

SATURDAY DEC 8, 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)

- 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: Annual holiday party at the hotel!
- **Introductions, Exec Recaps, Announcements**

All

• Chair

Loree Parker (Chair)

• Welcome and Introductions

Loree Parker (Chair)

• Signing In: Easy, fun, and helpful!

Loree Parker (Chair)

• Host Introductions and New Member Welcome

Pearl Young, Geoff Gill

• Post Meeting Holiday Party

Pearl Young, Geoff Gill

• Vice-Chair

Tonya Clark (Vice Chair)

• Secretary

Michael Hanscom (Secretary)

• Approval of Nov. Meeting Minutes

Michael Hanscom (Secretary)

• Online access to agendas, minutes, etc.

Michael Hanscom (Secretary)

• Registration: We need to know about you!

Michael Hanscom (Secretary)

• Business

Anne-Marie (Business)

- **Treasurer**

Brian Haas (Treasurer)

- **Convention Services**

Alexis Smith (Convention Services)

- **Membership Services**

Katie Haas (Member Services)

- **NWC42 Membership Numbers**

Jeffrey Cornish

- **Member Services Roles**

Katie Haas (Member Services)

- **Staff Registration**

Katie Haas (Member Services)

- **Personnel**

Jeanine Swanson (Personnel)

- **Publications**

Cheryl Dyson (Publications)

- **Programming**

SunnyJim Morgan (Programming)

- **Special Events**

Veronica Templar (Special Events)

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- **Personnel**

Jeanine Swanson (Personnel)

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

Pearl Young

- **Post-Meeting Social Reminder**

Pearl Young

- **Vice-Chair**

Tonya Clark (Vice Chair)

- **Hotel Liaison Report**

Tonya Clark (Vice Chair)

- **Secretary**

Michael Hanscom (Secretary)

- **Business**

Anne-Marie (Business)

- **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 here at the hotel for our annual holiday party and gift exchange!
 - Norwescon 42 Meeting Schedule
 - All meetings in Maxi's at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
 - December 8
 - January 5
 - February 16
 - March 9
 - April 6
 - April 14 (Stuffing Party)
 - April 18-21 (Norwescon 42)
 - May 11 (Post-con ConCom)
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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