



## NWC43 December ConCom

## MEETING AGENDA

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

DoubleTree By Hilton Seattle Airport, SeaTac, WA

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

- 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

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#### • Welcome and Introductions

Tonya Clark (Chair)

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#### • Signing In: Easy, fun, and helpful!

Tonya Clark (Chair)

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#### • New Member Welcome

Peggy Stewart

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### • Department Reports

All

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#### • Chair

Tonya Clark (Chair)

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#### • Special Events Head

Tonya Clark (Chair)

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#### • Elections

Kevin Black

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#### • T-Shirts

Tonya Clark (Chair)

- **Ribbon and Badge Orders**

Tonya Clark (Chair)

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- **Marketing and PR Update**

Peggy Stewart

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- **Financial Report**

Tonya Clark (Chair)

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- **Long-Range Planning**

Tonya Clark (Chair)

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- **Breakout Topics**

Tonya Clark (Chair)

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- **Vice-Chair**

Pat Booze (Vice Chair)

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- **Hotel Liaison Report**

Pat Booze (Vice Chair)

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- **Secretary**

Michael Hanscom (Secretary)

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- **Approval of November Meeting Minutes**

All

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- **Approval of Updated Policies and Procedures**

All

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- **Documentation Wiki**

All

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- **Online access to agendas, minutes, etc.**

Michael Hanscom (Secretary)

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- **Registration: We need to know about you!**

Michael Hanscom (Secretary)

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- **Google Suite (Email aliases, groups, drive, etc.)**

Kathy Bond

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- **Business**

Anne-Marie (Business)

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

Anne-Marie (Business)

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- **Donate to Norwescon!**

Kathy Bond

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- **Touch Base with Business!**

Anne-Marie (Business)

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- **Need Us?**

Anne-Marie (Business)

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- **Treasurer**

Brian Haas (Treasurer)

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

Brian Haas (Treasurer)

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- **Check Requests**

All

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- **Convention Services**

Alexis Smith (Convention Services)

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- **Open Positions**

Alexis Smith (Convention Services)

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- **Breakout Topics**

Alexis Smith (Convention Services)

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- **Member Services**

Katie Haas (Member Services)

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

Katie Haas (Member Services)

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- **Registration Report**

Katie Haas (Member Services)

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- **Staff Registration Link**

Katie Haas (Member Services)

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- **Breakout Topics**

Katie Haas (Member Services)

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- **Personnel**

Jeanine Swanson (Personnel)

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- **Open positions**

Jeanine Swanson (Personnel)

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- **Events**

Jeanine Swanson (Personnel)

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- **Book Club (Monthly)**

Kathy Bond

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- **Gaming Club (Monthly)**

Rob Stewart

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

Jeanine Swanson (Personnel)

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- **Camping Trip (Summer 2020)**

SunnyJim Morgan

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

Jeanine Swanson (Personnel)

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- **Breakout Topics**

Jeanine Swanson (Personnel)

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- **Publications**

Loree Parker (Publications)

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- **Newsletter**

Loree Parker (Publications)

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- **Membership Guide Updates**

All

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- **Website Content Requests**

All

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- **Program Book Content Requests**

All

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- **Open Positions**

Loree Parker (Publications)

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- **Programming**

Adrienne Loska (Programming)

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- **General Update**

Adrienne Loska (Programming)

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- **Open Positions**

Adrienne Loska (Programming)

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- **Special Events**

Veronica Templar (Special Events)

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- **Open Positions**

All

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- **Staff Photo**

All

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- Gather on the stairs leading up to the Evergreen rooms from the landing above the lobby.
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- **Department Breakouts**

All

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

All

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- **Closing and Prizes**

All

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- **Norwescon 43 Meeting Schedule**

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

## NORWESCON 43 Email Contacts

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**Not sure who to ask? Just email [info@norwescon.org](mailto:info@norwescon.org) and we'll make sure your message gets to the right person!**

### Chair and Vice-Chair

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Chair and Vice-Chair	<a href="mailto:chair@norwescon.org">chair@norwescon.org</a>	Contact the Chair or Vice-Chair.
Charities	<a href="mailto:charities@norwescon.org">charities@norwescon.org</a>	Donations, matching funds.
Elections	<a href="mailto:elections@norwescon.org">elections@norwescon.org</a>	Annual elections.
Hotel	<a href="mailto:hotels@norwescon.org">hotels@norwescon.org</a>	Room or suite reservations.
Long Range Planning Committee		Looking to the future of the con.
Marketing Committee	<a href="mailto:marketing@norwescon.org">marketing@norwescon.org</a>	Marketing planning and implementation.
PR (Public Relations)	<a href="mailto:pr@norwescon.org">pr@norwescon.org</a>	Public Relations and advertising.
Social Media	<a href="mailto:socialmedia@norwescon.org">socialmedia@norwescon.org</a>	Social Media announcements.
Timeline	<a href="mailto:timeline@norwescon.org">timeline@norwescon.org</a>	Convention planning.

### Secretary

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Secretary Team	<a href="mailto:secretary@norwescon.org">secretary@norwescon.org</a>	Meeting documents and archives.
Information	<a href="mailto:info@norwescon.org">info@norwescon.org</a>	General questions.
Onions and Roses	<a href="mailto:onionsandroses@norwescon.org">onionsandroses@norwescon.org</a>	What worked or didn't work at con.
Wiki	<a href="mailto:wiki@norwescon.org">wiki@norwescon.org</a>	Conrunning documentation.

