

SATURDAY FEB 16, 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)

- **THEME:** Rainbows and Sparkles!
- 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 Food Court
- **Introductions, Exec Recaps, Announcements**

All

- **Chair**

Loree Parker (Chair)

- **Welcome and Introductions**

Loree Parker (Chair)

- Glad everyone made it here safely through snow, slush, and a full parking lot!

- **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 IKEA Renton food court after the meeting. Please join us!

- **Charities Food/Non-Perishable Supplies Drive**

All

- Please contribute to our food drive! Currently accepting non-perishable canned goods, supplies for babies, pets, etc. Given weather, we'll be accepting donations next month as well.

- **Elections**

All

- To vote, you must be registered as Staff by the end of the day today!
- We will be opening nominations for Chair, Vice-Chair, and two GOH Selection Committee positions at the March meeting. Please think about who you would like to nominate, whether you'd like to be nominated, etc.

- **Vice-Chair**

Tonya Clark (Vice Chair)

- The hotel liaison is not here today, but hopefully you have asked about staff room block rooms if you'd like them. If you don't have a room reservation yet, rooms are still available!
- We are still looking into storage options, if you can assist, please email tonya@norwescon.org.

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of Jan. Meeting Minutes**

Michael Hanscom (Secretary)

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

CARRIED

Moved by Michael Hanscom (Secretary), Seconded by Loree Parker (Chair)

- **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)

- Motion to approve the NWC42 budget as provided to the Execs online. (10 yea, 0 nay, 1 abstain)

CARRIED

Moved by Anne-Marie (Business), Seconded by Katie Haas (Member Services)

- Thanks to those of you who have been double-checking prices and vendors and saving us money! (Patowskis, Don Glover, Alan Bond and the Tech Team.)
- If you are going to give NWC money (paying for memberships, etc.), we will be able to accept until about 15 minutes before end of breakouts.
- Many employers do volunteer matching, please check with yours to see!
- If you purchase through Amazon Smile, you can donate a small amount of every purchase to Norwescon. Every little bit helps!
- Thanks to the execs who have sent in budget requests, please remember to include budget codes.
- Tonya is hosting a birthday fundraiser for Norwescon on Facebook, aiming for \$4200 — find her on Facebook and donate!

- **Treasurer**

Brian Haas (Treasurer)

- If you have check requests, check in with us, be sure you have your exec signature.

- If you know you'll have expenses during the con, please check with your exec and we'll do what we can to assist.

- **Convention Services**

Alexis Smith (Convention Services)

- Don't forget to register — registration at the meeting closes at the end of the breakouts. If you are unable to register during the meeting, ask your exec for the online link and you can register from home.
- Our head of IT will be stepping down after this year. If anyone is interested in taking over or learning what is required, please come talk to Alexis! You don't need to know All The Things about IT, but you do need to be able to organize and work with people with expertise.

- **Membership Services**

Katie Haas (Member Services)

- Will be finalizing ribbon orders during breakouts.
- Major thanks to the Patowskis and Don Glover for helping us save money on zip ties!
- If you're in Membership Services, please check with Katie about spending money to make sure we're getting the best deal we can.

- **NWC42 Membership Numbers**

Jeffrey Cornish

- 1110 total: 798 4-day, 22 NWSFS, 51 child, 154 staff.
- We are down a bit from last year — our biggest marketing resource is YOU! Please talk to your friends, spread the word, encourage registering, post links to the website on social media, repost what we're posting, etc.

- **Member Services Roles**

Katie Haas (Member Services)

- **Staff Registration**

Katie Haas (Member Services)

- Please register today if you haven't done so yet!

- **Personnel**

Jeanine Swanson (Personnel)

- **Pride Parade Reminder**

Jeanine Swanson (Personnel)

- We will be marching in this year's Pride Parade again! Last year was a lot of fun, and we'd love to have you join us this year! June 30, 2019.
- We participate in a group with other conventions, this year we have volunteered to decorate the float/trailer.

- **Book Club**

Kathy Bond (Info Manager)

- Please come! It's lonely if nobody comes!
- This month's club is Feb 24th at 4pm — earlier, because Jasper Fforde will be there at 6pm.
- Last meeting a reporter for the Seattle Times attended and interviewed attendees, her article should be out next month.

• Publications

Cheryl Dyson (Publications)

-
- We will be publishing things soon! If you have anything for the newsletter, please get to Cheryl ASAP.
 - Some marketing materials are available on the website to download, print, and distribute, we'll be checking and possibly adding more.

• Programming

SunnyJim Morgan (Programming)

-
- We've been working hard, and we have a schedule! Will bring grids to show at the next meeting. If you're still hoping to get on the schedule, it's probably too late.

• Special Events

Veronica Templar (Special Events)

-
- PK Dick nominee update: Ian McDonald, Abbey May Otis, and Audrey Schulman will be attending, the others have sent their regrets.
 - Still looking for security liaison between Special Events and the Security Team for big events.
 - Have added new staff to handle the Sunday Geeky Swap Meet and Rocky Horror (the Blue Mouseketeers from Tacoma will be the cast this year).

