

# CONCOM MEETING MINUTES

Saturday, November 11, 2017

**Execs Present:** Loree Parker, Tonya Clark, Sunny Jim Morgan, Jeanine Swanson, Alexis Smith, Pat Booze, Alan Bond, Cheryl Dyson, 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

## INTRODUCTIONS, EXEC RECAPS, ANNOUNCEMENTS

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

<b>Chair</b>	<b>Loree Parker</b>	Welcome and Introductions of Executive Team
<b>Vice-Chair</b>	<b>Tonya Clark</b>	Timeline Announcements <ul style="list-style-type: none"> <li>• If you have not turned in equipment requests- they are due today</li> <li>• We need a volunteer for the Single Pattern Contest if we still wish to have this event this year at the Convention</li> <li>• Newsletter Deadline for December articles: Dec. 1; email <a href="mailto:publications@norwescon.org">publications@norwescon.org</a></li> </ul>
<b>Personnel</b>	<b>Jeanine Swanson</b>	Hostess Welcome- Pearl Young Post-Meeting Social Information: IKEA Info on December Post-Meeting Social After Break-Outs
<b>Secretary</b>	<b>Katie Haas</b>	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"> <li>o <a href="http://www.norwescon.org/get-involved/concom/">http://www.norwescon.org/get-involved/concom/</a></li> </ul> Registration: This Season's Hottest Accessory for ConCom Members
<b>Business</b>	<b>Anne-Marie</b>	Sales Tax and YOU: Purchase for Norwescon are subject to sales tax; our non-profit status does not exempt us from paying sales tax at Point of Service. All receipts must be an itemized receipt with the full total of the purchase. If an item/items are purchased in Oregon or a vendor that does not charge sales tax (like NewEgg, EBay, individual third party, etc.), Business must be notified of this as it must be tracked. Anne-Marie is available to take cash or check payments for NWC 41 registration items and events you may have purchased. So you need to print handouts (and want to use our Kinkos account) <ul style="list-style-type: none"> <li>• If you need stack of handouts for a NWC function (like gaming, con event, layouts, big bad book, etc.) we have a FedEx/Kinkos office account.</li> <li>• If you have questions, contact your Exec or <a href="mailto:business@norwescon.org">business@norwescon.org</a></li> </ul>
<b>Treasurer</b>	<b>Brian Haas</b>	Check Request Information <ul style="list-style-type: none"> <li>o Obtain check request form from Treasurer</li> <li>o Complete form, include budget code if known (check with Exec)</li> <li>o Include receipts</li> <li>o Get signed by your Exec Team member (must be Exec)</li> <li>o Return to Treasurer</li> </ul>
<b>Publications</b>	<b>Cheryl Dyson</b>	November newsletter has not been published yet; to have items included, please contact Cheryl today (11/11 or tomorrow 11/12).
<b>Programming</b>	<b>Sunny Jim Morgan</b>	Writer's Workshop Info <ul style="list-style-type: none"> <li>• Deadlines: Dec. 3 at Midnight</li> </ul>

- Please encourage friends and colleagues who may want to enter to apply

New Artist GOH: Galen Dara- PowerPoint Presentation

<b>Convention Services</b>	<b>Alexis Smith</b>	Storage Unit Access Changes <ul style="list-style-type: none"> <li>• An individual associated with Anglicon reported changes in access hours for the current storage unit.</li> <li>• It is believed that the storage until will now close at 5 PM on weekends and 6 PM on weekdays</li> <li>• Convention Impact: Late night runs unavailable; for example, items not acquired on Thursday will have to wait until the next morning on Friday</li> <li>• Process Response: The Logistics Team will need earlier identification of possible items that are needed out of storage</li> <li>• After the Convention, more items must be loaded on Sunday to ensure there is space to fit all items on Monday</li> <li>• Needed Action from People Running Events/Programs: We need to tear down items as early as possible on Sunday when they are no longer being used (without disrupting the Convention) in order to load the trucks</li> <li>• We need as many volunteers as possible to load the trucks, so additional help is wanted!</li> </ul>
<b>Membership Services</b>	<b>Pat Booze</b>	Staff Registration- Available Now!
<b>Special Events</b>	<b>Alan Bond</b>	Looking for volunteer to run Single Pattern Contest Responsibilities for the volunteer would include: finding the pattern, picking the judges, and running the competition
<b>Chair</b>	<b>Loree Parker</b>	Michael Citrak: Layouts will be emailed out by EOW; email <a href="mailto:mcitrack@comcast.net">mcitrack@comcast.net</a> with questions.

