

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/>

Chair	Loree Parker	Welcome and Introductions of Executive Team Elections- Kevin Black <ul style="list-style-type: none">• Nominations for NWC 42 are open• Positions are Chair, Vice Chair, and 2 Guest of Honor Selection Committee Positions• Last day to register and vote is Midnight TODAY (both registered and paid)• Send all nominations to: elections@norwescon.org• Live nominations will be open after breakouts• Nominees will have ability to participate in Q&A after breakout nominations Ribbon Orders Closed <ul style="list-style-type: none">• If ribbon orders not received already, orders have closed.• If you still need a ribbon, you will need to procure your own order.• Please use past orders to save money when possible. Badge Requests <ul style="list-style-type: none">• Execs must request gold/silver staff badges by EOD today. GOH Banquet & Lifetime Dinner <ul style="list-style-type: none">• GOH Banquet will continue as planned; Lifetime dinner to continue to be separated• Special thanks Alan and Anne-Marie for number crunching MoPOP- Pat and Doug Booze <ul style="list-style-type: none">• NWC is a 501c3• Over 200 people participated in Write Out of this World, NWC a major sponsor of this event (grades 3- high school)• Convention efforts and monies raised are helping the next generation of fans and writers• SIFF: NWC is a major sponsor of this event; we are help sponsoring next generation of film makers• Clarion West: NWC sponsors a full scholarship to this writing workshop for people who may not have been able to attend otherwise• Locust Awards: NWC is a sponsor for this national award that has its banquet in Seattle• The work of NWC staff help make all of these incredible things possib
Vice-Chair	Tonya Clark	Timeline Update <ul style="list-style-type: none">• Due by close of meeting: Room pull responses, GM and Gaming info for Guidebook for web/publications, and Charities information for Programming• March 1- Deadline for items in March Newsletter
Personnel	Jeanine Swanson	Hostess Welcome- Pearl Young <ul style="list-style-type: none">• Need a job? See Pearl!

		Post-Meeting Social: IKEA, Renton, WA Listing of fun, fannish events on table near sign-in
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: Staff members need to register by EOD today (2/17) to be able to participate in elections
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	Program Book and Pocket Book Program Big Sign Requests <ul style="list-style-type: none"> • If you need a grid for your wall or any big signs, let publications@norwescon.org ASAP February Newsletter still accepting items if given to Publications by EOD today
Programming	Sunny Jim Morgan	
Convention Services	Alexis Smith	Timeline Reminders <ul style="list-style-type: none"> • Room Pulls- List has been sent; if you haven't responded, let Alexis know ASAP/End of Day today • Radio Requests- Execs who have not confirmed radio requests need talk to Kyle ASAP; radio training to happen in March • If you think you need a radio, talk to your Exec to get that approval • Stuffing Party on March 25- bring any tuff to stuff at noon, stuffing starts at 1 PM • Chair has final approval of stuff to stuff
Membership Services	Pat Booze	
Special Events	Alan Bond	Still looking for Cards Against Humanity Judges Looking for place stamp locations for Herocorps- talk to Laura
Chair	Loree Parker	Memorial – Alexis Smith <ul style="list-style-type: none"> • Jordan and the family looking for some help with projects; specific information will be coming out on ConCom alias

POST-BREAKOUT REPORT

Personnel	Jeanine Swanson	Report Out Post-Meeting Social Info Upcoming Events Info (Pearl Handout/Info) Need Volunteers in the Volunteer Lounge If your event/activity will possibly need volunteers, send a Volunteer schedule to volunteers@norwescon.org Saturday, Feb. 24 is the deadline for orders for big vinyl signs and large format signs that will be used at the convention NWC Camping Trip- Planned for Aug. 4 (Friday and Saturday night); group site is reserved at a park near the Olympia/Lacey area; Sunny Jim to continue checking on possible sites that are more centrally located
Chair	Loree Parker	Crypticon Table Sitting- if you are attending and NWC gets a table at this event, email chair@norwescon.org Charities: Charity Auction is happening; if you have items you would like to donate or know of others who might, email charities@norwescon.org . Also, if your department has a need and wants to see if a local business may want to fill this need, contact charities@norwescon.org Charities- Having charity auction- if you have items you'd like to donate or have other people that would like, email charities@norwescon.org , or if department has a need and wants to see if a local business would like to donate If you shop at Amazon, get Amazon Smile for NWC

		Chair social on Wednesday night of Con: If you have menu item suggestions, please email chair@norwescon.org
Vice Chair	Tonya Clark	Hotel Update Staff Block: If you haven't gotten an email about your staff room and believe you should have one, email hotels@norwescon.org 6 weeks out from convention 1,943 rooms sold- 97% of room block sold If you have issues with your reservation email hotels@norwescon.org Family rooms in 5 B are still available.- email hotels@norwecon.org
Secretary	Katie Haas	Vote: 1 motion to approve the January NWC 41 Meeting Minutes as shared via email with the Executive Team. 2 nd : Brian Haas; Vote Passes 10-0-1
Membership Services	Pat Booze	Departmental Report Outs Art Show Registration: 1,458 paid memberships, 161 staff registered Club Tables: Sold out Dealer's Room: currently have a waiting list Currently no book dealer is scheduled to attend Info Table Shifts- Contact memberservices@norwescon.org if interested
Programming	Sunny Jim Morgan	Departmental Report Outs Blue Room: Place where staff can get snacks Around 400 hours of panel program + Special Events
Publications	Cheryl Dyson	Guidebook- Available for download, information not yet complete; link on our website for Guidebook is active February Newsletter- submissions closed as of end of breakouts
Special Events	Alan Bond	Departmental Report Outs Anyone interested running a game, email gaming@norwescon.org , lots of open slots available Murder Mystery Burlesque is coming to a NWC 41 near you! Blue Rose Event- Green Ronin looking for DMs; contact specialevents@norwescon.org
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 parking, 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; 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 conservices@norwescon.org Radio training will happen at the March meeting Open Positions- We Need Help!
Chair	Elections	Nominations for Chair <ul style="list-style-type: none"> • Loree Parker nominated by Katie Haas, 2nd Tonya Clark, Nomination Accepted • Jeanine Swanson nominated by Alan Bond, 2nd Anne-Marie, Nomination Declined Nominations for Vice Chair <ul style="list-style-type: none"> • Tonya Clark nominated by Katie Haas, 2nd Loree Parker, Nomination Accepted • Alan Bond nominated by Anne-Mare, 2nd Cheryl Dyson, Nomination Declined Nominations for GOH Selection Committee <ul style="list-style-type: none"> • Jacquie Nordquist nominated by Katie Haas, 2nd Loree Parker, Nomination Accepted

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