

**SATURDAY NOV 17, 2018 12:00 PM-4:30 PM**

DoubleTree by Hilton Seattle Airport, SeaTac, WA

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

- **THEME:** Come in your favorite dressing gown! (In honor of Arthur Dent.)
- 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

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## • Chair

Loree Parker (Chair)

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### • Welcome and Introductions

Loree Parker (Chair)

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

Loree Parker (Chair)

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### • Post Meeting Social at IKEA Renton

Pearl Young, Geoff Gill

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### • Host Introductions and New Member Welcome

Pearl Young, Geoff Gill

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## • Vice-Chair

Tonya Clark (Vice Chair)

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## • Secretary

Michael Hanscom (Secretary)

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### • Approval of Oct. Meeting Minutes

Michael Hanscom (Secretary)

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### • Online access to agendas, minutes, etc.

Michael Hanscom (Secretary)

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### • Registration: We need to know about you!

Michael Hanscom (Secretary)

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## • Business

Anne-Marie (Business)

- **Treasurer**

Brian Haas (Treasurer)

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- **Convention Services**

Alexis Smith (Convention Services)

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- **Membership Services**

Katie Haas (Member Services)

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- **NWC42 Membership Numbers**

Jeffrey Cornish

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- **Member Services Roles**

Katie Haas (Member Services)

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- **Staff Registration**

Katie Haas (Member Services)

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- **Personnel**

Jeanine Swanson (Personnel)

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- **Publications**

Cheryl Dyson (Publications)

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- **Programming**

SunnyJim Morgan (Programming)

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- **Special Events**

Veronica Templar (Special Events)

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- **Department Breakouts**

All

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- **Post-Breakout Report**

All

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- **Chair**

Loree Parker (Chair)

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- **Personnel**

Jeanine Swanson (Personnel)

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

Pearl Young

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- **Post-Meeting Social Reminder**

Pearl Young

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- **Vice-Chair**

Tonya Clark (Vice Chair)

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- **Hotel Liaison Report**

Rob Stewart

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- **Secretary**

Michael Hanscom (Secretary)

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- **Business**

Anne-Marie (Business)

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- **Treasurer**

Brian Haas (Treasurer)

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- **Convention Services**

Alexis Smith (Convention Services)

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- **Membership Services**

Katie Haas (Member Services)

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- **Departmental Report Out**

Katie Haas (Member Services)

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- **Staff Sign Up Reminder**

Katie Haas (Member Services)

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- **Publications**

Cheryl Dyson (Publications)

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- **Programming**

SunnyJim Morgan (Programming)

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- **Special Events**

Veronica Templar (Special Events)

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- **Door Prizes**

Loree Parker (Chair)

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- **Post-Meeting Social**

All

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- 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.
  - 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

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**Not sure who to ask? Just email [info@norwescon.org](mailto:info@norwescon.org) and we'll make sure your message gets to the right person!**

### Chair and Vice-Chair

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Chair and Vice-Chair	<a href="mailto:chair@norwescon.org">chair@norwescon.org</a>	Contact the Chair or Vice-Chair.
Charities	<a href="mailto:charities@norwescon.org">charities@norwescon.org</a>	Donations, matching funds.
Elections	<a href="mailto:elections@norwescon.org">elections@norwescon.org</a>	Annual elections.
Hotel	<a href="mailto:hotels@norwescon.org">hotels@norwescon.org</a>	Room or suite reservations.
Timeline	<a href="mailto:timeline@norwescon.org">timeline@norwescon.org</a>	Convention planning.

### Secretary

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Secretary Team	<a href="mailto:secretary@norwescon.org">secretary@norwescon.org</a>	Meeting documents and archives.
Information	<a href="mailto:info@norwescon.org">info@norwescon.org</a>	General questions.
Onions and Roses	<a href="mailto:onionsandroses@norwescon.org">onionsandroses@norwescon.org</a>	What worked or didn't work at con.
Wiki	<a href="mailto:wiki@norwescon.org">wiki@norwescon.org</a>	Conrunning documentation.

### Business

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Business Department	<a href="mailto:business@norwescon.org">business@norwescon.org</a>	Budget, expenses, check requests, etc.
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### Convention Services

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

### Member Services

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Member Services Department	<a href="mailto:memberservices@norwescon.org">memberservices@norwescon.org</a>	Contact Member Services.
Art in Action	<a href="mailto:artaction@norwescon.org">artaction@norwescon.org</a>	Art demos.
Art Show	<a href="mailto:artshow@norwescon.org">artshow@norwescon.org</a>	Art display and sales.
Club Tables	<a href="mailto:clubtables@norwescon.org">clubtables@norwescon.org</a>	Club and organization promotion.
Dealers' Room	<a href="mailto:dealers@norwescon.org">dealers@norwescon.org</a>	Vendor information.
Registration	<a href="mailto:registration@norwescon.org">registration@norwescon.org</a>	Membership sales and tracking.

### Personnel

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Personnel Department	<a href="mailto:personnel@norwescon.org">personnel@norwescon.org</a>	Contact Personnel.
Volunteers	<a href="mailto:volunteers@norwescon.org">volunteers@norwescon.org</a>	Organizing our volunteers.

### Programming

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Programming Department	<a href="mailto:programming@norwescon.org">programming@norwescon.org</a>	Contact Programming.
Guest of Honor Selection Committee	<a href="mailto:gohcommittee@norwescon.org">gohcommittee@norwescon.org</a>	Submit suggestions for future Guests of Honor.
Ideas	<a href="mailto:submissions@norwescon.org">submissions@norwescon.org</a>	Submit panel suggestions.
Writers' Workshop	<a href="mailto:writersworkshop@norwescon.org">writersworkshop@norwescon.org</a>	The Fairwood Writers Workshop info.
Youth Programming	<a href="mailto:youth@norwescon.org">youth@norwescon.org</a>	Info on YA programming.

### Publications

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Publications Department	<a href="mailto:publications@norwescon.org">publications@norwescon.org</a>	Contact Publications.
Editors	<a href="mailto:editors@norwescon.org">editors@norwescon.org</a>	The editing team.
Graphic Design	<a href="mailto:designers@norwescon.org">designers@norwescon.org</a>	The graphic design team.
Guidebook	<a href="mailto:guidebook@norwescon.org">guidebook@norwescon.org</a>	The Guidebook mobile app.
Newsletter	<a href="mailto:newsletter@norwescon.org">newsletter@norwescon.org</a>	Submissions for the monthly newsletter.

Photographers	photos@norwescon.org	The photography team.
PR (Public Relations)	pr@norwescon.org	Public Relations and advertising.
Website	webmonkeys@norwescon.org	The website.
Zine	zine@norwescon.org	The at-con daily 'zine.

## Special Events

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Special Events Department	specialevents@norwescon.org	Contact Special Events.
Burlesque Show	burlesque@norwescon.org	The Friday night burlesque show.
Dances	dances@norwescon.org	DJs and the at-con dances.
Filk	filk@norwescon.org	Concerts, filk, and music at con.
Gaming	gaming@norwescon.org	Gaming at con.
Masquerade	masquerade@norwescon.org	The Saturday night masquerade.
Masquerade Halftime Show	halftime@norwescon.org	Masquerade halftime events.
Music	music@norwescon.org	Concerts, filk, and music at con.
Single Pattern Contest	spcontest@norwescon.org	The Single Pattern Contest.

Last updated: 7/31/18