**OST-BREAKOUT REPORT**

<b>Personnel</b>	<b>Hostess- Pearl Young</b>	Open departmental positions Celebration of new volunteer placements Events flyer and upcoming conventions available near sign-in sheet table Additional post-meeting social announcement: IKEA, Renton, WA December post-meeting holiday social: planned menu and gift exchange rules and limits <ul style="list-style-type: none"> <li>• Food: Please bring sides and desserts</li> <li>• Gift Exchange: Recommendation \$20</li> <li>• We will be trying a new format for the gift exchange</li> </ul>
<b>Chair</b>	<b>Loree Parker</b>	'Mail my Badge' Pilot Update <ul style="list-style-type: none"> <li>• NWC 41 will be used as a resource gathering year</li> </ul> Charities Update, Kat Marier: If your department needs prizes or handouts, Charities can possibly assist; email <a href="mailto:charities@norwescon.org">charities@norwescon.org</a> Holiday Party: Please bring canned food and supplies for a NWC donation Staff T-Shirt Vote: Winner- Antique Royal (Straw Poll Results- Antique Royal: 34 , Daisy: 8 , Dark Chocolate: 7)
<b>Vice Chair</b>	<b>Tonya Clark</b>	Hotel Update <ul style="list-style-type: none"> <li>• Staff Block- Requests due by December meeting; email <a href="mailto:hotels@norwescon.org">hotels@norwescon.org</a></li> <li>• You must have a confirmation number; no confirmation number means no placement in the staff block</li> <li>• We have a limited number of late Sunday checkouts available; they are available first come, first served</li> <li>• Room Pickup, 20 weeks out: 1,264 nights filled, 83% of room block</li> <li>• Room block fill rate is lower than previous years; please notify friends that rooms are still available</li> <li>• Wednesday block is full; we are unable to add more rooms as per our contract; rooms available on Wednesday but at a different rate</li> <li>• Suites: Family room (5B) and Parlor Suites still available</li> </ul>

<b>Secretary</b>	<b>Katie Haas</b>	Motion to approve the meeting minutes from the October 21, 2017 NWC ConCom Meeting as shared on GoogleDocs on 11/8/17 <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Loree, Motion Passes: 10/0/1</li> </ul>
<b>Membership Services</b>	<b>Pat Booze</b>	Membership Report <ul style="list-style-type: none"> <li>• 867 Paid Memberships</li> <li>• 89 unpaid memberships, 32 staff, 24 children, 1 lifetime, 7 non-attendee, rest full day, 11 youth memberships</li> </ul> Art Show Sign Up Status <ul style="list-style-type: none"> <li>• Sold out, many new artists this year</li> </ul> Dealer Room Sign Up Status <ul style="list-style-type: none"> <li>• Registration closed</li> <li>• 13 club tables booked; club table application forms on website</li> </ul>
<b>Convention Services</b>	<b>Alexis Smith</b>	Capital Expense Proposal: CapEx Final Requests are now closed <ul style="list-style-type: none"> <li>• Voting to happen at a future meeting</li> </ul> More training coming your way soon from security team; stay tuned! Lost and Found is moving to the Cloakroom; after hours, items can be turned in to Security, who will transfer items to the Cloakroom when it opens in the morning Re-reminder: If you're interested in helping with setup and teardown- we need people! Contact <a href="mailto:conventionservices@norwescon.org">conventionservices@norwescon.org</a> if interested
<b>Personnel</b>	<b>Jeanine Swanson</b>	Next Month: Demonstration of New Volunteer Module <ul style="list-style-type: none"> <li>• Be thinking what hours you need for volunteers</li> </ul> Next Month: L.A.W. Customer Service Training
<b>Programming</b>	<b>Sunny Jim Morgan</b>	Guest of Honor Spotlight Blue Room: It's not just for Staff (it's for Pros, too!) <ul style="list-style-type: none"> <li>• Green Room= Cascade 1&amp;2, Pro Check In and ConCo Member Workshop sign up</li> <li>• Blue Room= Staff and Pros: Get your snack on and chill (302 &amp; 304)</li> </ul> Most of Pros have been invited <ul style="list-style-type: none"> <li>• Track leads submitted panels and titles, scheduling to take place next month</li> </ul> Please let Programming know if there are food allergies: email <a href="mailto:programming@norwescon.org">programming@norwescon.org</a>
<b>Publications</b>	<b>Cheryl Dyson</b>	If you have stuff that needs to go to social media or stuff you want to send out to publicize, send it to <a href="mailto:publications@norwescon.org">publications@norwescon.org</a> <ul style="list-style-type: none"> <li>• Do not send items to the previous social media address; if you send something to the social media email address, it will bounce back</li> </ul>

## ACTION ITEMS

**Departmental prizes or handouts needed?** Charities can possibly assist; email [charities@norwescon.org](mailto:charities@norwescon.org)

**Holiday Party:** Gifts for gift exchange should be about \$20; **please bring canned food and supplies as a charitable donation** if able

**Writer's Workshop: Deadline is Dec. 1;** encourage friends and colleagues interested to apply

**Ideas for charitable donations** to Norwescon or from Norwescon: Email [chair@norwescon.org](mailto:chair@norwescon.org)

**Workplace donations** of free, useful items for NWC 41: Email Kat or Philip at [charities@norwescon.org](mailto:charities@norwescon.org)

**For ideas on how to expand outreach** and increase membership numbers, email [pr@norwescon.org](mailto:pr@norwescon.org) or [chair@norwescon.org](mailto:chair@norwescon.org)

**Executive Job Descriptions: Deadline: 9/30/2017**

**Staff Hotel Block:** To be included, email [hotels@norwescon.org](mailto: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](mailto:newsletter@norwescon.org) ASAP

**NWC Meetup Groups:** Contact [katharinebond@gmail.com](mailto:katharinebond@gmail.com)

**How did you join ConCom?** Send your story to [personnel@norwescon.org](mailto: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](mailto:chair@norwescon.org) if interested in designing or contributing

**Activity Ideas** for year round community building: Email [personnel@norwescon.org](mailto:personnel@norwescon.org)

**Publication Needs:** Email [publications@norwescon.org](mailto:publications@norwescon.org) ASAP

---