

SATURDAY JAN 5, 2019 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 Social

Pearl Young, Geoff Gill

• Vice-Chair

Tonya Clark (Vice Chair)

• Secretary

Michael Hanscom (Secretary)

• Approval of Dec. Meeting Minutes

Michael Hanscom (Secretary)

- Move that the last distributed version of the December meeting minutes be approved. (X yea, X nay, X abstain)

NOT YET HEARD

Moved by 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)

- **At-Con Vendor/Performer Payment Requests**

Anne-Marie (Business)

- **P-Cards**

Anne-Marie (Business)

- **Exec Purchasing Authority Delegates**

Anne-Marie (Business)

- **Lists for the Purchasing Agent/Charitable Giving Team**

Anne-Marie (Business)

- **Contracts/Sponsorships/Corporate Accounts**

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)

- **Please Come By During Breakouts!**

Veronica Templar (Special Events)

- **Geeky Swap**

Veronica Templar (Special Events)

- **Scavenger Hunt**

Veronica Templar (Special Events)

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- **Personnel**

Jeanine Swanson (Personnel)

- **Vice-Chair**

Tonya Clark (Vice Chair)

- **Hotel Liaison Report**

Rob Stewart

- **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)

- **Staffing Changes**

Veronica Templar (Special Events)

- **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.
 - 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

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	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

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