

SATURDAY JAN 5, 2019 12:00 PM-4:30 PM

DoubleTree by Hilton Seattle Airport, SeaTac, WA

<b>Chair</b>	Loree Parker (Chair)		
<b>Attendees</b>	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:** Tiaras!
- 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: SouthCenter Mall Food Court
- **Introductions, Exec Recaps, Announcements**

All

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- **Chair**

Loree Parker (Chair)

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- **Welcome and Introductions**

Loree Parker (Chair)

- Holy crap it's 2019!
- Breakouts will be shorter this meeting to allow time for an Exec budget discussion afterwards.

- **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**

Pearl Young, Geoff Gill

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

- **Post Meeting Social**

Pearl Young, Geoff Gill

- We will be meeting at the Southcenter Mall food court after the meeting. Please join us!

- **Elections**

Kevin Black

- We will open up nominations for NWC43 elected positions (Chair, Vice Chair, and two GOH Selection Committee spots). Must have been on ConCom at some point in the last five years, must be nominated (can nominate yourself) and seconded.
- Loree will not be running for Chair again, so if you've been interested (or think someone would be), this is a good time to toss your hat in the ring!
- To vote in elections, you must be registered as Staff by the end of the February meeting day, and must check the "yes I want to vote in elections" box during registration. You may vote electronically or by mail or in person at the convention or the post-con meeting.

- Our vote by mail option has been getting less usage as more people move to electronic or in-person voting. We will still have vote by mail for this election cycle, but are discussing the possibility of eliminating vote by mail for future elections.
- Questions? Email elections@norwescon.org.
- If you would like a free Staff t-shirt, you must be registered as Staff by the end of today's meeting! The design will be shown after breakouts.
- Ribbon orders are due from Execs by the February meeting. We have had to change our ribbon vendor (our last vendor retired), will be using Ribbons Galore. Questions? Talk to your Exec or the Chair or email chair@norwescon.org.

#### • Vice-Chair

Tonya Clark (Vice Chair)

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- An updated timeline has been provided to the Execs and is on the website. For changes, email timeline@norwescon.org.
- No current update on the storage space search, but still looking for options and ideas. Email tonya@norwescon.org.

#### • Secretary

Michael Hanscom (Secretary)

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##### • Approval of Dec. Meeting Minutes

Michael Hanscom (Secretary)

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- Move that the last distributed version of the December meeting minutes be approved. (10 yea, 0 nay, 1 abstain)

**CARRIED**

**Moved by Michael Hanscom (Secretary), Seconded by Tonya Clark (Vice Chair)**

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##### • Online access to agendas, minutes, etc.

Michael Hanscom (Secretary)

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- 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)

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- 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)

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##### • At-Con Vendor/Performer Payment Requests

Anne-Marie (Business)

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- Due by the February ConCom meeting. Talk to your Exec, they will submit on your behalf.

##### • P-Cards

Anne-Marie (Business)

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- If you have one, do you need it this year? Please email business@.

##### • Exec Purchasing Authority Delegates

Anne-Marie (Business)

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- Please email business@.

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

Anne-Marie (Business)

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- If you need stuff purchased for your department, please think ahead so we don't have to make last-minute purchases that may not meet your requirements and speak to your Exec.

- **Contracts/Sponsorships/Corporate Accounts**

Anne-Marie (Business)

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- Must be approved by Business and your Exec first. Email business@ with questions.
- If you need to pay cash or check for anything, Business will be here until about 15 minutes before end of breakouts.

- **Treasurer**

Brian Haas (Treasurer)

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- If you have purchases that need to be made, easiest if we can work with you and use our debit card, plus you don't have to wait for reimbursement. Please talk to your Exec to make arrangements.

- **Convention Services**

Alexis Smith (Convention Services)

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- If your department thinks you need more gaffe tape (not black 2") please let us know ASAP so we can put an order in soon.
- IT will be tearing down registration at the end of breakouts today.

- **Membership Services**

Katie Haas (Member Services)

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- **NWC42 Membership Numbers**

Jeffrey Cornish

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- Will update later (Reg got called to work).

- **Member Services Roles**

Katie Haas (Member Services)

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- Open spots! Info desk support (easy entry-level job), others.

- **Staff Registration**

Katie Haas (Member Services)

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- Register!

- **Personnel**

Jeanine Swanson (Personnel)

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- Register as staff today!

- **Publications**

Cheryl Dyson (Publications)

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- We have stuff! Postcards, flyers, small posters (librarian focused featuring Nancy Pearl) — come up and grab some and pass them out!
- If you post posters at a library, please email pr@norwescon.org so we know where they've been posted so we don't duplicate work.

- We will have new Norwescon logo ribbons by mid-OrcaCon.
- Any submissions for the February newsletter? Please submit by the 10th!

- **Programming**

SunnyJim Morgan (Programming)

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- Just about to head into scheduling. If there's something you think should be on the schedule, this is a great time to remind SunnyJim.
- If anything might affect tech/layouts, be sure to get those sent in ASAP.

- **Special Events**

Veronica Templar (Special Events)

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- **Please Come By During Breakouts!**

Veronica Templar (Special Events)

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- Alan, Alexis, Katie, Tonya, please come by.

- **Geeky Swap**

Veronica Templar (Special Events)

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- Need an organizer!

- **Scavenger Hunt**

Veronica Templar (Special Events)

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- Need an organizer!

