

CONCOM MEETING AGENDA

Saturday, January 20, 2018



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

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/>

Chair	Loree Parker	Welcome and Introductions of Executive Team Extra Staff Shirts: Who and How to Pay <ul style="list-style-type: none">• Window closed; list submitted to Business Please turn in any Convention ribbons you may have from previous years ASAP <ul style="list-style-type: none">• If you need ribbons, email chair@norwescon.org and cc your Exec:• Any request for ribbons must include: Department Name, Quantity of Ribbons, Color of Ribbons• Please used designs used in the past to help control costs• Any Execs needing to order ribbons must get their orders to Loree ASAP We are looking for an Information Manager for next year and would love for the next person to learn from the current Information Manager, Shannon H. Email chair@norwescon.org if interested.
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: Southcenter Mall Food Court
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: I motion to approve the November 2017 ConCom Meeting Minutes as shared on Google Drive and distributed at today's meeting; Pat 2 nd , Motion Passes 9/0/0 (2 execs absent) Vote: I motion to approve the December 2017 ConCom Meeting Minutes as shared on Google Drive and distributed at today's meeting; Motion Passes 9/0/0 (2 execs absent)
Business	Anne-Marie	Business Accepting Cash/Check Payments During Breakouts (ends 15 minutes before end of breakouts) Purchasing Agent- If you have any items, pre-con or during con, that will require reimbursement, let Cherie Playter know ASAP, and she can coordinate the purchasing for you (pending approval from Exec that is sent to Cherie)
Treasurer	Brian Haas	Check Request Information <ul style="list-style-type: none">o Obtain check request form from Treasurero Complete form, include budget code if known (check with Exec)o Include receiptso 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! Public Relations: NWC Bookmarks available if you think you have a place where NWC 41 can be advertised Crypticon in May- Let Kathy know if you would like to table for Norwescon

Programming	Sunny Jim Morgan	The Programming Schedule is DONE (but not ready for public consumption)! Workshops: Programming is working to reserve some staff slots for some workshops. An email will go out with additional details at a later date.
Convention Services	Alexis Smith	We Need Staff! Security, IT, Tech Team, and Logistics are all areas with openings
Membership Services	Pat Booze	
Special Events	Alan Bond	GOH Banquet Proposal <ul style="list-style-type: none"> • Current sales are low, and the event is not financially soluable • Proposals presented to ConCom with request for feedback: 1) Refund ticket purchase money or 2) Roll ticket purchase into the Lifetime Member Dinner
Chair	Loree Parker	PK Dick Nominee Presentation- William Sadorus <ul style="list-style-type: none"> • 5 nominees will be at NWC Memorial Information for Zack Willhoite: Sunday, Feb. 4, 3pm- 6pm, Washington State Expo Hall, Norwescon shirts encouraged, people with stories of Zack are encouraged to prepare and share them. Use the Golden Gate to enter, gate is open to general entry at 2:30pm. Family and friends of Zack Willhoite only, no media allowed. Parking lot is across the street.

POST-BREAKOUT REPORT

Personnel	Jeanine Swanson	Report Out Post-Meeting Social Info Celebration of New Staff Placements Upcoming Events Info <ul style="list-style-type: none"> • Book Club: Jan. 28, Need someone to host • Zack Willhoite Memorial Information Reviewed: http://allaboardwashington.org/event/zack-willhoite-memorial/ If you need volunteers during the Con, please email Becca at personnel@norwescon.org with your event's schedule ASAP NWC to participate in PRIDE parade with other NW conventions- Let Shaylee or Jeanine know if you are interested and participating Email Personnel@norwescon.com about Gordon Ericson memorial info
Chair	Loree Parker	Elections <ul style="list-style-type: none"> • Nominations for Elected Officers will open at February Meeting and close March 10; ballots will go out before the convention Chair, Vice Chair, and GOH Selection Committee (two slots available) are all up for election Multiple methods to vote: Electronic (preferred), at the Con at the Convention Office, at the Post-Con meeting, and vote by mail Questions? email elections@norwescon.org Charities <ul style="list-style-type: none"> • Please consider donating to Norwescon through your Amazon purchases: https://smile.amazon.com/ • Recommendations or questions for charities? email charities@norwescon.org Lifetime Membership Award- Loree accepting nominations for this honor; send suggestions to chair@norwescon.org
Vice Chair	Tonya Clark	Hotel Update- Hotel Liaison <ul style="list-style-type: none"> • General Block is sold out • It is still possible to get staff room if space is available in the staff block; official deadline was last meeting. Email hotels@norwescon.org; with your confirmation/reservation number to see if there is still room. • Some suites are still available (including parlor suites) email hotels@norwescon.org
Secretary	Katie Haas	
Membership Services	Pat Booze	Departmental Report Outs <ul style="list-style-type: none"> • Registration Report

		1,134 Memberships Paid, 55 Child, 19 Youth, 66 NWSFS, 139 Staff
		<ul style="list-style-type: none"> • Art Show- Sold Out, 40+ people on waiting list • Club Tables- Filled • Information Table: Looking for volunteers for shifts, talk to Jennifer Douwes • Art in Action: Roughly 10 people currently signed up
Programming	Sunny Jim Morgan	Artists Workshops <ul style="list-style-type: none"> • Space available, email: artistsworkshop@norwescon.org if interested Other Workshops Staff Snacks: In the Blue Room (302 and 304)
Publications	Cheryl Dyson	Timeline Advertising <ul style="list-style-type: none"> • Any newsletter items need to be in by 1st of the month • If your newsletter sections may need website/social media support: email socialmedia@norwescon.org (address works now)
Special Events	Alan Bond	Departmental Report Outs More information about dances coming next meeting
Convention Services	Alexis Smith	At Con parking requests between wings 6 and 7: send requests to your exec and office@norwescon.org . Must include name of person marking, email approval from exec, and number of days needed Big Bad Book Reminder Stuffing Party Reminder- March 25; if you have stuff to stuff, bring it at noon; stuffing starts at 1 Approval of items that are going to be stuffed must be approved by chair, email chair@norwescon.org IT Integration also happening March 25; contact IT if you need to be included Gaff Tape Requests- Due today! Layout responses must be received ASAP; hotel has a February deadline Room Pull: Sending out this week, need responses before Feb Meeting Radio Requests- Kyle will be contacting those who ordered last Con before the February meeting; if you didn't have a radio last year and need one this year, please contact Kyle. Radio training will happen at the March meeting Open Positions- We Need Help!

JANUARY POST MEETING SOCIAL

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

NORWESCON 41 EMAIL CONTACTS