

CONCOM MEETING- MINUTES

Saturday, September 9, 2017, Members in Attendance: 81

Execs Present: Loree Parker, Tonya Clark, Sunny Jim Morgan, Jeanine, Swanson, Alexis Smith, Pat Booze, Cheryl Dyson, Alan Bond, Anne-Marie, Brian Haas, and Katie Haas

Please be sure to sign in!

SCHEDULE

- 11:30 AM Social half hour
- 12:00 PM Introductions, Exec Recaps, Announcements
- 12:30 PM Interdepartmental Networking
- 1:00 PM Departmental Breakouts
- 2:30 PM Report Back and Discussion
- 3:30 PM Social

EXEC TEAM VOTES

Access ConCom Meeting Resources at: <http://www.norwescon.org/get-involved/concom/>

Propose/Second	Y/N/A	Proposal
Sunny Jim/Brian	11/0/0	<p>I motion to approve the following rates for Norwescon 41:</p> <p>ConCom Staff: \$30.00</p> <p>9/1/2017-3/15/2018 (pre-reg deadline): \$70.00</p> <p>At the Door: \$85.00</p> <p>Youth 0-12: Free, Youth 13-17: \$50.00</p> <p>Day Pass Rate: Thursday - \$50.00, Friday - \$60.00, Saturday - \$60.00, Sunday - \$40.00</p> <p>Pros: Free, Guest of Pro and Upgrade for Comped Day Pass: \$50.00</p> <p>Press Pass: 1 Day Free, \$50.00 Upgrade</p> <p>Replacement Badge: \$65</p> <p>Service Animal: Free</p> <p>Art Show Pricing: Same as NWC 40; raise commission from 15% at NWC 40 to 20% at NWC 41</p> <p>Dealer's Room Pricing: Same as NWC 40</p> <p>Advertisement Pricing: Same as NWC 40</p>
Loree/Pat	11/0/0	I motion to swap a table and 4 memberships with Crypticon and staff the Norwescon table at Crypticon the entire weekend
Loree/Brian	11/0/0	I motion to set member rate of service animals to \$0
Anne-Marie/Alan	11/0/0	I motion to update the signatories on the NWC bank account to be: Anne-Marie, Loree Parker, Brian Haas, and Cherie Playter
Loree/Katie	11/0/0	I motion to donate up to 4 memberships to Con or Bust
Alan/Katie	9/1/1	I motion to change Guest of Honor ticket pricing to \$80 starting 9/1 and begin pre-registration sales for the NWC 42 Guest of Honor Banquet at \$80.

INTRODUCTIONS, EXEC RECAPS, ANNOUNCEMENTS

Chair	Loree Parker	<p>Welcome and Introductions of Executive Team</p> <p>Departmental Moves</p> <p>Pearl Young, Personnel Hostess:</p> <ul style="list-style-type: none"> o Post Con Social Announcement o Many open positions for the Convention; see Pearl and printed resource at check-in table for details <p>ConCom 'Mail my Badge' Pilot: Investigate the labor and cost associated with mailing convention badges pre-convention.</p> <ul style="list-style-type: none"> o <i>Straw Poll:</i> ConCom Members in Favor of Pilot: 38; ConCom Members Opposed: 16 o Sunny Jim, Programming: ConCom Staff and Lifetime Members should be able to check in at Pro Check-In 2 hours early on Thursday of the convention <p>Outreach Opportunities for NWC 41</p> <ul style="list-style-type: none"> o How can we get our name out and increase membership? <p>Workplace and Charitable Donations</p> <ul style="list-style-type: none"> o Do ConCom members have workplaces that may be able to donate needed items to Norwescon 41?
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- As a 501(c)(3), donations to Norwescon are tax deductible.
- What additional opportunities does Norwescon have to receive and give charitable donations?

