

SATURDAY SEP 14, 2019 12:00 PM-4:00 PM

DoubleTree by Hilton Seattle Airport, SeaTac, WA

Chair	Tonya Clark (Chair)		
Attendees	Adrienne Loska (Programming) Elana Voigt (Special Events) Loree Parker (Publications)	Anne-Marie (Business) Jeanine Swanson (Personnel) Michael Hanscom (Secretary)	Brian Haas (Treasurer) Katie Haas (Member Services) Pat Booze (Vice Chair)
Apologies	Alexis Smith (Convention Services)		

- 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, Announcements
 - 12:15–1:00 p.m.: Department Reports
 - 1:00–3:00 p.m.: Department Breakouts
 - 3 p.m.: Closing and Prizes

• Introductions and Announcements

All

• Welcome and Introductions

Tonya Clark (Chair)

• Signing In: Easy, fun, and helpful!

Tonya Clark (Chair)

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

• New Member Welcome

Peggy Stewart

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

• Department Reports

All

• Chair

Tonya Clark (Chair)

• Charities

Tonya Clark (Chair)

- We're changing our outreach strategy and the charity supported by our charity auction to better focus on our organizational mission. Much as we love Northwest Harvest, we would like to focus more on outreach tied to our mission of education and encouraging SF/F literature.
- To reallocate funds and focus our outreach on our mission we will no longer be sponsoring the MoPOP's Science Fiction and Fantasy Short Film Festival (SFFSFF), a \$2,500 savings.
- We will continue supporting Locus Magazine, Clarion West scholarship, and the MoPOP Young Writer's Workshop.
- We will continue taking donations for our current charities through the end of the year. As of January 1, 2020, we may change which charities we support. We are accepting suggestions for charities that support our mission. Please email charities@norwescon.org with ideas.
- More changes may come as we do some rearranging between Chair and Business.

- **Elections**

Kevin Black

- We have changed our elections policy to remove the option to vote by physical mail; all voting will be electronic (online) or in person at the convention or post-con meeting. This was moved by Alexis (Convention Services), seconded by Katie (Member Services), and was carried unanimously.
- We have added a policy that all bylaw proposals must be submitted before nominations are opened for the following year. This was moved by Tonya (Chair), seconded by Katie (Member Services), and was carried unanimously.

- **Marketing Committee**

Tonya Clark (Chair)

- Marketing and PR have moved under the Chair.
- New marketing committee this year that works with PR, social media, and outreach. More info to come as we work on developing a marketing plan for the next several years.

- **Flyers**

Peggy Stewart

- Handed out a lot of flyers at Rustycon, but are always looking for more options of where to distribute. If you have a con, store, outlet, etc., please email pr@norwescon.org so we can budget and arrange promotion.

- **Long Range Planning Committee**

Tonya Clark (Chair)

- Have heard a desire for more long-range planning over the past few years. Exec team is generally focused on the current year, some plans can get lost in the shuffle. Intent of the committee is to think longer term, discuss ideas, and propose to the Exec committee. If at all interested or have ideas, thoughts, etc., please email chair@norwescon.org. More information to come in October.
- Mike Citrak: A multi-year committee or a year-by-year? Tonya: Would be nice if it was a multi-year committee, but difficult to commit future Chairs to the idea. This is the first year, so we'll see how it goes.

- **Breakout Topics**

Tonya Clark (Chair)

- Meeting with Business to discuss Charities/Donations. Will be available afterwards for other departments.

- **Vice-Chair**

Pat Booze (Vice Chair)

- **Hotel Liaison Report**

Rob Stewart

- Room reservations: If you don't have your room reserved, especially if you want a staff room, please make it as soon as possible. We plan to have a staff room request form on the website in the near future to help avoid email problems.
- Currently at 40% of room block, pretty solid, a bit higher than this point last year. Wednesdays are about 60 rooms away from being sold out, Tuesday about 6 rooms.
- Suite reservations should open within the next 30 days.
- Staff who want to be on the third floor of the tower should reserve a standard room and then talk to Rob Stewart; this avoids the \$40 surcharge for tower rooms.

