

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)

- Welcome to the last pre-con meeting! Less than two weeks before con! In the words of Douglas Adams: DON'T PANIC!

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

Loree Parker (Chair)

- Please remember to sign in. We'll even bribe you with door prizes!

- **Host Introductions and New Member Welcome**

Rob Stewart

- If you are new, please come talk to Rob, and we'll find a spot for you!

- **Post Meeting Social**

Rob Stewart

- This month's post-meeting social is at the IKEA Renton food court.

- **Charities Donation Drive**

Willow Clark, Kat Marier

- Please contribute to our donations drive! Currently accepting donations for prizes, awards, and the charity auction. If you need a receipt, let us know. We will also be collecting donations at the con!

- **Elections**

Kevin Black

- Nominations close today.
- Three bylaw changes have been proposed.
- Proposal 1: Remove gendered language from the bylaws (Chairman -> Chair, etc.).

- SunnyJim: Can we amend proposal to say “gendered” rather than “sexist” language?
Response: Yes.
- Proposal 2: Change chair of GOH Selection director from Programming director to Vice Chair. Not due to any dissatisfaction, reasoning is that Programming director is appointed, not elected, believe that it’s better to empower the concom to have a more active voice in the GOH selection process through the voting process.
 - Rob: Would this change the GOH committee position elections? Response: No.
 - Veronica: Would this change contact procedures for potential GOHs? Response: Not necessarily, would be a question for policies, not bylaws.
 - Dean: This would make a more visible separation between the GOH committee and the Programming department.
 - Loree: The things that make someone a good Vice Chair might not be the things that make someone a good candidate for reaching out to GOHs. AnneMarie: This wouldn’t necessarily make the Vice Chair responsible for reaching out, just for chairing the committee.
 - SunnyJim: The GOH Selection Committee is advisory to the head of programming. The programming head has had discretion in guest invitations. This bylaw change doesn’t address that.
- Proposal 3: Require Chair to provide reports regarding the financial health of the convention to the ConCom at least twice annually. Intent to make finances more transparent.
 - Scott: Should we add language to make sure the two reports aren’t in back to back months? Katie: Specific dates weren’t included in case con/meeting dates change. Response: Doesn’t have to be specific dates, could just say “must be x months away” or “meetings must be at least 3 months apart”. Katie: Will amend to include “at least 3 months apart”.
 - Doug: Transparency is good. Business department is already required in bylaws to give budget to department heads as well as financial statement to post-con publications, this is a third thing. Only concern is putting too much in bylaws.
 - Michael: What’s the current position? Assume that one can ask to see the budget. Response: That’s correct. Michael: Having worked on a convention that was secretive and has since failed, very interested in more discussion on this.
 - AnneMarie: Responding to Doug’s comment. Currently Business reports to Exec team, who reviews and presents their budget to their teams, once a year Business reports full numbers to the con. This would allow for a twice-yearly report out to the ConCom at large and increase both Chair’s and ConCom’s knowledge of finances.
- Michael Citrak: On Saturday at 4pm in the Presidential Suite (1360), we will be toasting Jordan and Cheryl in memoriam. All friends and acquaintances of them are invited. This is not advertised and not in publicly published programming.

• Vice-Chair

Tonya Clark (Vice Chair)

- Storage is expensive, and we have lots of stuff. If you know where we can put our stuff (reasonably cheaply), please email tonya@norwescon.org.

• Secretary

Michael Hanscom (Secretary)

• Approval of Mar. Meeting Minutes

Michael Hanscom (Secretary)

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

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 shop on Amazon, please use Amazon Smile and make us your charity of choice, we'll get a small amount of every purchase.
- If your employer does volunteer matching, check with them to see how you can set that up. The donations help a lot!

- **Treasurer**

Brian Haas (Treasurer)

- If you need to be reimbursed for something, turn in your check requests. We do have a purchaser who can purchase things for you so you don't need to worry about reimbursements, talk to your Exec to arrange.

- **Convention Services**

Alexis Smith (Convention Services)

- Many people have requested parking passes; confirmations will be to you either today or tomorrow.
- Mike Citrak, Layouts: Layouts have been sent to Execs, only a few left to send. If there is anything wrong, let us know as soon as possible. Last minute changes are subject to being processed by the hotel, may or may not come through. If you change your layout during the convention, please notify Mike or Caryn so that can be the starting point for next year.

- **Membership Services**

Katie Haas (Member Services)

- GOH Banquet tickets are still available during registration.

- **NWC42 Membership Numbers**

Jeffrey Cornish

- 1148 4-day memberships, 71 child, 186 staff: 1880 paid memberships, 96 unpaid.

- **Staff Registration**

Katie Haas (Member Services)

- Registration closes at the end of breakouts. If you have to register, do that as soon as possible.

- **Personnel**

Jeanine Swanson (Personnel)

- Nothing at this time.

- **Publications**

Cheryl Dyson (Publications)

- Guidebook is live! Download, plan your con, it's great! More information is being loaded in, look for updates soon.

- **Programming**

SunnyJim Morgan (Programming)

- Keep checking Guidebook, it will be the most accurate version of the schedule.
- We may not have books in our swag bag this year, unfortunately — difficulties with the publisher we thought would be providing this. (Our Spotlight publisher does one-off high end stuff.)
- If you are on staff, come to the Blue Room for a snack or sit down: 302/304, for pros and staff.

- **Special Events**

Veronica Templar (Special Events)

- Nothing at this time.

