

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

DoubleTree by Hilton Seattle Airport, SeaTac, WA

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

- **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

---

## • Chair

Loree Parker (Chair)

---

### • Welcome and Introductions

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!

---

### • Announcement from the Chair

Loree Parker (Chair)

- The Chair has made the decision to disallow a person from attending the convention or Norwescon events. For confidentiality reasons, we are not announcing the person affected. If you have any questions, please speak with the Chair.

---

### • Post Meeting Social at Southcenter

Pearl Young, Geoff Gill

- We will be meeting at the SouthCenter Mall food court after the meeting. Please join us!

---

### • Host Introductions and New Member Welcome

Pearl Young, Geoff Gill

- If you are new, please come talk to Pearl, and we'll find a spot for you!

---

## • Vice-Chair

Tonya Clark (Vice Chair)

- The timeline is available on the website. If you have questions or suggestions, please email [timeline@norwescon.org](mailto:timeline@norwescon.org).

---

## • Secretary

Michael Hanscom (Secretary)

- **Approval of Sept. Meeting Minutes**

Michael Hanscom (Secretary)

---

- Move that the last distributed version (v3) of the September meeting minutes be approved. (8 yea, 1 abstain, 2 absent)

**CARRIED**

**Moved by Michael Hanscom (Secretary), Seconded by Loree Parker (Chair)**

---

- **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/>).

- **Registration: We need to know about you!**

Michael Hanscom (Secretary)

---

- 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.

- **Business**

All

---

- Nothing to report, Business is traveling.

- **Treasurer**

Brian Haas (Treasurer)

---

- If you need check requests, please have the Exec signature and itemized receipts, and speak to Brian. If you know in advance you need something, contact your Exec and they can arrange to make the purchase on the NWC credit card.

- **Convention Services**

Alexis Smith (Convention Services)

---

- Nothing to report.

- **Membership Services**

Katie Haas (Member Services)

---

- Now is the time to start talking up Norwescon to your friends to make sure they can come!

- **NWC42 Membership Numbers**

Jeffrey Cornish

---

- So far, 629 memberships for NWC42, under 100 less than this point in prior years.

- **Member Services Roles**

Katie Haas (Member Services)

---

- We have lots of open positions, especially registration, art show. Please come talk to us!

- **Staff Registration**

Katie Haas (Member Services)

---

- Staff registration is here and open through breakouts, please register! If you're unable to get to it today, talk to your Exec and you can register online.

---

- **Personnel**

Jeanine Swanson (Personnel)

---

- Welcome to all new attendees!
- **Reminder of NWC Harassment Policy**

Jeanine Swanson (Personnel)

---

- We all have a responsibility to be aware of and help make people aware of the harassment policy, and making sure that any incidents are reported.
- The harassment policy is always available on our website.
- LAW: Listen, Assure, Walk to security office.

- **Publications**

Cheryl Dyson (Publications)

---

- We need table sitters at Orycon if anyone is going (Nov. 9-11 in Jantzen Beach in Oregon).
- Masquerade rules should be posted to the website this month.
- Convention hours are planned to be on the website by Nov. 1st, please let Cheryl know if there are any changes from last year.
- Reminder to the Execs that the Membership Guide has been sent out for review, please have back to Cheryl by Nov. 15th.

- **Newsletter**

Cheryl Dyson (Publications)

---

- Please have any submissions to Cheryl by tomorrow (10/14).

- **Programming**

SunnyJim Morgan (Programming)

---

- Nothing before breakouts.

- **Special Events**

Veronica Templar (Special Events)

---

- Lots of job openings, including Masquerade and Gaming.

- **Department Breakouts**

All

---

- **Post-Breakout Report**

All

---

- **Chair**

Loree Parker (Chair)

---

- Nothing to announce.
- Yvonne Patowski: We have a box of fanzines from the old fanzine lounge. Does anyone want to browse/acquire them?

- **Personnel**

Jeanine Swanson (Personnel)

---

- **Introduction of New Staff Members, Con Community Announcements**

Pearl Young

---

- Welcome new staff members! We got about nine last month, and of them brought two new people this month! Plus two more brought in by the Dances coordinator!
- Book Club is coming up Oct. 28. Meets at Third Place Books in Lake Forest Park.
- NWSFS having their Oct. Mad Scientist Social on Oct. 27, 5-10pm.
- Dean Wells: Steamposium (general steampunk, dieselpunk, \*punk con) coming up the end of this month in Belltown.
- Amber Clark: BurlyCon (burlesque con) at the Hilton up the street from the DoubleTree, second weekend in November.
- Lots more other cons coming up over the next few months.

- **Post-Meeting Social Reminder**

Pearl Young

---

- Look for cardigans on chairs to find us.