### Business

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Business Department	<a href="mailto:business@norwescon.org">business@norwescon.org</a>	Budget, expenses, check requests, etc.
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### Convention Services

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Convention Services Department	<a href="mailto:conservices@norwescon.org">conservices@norwescon.org</a>	Contact Convention Services.
IT	<a href="mailto:it@norwescon.org">it@norwescon.org</a>	IT and computer needs.
Lost and Found	<a href="mailto:lostandfound@norwescon.org">lostandfound@norwescon.org</a>	Lost or found items.
Security	<a href="mailto:security@norwescon.org">security@norwescon.org</a>	Convention operations.
Signs	<a href="mailto:signs@norwescon.org">signs@norwescon.org</a>	Convention signage.
Tech Services	<a href="mailto:techservices@norwescon.org">techservices@norwescon.org</a>	Non-IT equipment.
Transportation	<a href="mailto:transportation@norwescon.org">transportation@norwescon.org</a>	Storage lockers and transporting equipment.

### Member Services

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Member Services Department	<a href="mailto:memberservices@norwescon.org">memberservices@norwescon.org</a>	Contact Member Services.
Accessibility	<a href="mailto:accessibility@norwescon.org">accessibility@norwescon.org</a>	Hotel accessibility concerns.
Art in Action	<a href="mailto:artaction@norwescon.org">artaction@norwescon.org</a>	Art demos.
Art Show	<a href="mailto:artshow@norwescon.org">artshow@norwescon.org</a>	Art display and sales.
Club Tables	<a href="mailto:clubtables@norwescon.org">clubtables@norwescon.org</a>	Club and organization promotion.
Dealers' Room	<a href="mailto:dealers@norwescon.org">dealers@norwescon.org</a>	Vendor information.
Registration	<a href="mailto:registration@norwescon.org">registration@norwescon.org</a>	Membership sales and tracking.

### Personnel

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Personnel Department	<a href="mailto:personnel@norwescon.org">personnel@norwescon.org</a>	Contact Personnel.
Volunteers	<a href="mailto:volunteers@norwescon.org">volunteers@norwescon.org</a>	Organizing our volunteers.

### Programming

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Programming Department	<a href="mailto:programming@norwescon.org">programming@norwescon.org</a>	Contact Programming.
Guest of Honor Selection Committee	<a href="mailto:gohcommittee@norwescon.org">gohcommittee@norwescon.org</a>	Submit suggestions for future Guests of Honor.
Ideas	<a href="mailto:submissions@norwescon.org">submissions@norwescon.org</a>	Submit panel suggestions.
Writers' Workshop	<a href="mailto:writersworkshop@norwescon.org">writersworkshop@norwescon.org</a>	The Fairwood Writers Workshop info.
Youth Programming	<a href="mailto:youth@norwescon.org">youth@norwescon.org</a>	Info on YA programming.

### Publications

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Publications Department	<a href="mailto:publications@norwescon.org">publications@norwescon.org</a>	Contact Publications.
Editors	<a href="mailto:editors@norwescon.org">editors@norwescon.org</a>	The editing team.
Graphic Design	<a href="mailto:designers@norwescon.org">designers@norwescon.org</a>	The graphic design team.
Guidebook	<a href="mailto:guidebook@norwescon.org">guidebook@norwescon.org</a>	The Guidebook mobile app.
Newsletter	<a href="mailto:newsletter@norwescon.org">newsletter@norwescon.org</a>	Submissions for the monthly newsletter.
Photographers	<a href="mailto:photos@norwescon.org">photos@norwescon.org</a>	The photography team.
Website	<a href="mailto:webmonkeys@norwescon.org">webmonkeys@norwescon.org</a>	The website.
Zine	<a href="mailto:zine@norwescon.org">zine@norwescon.org</a>	The at-con daily 'zine.

## Special Events

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Special Events Department	<a href="mailto:specialevents@norwescon.org">specialevents@norwescon.org</a>	Contact Special Events.
Burlesque Show	<a href="mailto:burlesque@norwescon.org">burlesque@norwescon.org</a>	The Friday night burlesque show.
Dances	<a href="mailto:dances@norwescon.org">dances@norwescon.org</a>	DJs and the at-con dances.
Filk	<a href="mailto:filk@norwescon.org">filk@norwescon.org</a>	Concerts, filk, and music at con.
Gaming	<a href="mailto:gaming@norwescon.org">gaming@norwescon.org</a>	Gaming at con.
Masquerade	<a href="mailto:masquerade@norwescon.org">masquerade@norwescon.org</a>	The Saturday night masquerade.
Masquerade Halftime Show	<a href="mailto:halftime@norwescon.org">halftime@norwescon.org</a>	Masquerade halftime events.
Music	<a href="mailto:music@norwescon.org">music@norwescon.org</a>	Concerts, filk, and music at con.
Single Pattern Contest	<a href="mailto:spcontest@norwescon.org">spcontest@norwescon.org</a>	The Single Pattern Contest.

Last updated: 9/3/19