

SATURDAY OCT 13, 2018 12:00 PM-4:00 PM

DoubleTree by Hilton Seattle Airport, SeaTac, WA

Chair	Loree Parker (Chair)		
Attendees	Alexis Smith (Convention Services) Jeanine Swanson (Personnel) SunnyJim Morgan (Programming)	Brian Haas (Treasurer) Katie Haas (Member Services) Tonya Clark (Vice Chair)	Cheryl Dyson (Publications) Michael Hanscom (Secretary) Veronica Templar (Special Events)

- **THEME:** Come as your inner alien!
- Please remember to sign in!
- Pay for your parking at the kiosk downstairs.
- 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: Southcenter Mall food court
- **Introductions, Exec Recaps, Announcements**

All

• ChairLoree Parker (Chair)

• Welcome and IntroductionsLoree Parker (Chair)

• Signing In: Easy, fun, and helpful!Loree Parker (Chair)

• Vice-ChairTonya Clark (Vice Chair)

• SecretaryMichael Hanscom (Secretary)

• Approval of Sept. Meeting MinutesMichael Hanscom (Secretary)

• Online access to agendas, minutes, etc.Michael Hanscom (Secretary)

• Registration: We need to know about you!Michael Hanscom (Secretary)

• BusinessAll

• TreasurerBrian Haas (Treasurer)

• Convention ServicesAlexis Smith (Convention Services)

- **Membership Services**

Katie Haas (Member Services)

- **NWC41 Membership Numbers**

Katie Haas (Member Services)

- **Member Services Roles**

Katie Haas (Member Services)

- **Staff Registration**

Katie Haas (Member Services)

- **Personnel**

Jeanine Swanson (Personnel)

- **Host Introductions and New Member Welcome**

Pearl Young, Geoff Gill

- **Post Meeting Social at Southcenter**

Pearl Young, Geoff Gill

- **Reminder of NWC Harassment Policy**

Jeanine Swanson (Personnel)

- **Publications**

Cheryl Dyson (Publications)

- **Newsletter**

Cheryl Dyson (Publications)

- **Programming**

SunnyJim Morgan (Programming)

- **Writers Workshop**

SunnyJim Morgan (Programming)

- **GOH Spotlight: Mary Robinette Kowal**

SunnyJim Morgan (Programming)

- **Special Events**

Veronica Templar (Special Events)

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- **Announcement from the Chair**

Loree Parker (Chair)

- **Personnel**

Jeanine Swanson (Personnel)

- **Introduction of New Staff Members**

Pearl Young

- **Post-Meeting Social Reminder**

Pearl Young

- **Teen Runners Report**

Willow Clark

- **December Post Meeting Social Plans**

Jeanine Swanson (Personnel)

- **Cloak Room Update**

Jeanine Swanson (Personnel)

- **Job Description Update**

Willow Clark

- **Book Club Update**

Kathy Bond (Info Manager)

- **Volunteer (What's needed from other teams)**

Jeanine Swanson (Personnel)

- **Large-Format Sign Requests**

Jeanine Swanson (Personnel)

- **Vice-Chair**

Tonya Clark (Vice Chair)

- **Hotel Liaison Report**

Rob Stewart

- **ConCom Room Block Announcement**

Rob Stewart

- **Secretary**

Michael Hanscom (Secretary)

- **Business**

All

- **Treasurer**

Brian Haas (Treasurer)

- **Convention Services**

Alexis Smith (Convention Services)

- **Membership Services**

Katie Haas (Member Services)

- **Departmental Report Out**

Katie Haas (Member Services)

- **Staff Sign Up Reminder**

Katie Haas (Member Services)

- **Publications**

Cheryl Dyson (Publications)

- **Programming**

SunnyJim Morgan (Programming)

- **Special Events**

Veronica Templar (Special Events)

- **Door Prizes**

Loree Parker (Chair)

- **Post-Meeting Social**

All

- Please join us after the meeting at the Southcenter Mall food court (2800 Southcenter Mall, Seattle, WA 98188) 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.
 - 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)

NORWESCON 42 Email Contacts

Not sure who to ask? Just email info@norwescon.org and we'll make sure your message gets to the right person!

Chair and Vice-Chair

Chair and Vice-Chair	chair@norwescon.org	Contact the Chair or Vice-Chair.
Charities	charities@norwescon.org	Donations, matching funds.
Elections	elections@norwescon.org	Annual elections.
Hotel	hotels@norwescon.org	Room or suite reservations.
Timeline	timeline@norwescon.org	Convention planning.

Secretary

Secretary Team	secretary@norwescon.org	Meeting documents and archives.
Information	info@norwescon.org	General questions.
Onions and Roses	onionsandroses@norwescon.org	What worked or didn't work at con.
Wiki	wiki@norwescon.org	Conrunning documentation.

Business

Business Department	business@norwescon.org	Budget, expenses, check requests, etc.
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Convention Services

Convention Services Department	conservices@norwescon.org	Contact Convention Services.
IT	it@norwescon.org	IT and computer needs.
Lost and Found	lostandfound@norwescon.org	Lost or found items.
Security	security@norwescon.org	Convention operations.
Signs	signs@norwescon.org	Convention signage.
Tech Services	techservices@norwescon.org	Non-IT equipment.
Transportation	transportation@norwescon.org	Storage lockers and transporting equipment.

Member Services

Member Services Department	memberservices@norwescon.org	Contact Member Services.
Art in Action	artaction@norwescon.org	Art demos.
Art Show	artshow@norwescon.org	Art display and sales.
Club Tables	clubtables@norwescon.org	Club and organization promotion.
Dealers' Room	dealers@norwescon.org	Vendor information.
Registration	registration@norwescon.org	Membership sales and tracking.

Personnel

Personnel Department	personnel@norwescon.org	Contact Personnel.
Volunteers	volunteers@norwescon.org	Organizing our volunteers.

Programming

Programming Department	programming@norwescon.org	Contact Programming.
Guest of Honor Selection Committee	gohcommittee@norwescon.org	Submit suggestions for future Guests of Honor.
Ideas	submissions@norwescon.org	Submit panel suggestions.
Writers' Workshop	writersworkshop@norwescon.org	The Fairwood Writers Workshop info.
Youth Programming	youth@norwescon.org	Info on YA programming.

Publications

Publications Department	publications@norwescon.org	Contact Publications.
Editors	editors@norwescon.org	The editing team.
Graphic Design	designers@norwescon.org	The graphic design team.
Guidebook	guidebook@norwescon.org	The Guidebook mobile app.
Newsletter	newsletter@norwescon.org	Submissions for the monthly newsletter.

Photographers
PR (Public Relations)
Website
Zine

photos@norwescon.org
pr@norwescon.org
webmonkeys@norwescon.org
zine@norwescon.org

The photography team.
Public Relations and advertising.
The website.
The at-con daily 'zine.

Special Events

Special Events Department
Burlesque Show
Dances
Filk
Gaming
Masquerade
Masquerade Halftime Show
Music
Single Pattern Contest

specialevents@norwescon.org
burlesque@norwescon.org
dances@norwescon.org
filk@norwescon.org
gaming@norwescon.org
masquerade@norwescon.org
halftime@norwescon.org
music@norwescon.org
spcontest@norwescon.org

Contact Special Events.
The Friday night burlesque show.
DJs and the at-con dances.
Concerts, filk, and music at con.
Gaming at con.
The Saturday night masquerade.
Masquerade halftime events.
Concerts, filk, and music at con.
The Single Pattern Contest.

Last updated: 7/31/18