• Department Breakouts

All

• Post-Breakout Report

All

• Chair

Loree Parker (Chair)

-
- Memorial Announcements: Jordan (Becky Citrak announced), Sadie (Ben announced).
 - Ribbon requests are due today, please send to your Exec. Loree will be sending out for final approval early next week.
 - Two months from today, Team Tuesday starts loading in for the con!

• Elections

Kevin Black

-
- This is the last day to register if you want to vote in this year's election; if you didn't get to register at the meeting and still need to, talk to your exec and get the online link before the end of the day. You can vote in person or by mail.
 - Nominations will close at the April meeting. Candidates will have about 48 hours to submit election statements, voting info should go out right near the beginning of the con. Voting will be open for about a month and close at the post-con meeting.
 - If you vote more than once, we count the last submitted vote.

• WorldCon 2025 Bid

Kathy Bond (Info Manager)

-
- Chairing Worldcon 2025 bid. If you're interested in getting more info, there's a Facebook page (Seattle 2025), will be having a meetup and a panel at NWC this year. Next meeting will be sometime post-NWC42 somewhere on the south side, open to recommendations for a place to hold the meeting in the Tacoma area (main parameter is "free", restaurant/bar/library).

• Charities/Donations

Willow Clark, Kat Marier

- Will be collecting donations next month as well, there will be a reminder in the meeting announcement email. Cash, non-perishable goods, hygiene, pet supplies (don't have to be brand new, just clean), baby supplies, etc.
- Any departments that need donations, this is the time to let Charities know so we can try to locate items.
- If you're thinking of approaching stores/businesses about possible donations, please check with Charities so that we know we haven't asked them already.
- Don't forget to order through Amazon Smile to support us!

• Personnel

Jeanine Swanson (Personnel)

- The ConLounge schedule is coming together. Will be contacting Charities, Transportation, etc. to finalize details.
- Teen Runners have ordered badge pouches for the runners.
- Working on reservations for the summer picnic, planning on the Steel Lake Park site again.
- If you are out and about during the con and see someone in distress, you are expected to check in on them and help! Listen, Assure, and Walk them to the office (LAW).

• New Members/Upcoming Events

Pearl Young

- We had five new people sign up today!
- Please join us after the meeting at IKEA Renton — look for the cardigans on the chairs.
- Join the Norwescon Book Club!
- Lots of geeky events coming up (RadCon, WizardWorld, Bricks Cascade, VancouFur, Emerald City ComiCon, Capital City Comicon, Washington State Toy Show). Northwest Convention League Facebook page has a full list.
- Join us for the Pride Parade this summer!

• Vice-Chair

Tonya Clark (Vice Chair)

- Timeline is available on the website. If you have things to add, please email timeline@norwescon.org.

• Hotel Liaison Report

Rob Stewart

- 84% of room block, 1732 room nights.
- Do still have suites available! If you want a party, or a bigger room, there are still options.

• Secretary

Michael Hanscom (Secretary)

- Wiki for internal con documentation is being built. More info to come later.

• Business

Anne-Marie (Business)

- Nothing to report.

- **Treasurer**

Brian Haas (Treasurer)

- Nothing to report.

- **Convention Services**

Alexis Smith (Convention Services)

- ADA animals are allowed in function space, but not pets (pets may be at hotel, but not in function space).
- If you have radio requests, please make sure to get them to your exec as quickly as possible, the radio order is being finalized this week.
- Will be ordering gaffe tape at the end of this week. If you know you need some and haven't told us yet, tell us soon. (We will be double-checking the rumored bin of blue gaffe tape with the Stage Management equipment.)
- Staff Parking requests should go through your exec — if you need a parking space between wings 6 and 7 (reserved for people who need to leave and return frequently during the convention for convention reasons), requests due by the March 9 ConCom meeting.

- **Membership Services**

Katie Haas (Member Services)

- **Departmental Report Out**

Katie Haas (Member Services)

- Registration numbers (have been emailed, will be added later).
- We are lower than we were last year at this point. Not a panic situation, but we do encourage everyone to post about Norwescon, bring new people in, encourage people to register sooner rather than later, etc.

- **Publications**

Cheryl Dyson (Publications)

- If you have anything for the newsletter, get it in ASAP.
- If you need large grids printed for the con, let publications know.

- **Social Media**

Kathy Bond (Info Manager)

- If you have something to be promoted at-con, please send to socialmedia@norwescon.org as soon as possible! Building the posting schedule now.

- **Programming**

SunnyJim Morgan (Programming)

- Reminder: If you need a snack, beverage, place to sit down, even late at night, come to rooms 302/304, directly above pro-check in, the Blue Room is for Staff and Pros. Doors are left open overnight, even if the room is not staffed. Not a sleeping space!

- **Special Events**

Veronica Templar (Special Events)

- **GOH Banquet**

Tonya Clark (Vice Chair)

- Come to the GOH Banquet! We feed you, you get to sit and chat with some of our GOHs, win raffle prizes (raffle ticket included with the GOH Banquet ticket). \$80 for the banquet ticket, food is a buffet. The opening ceremonies are in the room next door after the banquet, we open the wall, you won't even have to move! Banquet is 5-7 on Thursday evening. You can get your ticket through the Membership registration system.

- **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.
 - February 16
 - March 9
 - April 6
 - April 14 (Stuffing Party)
 - April 18-21 (Norwescon 42)
 - May 11 (Post-con ConCom)