

SATURDAY SEP 8, 2018 12:00 PM-4:00 PM

Kaiser Permanente Renton Campus, Rainier Building, Room 111

Chair	Loree Parker (Chair)		
Attendees	Alexis Smith (Convention Services)	Anne-Marie (Business)	Cheryl Dyson (Publications)
	Jeanine Swanson (Personnel)	Michael Hanscom (Secretary)	Pat Booze (Member Services 2nd)
	SunnyJim Morgan (Programming)	Tonya Clark (Vice Chair)	Veronica Templar (Special Events)
Apologies	Brian Haas (Treasurer)	Katie Haas (Member Services)	

- Please remember to sign in!
- Access ConCom meeting resources at <http://www.norwescon.org/get-involved/concom>
- MEETING SCHEDULE:
 - Noon: Introductions, Exec Recaps, Announcements
 - 12:30–2:30 p.m.: Breakouts
 - 2:30–4:30 p.m.: Report Back and Discussion
 - 5 p.m.: Post-meeting Social: IKEA Renton
- **Exec Team Votes, August 2018**

All

- Set NWC42 rates and fees as follows: Pre-reg: \$70; At door: \$85; Thurs: \$50; Fri: \$60; Sat: \$60; Sun: \$40; Pro: \$0; Guest of Pro: \$50; Complimentary day pass upgrade: \$50; Sunday NWC43 at-con pre-reg: \$50; Post-con NWC43 pre-reg: \$70, to be raised at discretion of NWC43 Exec Team; Badge replacement fee: \$65; Staff: \$30; Child <12: \$0; Youth 13-17: \$50; Press pass: 1 day free at discretion of Publications Exec; Service Animal: \$0; Art Show: Panels/Tables/Floor Space, \$20/space; Print shop handling fee, \$20; Mail-in handling fee, \$20; 15% commission on all sales; Dealers' Room: Writers' Row, \$75; Maxi's Gaming Table, \$125, Perimeter half table, \$100; Standard table, \$150; Island table, \$175; Corner island table, \$200; Additional dealer memberships, \$55 (two included per table); Ad Rates: Full page, \$400; half page, \$200; quarter page, \$100; eighth page/business card, \$50; 10% non-profit discount. (Unanimous yea.)

CARRIED **Moved by Loree Parker (Chair), Seconded by Katie Haas (Member Services)**

- Continue NWSFS membership collection and NWC discount through NWC42; end both as of pre-reg for NWC43. (In favor: 10, absent: 1.)

CARRIED **Moved by Tonya Clark (Vice Chair), Seconded by Brian Haas (Treasurer)**

• **Introductions, Exec Recaps, Announcements**

All

• **Chair**

Loree Parker (Chair)

• **Welcome and Introductions (Exec Team introduced, open positions)**

Loree Parker (Chair)

• **Signing In: Easy, fun, and helpful!**

Loree Parker (Chair)

- Please remember to sign in. We'll even bribe you with door prizes!

• **Hostess Introduction & Post-Meeting Social**

Jeanine Swanson (Personnel)

- Pearl is our hostess again.
- Post-meeting social will be at IKEA.
- Pearl will be contacting Execs about positions that still need to be filled.

- **Department Moves**

Loree Parker (Chair)

- Lost and Found moved back to the Security Office in Convention Services, no longer in the Cloak Room.
- Info Manager moved to the Secretary team, Kathy Bond has taken over from Shannon Hillinger.
- Wiki project moved to the Secretary team.
- Cloak room moved to Personnel.

- **Charitable Giving**

Loree Parker (Chair)

- Expanding the scope of the Charities team (and changing the name to Charitable Giving) to better take advantage of our 501(c)3 status, investigating fundraising for ourselves in addition to other groups. Department still reports to the Chair. Will be expanding the team for the broader scope, one position in mind is a grant writer. If companies in line with our mission are interested in supporting us, we should be open to this. Ideas or interest, please contact Loree.

- **Accessibility Team**

Loree Parker (Chair)

- Will also be expanding to better reach out to and provide better services to those members of our community. Ideas or interest, please contact Loree.

- **Vice-Chair**

Tonya Clark (Vice Chair)

- **Timeline**

Tonya Clark (Vice Chair)

- Tentative timeline has not been posted to the website yet, but will be soon. This is a living document that continues to grow each year. If there are things that need to be added or removed, please email timeline@norwescon.org.
 - 9/10/18 Addendum: The timeline is now on the website.

