being invited for and information as to what is being offered to each Guest (type of airfare for how many people, how many hotel room nights, shipping of artwork, that an article and photo of them shall be published in the ~~program book~~ Souvenir Program Book and Guidebook, use of their name in publicity, and other pertinent details).

## GoH Qualifications:

POLICY: Each nominee for a GoH category must meet the following requirements in order to be considered by the GoH Selection Committee. Two people may share a position if those two people are known for their combined work.

Spotlight Publisher: Each year Norwescon may choose to invite a publishing house of science fiction or fantasy to be the Norwescon Spotlight Publisher. The publisher shall be requested to select an individual to represent the publishing house at the convention. In addition to airfare, room nights, and memberships that the other Guests are offered, the Spotlight Publisher is also offered one free page of advertising in the ~~program book~~ Souvenir Program Book. Norwescon does not always have a Spotlight Publisher.

## REPORTING TO THE COMMITTEE

POLICY: Committee members are briefed on who the Guests of Honor shall be and why they were selected. They are encouraged to read up on the guests' work before the convention. In addition, they shall be briefed on who the ~~P. K.~~ Phillip K. Dick ~~Memorial~~ Award nominees are and about the books nominated.

## CONVENTION THEME

POLICY: Special Events should look to see where they can incorporate the convention's theme into their events. ~~Not every theme shall work for every event, so don't try and force the theme if it doesn't fit.~~

## VIDEO OF THE MASQUERADE

POLICY: Norwescon may allow an independent contractor or professional company to edit and produce a quality video to sell to interested parties.

PROCEDURE: Norwescon staff may work with the editors to ensure that the end product is an acceptable representation of Masquerade events. Norwescon shall assist in the advertising and promotion of the selling of the video by placing advertisements in the Daily 'Zine with an order form, placing order form flyers at approved distribution points around the convention area, and/or including an order form flyer(s) ~~or advertisement in the Post-Con Report~~ and/or website. The producer shall provide one copy of the video and/or DVD, free of charge, for the Norwescon Archives.

Norwescon is not liable for funds collected for any Norwescon masquerade videos not delivered on by the independent contractor or professional company.