

SATURDAY OCT 12, 2019 12:00 PM-4:00 PM

Kaiser Permanente Renton Campus, Renton, WA

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

- Please remember to sign in!
- 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

Pat Booze (Vice Chair)

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

Pat Booze (Vice Chair)

- Tonya could not attend today, but looks forward to rejoining us next month.
 - Postponed until next month due to Tonya's absence.

• Long Range Planning Committee

Pat Booze (Vice Chair)

- Postponed until next month due to Tonya's absence.

• Chair Financial Report #1

Pat Booze (Vice Chair)

- Postponed until next month due to Tonya's absence.

• Breakout Topics

Pat Booze (Vice Chair)

• Vice-Chair

Pat Booze (Vice Chair)

• Hotel Liaison Report

Rob Stewart

- We still have rooms available (a little lower than last year). If anyone has problems finding rooms through the site, please email hotels@norwescon.org.
- At 49% of room block. If you haven't reserved your room yet, this is a good time to do so. If you're looking for a staff room and want the tower, don't register on the website for the tower — we will place you and you won't get charged the premium.
- Rob is looking for an assistant to train! Please email hotels@norwescon.org if you're interested in learning the ins and outs of this position.

• Secretary

Michael Hanscom (Secretary)

• Approval of September Meeting Minutes

All

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

CARRIED

- Vote held via email between 9/25 and 10/2. Minutes approved and posted to the website on 10/2. Notification of availability was sent out on the Norwescon-concom mailing list.

• 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.

• November Meeting Location

Michael Hanscom (Secretary)

- We will be back at the DoubleTree by Hilton SeaTac.

• Business

Anne-Marie (Business)

• Total Funds Received Fiscal YTD/Previous Month

Anne-Marie (Business)

- The YTD gross income for the NWC 43 fiscal year is \$14,801.94. The income for September was \$5,375.14. Our Net total for this fiscal year is negative \$2,297.64.

• Sales or Use Tax and You!

Anne-Marie (Business)

- As a 501(c)(3) non-profit we are exempt from Federal income tax, but under WA state law, we still have to pay sales tax on the use of physical items that we will use in-state. This includes online purchases, items bought in non-sales-tax states such as Alaska or Montana, or items purchased in-state but where the buyer has requested a resale or non-taxable transaction.

- **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.

- **Charities**

Anne-Marie (Business)

- All donations in will be under Business. Chair still responsible for outreach, requests from Norwescon for donations from the outside, and the focus of any charitable organizations we partner with. Still looking for organizations that fit our mission. We will continue this year with online giving to Northwest Harvest, but will name a different organization for the auction.
- Kathy (as Business 2nd) will take on finalizing filings to make sure we can maximize all future donations.
- Looking for assistance with the Charity Auction.
- Any questions can be mailed to kathy@norwescon.org.

- **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)

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

Brian Haas (Treasurer)

- The YTD total budget spent is \$16,882.11, with an additional \$217.47 of PayPal Fees (YTD total = \$17,098.58). Our total expenses for September were \$7,619.90 (PayPal fees included).
- Some large expenses came in this month: insurance and annual registration for Convention Master. Both expected and planned for.

- **Check Requests**

All

- Check request forms are available from Brian or from the NWC Google Drive.
- Must have Exec approval and receipts.

- If you know of any purchases coming up, work with your Exec so we can plan ahead of time and make the purchase ourselves.

- **Convention Services**

Alexis Smith (Convention Services)

- **Open Positions**

Alexis Smith (Convention Services)

- Still has many positions open. IT, security, layouts, logistics, tech and event services including Grand 3 and other, convention/security office, dispatch, more! Managerial positions/team leadership positions also open.

- **New Bidding Process**

Alexis Smith (Convention Services)

- The tech team is looking at splitting up the bid for rental equipment this year based on differing needs for Grand 3 shows/programming and the needs for other spaces. This will affect other teams and deadlines for submitting information.
- If you have tech needs for the space you work in, please let the tech team know so they can plan ahead and work with the bids.