- **NWC40 Mugs!**

Kathy Bond (Info Manager)

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- We still have a box of NWC40 mugs — come see Kathy during breakouts to get yours!

- **Department Breakouts**

All

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- **Post-Breakout Report**

All

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- **Chair**

Loree Parker (Chair)

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- **T-Shirt Design Reveal and Vote**

Loree Parker (Chair)

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- Option 1: 19 / 24
- Option 2: 9
- Option 3: 19 / 29 - winner!

- **Charities**

Kat Marier

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- Now is the time for departments who need supplies to let charities know — can't guarantee we'll be able to get everything, but we'll try!
- Remember to shop on Amazon using Amazon Smile. A small percentage of every sale goes to Norwescon! Only counts if you make them from smile.amazon.com and have NWC registered as your charity (mobile app purchases don't count). We've received a little over \$1000 so far since the program started.

- Will be planning a Northwest Harvest charity drive, more info coming soon.
- We donated several boxes of fanzines to the University of Kansas, and money to MoPOP, have received very nice letters of thanks from both.

#### • Personnel

Jeanine Swanson (Personnel)

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- Encourage your friend who attend to stop by the Volunteers desk at-con to help out as the con is going on!

#### • New Members

Pearl Young

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- More volunteers today! Welcome! Please continue to encourage people to join!

#### • Norwescon Book Club

Kathy Bond (Info Manager)

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- Next book club meeting is the 27th at Third Place Books in Lake Forest Park discussing Cat Rambo's Beasts of Habit.
- February event is on Facebook, March event will be at William Sadorus's house to discuss the P. K. Dick Nominees
- Would like someone to help run the book club, otherwise this may be the last year!

#### • Vice-Chair

Tonya Clark (Vice Chair)

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#### • Hotel Liaison Report

Rob Stewart

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- If you want to be in the staff room block, email hotels@norwescon.org today! The list gets built tomorrow.
- Currently at 1450 rooms, 30 over this time last year.

#### • Secretary

Michael Hanscom (Secretary)

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#### • Google Team Drive

Kathy Bond (Info Manager)

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- Reminder that we have a NWC ConCom Google Team Drive that has documents both current (agendas, org charts, etc.) and historical (old bylaws, minutes, etc.). If you would like to be invited to view and access the material, please email info@norwescon.org.

#### • Business

Anne-Marie (Business)

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- Nothing to report.

#### • Treasurer

Brian Haas (Treasurer)

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- Nothing to report.

#### • Convention Services

Alexis Smith (Convention Services)

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- Execs and department heads: Kyle will be emailing soon regarding radios (plans, changes from last year, etc.).

- Radio training planned for the March meeting.
- Didn't get any requests for gaffe tape during breakouts. Execs, get in touch soon if any is needed.
- Still looking for dispatchers (you get to tell people what to do).
- Stuffing Party the Sunday before the con (April 14th) in Olympic 2 here at the hotel. Stuffing should start at 1pm. If you need anything stuffed into the bags, be sure to run it by the Chair first to review for appropriate content (must be family-friendly).
- Please send storage solution ideas to [tonya@norwescon.org](mailto:tonya@norwescon.org).

#### • **Membership Services**

Katie Haas (Member Services)

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- As of pre-con, we are at 667 4-day memberships, 44 child, 22 lifetime, 45 non-attending, 65 NWSFS, 2 pros, 1 service dog, 114 staff, and 26 youth.

#### • **Departmental Report Out**

Katie Haas (Member Services)

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- We are still looking for registration staffing at con, please talk to Katie, Felice, or Jeffrey.

#### • **Publications**

Cheryl Dyson (Publications)

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#### • **Social Media**

Kathy Bond (Info Manager)

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- As we gear up for the con, if you have social media announcements, please send to [socialmedia@norwescon.org](mailto:socialmedia@norwescon.org). The more info you give the better — telling us what to say is better than “tell people about this thing we’re doing”.
- We assume it's to go to Facebook and Twitter — if you write something more than 280 characters, we will edit on our own, if you write something that fits in 280 characters, you might get chocolate treats!
- Hashtag for this year is #nwc42.
- If you see things on social media you like, please share! Sharing is caring! The more eyes that see things, the better our coverage is.
- If you'd like to help with the social media team (especially at-con), please drop a line.

#### • **Programming**

SunnyJim Morgan (Programming)

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- The Blue Room is for you! Staff support and pro lounge combined. This is the place to go when you need a small snack, a place to hide, a soda, etc. Rooms 302/304 in the Tower. Also where Chair's Social around 7pm on Wednesday will be held.

#### • **Special Events**

Veronica Templar (Special Events)

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#### • **Staffing Changes**

Veronica Templar (Special Events)

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- A few staff members have had to step down. Thanks to William Sadorus and Dylan Templar and Cheryl Dyson and Caryn Meyer for stepping in to help out!

#### • **Philip K. Dick Award**

William Sadorus

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- We do not yet have nominees for the P.K. Dick Award, but hope to in the next 10 days or so. Will be distributed ASAP once received. Could have up to seven nominees, will be discussing them after the March meeting.

- **Guest of Honor Banquet**

Tonya Clark (Vice Chair)

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- If you haven't purchased your ticket yet, this is a great way to start the convention! Good food, conversation with the GOHs, best seating for Opening Ceremonies, and a bar with huge drinks. \$80/ticket through the Registration system. Includes a ticket for this year's raffle, one of the prizes will be a personalized reading list by Nancy Pearl!

- **Post-Meeting Social**

All

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- 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)