- Meeting parking is \$8, during the con parking will be \$10 per space (one car per room free if staying at the hotel).
- The new Hilton Garden hotel behind the DoubleTree is a franchise relation, not formally part of the Hilton family. Do not assume you can park there for the DoubleTree!

• Secretary

Michael Hanscom (Secretary)

• 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 (more info on how to do that coming momentarily! 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.

• October Meeting Location

Michael Hanscom (Secretary)

- Will be held at the Kaiser Permanente Renton Campus. More info is on our website and will be emailed out prior to the meeting.

• Correspondence

All

- Thank you card from Clarion West.

• Business

Anne-Marie (Business)

• Norwescon 43 Budget

Anne-Marie (Business)

- The proposed agenda is available on the website. If approved, this will be our planned agenda.
- Move that we approve the NWC43 budget as attached to the agenda and presented to the Execs by email. 9 yea, 1 abstain, 1 absent.

CARRIED

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

- The Execs will be reviewing and revisiting the budget around the January meeting and may be revising it at that point. For any questions on the current budget or planning, please contact business@norwescon.org.

• Total Funds Received Fiscal YTD/Previous Month

Anne-Marie (Business)

- The YTD gross income for the NWC 43 fiscal year is \$11,541.80. The income for July/August (prior month) was \$8,219.80. Our Net total right now is \$4,835.38.

• Donate to Norwescon!

Anne-Marie (Business)

- Employee matching, Amazon Smile, direct links.
- Many employers do employee matching of volunteer hours; check with your employer about this. If you shop through Amazon Smile and designate Norwescon as your charity of choice, we get a bit from them.
- Kathy Bond: We can set up an Amazon Wish List for things we could use for the office, programming workshops, other supplies. Still exploring, but may be implementing at some point in the future.

- **Touch Base with Business!**

Anne-Marie (Business)

- With Exec approval, Business can arrange for pre-payment for goods/supplies so volunteers don't have to float costs themselves.
- Business needs to review/approve any and all contracts before they get signed by Execs.
- Execs can designate folks to approve check requests on their behalf, but it must be done in writing ahead of time.
- Check with Don for research and Cherie for purchasing - they may be able to save you money! Please be specific in your requests.

- **Need Us?**

Anne-Marie (Business)

- Business will be available during the second half of breakouts to accept donations, staff payments if registering as staff, etc.

- **Treasurer**

Brian Haas (Treasurer)

- Will be checking all check requests against the budget to ensure nobody is going over budget.
- Check request forms are available from Brian or from the NWC Google Drive.

- **Reported Expenses Fiscal YTD/Previous Month**

Brian Haas (Treasurer)

- The YTD total budget spent is \$6,609.77, with an additional \$96.65 of PayPal Fees (YTD total = \$6,706.42). Our total expenses for July/August (prior month) was \$4,769.26 (PayPal fees included).

- **Convention Services**

Alan Bond

- Note: Alan Bond reporting on behalf of Alexis Smith (Convention Services).

- **Open Positions in All Departments**

Alan Bond

- Still looking for a head for IT. If you know someone who would be good, please let us know. Job description available from Personnel.
- Please talk to Alan Bond or contact conservices@norwescon.org.

- **More Announcements in October**

Alan Bond

- **Member Services**

Katie Haas (Member Services)

- **We haz departments; you wants jobs, yes?**

Katie Haas (Member Services)

- Registration, Art Show, Dealers' Room, Club Tables, Info Table, Art in Action, Accessibility. Please come talk to us!

- **Registration Report**

Jeffrey Cornish

- As of 9/14: 513 four-day, 33 child, 23 youth, 7 staff, 1 lifetime.

- **Membership Rate Changes**

Katie Haas (Member Services)

- **Staff Rate**

Katie Haas (Member Services)

- Dropped from \$30 to \$20 to honor the body of work our staff does and to encourage more people joining as staff.