Kathy Bond, Hotel Liaison: Parking Costs: Still \$8 for this year

Vice-Chair	Tonya Clark	ConCom Room Block Announcement <ul style="list-style-type: none"> ○ See 'Action Items' Timeline: Updates to be sent to timeline@norwescon.org
Personnel	Jeanine Swanson	Hostess Introduction Opportunities for Community Engagement (flyer provided)
Secretary	Katie Haas	Signing In: Easy, Fun, and Surprisingly Helpful Online Access to Meeting Agendas: Save a Tree, It's the Way to Be <ul style="list-style-type: none"> ○ http://www.norwescon.org/get-involved/concom/ Registration: This Season's Hottest Accessory for ConCom Members <ul style="list-style-type: none"> ○ Staff registration open in 2 weeks and at next ConCom Meeting (10/21)
Business	Anne-Marie	Introduction Budget vote moved to post-breakouts
Treasurer	Brian Haas	Check Request Information <ul style="list-style-type: none"> ○ Obtain check request form from Treasurer ○ Complete form, include budget code if known (check with Exec) ○ Include receipts ○ Get signed by your Exec Team member (must be Exec) ○ Return to Treasurer
Publications	Cheryl Dyson	Open Staff Positions Newsletter Items: Get Items to newsletter@norwescon.org ASAP
Programming	Sunny Jim Morgan	Naming of the Green Room: Looking for Ideas
Convention Services	Alexis Smith	ADA vs. Pet Policy Review <ul style="list-style-type: none"> ○ Only ADA animals are permitted in convention spaces ○ Hotels do have the right to refuse any animal in their restaurants Registration of ADA Animals <ul style="list-style-type: none"> ○ Free badges available for ADA animals at Con
Membership Services	Pat Booze	No Membership Price Break Announcement <ul style="list-style-type: none"> ○ Tiered pricing eliminated; tiered system did not significantly increase membership ○ NWSFS discount of \$5 still in place
Special Events	Alan Bond	Introduction Looking for a 2 nd

POST-BREAKOUT REPORT BACK AND DISCUSSION

Book Club/P&P Review/Hotel Liaison	Kathy Bond	Announcement: Norwescon is having a book club reading books by current or former NWC guests of honor <ul style="list-style-type: none"> ○ Meeting Date: October 29 at 6 PM, Third Place Books in Lake Forest Park (17171 Bothell Way NE, Seattle, WA 98155) ○ Book: Grace of Kings by Ken Liu (NWC 41 Writer GOH) NWC 41 Meetup Groups: Email Kathy if you'd like to host Policies and Procedures review: Email Kathy if you'd like to provide feedback Hotel Report: 29 Weeks Out, 43% of block is filled, Wednesday block is almost full Suite reservations (open Oct. 1 at noon; close 11 PM Oct. 15) <ul style="list-style-type: none"> ○ Note: Reservations are not first come first serve; selections are made by jury
Hostess	Pearl Young	Celebration of new volunteer placements Events flyer and upcoming conventions reviewed Invitation for stories of how/why ConCom members joined the ConCom (see 'Action Items') Additional post-meeting social announcement: IKEA, Renton
Elections	Kevin Black	Reminder: When registering be sure to indicate if one's preference is for e-ballot or mail-in <ul style="list-style-type: none"> ○ Leads/Execs: remind staff about voting