- **Reminders**

Alexis Smith (Convention Services)

- Do you need gaff tape? Please send requests to Convention Services (office@ or conservices@norwescon.org) by the January meeting.
- Parking Lot requests (for parking between wings 6 and 7): Intended for volunteers who have to be in and out of the hotel over the course of the weekend. Speak to your Exec if you think you might need one. Want to have requests in by the February meeting.
- IT will shut down registration by 2:30 p.m. whether breakouts have wrapped up or not.
- Reports/Investigations: We will not provide information to the general public about open inquiries into harassment reports. If you encounter a situation we should be aware of, please contact security or email incident@ or report@norwescon.org.

- **Breakout Topics**

Alexis Smith (Convention Services)

- Storage update discussion. We have a lot of storage needs and storage costs are rising. Looking for a larger space to consolidate all of our storage in one place. Have specific needs (access, security, climate control, etc.). If interested or may know of a place, please email to kathy@ or logistics@norwescon.org.

- **Layouts**

All

- Michael Citrak has last year's layouts available for anyone who would like to look at them.

- **Member Services**

Katie Haas (Member Services)

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

Katie Haas (Member Services)

- Lots of ways to help! Actively looking for help with registration, others. We bribe with food at an end-of-year party, even!

- **Registration Report**

Jeffrey Cornish

- As of 10/12: 547 4-day, 36 child, 25 youth, 22 staff, 5 lifetime. 594 paid memberships total.
- Down a bit from last year at this time (629 memberships at this point last year).

- **Marketing**

Jeffrey Cornish

- Working on developing a unified marketing strategy. Planning on a larger push starting around January — but our greatest marketing force is here in this room! Tell your friends, talk about the con, wear your shirts/hoodies around town, etc.

- **Staff Registration Link**

Katie Haas (Member Services)

- If you weren't able to register at the meeting, you can register online. Your Exec can share the link with you.

- **Breakout Topics**

Katie Haas (Member Services)

- **Personnel**

Jeanine Swanson (Personnel)

- **Events**

Jeanine Swanson (Personnel)

- 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)

- October 27, November 24, and January 26, 4-6 p.m. at Panera Bread in Kent (521 2nd Pl. N., Suite 101, Kent, WA 98032).

- **Gaming Club (Monthly)**

Rob Stewart

- November 2, December 7, January 4, and February 1, 5-9 p.m. at Fantasium Comics and Games in Federal Way (1500 S. 336th St. #12A, Federal Way, WA 98003).

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

Jeanine Swanson (Personnel)

- **Camping Trip (Summer 2020)**

Jeanine Swanson (Personnel)

- **Geek Garage Sale and Swap Meet (September 2020)**

Jeanine Swanson (Personnel)

- Other outings are being planned.

- **LAW Review**

Jeanine Swanson (Personnel)

- **LAW:** Listen, Assure, Walk. Listen to the member, assure them we can help, walk them to the convention security office.

- **Harassment Policy**

Jeanine Swanson (Personnel)

- Norwescon strives to provide a safe and welcoming space for persons of all descriptions. Everyone should be able to have a great time, in their own way, at the convention—but not at the expense of others. As a community, we insist on behavior that respects the autonomy of each individual member.
- Norwescon members and convention staff have the right to be free from unwanted harassment at the convention and while performing convention-related duties throughout the year. Harassment is behavior which focuses unwelcome attention on a person and either inappropriately crosses reasonable expectations of social boundaries, or continues after a clear showing of disinterest or a request to desist.
- Harassment during the year may be reported to the Personnel executive, the person's immediate supervisor, or the chair or vice chair. At the convention, reports of harassment are handled by convention security or the Personnel executive. Any staff member wearing a convention badge may receive a report of harassment. It is each staff member's responsibility to treat a person making such a report with respect, and to offer to accompany the person to convention security or the Personnel executive. The Personnel executive may designate a person to receive reports of harassment on his or her behalf.
- Violations of this policy may lead to a range of consequences based on the circumstances, from a warning to more serious steps, such as revocation of convention membership or banning from future conventions.
- Convention staff are required to report all incidents brought to their attention. These incidents should be reported to convention security or the Personnel executive as soon as possible.
- If you have any questions, please contact Jeanine at personnel@norwescon.org.

