

CONCOM MEETING AGENDA

Saturday, January 20, 2018

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

INTRODUCTIONS, EXEC RECAPS, ANNOUNCEMENTS

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

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| Chair | Loree Parker | Welcome and Introductions of Executive Team Extra Staff Shirts: Who and How to Pay Ribbon Orders |
| Vice-Chair | Tonya Clark | |
| Personnel | Jeanine Swanson | Hostess Welcome- Pearl Young <ul style="list-style-type: none"> • Need a job? See Pearl! Post-Meeting Social |
| 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 Vote: November 2017 Meeting Minutes |
| Business | Anne-Marie | Business Accepting Cash/Check Payments During Breakouts (ends 15 minutes before end of breakouts) |
| 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 | Need large printed grids or signs? Inform Publications ASAP! |
| Programming | Sunny Jim Morgan | The Programming Schedule is DONE (but not ready for public consumption)! |
| Convention Services | Alexis Smith | We Need Staff! |
| Membership Services | Pat Booze | |
| Special Events | Alan Bond | GOH Banquet Proposal |
| Chair | Loree Parker | PK Dick Nominee Presentation- William Sadorus |

POST-BREAKOUT REPORT

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| Personnel | Jeanine Swanson | Report Out Post-Meeting Social Info Upcoming Events Info |
| Chair | Loree Parker | Elections Memorial Information Charities |
| Vice Chair | Tonya Clark | Hotel Update- Hotel Liaison |
| Secretary | Katie Haas | Vote: December 2017 Meeting Minutes |
| Membership Services | Pat Booze | Departmental Report Outs |
| Programming | Sunny Jim Morgan | Artists Workshops Other Workshops |
| Publications | Cheryl Dyson | Timeline Advertising Public Relations |
| Special Events | Alan Bond | Departmental Report Outs |
| Convention Services | Alexis Smith | Big Bad Book Reminder Stuffing Party Reminder Gaff Tape Requests Open Positions- We Need Help! |

JANUARY POST MEETING SOCIAL

Food Court, Southcenter Mall; Address: 2800 Southcenter Mall, Tukwila, WA 98188

MEETING SCHEDULE

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|------------|---------------------------------------|-----------------------------|
| 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 |

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| 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 |