

SATURDAY NOV 2, 2019 12:00 PM-4:00 PM

DoubleTree By Hilton Seattle Airport, SeaTac, WA

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

- 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)

- Please be patient with email responses while the Chair recovers. If anything is urgent, please speak with your Exec.
- Elana has had to step down as Special Events Exec. Her second Jeff is acting as interim while we find a new Exec. If you are interested, please speak to Tonya.

• Signing In: Easy, fun, and helpful!

All

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

• New Member Welcome

All

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

• Department Reports

All

• Chair

Tonya Clark (Chair)

• Long Range Planning Committee

Tonya Clark (Chair)

- We now have two members! Still looking for more folks interested in being part of the long range planning committee. If interested please email tonya@norwescon.org.
 - Michael Citrak, Kathy Bond, Mike Brennan, Shawn Marier, Keith Johnson, Alan Bond all volunteered at this meeting (plus the two who already volunteered). A committee has been formed!

• Chair Financial Report #1

Tonya Clark (Chair)

- Left notes at home. Would email be sufficient? (Straw poll: Yes.) Will email and will be open for questions, can schedule space for an overview/brief discussion at the next meeting.

- **Marketing**

Katie Haas (Member Services)

- Marketing is good! We're working on a marketing impact chart and plan that can be repeatable for future years, making good progress. Standardizing how we talk about Norwescon, how do we define the con for advertising, etc. Looking at the various channels we target (where advertisements are placed), trying to find the best bang for our buck. Very excited at taking the first steps for a sustainable marketing plan.
- Ideas can be sent to katie@norwescon.org.
- Goal is to present an initial plan, hopefully at the January meeting, but priority is having it ready.
- AM: What are we doing for promotion in the interim?
 - Katie: Following our standard channels, Peggy is in charge. Questions/ suggestions can be sent to socialmedia@norwescon.org.

- **Breakout Topics**

Tonya Clark (Chair)

- **Vice-Chair**

Pat Booze (Vice Chair)

- **Hotel Liaison Report**

Pat Booze (Vice Chair)

- Our hotel liaison is not here today. Numbers from email: at 60% of room pickup. Down about 100 rooms from last year at this point, not bad. Still rooms available on Wednesday and through the convention, and two rooms left on Monday. Total of 1,140 of 1,905 maximum.
- Need a staff room? There is a form available in the Staff Info section of the website. Must have your hotel reservation confirmation number. If you want late checkout on Sunday, contact Rob, availability is first-come first-serve.
- If anyone has problems finding rooms through the site, please email hotels@norwescon.org.
- 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 October Meeting Minutes**

All

- Move that the last distributed version of the October meeting minutes be approved. (7 yea, 0 nay, 4 abstain)

CARRIED **Moved by Michael Hanscom (Secretary), Seconded by Katie Haas (Member Services)**

- **Approval of Updated Policies and Procedures**

All

- Updates are still ongoing; vote delayed until December meeting.

- **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)

- **Total Funds Received Fiscal YTD/Previous Month**

Anne-Marie (Business)

- The YTD gross income for the NWC 43 fiscal year is \$16,992.69. The income for October was \$3,397.75. Our Net total for this fiscal year is negative \$3,231.53.

- **Charitable Income/Events**

Kathy Bond

- AM, Tonya, and Kathy have restructured how we're handing Charities. The Chair will continued directing outreach, the rest is moving under the Business team, spearheaded by Kathy. Looking for people who want to join the team. The usual team will do what they have (auction, soliciting from dealers and businesses year-round, etc.). If you'd like to help out or have questions or requests, please email charities@norwescon.org. The earlier you contact us, the easier it is for us to find sources.
- Also adding a fundraising team, looking for people who'd like to help with brainstorming, arranging, and running fundraisers. Also email charities@norwescon.org.
- Also adding a sponsorship team. If you have ideas for possible sponsorships or would like to be a part of this team, please email also at charities@norwescon.org.

- **Donate to Norwescon!**

Kathy Bond

- 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.

- **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 expenses are \$20,174.22. Our total expenses for October were \$7,785.06.

- **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 looking for an IT manager. Have recently reviewed the list of what the IT manager does, and am looking at breaking that up.
 - Also looking for an IT team. If there's no IT team, there's no IT support at con...this would be bad. Please volunteer!
 - Always looking for help in tech, logistics, dispatch.