		<ul style="list-style-type: none"> o All ConCom staff have the option to vote but are not required to vote
Chair	Loree Parker	Please return any NWC purchased ribbons you may have in your position Ideas: NWC Wiki, people interested in designing or contributing, email chair@norwescon.org T-Shirt Straw Poll <ul style="list-style-type: none"> o Those who prefer thicker, more robust fabric: 25 o Those who prefer thinner, more breathable fabric: 19
Secretary	Katie Haas	Motion to approve Executive Retreat Minutes as sent to the exec team mailing list: Passed Recap of Exec Team votes at exec retreat
Business	Anne-Marie	Motion to approve budget as sent on the Executive Team mailing list Donation reminder, donations encouraged and donations via programs like Amazon Smile also encouraged
Convention Services	Alexis Smith	IT team looking for a database staff member; SVN functions experience especially needed
Membership Services	Pat Booze	Membership report: 688 paid membership as of 9/9; full report to be emailed to Secretary Looking for a few good Klingons Opened floor for MS questions
Personnel	Jeanine Swanson	ConCom members with ideas for year round activities for community building should email personnel@norwescon.org
Programming	Sunny Jim Morgan	2 new tracks: YA and meetups Ideas for Programming must be emailed by middle of October Pro invitations to go out mid-September
Publications	Cheryl Dyson	Departments with publications needs should notify Publications well in advance Requests for work from staff writer should be sent to publications@norwescon.org
GOH Selection Committee	Kat Marier	Contact the GOH selection committee if you have a suggestion for a great GOH at gohcommittee@norwescon.org
Special Events	Alan Bond	Celebration of new staff Review of schedule changes, especially dances

VOTES

Propose/Second	Y/N/A	Proposal
Katie/Tonya	11/0/0	I motion to approve the Executive Team Retreat minutes as emailed to the Executive Team Mailing List
Anne-Marie/Brian	10/0/1	I motion to approve the budget as sent to the Executive Team Mailing List

ACTION ITEMS

Mail My Badge Pilot: Anyone interested in participating or designing, email chair@norwescon.org

Ideas for charitable donations to Norwescon or from Norwescon: Email chair@norwescon.org

Workplace donations of free, useful items for NWC 41: Email Kat or Philip at charities@norwescon.org

For ideas on how to expand outreach and increase membership numbers, email pr@norwescon.org or chair@norwescon.org

Executive Job Descriptions: Deadline: 9/30/2017

Staff Hotel Block: To be included, email hotels@norwescon.org with 1) Hotel Reservation Number and 2) Name Hotel Reservation is under. There is no record of last year's hotel room assignments, so asking for 'What I got last year' is not sufficient information. **Deadline: 12/16/17**

Newsletter Submissions: Email to newsletter@norwescon.org ASAP

NWC Meetup Groups: Contact katharinebond@gmail.com

Policies and Procedures Feedback: Contact katharinebond@gmail.com if you have feedback on the current version of NWC's Policies and Procedures

(http://www.norwescon.org/documents/NWC_PoliciesProceduresVersion_14.0_2016.pdf).

Deadline: Before October 1 Exec Review

How did you join ConCom? Send your story to personnel@norwescon.org if you would like your story to be an option to share at meetings or in some Con publications.

Suite Reservations: Requests for reservations open **Oct. 1 at Noon; close Oct. 15 at 11 PM**

Norwescon Wiki: Email chair@norwescon.org if interested in designing or contributing

Pat Booze to update **GOH banquet cost** in registration software

Activity Ideas for year round community building: Email personnel@norwescon.org

Programming/Panel Ideas: Email to programming@norwescon.org **Deadline:** mid-October

Publication Needs: Email publications@norwescon.org ASAP

Guest of Honor Suggestions: Email gohcommittee@norwescon.org

Membership Services to email full Membership Report to Secretary

CONVENTION COMMITTEE SUGGESTIONS/QUESTIONS/COMMENTS

Would staff be able to obtain their badges at the Stuffing Party?

Is it possible to fade artwork to make names more visible on Convention Badges?

Note: Deadlines for layouts moved up a month; Michael Citrak to send out in October

NORTHWEST SCIENCE FICTION SOCIETY

Upcoming Events: Mad Scientist Social in October

Recent Events: NWSFS on a Boat!