- **Breakout Topics**

Jeanine Swanson (Personnel)

- Review timeline for Convention Lounge planning.

- **Publications**

Loree Parker (Publications)

- **Newsletter**

Loree Parker (Publications)

- Seeking items for the October newsletter. If anyone has anything for the newsletter (area spotlight, open positions, etc.) please email newsletter@norwescon.org soon. (General deadline is the 5th to publish on the 15th, we're running a bit behind this month.)
- If you just have a brief blurb or topic but no prepared text, let us know and our staff writer will work on an article.

- **Open Positions**

Loree Parker (Publications)

- Graphics designers, editors, web team.

- **Breakout Topics**

Loree Parker (Publications)

- Graphics and PR needs for flyers.

- **Programming**

Adrienne Loska (Programming)

- **Panelists and Pros Update**

Adrienne Loska (Programming)

- Will be sending invites out starting on Sunday! If you're waiting and haven't heard back yet, give it a little time, as the process can take a while, but we're getting started soon. This may drive hotel reservations as pros accept, so if you haven't registered your room yet, do so.
- Pro applications and panel ideas/suggestions are welcome, forms are available on the website. Will be accepting panel ideas up into November.
- Opened applications for teen pros this week. Started with notifying the concom group. If you know a teen who would be a good panelist, talk to Adrienne.

- **Norwescon Writing Workshop**

Adrienne Loska (Programming)

- Accepting applications, due Dec. 1st.
- First moderator: TOR Representative and senior editor Claire Eddy!
- Will be encouraging people to participate in this year's NaNoWriMo.

- **Open Positions**

Adrienne Loska (Programming)

- Always need people in stage management (getting panels started and ending on time - fun, not terribly intensive), writing class assistants, youth room assistants.

- **Future GOHs**

Adrienne Loska (Programming)

- We need your suggestions for NWC44 (and beyond) GOHs! We have info on a table here, requirements are also in the FAQ on the website. Suggestions can be emailed to gohcommittee@norwescon.org.

- **Theme**

Adrienne Loska (Programming)

- Theme is "The Longest Night" from WGOH Jacqueline Carey's *_Kushiel's Legacy_* series, and we will be having a masked ball. This is a good month to pick up masks and costume pieces while Halloween stuff is in the stores.

- **Special Events**

Jeffrey Sloan

- **Youth Gaming**

Jeffrey Sloan

- Looking at opening up more youth/teen-focused games. Ideas and suggestions very appreciated!

- **NWC Crash Kits**

Willow Clark

- Creating costuming crash kits for use during the con. Will be posting lists soon, would welcome donations of costuming/sewing goods.

- **Open Positions**

Jeffrey Sloan

- Always open positions in Gaming, even through the end of the convention. Also looking for a dances director. Please send people our way!

- **Department Breakouts**

All

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

All

- Elections: If you would like to vote for Norwescon officers, you can vote either online or in-person at the convention or post-con meeting.
- Con Services: Please send people our way to volunteer, please send us storage suggestions.

- **Closing and Prizes**

All

- Norwescon 43 Meeting Schedule
 - All meetings at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
 - 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 (Held at the Kaiser Permanente Renton Campus)
 - March 7 ConCom (DoubleTree: Maxi's)
 - April 5 Stuffing Party (DoubleTree: Olympic Rooms)
 - April 9-12 Norwescon 43 (DoubleTree: Everywhere!)
 - May 2 Post-con ConCom (DoubleTree: Maxi's)