- **Tiered Pricing Change**

Katie Haas (Member Services)

- Tried keeping a consistent registration price for a few years, believe that that was not helpful, we are going back to tiered pricing. As of tomorrow we go up to \$75, will increase again in January, and then again at the door.
- Reflects rising prices of convention production, want to make sure we're financially solvent for years to come.
- Pre-reg still an incredible deal for the price.
- Children/Youth intentionally still the same rate.
- Tell your friends; tell your family; tell your acquaintances.

- **Staff Registration Link**

Katie Haas (Member Services)

- Your Exec can share with you.
- Plan is to have staff reg kiosks available at ConCom meetings by the October or November meetings.
- T-shirts are free but optional (if you don't want it, don't select it). Must be registered by the (usually) January meeting to get a shirt.

- **Membership Services Staff Use and Expenses**

Katie Haas (Member Services)

- If you have an outside organization asking to borrow/use Membership Services equipment, there is a contract/use agreement that must be signed well in advance (two months at minimum would be nice). Won't be lending material out for free; wear and tear must be accounted for.
- If you have an expense that you feel is under Membership Services, know that ALL Membership Services expenses must be pre-approved by Katie BEFORE a purchase is made. She will not sign check requests for items purchased without her prior approval.

- **Breakout Topics**

Katie Haas (Member Services)

- Introductions; Departments: Wazzup? Watchu got?; Deadline List Generation (because reasons); Expenses; Budgets; Staff Recruitment.

- **Personnel**

Jeanine Swanson (Personnel)

- **Post-Meeting Social Needs**

Jeanine Swanson (Personnel)

- There is no post-meeting social this month because we don't currently have someone organizing the post-meeting social. Would love to have someone willing to take this on! Please let us know, or we may not have post-meeting socials this year.

- **Events**

Jeanine Swanson (Personnel)

- We have several ongoing events going on already, and are exploring more ideas. Please see the suggestions posted on the back wall of the room, or are open to more ideas!
 - Current possibilities/suggestions: Games and ice cream at Full Tilt, Georgetown Steam Plant, games and drinks at Raygun, restaurant outings, author readings at bookstores or other locations, karaoke, Museum of History and Industry, Theo Chocolate, Bullitt Center tour (greenest building), Living Computer Museum, pride skate, Gameworks, MoPOP, Microsoft Visitor Center, Seattle Downtown Public Library tour, Telecommunication Museum, Spooked in Seattle.
 - More info on all of the following is or will be available on our Facebook events, our website, and from Personnel.

- **Book Club (Monthly)**

Kathy Bond (Info Manager)

- Looking for a co-host to assist with the book club! Need someone who can go to the Panera Bread in Kent on the assigned Sundays. All books for this year have been chosen, so very little administrative overhead. See the website or Facebook for dates and books we'll be reading.

- **Gaming Club (Monthly)**

Rob Stewart

- First couple months went well, took a couple months off due to conflicts, starting again in October. Next meeting Oct. 5, planning on playing Arkham Horror, other games available. Nov. 2 will be playing Dice Forge. Dec. 7 playing Dead of Winter. Jan. 4 playing the new LotR game from Fantasy Flight. Feb. 1 playing demos from Calliope Games. At Fantasium Games in Federal Way.

- **Pride Parade (June 28, 2020)**

Jeanine Swanson (Personnel)

- **Camping Trip (Summer 2020)**

Jeanine Swanson (Personnel)

- **Geek Garage Sale and Swap Meet (Sept. 2020)**

Jeanine Swanson (Personnel)

- **Honoring Volunteers**

Jeanine Swanson (Personnel)

- Folks who volunteer 20+ hours at the convention will get a free staff membership for the next year.

- **Breakout Topics**

Jeanine Swanson (Personnel)

- Convention Lounge Planning Timeline, Hours of Operation, Onions and Roses Review, Teen Runners "Run"

- **Publications**

Loree Parker (Publications)

- **Open Positions**

Loree Parker (Publications)

- Including (in no order): Graphic designers (producing flyers, postcards, business cards, designing print publications, etc.), editors (make the words pretty), staff writer (to help flesh out newsletter items, blog/social media posts, etc.), web team, photographers. Please email publications@norwescon.org.