- **Teen Runners Report**

Willow Clark

---

- Continuing to get the Teen Runners system revived. Looking for more young congoers to get involved. Looking for more ideas of things they can do before or at the con. Will be run out of the lobby next to Volunteers. Investigating various chat/organization/coordination platforms for the runners. Contact info will only be given to Volunteers head and any direct need-to-know supervisors. 13+ can sign up as staff; if under 13 but parents/guardians feel they're responsible enough, contact [teenrunners@norwescon.org](mailto:teenrunners@norwescon.org).

- **December Post Meeting Social Plans**

Jeanine Swanson (Personnel)

---

- Planning the usual December holiday post-meeting social here at the hotel. There will be a gift exchange using the modified rules introduced last year. Menu being developed. Welcome to bring desserts to share.

- **Cloak Room Update**

Jeanine Swanson (Personnel)

---

- Cloak room is being organized. Hours may be expanded this year, not finalized yet.

- **Job Description Update**

Willow Clark

---

- Working on getting job descriptions filled out for every position. Are setting up a webpage on the website as a private link to make submitting info as easy as possible. Will distribute link to execs soon for distribution. The list of job descriptions will be posted as well.

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

Jeanine Swanson (Personnel)

---

- Will be getting an email from Becca soon to verify needed volunteer hours.

- **Large-Format Sign Requests**

Jeanine Swanson (Personnel)

---

- Send requests to [signs@norwescon.org](mailto:signs@norwescon.org)
- Those who took possession of their signs last year (Registration, Gaming) must inventory their own needs. Any signs owned by Norwescon must be stored in Norwescon owned units. If gaming materials are stored elsewhere, the signs need to be returned.

---

- **Vice-Chair**

Tonya Clark (Vice Chair)

---

- **Hotel Liaison Report**

Rob Stewart

---

- Suite reservations will go live next week.

- **ConCom Room Block Announcement**

Rob Stewart

---

- Currently at 50% of room block, right about on pace with last year. If you want to be in a particular room or in staff block, email [hotels@norwescon.org](mailto:hotels@norwescon.org) with reservation number and room request. Staff Block cutoff date: December meeting.

- **Secretary**

Michael Hanscom (Secretary)

---

- Nothing to report.

- **Business**

All

---

- Nothing to report (not here).

- **Treasurer**

Brian Haas (Treasurer)

---

- Nothing to report.

- **Convention Services**

Alexis Smith (Convention Services)

---

- Additional note re: Harassment Policy. If there are ever conduct, safety issues, or any other related questions, any member can come to any staff member or exec at any time during meetings or during con. Doesn't have to fall under what's outlined in the Harassment Policy. Can email [conventionservices@](mailto:conventionservices@), [incident@](mailto:incident@), or [security@norwescon.org](mailto:security@norwescon.org) at any time.
  - Still need help in all departments, notably the Layouts department to train to take over, security team, IT team, tech team, office staff, possibly more.
  - Still on the storage hunt! Plan in process to create a Storage Finding Committee. If you'd like to be part, or know of storage solutions in the Tukwila area, please contact [tonya@norwescon.org](mailto:tonya@norwescon.org). Looking for a large warehouse space with climate control options, prefer running water, bathroom, etc. Tonya can provide full list of preferences. Hoping to consolidate our storage into a single space.

- **Membership Services**

Katie Haas (Member Services)

---

- **Departmental Report Out**

Katie Haas (Member Services)

---

- Shawn Marier: Club table signups should go up soon.
    - Doug Booze: Art show is open and accepting applications, already filling up fast, but also always looking for new artists.
    - Dean Wells: Brainstorming ideas to bring more people into the Dealers' Room.
    - Looking for help at the Info Table. Very helpful if you're an experienced con member who knows what's going on. Contact [memberservices@norwescon.org](mailto:memberservices@norwescon.org).
    - Art In Action is continuing to evolve, there will be some differences from last year.

- **Staff Sign Up Reminder**

Katie Haas (Member Services)

---

- Register! If you weren't able to register today, or if someone is likely to be staff but can't make meetings, ask Exec for registration link.

- **Publications**

Peggy Stewart

---

- Taking signups for tabling at Orycon.

- **Programming**

SunnyJim Morgan (Programming)

---

- Looking for people for stage management, pro check-in, blue room.

- **Writers Workshop**

SunnyJim Morgan (Programming)

---

- Norwescon Writers Workshop new for 2019! Moving to a Milford style writing workshop (peer to peer round-robin facilitated by pro agents and editors). Will accommodate up to about 30 people of all skill levels. Co-directors Alaina Ewing and Barth Anderson. Have recruited Neil Clarke to participate, working on others.
- Neil is attending as an Honored Professional. Hugo and World Fantasy-award winning editor and more. More info on the Guest of Honor page on our website.

- **GOH Spotlight: Mary Robinette Kowal**

SunnyJim Morgan (Programming)

---

- Award-winning author and professional puppeteer. More info on the GOH page on our website. Loves fan art inspired by her work.

- **Special Events**

Veronica Templar (Special Events)

---

- Nothing to report.

- **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)