



NWC43 February ConCom

MEETING AGENDA

SATURDAY FEB 8, 2020 12:00 PM-4:00 PM

Kaiser Permanente Renton Campus, Glacier 106/107

Chair Tonya Clark (Chair)

Attendees 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!
- 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)

• New Member Welcome

Peggy Stewart

• Department Reports

All

• Chair

Tonya Clark (Chair)

• Elections

Kevin Black

• Marketing Update

Peggy Stewart

• Breakout Topics

Tonya Clark (Chair)

- **Vice-Chair**

Pat Booze (Vice Chair)

- **Hotel Liaison Report**

Rob Stewart

- **Secretary**

Michael Hanscom (Secretary)

- **Approval of January Meeting Minutes**

All

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

Michael Hanscom (Secretary)

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

Michael Hanscom (Secretary)

- **March Meeting**

All

- **Website Updates Contact Address**

All

- **Business**

Anne-Marie (Business)

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

Anne-Marie (Business)

- **Revised Budget Vote**

All

- **Charities**

Anne-Marie (Business)

- **Volunteer Matching**

Anne-Marie (Business)

- **Amazon Smile**

Anne-Marie (Business)

- **In-Kind Solicitations**

Anne-Marie (Business)

- **Touch Base with Business!**

Anne-Marie (Business)

- **Need Us?**

Anne-Marie (Business)

- **Treasurer**

Brian Haas (Treasurer)

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

Brian Haas (Treasurer)

- **Check Requests**

All

- **Convention Services**

Alan Bond

- **Open Positions**

Alexis Smith (Convention Services)

- **Layouts**

Alexis Smith (Convention Services)

- **Radios**

Alexis Smith (Convention Services)

- **Parking Passes (Between Wings 6&7)**

Alexis Smith (Convention Services)

- **Gaff Tape**

Alexis Smith (Convention Services)

- **Room Pull Lists (not Layouts)**

Alexis Smith (Convention Services)

- **Breakout Topics**

Alexis Smith (Convention Services)

- **Tech Services**

Alexis Smith (Convention Services)

- **Logistics**

Alexis Smith (Convention Services)

- **IT**

All

- **Security/Dispatch**

All

- **Layouts**

All

- **Member Services**

Katie Haas (Member Services)

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

Katie Haas (Member Services)

- **Registration Report**

Katie Haas (Member Services)

- **Staff Registration Link**

Katie Haas (Member Services)

- **The Little Free Library Returns**

Michelle Morrell

- **Breakout Topics**

Katie Haas (Member Services)

- **Personnel**

Jeanine Swanson (Personnel)

- **Open positions**

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)**

Jeanine Swanson (Personnel)

- February 23, March 22 from 4-6 p.m. at Panera Bread in Kent (521 2nd Pl. N., Suite 101, Kent, WA 98032).

- **Gaming Club (Monthly)**

Rob Stewart

- Paused until May.

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

Jeanine Swanson (Personnel)

- **Camping Trip (Summer 2020)**

SunnyJim Morgan

- **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)

- **Program Book Ad Deadline**

All

- **Last Call for Input**

All

- **Website Updates Contact Address**

All

- **Programming**

Adrienne Loska (Programming)

- **General Update**

Adrienne Loska (Programming)

- **Open Positions**

Adrienne Loska (Programming)

- **Special Events**

Amber Clark

- **Open Positions**

All

- **Department Breakouts**

All

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

All

- **Closing and Prizes**

All

- **Norwescon 43 Meeting Schedule**

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

Not sure who to ask? Just email info@norwescon.org and we'll make sure your message gets to the right person!

Chair and Vice-Chair

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

Secretary

Secretary Team	secretary@norwescon.org	Meeting documents and archives.
Information	info@norwescon.org	General questions.
Onions and Roses	onionsandroses@norwescon.org	What worked or didn't work at con.
Wiki	wiki@norwescon.org	Conrunning documentation.

Business

Business Department	business@norwescon.org	Budget, expenses, check requests, etc.
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Convention Services

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

Member Services

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

Personnel

Personnel Department	personnel@norwescon.org	Contact Personnel.
Volunteers	volunteers@norwescon.org	Organizing our volunteers.

Programming

Programming Department	programming@norwescon.org	Contact Programming.
Guest of Honor Selection Committee	gohcommittee@norwescon.org	Submit suggestions for future Guests of Honor.
Ideas	submissions@norwescon.org	Submit panel suggestions.
Writers' Workshop	writersworkshop@norwescon.org	The Fairwood Writers Workshop info.
Youth Programming	youth@norwescon.org	Info on YA programming.

Publications

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

Special Events

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

Last updated: 9/3/19