

# CONCOM MEETING AGENDA

Saturday, December 16, 2017



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

*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 Holiday Party!

## EXEC TEAM VOTES:

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

Propose/Second	Y/N/A	Proposal
Loree/Cheryl	6/0/1	I move that we approve a capital expenditure of \$8,540 to purchase the following equipment:

- Four PC laptops for general convention use/EOL hardware replacement - \$2,800
- Publications PC laptop with Adobe Creative Suite - \$1,200
- Special Events PC laptop for on-stage graphics display - \$1,200
- Business PC laptop with 10-key and QuickBooks - \$700
- Treasurer PC laptop with 10-key and QuickBooks - \$700
- Programming PC laptop for panelist presentations - \$700
- Programming Mac Mini for panelist presentations - \$700
- Four monitors with digital video inputs - \$540

The motion fails on a vote of 6/0/1. Quorum of 75% of voting members was not met.

## INTRODUCTIONS, EXEC RECAPS, ANNOUNCEMENTS

<b>Chair</b>	<b>Loree Parker</b>	Welcome and Introductions of Executive Team
<b>Vice-Chair</b>	<b>Tonya Clark</b>	Timeline Announcements
<b>Personnel</b>	<b>Jeanine Swanson</b>	Hostess Welcome- Pearl Young Post-Meeting Holiday Party
<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 o <a href="http://www.norwescon.org/get-involved/concom/">http://www.norwescon.org/get-involved/concom/</a> Registration: This Season's Hottest Accessory for ConCom Members
<b>Business</b>	<b>Anne-Marie</b>	
<b>Treasurer</b>	<b>Brian Haas</b>	Check Request Information o Obtain check request form from Treasurer o Complete form, include budget code if known (check with Exec) o Include receipts o Get signed by your Exec Team member (must be Exec) o Return to Treasurer
<b>Publications</b>	<b>Cheryl Dyson</b>	Artwork and Graphics Requests Editing Timeline January Newsletter
<b>Programming</b>	<b>Sunny Jim Morgan</b>	
<b>Convention Services</b>	<b>Alexis Smith</b>	Storage Unit Hours Changes More Staff Needed for IT and Security
<b>Membership Services</b>	<b>Pat Booze</b>	
<b>Special Events</b>	<b>Alan Bond</b>	

<b>Personnel</b>	<b>Jeanine Swanson</b>	Volunteer Management Tool Demonstration L.A.W Customer Service Training
<b>Chair</b>	<b>Loree Parker</b>	Staff Picture

#### POST-BREAKOUT REPORT

<b>Chair</b>	<b>Loree Parker</b>	Elections: Bylaw Proposal (Kathy Bond) Charities Update T-Shirt Art Vote Ribbons Open Positions
<b>Vice Chair</b>	<b>Tonya Clark</b>	Hotel Update
<b>Secretary</b>	<b>Katie Haas</b>	Motion to approve the meeting minutes from the November 11, 2017 NWC ConCom Meeting as shared on GoogleDocs on 12/14/17
<b>Membership Services</b>	<b>Pat Booze</b>	Departmental Report Outs
<b>Programming</b>	<b>Sunny Jim Morgan</b>	Guest of Honor Spotlight: Matt Wedel Fairwood Writers Workshop (all the other) Workshops Blue Room- It's for you! Blue = YOU
<b>Publications</b>	<b>Cheryl Dyson</b>	January Newsletter Reminder Open Positions Editing Reminder
<b>Special Events</b>	<b>Alan Bond</b>	Departmental Report Outs
<b>Convention Services</b>	<b>Alexis Smith</b>	Possible Capital Expense Discussion
<b>Chair</b>	<b>Loree Parker</b>	Post-Meeting Icebreaker Activity (Optional)

#### DECEMBER POST MEETING SOCIAL

Holiday Party at the Hotel Post-Meeting

#### 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
	<b>Norwescon 41</b>	<b>3/29/2018 - 4/1/2018</b>
	<i>Move Out</i>	4/1/2018
Maxi's	Post Con Meeting	4/28/2018

#### NORWESCON 41 EMAIL CONTACTS

<b>CHAIR &amp; VICE CHAIR</b>		
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
<b>SECRETARY</b>		
Secretary Team	secretary@norwescon.org	?’s about meeting documents and archives
Onions & Roses	onionsandroses@norwescon.org	input about what worked well at con
<b>BUSINESS</b>		
Business Dept	business@norwescon.org	?’s about budget, expenses, check requests, etc.
<b>MEMBER SERVICES</b>		
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
<b>PUBLICATIONS</b>		
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
<b>CONVENTION SERVICES</b>		
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.
<b>PROGRAMMING</b>		
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
<b>PERSONNEL</b>		
Personnel Dept	personnel@norwescon.org	Contact Personnel
Volunteers	volunteers@norwescon.org	?’s about volunteering at con.
<b>SPECIAL EVENTS</b>		
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