

SATURDAY APR 6, 2019 12:00 PM-4:30 PM

DoubleTree by Hilton Seattle Airport, SeaTac, WA

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| 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:** None More Black
- 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: IKEA Renton
- **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

• Charities Donation Drive

Willow Clark, Kat Marier

• Vice-Chair

Tonya Clark (Vice Chair)

• Secretary

Michael Hanscom (Secretary)

• Approval of Mar. 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**

SunnyJim Morgan (Programming)

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- **Charities/Donations**

Willow Clark, Kat Marier

- **New Members/Upcoming Events**

Pearl Young

- **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)

- **Personnel**

Jeanine Swanson (Personnel)

- **Publications**

Peggy Stewart

- **Programming**

SunnyJim Morgan (Programming)

- **Special Events**

Veronica Templar (Special Events)

- **Elections**

Kevin Black

- **Post-Meeting Social**

All

- 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.
 - 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

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|----------------------|------------------------------------------------------------------------------|----------------------------------|
| Chair and Vice-Chair | chair@norwescon.org | Contact the Chair or Vice-Chair. |
| Accessibility | accessibility@norwescon.org | Hotel accessibility concerns. |
| 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

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|------------------|--------------------------------------------------------------------------------|------------------------------------|
| 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

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|--------------------------------|--------------------------------------------------------------------------------|---------------------------------------------|
| 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

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|----------------------------|--------------------------------------------------------------------------------|----------------------------------|
| 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

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|----------------------|------------------------------------------------------------------------|----------------------------|
| Personnel Department | personnel@norwescon.org | Contact Personnel. |
| Volunteers | volunteers@norwescon.org | Organizing our volunteers. |

Programming

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|------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------|
| 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

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|-------------------------|----------------------------------------------------------------------------|---------------------------|
| 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. |

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|-----------------------|------------------------------------------------------------------------|-----------------------------------------|
| 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

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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