

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)

- We have open positions: elections second; charitable giving (grant writing experience particularly wanted, other positions available also); contact chair@norwescon.org.
- Ribbon orders are due at the end of January. Will send more info out on what has been ordered in the past to the execs. Also have badges that can be checked.
- Michael Citrak to Exec Team: Layouts are due today! Would love to be able to finalize as much as possible today.
- Last day to register as staff to get a staff t-shirt will be the January meeting.

• 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! (Except this month, because of the holiday party gift exchange.)

• 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 Holiday Party

Pearl Young, Geoff Gill

- We will be meeting in a suite downstairs after the meeting. Please join us!

• Vice-Chair

Tonya Clark (Vice Chair)

- Copy of the current timeline has been distributed to the Execs, please review and return to Tonya by the end of the meeting. If anyone on the ConCom has anything that needs to be updated or changed, please email timeline@norwescon.org, the document is available on the Staff page on the website.

- This is the last meeting to send requests to the hotel liaison for staff wing room requests! Need name of person on room, the confirmation number, and where you would like to be. Email hotels@norwescon.org.

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of Nov. Meeting Minutes**

Michael Hanscom (Secretary)

- Move that the last distributed version of the November meeting minutes be approved. (9 yea, 0 nay, 2 abstain)

CARRIED **Moved by Michael Hanscom (Secretary), Seconded by Katie Haas (Member Services)**

- **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 give money, cash, checks, Business will be available until about 15 minutes before the end of breakouts.
 - If you're shopping online, esp. Amazon, consider using Amazon Smile — we get a small percentage of any purchases you make. If your employer offers volunteer hours matching (Boeing, MS, others), check with them too!

- **Treasurer**

Brian Haas (Treasurer)

- If you need reimbursements, check requests form need to be filled out, signed by exec, receipts, etc.; available until 15-30 minutes before end of breakouts. If you know of something ahead of time, talk to your exec so we can purchase so you don't have to worry about reimbursement.

- **Convention Services**

Alexis Smith (Convention Services)

- We are still looking for radio dispatchers (it's fun, ridiculous, and there are treats involved!) security/office, and other positions.
 - Capital requests — if there are big things your department needs, talk to your exec, you will need to talk to the subject matter experts to be sure of what is needed.

- **Membership Services**

Katie Haas (Member Services)

- **NWC42 Membership Numbers**

Jeffrey Cornish

- 897 memberships: 623 4-day, 78 staff, 62 NWSFS, 43 child, 41 non-attending, 25 youth, 20 lifetime, 1 service dog.

- **Member Services Roles**

Katie Haas (Member Services)

- Looking for info table staffers, other roles, come talk to us!

- **Staff Registration**

Katie Haas (Member Services)

- Please register!

- **Personnel**

Jeanine Swanson (Personnel)

- Nothing before breakouts.

- **Publications**

Cheryl Dyson (Publications)

- December newsletter — please submit in the next few days, want to send out on the 15th.
- Approaching deadlines: Single Pattern Contest, Membership Guide review for Execs, Big Bad Book meeting coming up.
- Request from Chair to select AGoH art for t-shirts soon.

- **Programming**

SunnyJim Morgan (Programming)

- Panel selection will be going out to pros very soon; all pros have been chosen.
- Looking for help with stage management (good way to see a lot of stuff and help out), pro check-in (helpful but not necessary if familiar with our pros).
- GOH Selection Committee meeting tomorrow, this is your last chance to send in suggestions.

- **Special Events**

Veronica Templar (Special Events)

- The special events production second and masquerade director has had to step down — if anyone is interested in either of these positions, please talk to Veronica ASAP!

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- Would like to take a moment to remember NWC lifetime member Jordan Orr, who recently passed on. He will be very missed. Memorial details will be shared to the concom mailing list when appropriate.