- **GOH Banquet Ticket Prices/Raffle**

Tonya Clark (Vice Chair)

- Would like to include a raffle into the GOH banquet as a fund raiser to help offset costs, will be looking for people to help and look for ideas.
- Ticket price for the banquet has not been set yet.
- Move that we keep the GOH banquet ticket price at \$80. [Yea: 8 Absent: 2 Abstain: 1]

CARRIED Moved by Tonya Clark (Vice Chair), Seconded by Alexis Smith (Convention Services)

- Shawn: Do we know if the cost to the convention has gone up?
 - Tonya: Always goes up a little bit, but the change last year wasn't major.
- Alexander: How many seats are in the banquet, and how many are sold yearly?
 - Tonya: About 80 tickets sold, can hold up to about 200 (but that's crowded).
- Alexander: Would reducing the cost help?
 - Tonya: Would like to, but depends on how much cost is offset. Keeping this in mind for the future based on how this year goes; also factoring in that this is a limited attendance event and doesn't benefit all members of the convention.

- **Storage Solution Committee Wants You!**

Tonya Clark (Vice Chair)

- Need people to assist with the storage solution changes and logistics. Please contact Tonya.
 - Scotty: When was the last time we changed the keys and codes?
 - Patowskis: Both units changed within the last two years.
- Loree: Got the storage unit transfer agreement contract with SWOC signed July 29.

• Secretary

Michael Hanscom (Secretary)

• Online access to agendas, minutes, etc.

Michael Hanscom (Secretary)

- Agendas, minutes (once approved), and other documents can be found on the Staff Updates page on our website (<https://www.norwescon.org/get-involved/concom/>).

• Org chart security and privacy changes

Michael Hanscom (Secretary)

- In order to protect everyone's privacy and personal information, the distributed org chart will no longer include personal phone numbers or email addresses. If you need to contact someone, you can email the department alias, or request contact information from their department exec.

• Registration: We need to know about you!

All

- Please be sure to register as Staff! You won't be listed on the org chart (and your position won't be marked as filled) unless you do. Please double-check the title of your position with your Exec before registering in case it has changed.
- The Staff registration rate is \$30.

• Merchandise ideas for NWC42?

All

- Looking for other possible merchandising ideas. Have started discussing some options with Offword Designs [towels, change in design to staff shirt, etc.]. Always open to other possible ideas.
- Expandable washcloths, Norwescon the Flame Thrower ["Merchandising, not weaponizing"], rings.... Ideas? Email to secretary@norwescon.org.

• Other Things Coming Up

All

- Staff shirt color choices will likely be voted on at the October meeting.
- The Staff photo will be taken at the December meeting.

• Info Manager [Google Suite]

All

- Kathy: Have taken over, if you have questions about mailing lists or Google Groups, please contact Kathy at info@norwescon.org.

• Business

Anne-Marie (Business)

- If you need to pay for memberships [or anything else] by cash or check, see Business. Due to Treasurer's absence, checks won't be cut for a couple weeks.

• Convention Services

Alexis Smith (Convention Services)

- Nothing before breakouts.

- **Membership Services**

Pat Booze (Member Services 2nd)

- **NWC41 Membership Numbers**

Pat Booze (Member Services 2nd)

- Jeffrey Cornish: Current registration numbers: 510 4-day; 55 NWSFS; 37 child; 21 youth; 7 staff (will be going up today as meeting attendees register as Staff).

- **Member Services Roles**

Pat Booze (Member Services 2nd)

- Looking for more staff in Registration, Art Show to increase the number of shorter duration shifts to avoid burnout.
 - Doug: Art show will open later this year, keep an eye on the website.

- **Staff Registration**

Pat Booze (Member Services 2nd)

- Staff registration available, \$30.
 - Lifetime members do still need to register.
 - Due to bylaw changes, NWC and NWSFS are cutting ties. We are continuing the NWSFS membership sign-ups and discounts during NWC42 registration, but will not be for NWC43.

- **Personnel**

Jeanine Swanson (Personnel)

- Nothing before breakouts.

- **Publications**

Cheryl Dyson (Publications)

- We have business cards, get some from Cheryl.

- **Newsletter**

Cheryl Dyson (Publications)

- This coming Monday the 10th at midnight is the due date for the September newsletter, please submit to publications@norwescon.org.

- **Programming**

SunnyJim Morgan (Programming)

- Programming will be sending out invitations to pros soon. If you know people who want to be pros, this is the time for them to let us know.
 - Looking for assistance with stage management, Blue Room [staff support/Green Room pro support combo; one door left unlocked all night long].
 - Kevin: Do we have a Writer Guest of Honor?
 - SunnyJim: Yes - Mary Robinette Kowal.

- **Special Events**

Veronica Templar (Special Events)

- Looking for many positions, particularly Dances coordinator and Children's Masquerade coordinator.

- **Treasurer**

Brian Haas (Treasurer)

- **Check Request Information**

Anne-Marie (Business)

- Check prints are unavailable today, will be accepted and sent out in a couple weeks.

- **Department Breakouts**

All

- **A Note On Our Theme**

Kevin Black

- A short reading from H2G2 on towels.