- **Monthly Newsletter**

Loree Parker (Publications)

- Cheryl is back handling the newsletter. Plan is to send out a newsletter every month. Haven't sent out this month's yet, if you have anything to contribute, please email us!
 - Going forward, would like people to submit content by the 5th for a target send date or the 15th. Send to newsletter@ or publications@norwescon.org.

- **Programming**

Adrienne Loska (Programming)

- **Guests of Honor and Theme**

Adrienne Loska (Programming)

- Writer GOH: Jacqueline Carey! Artist GOH: Sana Takeda! Science GOH: Dr. Susan Langley! Spotlight Publisher TOR, represented by Claire Eddy!
 - Note on GOHs: All contact should be facilitated through Adrienne, please don't contact on behalf of NWC without permission.
 - Theme: The Longest Night. Ties into Carey's Kushiel's Legacy series.

- **Call for Pros and Panel Ideas**

Adrienne Loska (Programming)

- Track leads have been working all summer long. Pro apps are being accepted now, invites to be sent out in October. Want to encourage teens/young adults (14+, some exceptions possible) to be pros, have a special Google Form for teen applicants, will send out to the ConCom Google Group soon.
 - Please send in panel ideas! Form available on the website.

- **Norwescon Writing Workshop**

Adrienne Loska (Programming)

- First Milford-style workshop was last year. 25 participants, all had a wonderful time. Deadline is December 1st.

- **Open Positions**

Adrienne Loska (Programming)

- Love to have more help with workshops and writing classes (check-ins, attendance, etc.), stage management (helping in the Green Room, getting panels started and finished on time, etc.), youth track assistance (esp. people with experience with kids willing to put in 2-3 hours in a day).

- **Special Events**

Elana Voigt (Special Events)

- **Introduce Games and Production Managers**

Elana Voigt (Special Events)

- Amber Clark is Production Second, in charge of anything that's not games. Jeff (?) is Gaming Second, in charge of what Amber isn't.

- **Longest Night Ball**

Elana Voigt (Special Events)

- Based directly from the Kushiel's series. Current plans: An all-ages event that's immersive theater. Music, dancing, murder, intrigue, attendees right in the middle. We are all encouraged to dress up for the ball!
 - Adrienne: This being Halloween season, this is a good time to pick up masks for a masked ball....
- Will be making changes to the burlesque event, still in discussion.

- **Open Positions**

Elana Voigt (Special Events)

- Lots! Games, Masquerade staff, other stuff. Come talk to us!

- **Call for Suggestions for Improving Nightlife**

Elana Voigt (Special Events)

- What do you all want to see us doing? We've had a lot of the same events year by year. Especially with decrease in parties, really want to fill the void in the evening entertainment possibilities. What do you want in the evenings!

- **Department Breakouts**

All

- **Post-Breakout Reports (If Necessary)**

All

- Special Events: The Longest Night Ball will be on _Saturday_ night (was previously announced for Friday, that has changed).
- Norwescon will be at OryCon — say hi if you're there!

- **Closing and Prizes**

All

- **Norwescon 43 Meeting Schedule**

- All meetings at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
- September 14 ConCom (DoubleTree: Maxi's)
- October 12 ConCom (Held at the Kaiser Permanente Renton Campus)
- November 2 ConCom (DoubleTree: Maxi's)
- December 14 ConCom (DoubleTree: Room TBA)
- January 18 ConCom (DoubleTree: Room TBA)
- February 8 ConCom (DoubleTree: Maxi's)
- March 7 ConCom (DoubleTree: Room TBA)
- April 5 Stuffing Party (DoubleTree: Olympic Rooms)
- April 9-12 Norwescon 43 (DoubleTree: Everywhere!)
- May 2 Post-con ConCom (DoubleTree: Maxi's)