- Kevin Black, Elections Chair: Have been discussing how we do our voting. As of last few elections, have three methods: by mail (original), voting online, and in-person voting at-con and at the post-con meeting. This year the elections period will start at our March meeting (nominations open). Over past few years, have noticed that online voting is getting more popular; about a 5-1 ratio in favor of online voting, only 10-20 mail-in votes are being received. Is this still an option we want to keep, or would we be open to moving to just online and in-person (at-con and at the post-con meeting) voting? Mail voting is an expense for the con (printing, envelopes, postage, etc.) and can be difficult to get everything done in a timely manner in years with tight turnaround between the final pre-con meeting and the con. Looking for discussion right now, not final decision.
 - Willow: How would we get readable statements (accounting for dyslexia or other such issues) without printed materials; online only can be more difficult for some.
 - Kevin: The info is available in the online ballot, but the accessibility questions are an excellent point.
 - Shawn: Do we know how many people have signed up for mail voting this year? Can we start with a middle ground by not including the SASE to save costs?
 - Anne-Marie: Nearly 20. Would recommend against any changes this year, as people have already opted in to the existing process.
 - Kevin: We want to keep it as accessible as possible and keep it as easy as possible to vote, not make it harder.
 - Mike Brennan: Perhaps include this on this year's ballot as an advisory vote (if we get to a formal proposal)?
- We are not taking donations for charitable giving at the holiday party this year due to declining participation, but are looking at something for the February meeting. Keep an eye on the newsletter!

- **Personnel**

Jeanine Swanson (Personnel)

- No report today, as everyone is downstairs getting the party put together.

- **Vice-Chair**

Tonya Clark (Vice Chair)

- Storage solution: Got a quote from one option, but \$7k/month is far out of our budget. Still looking for more suggestions and additional help. Please contact tonya@norwescon.org.

- **Hotel Liaison Report**

Rob Stewart

- 1332 room nights, 68 over this point last year.

- **Secretary**

Michael Hanscom (Secretary)

- Execs: Please remember to review your section of the P&P manual.

- **Business**

Anne-Marie (Business)

- If you borrow things from NWC, please check in with Business or the Chair to use the official check-in/check-out loan paperwork. Verbal permission is not sufficient.

- **Treasurer**

Brian Haas (Treasurer)

- Nothing to report.

• Convention ServicesAlexis Smith (Convention Services)

- If you use gaff tape, if you need anything other than 2" black, please talk to your exec to have the request sent along. Would like requests in by January meeting, February last-case deadline.
 - Loree: Did we ever find the box of blue gaff tape used for ADA marking?
 - SunnyJim: Think we found a lot (half-case flip-top box) with Stage Management last year.
- As mentioned earlier, if you have capital requests, talk to your exec.
- If you need radios, speak to your exec; execs, please get info to Convention Services by February meeting, January would be better.
- Still need bodies for move-in/move-out and stuffing party. If you can help, please do!
 - Loree: Items intended for the swag bags must be approved by the Chair, best to check before printing 3,000 copies just in case there's an issue.
- Team always needs more people.

• Membership ServicesKatie Haas (Member Services)

• Departmental Report OutKatie Haas (Member Services)

- Doug Booze: Will be another wonderful art show. Artists are now listed on the website.
- Shawn Marier: Will be notifying accepted club/lobby tables soon. Got more applicants than we have space for this year, looking at other ways to draw traffic to the tables.

• Staff Sign Up ReminderKatie Haas (Member Services)

• PublicationsCheryl Dyson (Publications)

- Tonya: If you've got stuff for the newsletter, get it in now.

• ProgrammingSunnyJim Morgan (Programming)

- The Blue Room (302/304 in the tower) is for staff as well as pros! There will be food and drinks, coffee, tea, snacks, etc. For people working late (security, tech, etc.), one of the rooms is left unlocked after hours.
- Loree: For those who come in on Wednesday for load-in, there's traditionally a staff social in the Blue Room around 6/7pm.

• Special EventsVeronica Templar (Special Events)

- Thank you to Alan Bond who has volunteered to be Masquerade Director this year. Still need a special events production second.
- Tonya: Get your tickets to the Guest of Honor banquet — available on Convention Master now! \$80 (includes food and \$5 raffle ticket).

• Post-Meeting SocialAll

- 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)