

# CONCOM MEETING AGENDA

Saturday, February 17, 2018



**Execs Present:** Loree Parker, Tonya Clark, Sunny Jim Morgan, Jeanine Swanson, 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 Elections- Kevin Black Ribbon Orders Closed Badge Requests GOH Banquet & Lifetime Dinner MoPOP- Pat and Doug Booze
<b>Vice-Chair</b>	<b>Tonya Clark</b>	Timeline Update
<b>Personnel</b>	<b>Jeanine Swanson</b>	Hostess Welcome- Pearl Young <ul style="list-style-type: none"><li>• Need a job? See Pearl!</li></ul> Post-Meeting Social
<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: Staff members need to register by EOD today (2/17).
<b>Business</b>	<b>Anne-Marie</b>	Business Accepting Cash/Check Payments During Breakouts (ends 15 minutes before end of breakouts)
<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>	Program Book and Pocket Book Program Updates Big Sign Requests
<b>Programming</b>	<b>Sunny Jim Morgan</b>	
<b>Convention Services</b>	<b>Alexis Smith</b>	Timeline Reminders
<b>Membership Services</b>	<b>Pat Booze</b>	
<b>Special Events</b>	<b>Alan Bond</b>	
<b>Chair</b>	<b>Loree Parker</b>	Memorial – Alexis Smith



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