- **Post-Breakout Report**

All

- **Personnel**

Jeanine Swanson (Personnel)

- **Upcoming events**

Pearl Young

- The next NWC Book Clubs are 9/23 and 10/28. See the website or our Facebook page for more details.
 - List of other upcoming conventions by the signup sheet.

- **Job Descriptions**

Willow Clark

- We're going to be reviewing and updating the job descriptions. Pearl has distributed lists to the Execs for review. If you've worked a job in the past, we'd like to hear what you did and what the job responsibilities were; please email personnel@norwescon.org.
 - Pearl: These will greatly help in getting new volunteers pointed at the right job openings.

- **Volunteers**

All

- Becca: If any new requests for volunteers different from last year, please email volunteers@norwescon.org.

- **Teen Runners**

Willow Clark

- Used to have Kidcon, then teen runners, but that died out after a while. With several teenagers attached to staff, we're looking at more ways for teens to volunteer by bringing back Teen Runners. Will have tasks planned for them, smaller/easier jobs that will help get the teens involved. If you have ideas, please email volunteers@norwescon.org.
 - Suggestions: Using them for panel timing checks, registration swag bags, etc.

- **Secretary**

Michael Hanscom (Secretary)

• GSuite Info

Kathy Bond (Info Manager)

- We can now set people up to respond from Norwescon aliases [like programming, publications, etc.]. Please send requests for instructions to info@norwescon.org.
- Can create Team Drives for specific teams that create a cloud-based collaboration space for files. If interested for your team, please speak with your exec. Have already created one Team Drive for the concom that will include agenda and minutes current and historical. If you would like access, please email info@norwescon.org.
- Will be distributing instructions, can also do one-on-one training if necessary.

• Worldcon

Kathy Bond (Info Manager)

- Seattle is bidding for Worldcon 2025. If you're interested in participating, the first meeting will be Sat. Oct. 6, 1-3pm at Razy's Pizza in Greenwood in Seattle. A Facebook event will be posted soon. Contact Katharine Bond at katharinebond@gmail.com or on Facebook Messenger.
- Running a Staff Den at Worldcon 2019 in Dublin, if you're attending and would like to help, please contact.

• Chair

Loree Parker (Chair)

- Alexander: ConCom is coming up soon June 16-19, 2019. More info at <http://concomcon.com>, Twitter @concomcom, Facebook @ConComConPNW. The theme is "Turning Over a New Leaf".
- Exec team discussed usage of hotel space. This year we are going to designate one of the Cascade rooms a POC Safe Space. Would welcome input from POC on how best to do this, please contact chair@norwescon.org.

• Vice-Chair

Tonya Clark (Vice Chair)

• Hotel Liaison Report

Rob Stewart

• ConCom Room Block Announcement

Rob Stewart

- 33 weeks out, at 43% of room block.
- If you want in the staff block or have a particular room you'd like, please email hotels@norwescon.org.

• Business

Anne-Marie (Business)

- Nothing to report.

• Convention Services

Alexis Smith (Convention Services)

- All teams could always use more people: IT, Security, Layouts, Logistics, Tech Services, Office, etc. Please email conservices@norwescon.org.
- Department Heads: If you know you need to purchase something, please start thinking about this and talk to your exec.

- **Membership Services**

Pat Booze (Member Services 2nd)

- We will have them, details being detailed.

- **Staff Sign Up Reminder**

Loree Parker (Chair)

- If you were not able to register today, talk to your exec for an online signup link.

- **Publications**

Cheryl Dyson (Publications)

- Nothing to report.
- Tonya: When will flyers be available?
 - Cheryl: Aiming for October 1, will bring to next meeting.

- **Programming**

SunnyJim Morgan (Programming)

- **GOH Selection Committee**

Rob Stewart, Kat Marier

- We want your suggestions for future Guests of Honor: Writer, Artist, Spotlight Publisher, Special, others. Email suggestions or questions to gohcommittee@norwescon.org.

- **Teen Lounge**

SunnyJim Morgan (Programming)

- Investigating the possibility of having a teen lounge, currently in the early formative stages.

- **Special Events**

Veronica Templar (Special Events)

- Has two seconds: Jackie Nordquist (primarily handling Grand 3) and Donna Prior (primarily handling gaming).

- **Treasurer**

Anne-Marie (Business)

- Nothing to report.

- **Door Prizes**

Loree Parker (Chair)

- **Post-Meeting Social**

All

- Please join us after the meeting at IKEA Renton (601 SW 41st St., Renton, WA 98057) for socializing and munchies (food purchase not required, feel free to just show up and hang out with us)!
- Norwescon 42 Meeting Schedule
 - All meetings in Maxi's at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
 - September 8 (at the Kaiser Permanente Renton Campus, Rainier Building, Room 111)
 - October 13
 - November 17

- December 8
- January 5
- February 16
- March 9
- April 6
- April 14 (Stuffing Party)
- April 18-21 (Norwescon 42)
- May 11 (Post-con ConCom)