

CONCOM MEETING AGENDA

Saturday, October 21, 2017



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

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
Loree/Sunny Jim	11/0/0	I propose that we adjust the Norwescon 41 Art Show rates to \$20 per table, panel, or floor space; \$20 mail-in art handling fee; and 15% commission

INTRODUCTIONS, EXEC RECAPS, ANNOUNCEMENTS

Chair	Loree Parker	Welcome and Introductions of Executive Team Norwescon Wiki
Vice-Chair	Tonya Clark	Timeline Announcements <ul style="list-style-type: none">• Oct. 31 Panel Titles and Track Leads Due• Nov. 1 Newsletter Deadline• Job Descriptions Under Review• Panel selection goes out on 15th of Nov• Timeline on website:• If you need changes, email timeline@norwescon.org
Personnel	Jeanine Swanson	Hostess Welcome- Pearl Young: Post-Meeting Social Announcement Demonstration of Volunteer App: Postponed to next month
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
Business	Anne-Marie	Staff Membership can be paid by staff or check to Anne-Marie in person at meetings
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	Public Relations at upcoming conventions <ul style="list-style-type: none">• Publications can get you Norwescon flyers and swag to share/drop off at the con, let Cheryl know, also let Pubs know if you would like to sit at a table Let Cheryl Know about printing needs ASAP (see Action Items)
Programming	Sunny Jim Morgan	
Convention Services	Alexis Smith	IT Equipment Purchases <ul style="list-style-type: none">• If your team needs large equipment (computers, sound systems, etc.), needs to be relayed to your Exec/Alexis by EOD today (10/21).
Membership Services	Pat Booze	

Special Events	Alan Bond	
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POST-BREAKOUT REPORTS

Personnel	Hostess- Pearl Young	Open departmental positions Celebration of new volunteer placements Opportunities for community engagement Additional post-meeting social announcement: Southcenter Mall Food Court, Tukwila, WA
Chair	Loree Parker	Accessibility Guide <ul style="list-style-type: none"> Idea, looking for volunteers to assist with design and completion of an accessibility guide for the hotel detailing all accessibility accommodations, how to access parts of the hotel, pictures of accessibility accommodations, and descriptions of what each accessibility serves Email chair@norwescon.org to help or ideas of what to include Staff T-Shirt Color Voting: Delayed to November meeting
Vice Chair	Tonya Clark	Hotel Update <ul style="list-style-type: none"> Suite confirmations will go out week of 10/23 To request the staff/Con block, a confirmation from the hotel should be obtained before emailing Kathy Report: 23 weeks out from Con 1200 room nights, 79% of block; 318 rooms available in room block. Wednesday is full for the Con room block; rooms can still be booked on Wednesday, but the price will be different than the Con rate of \$129 Staff block is Wing 7 and 3rd floor of tower; if you are staff and would like to be included in the block, email hotel@norwescon.org (deadline is December meeting) Limited late checkout is available and must be request specifically
Secretary	Katie Haas	September Meeting Minutes Vote
Membership Services	Pat Booze	Membership Report- Jeff Cornish <ul style="list-style-type: none"> 726 4 days memberships, 44 child memberships, 4 lifetime, 55 NWSFS, 18 staff, 11 youth
Convention Services	Alexis Smith	ADA Animal/Pet Policy <ul style="list-style-type: none"> Reminder: We do have an animal policy of only ADA animals in function space, pets are not. The Blue Room is considered convention space Please share this reminder as appropriate
Personnel	Jeanine Swanson	November Book Club Announcement Policies and Procedures Revisions happening, email Kathy with questions hotels@norwescon.org GOH Banquet Tickets- available for \$80; available at staff kiosk or link on website Anglicon Table Sitting- NWC has a table, let Kathy know if you are able to sit at the table NWC Book Club: First meeting Oct. 29 at 3 rd Place Books in Lake Forest Park. Book: Grace of Kings. Next meeting: Nov. 19 Holiday Number 11 Gathering in November for NWSFS
Programming	Sunny Jim Morgan	Guest of Honor Spotlight <ul style="list-style-type: none"> Ken Liu Guest of Honor suggestions due soon First round of pro invitations sent out Track leads are generating panel titles; please send ideas to programming@norwescon.org
Publications	Cheryl Dyson	Repeated: Pre-convention or convention printing request should be sent to publications@norwescon.org ASAP Submissions for the newsletter are always due on first of the month that goes out around the 15 th

VOTES

Propose/Second	Y/N/A	Proposal
Katie/Tonya	9/0/0 (2 execs absent)	I motion to approve the meeting minutes from the September 9, 2017 NWC ConCom meeting as distributed at the October ConCom meeting and shared on GoogleDrive

ACTION ITEMS

Layout Due Date: Needed by December ConCom meeting instead of January's; graphs will go out at November meeting

Accessibility Guide: Email chair@norwescon.org if interested in designing, compiling, or writing

Ideas for charitable donations to Norwescon or from Norwescon: Email charities@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

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

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.

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

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

Publication Needs: Email publications@norwescon.org ASAP

NORTHWEST SCIENCE FICTION SOCIETY

Upcoming Events: Mad Scientist Social October 28, 5 PM – 10 PM

OCTOBER POST MEETING SOCIAL

Southcenter Mall: 2800 Southcenter Mall, Seattle, WA 98188

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