

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

DoubleTree by Hilton Seattle Airport, SeaTac, WA

Chair	Loree Parker (Chair)		
Attendees	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

- **Chair**

Loree Parker (Chair)

- **Welcome and Introductions**

Loree Parker (Chair)

- We are 23 weeks out! (No cussing!)
- Sad announcement: Jordan Orr, lifetime NWC member, has been moved into hospice in Bellingham, and may not be with us for much longer. Loree has an email address if anyone would like to send well-wishes along; she also has information on the hospice facility.

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

Loree Parker (Chair)

- Please remember to sign in. We'll even bribe you with door prizes!
- Registration is set up, will be wrapping up at the end of breakouts. If you're unable to register today, speak to your exec, and they can send you a link to register online. If you do not register before the February meeting, you are ineligible to vote in NWC elections; if you do not register before the January meeting, you're ineligible for a Staff t-shirt.

- **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!

- **Post Meeting Social at IKEA Renton**

Pearl Young, Geoff Gill

- We will be meeting at the IKEA Renton restaurant after the meeting. Please join us!
- Next month is our holiday social and gift exchange following the meeting and our staff picture — be sure to attend next month!
- Positions for Charitable Giving department will be posted to the website soon, keep an eye out for them. Particularly looking for someone who can write grants.

- **Vice-Chair**

Tonya Clark (Vice Chair)

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of Oct. Meeting Minutes**

Michael Hanscom (Secretary)

- Move that the last distributed version of the October meeting minutes be approved. (9 yea, 2 abstain.)

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**

Anne-Marie (Business)

- If you need to pay via check or cash, will be available until about 15 minutes before breakouts end.

- **Treasurer**

Brian Haas (Treasurer)

- Come by if you need reimbursement for anything, need receipts and Exec signature.
 - If you know you need something in advance, work with your Exec so we can use our debit card and you don't need to deal with being reimbursed.

- **Convention Services**

Alexis Smith (Convention Services)

- Nothing before breakouts.

- **Membership Services**

Katie Haas (Member Services)

- **NWC42 Membership Numbers**

Jeffrey Cornish

- 795 total: 591 4-day, 66 staff, 61 NWSFS discounted, 41 child, 23 youth, 13 lifetime.
 - Slightly lower memberships at this point as compared to last year. In part likely due to not having an earlier discounted membership, and that the con is further away from this point this year.

- **Member Services Roles**

Katie Haas (Member Services)

- Openings in registration, information desk, lots of people-facing jobs, and more!

- **Staff Registration**

Katie Haas (Member Services)

- Register before the end of breakouts.

- **Personnel**

Jeanine Swanson (Personnel)

- Welcome to all new attendees!
- As Loree mentioned, holiday social is next month, downstairs one floor. Please come and “get your merry on” and bring desserts!

- **Publications**

Cheryl Dyson (Publications)

- If you need anything printed, posted, or announced, please send to publications@norwescon.org — if you need it in the newsletter, send it today or tomorrow. Newsletter going out as soon as there’s stuff to send out.
- Still looking for a webmaster to handle the website.
- If you need promotional material (business cards, bookmarks, posters, etc.), contact publications@norwescon.org — help promote the con!

- **Programming**

SunnyJim Morgan (Programming)

- We have sent out all the first-round and most backup pro invites. Going through panel ideas, still a small window of opportunity to submit others.

- **Special Events**

Veronica Templar (Special Events)

- Will be focusing on games planning and room layouts.
- Need volunteers: masquerade helpers, karaoke helpers (maybe, being discussed), other positions.

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- Ribbon requests will be due soon! Inventory has been done, if departments need ribbons, turn into Execs or provide info on existing ribbons (number/color/quantity on hand) so we can put our order together. Deadline is (probably) the January meeting (will check and post confirmation to the ConCom mailing list).

- **Personnel**

Jeanine Swanson (Personnel)

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

Pearl Young

- We have three new people today! Welcome to the new staff members!

- Lots of upcoming geeky events in the area — listed on the flyer by the signup sheet every month.
- Nov. Book Club: This is the last one until January. Really needs a co-host. Sunday, Nov. 25th at Third Place Books in Lake Forest Park.
- Thanks to Willow Clark for helping with job descriptions. New alias: jobdescriptions@norwescon.org — contact point for announcing jobs, changing descriptions, changing job listings on website, etc.
- Next month after the meeting is the holiday social. We will supply food, request desserts be brought. Will have gift exchange, suggested value no more than \$25. Gifts should be wrapped, if not child appropriate, please indicate as such.

- **Post-Meeting Social Reminder**

Pearl Young

- Join us at IKEA after the meeting today!

- **Teen Runners**

Willow Clark

- So far have four teen runners signed up. Looking for more — if you have children responsible enough to run errands, email teenrunners@norwescon.org and they can help out. Figure up to around 15 runners could be used in total.
- Will be using an app (Line) to help coordinate teen runners, does not expose contact information.
- Teens are sharing ideas about how to be recognized for their work. Prefer a memorable item rather than a party, ideas/suggestions welcome.

- **Vice-Chair**

Tonya Clark (Vice Chair)

- If you have any updates for the timeline, send to timeline@norwescon.org.

- **Hotel Liaison Report**

Tonya Clark (Vice Chair)

- We are at 1174 room nights (64 over this time last year). About to do a media blast. If you haven't gotten your room yet, suggest you do so soon before the blast goes out.
- If you'd like to be in the staff block (wing seven or third-floor tower), send your reservation number to hotels@norwescon.org. Available on first-come, first-serve basis. Due by the December meeting.
- Suite reservations are open, the form is available from the hotel page on the website, must be reserved through Norwescon.

- **Secretary**

Michael Hanscom (Secretary)

- Nothing to report.

- **Business**

Anne-Marie (Business)

- Nothing to report.

- **Treasurer**

Brian Haas (Treasurer)

- Nothing to report.

• Convention ServicesAlexis Smith (Convention Services)

- Con Services needs bodies (live ones, please). Layouts needs someone (does not require at-con work, does require use of Visio and coordination with people to determine layouts and one January meeting); IT, Tech, Logistics all need people for set-up and tear down (need to be able to move stuff and follow directions); also need help in Security/Con Office (people skills helpful, mostly ability to hand out/receive radios, tracking) including dispatchers (radio work).
- Still looking for a better storage solution! If you know of a recommendable location that can store a lot of stuff, we have a long list of ideal specifications we can provide, email tonya@norwescon.org.

• Membership ServicesKatie Haas (Member Services)

• Departmental Report OutKatie Haas (Member Services)

- Still some club table spaces open, will probably make selections around next meeting.
- If you haven't registered as staff yet, talk to your exec to get the link.
- Art show is sold out, still taking requests for wait lists. In the process of redesigning the print shop, looking forward to good changes.
- Dealers room is taking applications, expect to have a finalized list around the December meeting.

• Staff Sign Up ReminderKatie Haas (Member Services)

- Register!

• PublicationsCheryl Dyson (Publications)

- Send stuff for the newsletter!
- We hope to have promotional stuff on the website soon.

• ProgrammingSunnyJim Morgan (Programming)

- Nothing to report.

• Special EventsVeronica Templar (Special Events)

- Lots going on with games. If you know anyone who wants to run a game, fill out the form on the website or email games@norwescon.org. If there are games you want, let us know.
- Friday night games will be Fancy Gaming Night across from the dance — show up in costume, tiara, whatever. Will have ribbons!
- Guest of Honor banquet tickets are now available through the registration website!

• Door PrizesLoree Parker (Chair)

• Post-Meeting SocialAll

- 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)