

CONCOM MEETING AGENDA

Saturday, March 10, 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	Charity Donations Ribbons and Badges Elections- Kevin Black Staff T-Shirts Memorial Planning for Cheryl- Becky Citrak
Vice-Chair	Tonya Clark	Timeline Update
Personnel	Jeanine Swanson	Welcome to new people Reminder of post meeting PK Dick Award Nominee Social Volunteer team needs to know what your expectations are for volunteers during the convention so we can recruit for you Reminder for LAW: Listen Assure Walk to the Convention Office
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/
Business	Anne-Marie	CapEx Proposal and Vote
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	Large Grid Requests Thursday Daily Zine
Programming	Sunny Jim Morgan	
Convention Services	Alexis Smith	Onsite Staff Reg will end when Breakouts end Deadline Reminders Stuffing Party Reminder
Membership Services	Pat Booze	
Special Events	Alan Bond	GOH Banquet Proposal
Chair	Loree Parker	PK Dick Nominee Presentation- William Sadorus

POST-BREAKOUT REPORT

Personnel	Jeanine Swanson	Share & celebrate where new people were "homed". Report out for topics that came up during breakouts. Opportunities for Norwescon community time: <ul style="list-style-type: none"> • Book Club, Sunday, April 22nd (a work by Norwescon 42 WGoH) • NWSFS May BBQ • NWSFS June Picnic at Woodland Park, Saturday, June 23rd • Pride Parade, Sunday, June 24th • Volunteer Appreciation Picnic, Saturday, July 14 • Summer Camping, Friday, August 3 – Sunday, August 5 • Swap meet, TBD
Chair	Loree Parker	Charities
Vice Chair	Tonya Clark	Hotel Update- Hotel Liaison
Secretary	Katie Haas	Vote: I propose that the February meeting minutes as shared with the Exec Team on Google Drive be approved.
Membership Services	Pat Booze	Departmental Report Outs
Programming	Sunny Jim Morgan	TBD
Publications	Cheryl Dyson	April Newsletter Guidebook Update
Special Events	Alan Bond	Departmental Report Outs
Convention Services	Alexis Smith	Recap Announcements Final Stuffing Party and Move-in/out Reminders ADA Animal Policy Reminder Brief Radio Training
Chair	Loree Parker	Norwescon 42 Nominations Candidate Q&A

MARCH POST MEETING SOCIAL

Philip K. Dick Memorial Award Social: 33721 29th Ct. SW, Federal Way, 98023
<https://www.facebook.com/events/390345014710998/>

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

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