

CONCOM MEETING MINUTES

Saturday, December 16, 2017

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

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/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

Chair	Loree Parker	Welcome and Introductions of Executive Team <ul style="list-style-type: none"> • Today is the last day to register as staff and pay and receive a t-shirt • Fairwood Writers Story Building Workshop for Kids Report Out
Vice-Chair	Tonya Clark	
Personnel	Jeanine Swanson	Hostess Welcome- Pearl Young <ul style="list-style-type: none"> • Need a job? See Pearl! Post-Meeting Holiday Social Details and Gift Exchange Rules
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"> o http://www.norwescon.org/get-involved/concom/ Registration: This Season's Hottest Accessory for ConCom Members
Business	Anne-Marie	
Treasurer	Brian Haas	Check Request Information <ul style="list-style-type: none"> 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
Publications	Cheryl Dyson	Artwork and Graphics Requests Need flyers or bookmarks for promotional materials? Get your requests to publications@norwescon.org ASAP; new artwork that includes updated Artist GOH artwork Editing Timeline- Get any items needing to go through editing to Publications ASAP Guidebook launched this morning and can be downloaded now; content is still being built, but basic information is available

Programming	Sunny Jim Morgan	
Convention Services	Alexis Smith	Storage Unit Hours Changes <ul style="list-style-type: none"> • Changes confirmed • On Sunday at the Con, please pack up as soon as possible • More help needed for loading the truck- staff needed and appreciated More staff needed for IT and Security
Membership Services	Pat Booze	
Special Events	Alan Bond	Talk to Alan if you have ideas for special events (limited room in the schedule)
Personnel	Jeanine Swanson	Volunteer Management Tool Demonstration
Chair	Loree Parker	I propose that we vote to approve the capital expense for IT of \$2,904 as shared on the Exec mailing list, Brian 2 nd Motion Passes: 10/0/0 (1 absent) Ribbons- Please bring any department-related departmental ribbons to the January meeting; a ribbon order is being placed soon, and we do not want to order more than we need to order Staff Picture

POST-BREAKOUT REPORT

Chair	Loree Parker	Elections: Bylaw Proposal (Kathy Bond) <ul style="list-style-type: none"> • The Norwescon bylaws indicate NWSFS is Norwescon's parent organization • This has not been operationalized in the recent past • NWSFS leadership and NWC leadership is amenable to severing our "paper" ties • Exact ballot wording for the bylaw change to be shown at January mee Charities Update T-Shirt Art Vote <ul style="list-style-type: none"> • Option 1: 19 • Option 2: 13 T-Shirt Color Options <ul style="list-style-type: none"> • Purple: 14,19- Purple wins • Maroon/Burgundy:14, 18 • Dark Gray/Charcoal:4 Open Positions
Vice Chair	Tonya Clark	Hotel Update <ul style="list-style-type: none"> • If you want to be in staff block, email with reservation number must be received today: hotels@norwescon.org • If you want to request late checkout on Sunday, please indicate this in staff block request • More requests for late checkout have been received than can be accommodated. • People will know in January if they are able to get late checkout. • 1,420 Room nights filled, 93.5% filled of block; 98 room nights available • Suites are still available • Cancellation- You have until Jan. 13 to receive your deposit; after Jan. deposit is non-refundable
Secretary	Katie Haas	Vote to approve meeting minutes from November
Membership Services	Pat Booze	Departmental Report Outs <ul style="list-style-type: none"> • Membership Numbers: 784 total memberships, 93 staff memberships, children, 14 youth, 14 lifetime members • 18 club/convention organizations that have secured tables • Art show sold out • Dealer's room nonfictions sent out; all relevant information sent to deal by end of month

		<ul style="list-style-type: none"> Art in Action is officially live; Hanscom to provide social media announcements
Programming	Sunny Jim Morgan	Guest of Honor Spotlight: Matt Wedel Fairwood Writers Workshop <ul style="list-style-type: none"> Closed for submissions. Standard numbers of participants- 27 (all the other) Workshops Ramping up, pros turning items in Friday and Saturday AM, 9:30 in open space, super hero yoga and super-hero poses Blue Room- It's for you! Blue = YOU <ul style="list-style-type: none"> Rooms 302 and 304: Pro Lounge and Staff Support Staff Check in for Badges, Cascade 1&2 open for staff badge pickup at 10 AM Thursday
Publications	Cheryl Dyson	Website- If you have a page on a website, check to make sure it is updated and email to publications@norwescon.org your changes and the web address Newsletter- January Newsletter Items Needed by Jan. 2
Special Events	Alan Bond	Departmental Report Outs
Convention Services	Alexis Smith	Gaffers Tape Requests- January meeting is the deadline (size, quantity, color) Staff parking between wings 6 and 7, requests for that need to be approved by Exec and are due no later than February meeting (parking spots are meant for those who have to leave during the convention on Con business) Big Bad Book Meeting on January 21 (day after January meeting- location TBD) Layouts are out; if you haven't gotten one or if layout is incomplete, email layouts@norwescon.org

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>	<i>3/28/2017</i>
	Norwescon 41	3/29/2018 - 4/1/2018
	<i>Move Out</i>	<i>4/1/2018</i>
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