

Welcome to a



Planning Meeting!

Chair



Katharine Bond

Vice Chair



Loree Parker

Secretary



Vicky Rudesill

Business



Anne-Marie Marra

Treasurer



Tim Ketron

We are all looking forward to a great year and we are especially glad to see **you** at the meeting this month.

This sheet is designed to help get you oriented to the many resources available to our Staff and volunteers

Grab an agenda, sign in, find a seat, join us for hard work and good fun.

If parking in the hotel parking lot, pay at the machine in the hotel lobby at the bottom of the stairs. We have a discount code which makes the parking rate for Norwescon \$8.00.

Meeting Schedule for the 2016-2017 Planning Year:

| | | | |
|------------|----------|-----------------|----------|
| 9/17/16 | 10/15/16 | 11/12/16 | 12/10/16 |
| 1/21/17 | 2/11/17 | 3/18/17 | |
| 4/9/17 | | Stuffing Party! | |
| 4/13-16/17 | | NORWESCON | |
| 5/13/17 | | PostCon Meeting | |

Programming



Sunny Jim Morgan

Personnel



Jeanine Swanson

Member Services



Pat Booze

Contact Information:

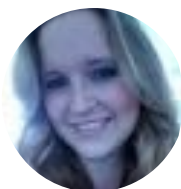
| | |
|--|--|
| Business@norwescon.org | Personnel@norwescon.org |
| Chair@norwescon.org | Programming@norwescon.org |
| ConServices@norwescon.org | Publications@norwescon.org |
| GOHCommittee@norwescon.org | Registration@norwescon.org |
| Hotels@norwescon.org | Secretary@norwescon.org |
| Info@norwescon.org | SpecialEvents@norwescon.org |
| MemberServices@norwescon.org | Volunteers@norwescon.org |

Publications



Cheryl Dyson

Convention Services



Alexis Smith

Want more information?

SIGN IN so our Secretary team will send you an email with instructions on how to find electronic documents and much more!

Kate Wolfe



Have questions?
Looking for someone?
Not sure where to go?

Kate is our **Official Greeter!**
She can help orient you,
and answer questions!

Special Events



Alan Bond

REGISTER AS STAFF TODAY!

There are many perks, including a discounted rate, a staff t-shirt for those who register early, staff parties and socials, the ability to vote in Norwescon elections, as well as the satisfying feeling from a job well done, and helping a team.

After you are hired into the perfect position for you, your exec informs the secretary, who will send you a link and instructions for registering as staff and paying easily online. The information you put into the system will be kept private; we will not sell or give away your contact info. FAQ:

- If you have already paid for a Norwescon 40 full membership, there is a process for a partial refund.
- If you need to register children for Norwescon 40, you can do so during this process.
- If you are lucky enough to be hired for up to 3 positions (that's the max!), you can enter those during the registration process.
- You can choose whether or not your name and position title will be published in our program book.
- The only way to be registered to vote in Norwescon elections is to register as staff.
- The only way to get a spiffy staff t-shirt for the year is to register as staff.
- You may pay online with PayPal, even if you do not have a PayPal account.
- You can also mail your payment in after you complete online registration (there are instructions in the system).

Norwescon
100 Andover Park West, Suite 150
Tukwila, WA 98188

GET A SPIFFY T SHIRT!

Those who register by the January meeting (1/21/17) are eligible to receive a free staff t-shirt! Yet another reason to register ASAP!

VOTE IN NORWESCON 40 ELECTIONS!

Staff who register no later than **2/28/17** can make the choice to vote in our elections process. Each year eligible voters select our Chair, Vice Chair, and two spots on the Guest of Honor Selection Committee. Don't miss your chance to part of these important decisions! Register now!

ONCE YOU HAVE A POSITION, FAMILIARIZE YOURSELF WITH OUR ONLINE DOCUMENTATION

Limited copies of these documents will be provided by the Secretary at the meetings.

ConCom Agenda:

goo.gl/anpaUP

Policies and Procedures:

<https://goo.gl/4JqPRJ>

If you will want your own copy of any of these documents, please print and bring one to the meeting.

Access to the contact information in the Org Chart is limited to those people who are currently subscribed to the ConCom Google Group. This mailing list is only open to those who are now (or soon become) staff for Norwescon. There is an application process and validation is made to ensure the security of the information posted to the group.

<http://groups.google.com/group/norwescon-concom>

*Please note, the org chart is a constantly revised draft, and many positions that have been filled are not listed at this time.

LOOKING FOR MORE WAYS TO CONNECT?

There are often social gatherings scheduled after the meeting. Listen carefully to the announcements, and check with your exec, or your friendly greeter for more information. We also have a holiday party, a social at the end of the convention, and a volunteer appreciation picnic is held during the summer. Check in with our Personnel Director for more information, or if you have a knack for hosting, like your friendly greeter.

Additionally, we have many ways to share and connect online:

NWC Website <http://www.norwescon.org/>

Facebook <https://www.facebook.com/Norwescon/>

YouTube <https://www.youtube.com/user/norwescon>

Pinterest <https://www.pinterest.com/norwescon/>

RSS <http://www.norwescon.org/feed/>

Twitter <https://twitter.com/norwescon/>

Google + <https://plus.google.com/+norwescon>

Instagram <http://instagram.com/norwescon>

Tumblr <http://norwescon.tumblr.com/>

LinkedIn <https://www.linkedin.com/company/norwescon>