

# CONCOM MEETING AGENDA

Saturday, April 28, 2018



**Execs Present:** Loree Parker, Tonya n 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>	Elections Job Applications Outreach- Doug Booze
<b>Vice-Chair</b>	<b>Tonya Clark</b>	
<b>Personnel</b>	<b>Jeanine Swanson</b>	Volunteer Report Total number of volunteer hours Success of schedule in the volunteer app Recommendation for schedule in app for next year Focus for getting more people to volunteer What has been a successful motivator in the past? Opportunity to get a staff rate if volunteered for over 30 hours...
<b>Secretary</b>	<b>Katie Haas</b>	Vote: NWC 41 March Meeting Minutes Approval
<b>Business</b>	<b>Anne-Marie</b>	
<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> Please turn in check requests ASAP!
<b>Publications</b>	<b>Cheryl Dyson</b>	May Newsletter PR Items Needed for Cons/Events May-August
<b>Programming</b>	<b>Sunny Jim Morgan</b>	
<b>Convention Services</b>	<b>Alexis Smith</b>	General Maintenance Items Though Summer
<b>Membership Services</b>	<b>Pat Booze</b>	Report Outs
<b>Special Events</b>	<b>Alan Bond</b>	
<b>Secretary</b>	<b>Katie Haas</b>	Onions and Roses

**POST-BREAKOUT REPORT**

<b>Chair</b>	<b>Loree Parker</b>	Table Swaps Candidate Statements/Q&A
<b>Personnel</b>	<b>Jeanine Swanson</b>	Book Club, Sunday, April 29th - Finn Fancy Necromancy by local author Randy Henderson NWSFS May BBQ, date to be confirmed NWSFS June Picnic at Woodland Park, Saturday, June 23rd Pride Parade, Sunday, June 24th Norwescon Volunteer Appreciation Picnic, Saturday, July 14 Summer Camping, Friday, August 3 – Sunday, August 5 Swap meet, TBD Camping Trip

**MARCH POST MEETING SOCIAL**

Sunny Jim's Grandmother's House: [19619 Marine View Dr SW, Normandy Park WA 98166](https://www.google.com/maps/place/19619+Marine+View+Dr+SW,+Normandy+Park,+WA+98166)

**NORWESCON 41 EMAIL CONTACTS**

<b>CHAIR &amp; VICE CHAIR</b>		
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
<b>SECRETARY</b>		
Secretary Team	secretary@norwescon.org	?s about meeting documents and archives
Onions & Roses	onionsandroses@norwescon.org	input about what worked well at con
<b>BUSINESS</b>		
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