- **Department Breakouts**

All

- **Post-Breakout Report**

All

- **Chair**

Loree Parker (Chair)

- Doug Booze: We sponsor the Locus Awards each year. This year they're June 28-30, tickets are \$65 which includes the awards banquet and a digital subscription to Locus magazine. If interested, there's information on our website and on Facebook.

- **Charities/Donations**

Willow Clark, Kat Marier

- If you have something at home, please bring it to the con! Would be best to get everything before Saturday morning of the con. We will also be at the Stuffing Party. We have posters that will be signed by the GOHs. Don't forget about shopping through Amazon Smile. We will also have bins for collecting food donations in the lobby at the convention.
- New for this year: We will have a POC Safer Space in Cascade 4 all weekend, open the same hours as the green room. For non-white fans to have a place to relax and reflect. There will be a notice posted in the room for what it is for. Ask that unless you are a fan of color, please do not go in that room unless specifically asked or summoned; hotel will get the same request. There will be a staff phone to contact the con office if needed.
- We've gotten permission from the hotel to make the restrooms behind the fishbowl non-gendered restrooms. Those two restrooms as well as the Olympic Wing restroom are the all-gender restrooms during the con; these are the only restrooms we'll be able to place menstrual supplies, but we will have stashes at the info desk, blue room, pro suite, and office.

- **New Members/Upcoming Events**

Rob Stewart

- Four new members today!

- **Vice-Chair**

Tonya Clark (Vice Chair)

- Communication with the hotel: Our hotel liaison is Rob Stewart. If there is something going on that the hotel should know about, please report it to the office, to Rob, or to Tonya, so they can work directly through the hotel. This includes room setup questions, bathrooms, water stations, etc.

• Hotel Liaison ReportRob Stewart

- If you've asked to be in the Staff room block, you should have been emailed by now. If you think you should be, please email hotels@norwescon.org.
- Have sold 87% of our room block: 200 room nights under last year, not where we'd like to be. This is how we offset the cost for the hotel, so room nights are important. Room reservations have closed, but you can email hotels@norwescon.org to see if anything can be arranged.

• SecretaryMichael Hanscom (Secretary)

- Nothing to report.

• BusinessAnne-Marie (Business)

- Nothing to report.

• TreasurerBrian Haas (Treasurer)

- If you put in a check request, they're ready to pick up; or will be mailed.

• Convention ServicesAlexis Smith (Convention Services)

- Radios: Using them is a privilege, not a right! Please keep this in mind. In the evening when your shift is done, if you have a radio, you should not be wearing it while drinking. If going off-site or off-line, let dispatch know that you are unavailable; also don't forget to let dispatch know when you're back. Don't throw it in the pool, drop it in the toilet, swing by the antenna, etc. Speak clearly; press the button, take a breath, then start speaking. No expletives, no mention of handling money, do not use the word "securitay" or other variations of "security".
- Stuffing party: If you are bringing things to stuff, please bring them at noon; if you're coming to help stuff, please come at 1pm. To get things approved, please contact chair@norwescon.org to be reviewed.
- Parking during the convention for attendees is \$8/parking space, not per vehicle. If your vehicle takes up multiple spaces, you'll be charged per space per day. There are two disabled parking spaces in the staff parking area, those two spaces are still available if needed, they are not part of the staff parking. However, we have received two requests from members of staff for those spaces. The area is primarily intended for staff who come and go during the convention, not for general parking.

• Membership ServicesKatie Haas (Member Services)

- Preregistration is closed, but we do sell memberships at the door — please tell family, friends, etc! If you see posts on Facebook or Twitter, please like, share, spread the news! Members and staff are our greatest marketing resource.
- Shawn Marier: We've had a few clubs that have backed out, but spaces have been filled from the wait list. Have dedicated one table to be the "Little Free Library at the End of the Universe": bring a book, take a book! At the end, any leftovers will be donated to other little free libraries.

• PersonnelJeanine Swanson (Personnel)

- We are so ready for this convention! If you are still looking for volunteers to fill spots, please email volunteers@norwescon.org with times, dates, hours, and criteria.
- Convention lounge is humming along, the team is doing an amazing job.
- Cloak room is ready to go, hours are posted.
- We'll be at IKEA after the meeting, come join us!
- As staff members, you're empowered with helping all of our members have a good time. Help people, if there are problems, remember LAW: Listen, Assure, and Walk (to the office). We have LAW buttons, feel free to grab one.

• Publications

Cheryl Dyson (Publications)

- If you need publications for any post-NWC42 events, we have ads, posters, and ribbons we can use to promote year-round.

• Programming

SunnyJim Morgan (Programming)

- Signups for workshops are live on the Norwescon website. We have hands-on workshops, writing workshops, etc. Some are limited, we have saved some spots for staff.

• Special Events

Veronica Templar (Special Events)

- New this year: Nerdy Bellydance! Sunday geeky swap meet! Robot rally! Scavenger hunt with Augmented Reality!

• Elections

Kevin Black

- Nominations are now closed. See attached sheet for final slate.
- Nominees should submit written statements for the ballot to Elections by the end of the day on Monday.

• Announcements

All

- Tonya: We will have a table at the PNW Pinball and Arcade Show! May 31-June 2nd in Tacoma. If anyone's interested in tabling, please email tonya@norwescon.org, need people to promote NWC that weekend. Don't have to have a PNWPaaS membership to help with tabling (but feel free to get one).

• 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)