SEPTEMBER POST MEETING SOCIAL

IKEA Renton: 601 SW 41st St., Renton, WA

MEETING SCHEDULE

Maxi's	September meeting	9/9/2017
Maxi's	October meeting	10/21/2017
Maxi's	November meeting	11/11/2017
Maxi's	December meeting (and holiday party)	12/16/2017
Maxi's	January meeting	1/20/2018
Maxi's	February meeting	2/17/2017
Maxi's	March meeting	3/10/2017
Maxi's/TBD	Stuffing Party and System Integration	3/25/2018
	<i>Move In</i>	3/28/2017
	Norwescon 41	3/29/2018 - 4/1/2018
	<i>Move Out</i>	4/1/2018
Maxi's	Post Con meeting	4/28/2018

NORWESCON 41 EMAIL CONTACTS

CHAIR & VICE		
CHAIR		
Chair & Vice Chair	chair@norwescon.org	
Charities	charities@norwescon.org	?s about donations, matching funds
Elections	elections@norwescon.org	?s about our yearly elections
Hotel	hotels@norwescon.org	?s about your room or suite reservation
Information	info@norwescon.org	Not sure who to ask? Contact info!
Timeline	timeline@norwescon.org	?s about convention planning
SECRETARY		
Secretary Team	secretary@norwescon.org	?s about meeting documents and archives
Onions & Roses	onionsandroses@norwescon.org	input about what worked well at con
BUSINESS		
Business Dept	business@norwescon.org	?s about budget, expenses, check requests, etc.

MEMBER SERVICES		
Art In Action	artaction@norwescon.org	?s about Art In Action
Art Show	artshow@norwescon.org	?s about our Art Show
Club Tables	clubtables@norwescon.org	?s about how to get a club table at con
Dealers' Room	dealers@norwescon.org	?s about becoming a dealer at Norwescon
Member Services	memberservices@norwescon.org	Contact Member Services
Registration	registration@norwescon.org	?s about registering for Norwescon 39
PUBLICATIONS		
Publications Dept	publications@norwescon.org	Contact Publications
PR	pr@norwescon.org	?s about public relations
Zine	zine@norwescon.org	?s about our daily zine
Website	webmonkeys@norwescon.org	?s about our website
Editors	editors@norwescon.org	?s for our editing team
Graphic Design	designers@norwescon.org	?s for our graphic design team
Guidebook	guidebook@norwescon.org	?s about the Guidebook app
Newsletter	newsletter@norwescon.org	Newsletter submissions
Photographers	photos@norwescon.org	?s about our photo team
CONVENTION SERVICES		
Con. Services Dept	conservices@norwescon.org	Contact Convention Services
IT	it@norwescon.org	?s about IT and computer needs at con
Lost & Found	lostandfound@norwescon.org	?s about lost items
Security	security@norwescon.org	?s about con ops
Signs	signs@norwescon.org	?s about at con signage
Tech Services	techservices@norwescon.org	?s about non-IT equipment at con
Transportation	transportation@norwescon.org	?s about our storage lockers and transporting equipment.
PROGRAMMING		
GoH Selection Committee	gohcommittee@norwescon.org	Submit suggestions for future GoHs
Ideas	submissions@norwescon.org	Submit panel ideas
Programming Dept	programming@norwescon.org	Contact Programming
Writers' Workshop	writersworkshop@norwescon.org	?s about the Fairwood Writers
Youth Programming	youth@norwescon.org	?s about YA programming
PERSONNEL		
Personnel Dept	personnel@norwescon.org	Contact Personnel
Volunteers	volunteers@norwescon.org	?s about volunteering at con.
SPECIAL EVENTS		
Burlesque Show	burlesque@norwescon.org	?s about our burlesque show
Dances	dances@norwescon.org	?s about and ideas for our dances
Filk	filk@norwescon.org	?s about concerts, filk and music at con
Gaming	gaming@norwescon.org	?s about gaming at con
Halftime Show	halftime@norwescon.org	?s about the Masquerade Halftime show
Masquerade	masquerade@norwescon.org	?s about our Masquerade
Music	music@norwescon.org	?s about concerts, filk and music at con
Single Pattern Contest	spcontest@norwescon.org	?s about the Single Pattern contest
Special Events Dept	special events@norwescon.org	Contact Special Events