- **Layouts**

Michael Citrak

- If you haven't put in your layout requests yet, will be mailing last year's versions out in the next couple weeks for review and change requests. Please get changes submitted as soon as possible. December meeting best, January meeting acceptable if necessary.

- **Breakout Topics**

Alexis Smith (Convention Services)

- **Member Services**

Katie Haas (Member Services)

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

Katie Haas (Member Services)

- We have staff needs at info table and registration. Many of these are smaller shifts that you can do even if you have another position, and it's a lot of fun! Please consider a shift at either or both places.
 - Also looking for a Dealers Room second, art show help, and more.

- **Registration Report**

Katie Haas (Member Services)

- Have sold 577 four-day membership, total membership 659. Slightly down from this point last year, but think we're still on track, and having reinstated the pricing tiers may drive memberships before the price goes up in January.

- You are our best marketing outreach force! Talk to your family, friends, coworkers, strangers you meet, etc. Bring them all!

- **Staff Registration Link**

Katie Haas (Member Services)

- Remember that staff registration is only \$20 this year! Registration kiosks are available at the meeting until late in the breakouts time.
- 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)

- **Open positions**

Jeanine Swanson (Personnel)

- Looking for help with volunteer wrangling at-con and with managing the cloak room.

- **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

- November 24, 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

- 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)**

SunnyJim Morgan

- Looking at six parts in the northwest region of the state, hope to make a reservation soon. If you would like to express a preference among sites or dates, please speak to SunnyJim.

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

Jeanine Swanson (Personnel)

- Other outings are being planned.

- **Breakout Topics**

Jeanine Swanson (Personnel)

• Publications

Loree Parker (Publications)

• Newsletter

Loree Parker (Publications)

- Deadline is the 5th of every month to submit content. No submissions have been received yet for this month's newsletter! If you have something you'd like to promote, please send it to newsletter@norwescon.org. If you don't have a fully fleshed idea but do have a topic, send that in too, our staff writer can help create a full article.

• Open Positions

Loree Parker (Publications)

- Looking for web team help, photographers, editors, graphic designers. Please email publications@norwescon.org or lore@norwescon.org.

• Programming

Adrienne Loska (Programming)

• Pros and Panels

Adrienne Loska (Programming)

- Pros have been/are being invited. Getting lots of response and will have a number of new faces and voices this year.
- Made a call for teen pros and got some great responses! Lots of activity and plans going on on this front. If you have or know of a teen who may be interested, contact programming@norwescon.org.
- Track leads are working on setting up panels but are still looking for ideas. Can email programming@norwescon.org or fill out the form on the website.
- NWC Writers Workshop submission deadline is Dec. 1st. Have been receiving submissions already, but expect more up to the deadline. Claire Eddy and Curtis Chen are the current moderators, plan to have at least two more to announce. The workshop is participating in NaNoWriMo, posts are in the Facebook group or you can search for Norwescon on the NaNoWriMo website.
- Artist workshop is taking a year off to rework and revamp, plan to bring back next year.

• Open Positions

Adrienne Loska (Programming)

- Looking for stage management help to help make the panels go smoothly.
- Looking for suggestions for NWC44 GOHs! There's a form on the website or email gohcommittee@norwescon.org.

• Special Events

Jeffrey Sloan

- Looking to expand what games are run at the convention, evening game events, etc. If you have ideas for what you'd like to see, email games@norwescon.org.

• NWC Crash Kits

Michael Hanscom (Secretary)

- Willow is still working on a final list of needed crash kit supplies. She hopes to have a list before Thanksgiving so people can bring donations to December's meeting. If people have already set things aside, please bring to December's meeting to give to Willow.

- **Open Positions**

All

- Always looking for volunteers for games, both before and at the convention.

- **Department Breakouts**

All

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

All

- **December Holiday Social**

Jeanine Swanson (Personnel)

- We will be having our annual holiday social next month after the ConCom meeting.

- **Convention Services**

Jeanine Swanson (Personnel)

- We have dispatch IT staff volunteers! Yay! (More are still wanted!)

- **Closing and Prizes**

All

- **Norwescon 43 Meeting Schedule**

- All meetings at the DoubleTree by Hilton Seattle Airport unless otherwise noted.
- 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)