**MEETING AGENDA**

**NWC43 October ConCom**

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

Kaiser Permanente Renton Campus, Renton, WA

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<td>Michael Hanscom (Secretary)</td>
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- Please remember to sign in!
- Access ConCom meeting resources at [http://www.norwescon.org/get-involved/concom](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

- **Welcome and Introductions**
  - Tonya Clark (Chair)
  - Please remember to sign in. We'll even bribe you with door prizes!

- **New Member Welcome**
  - Peggy Stewart

### Department Reports

- **Chair**
  - Tonya Clark (Chair)

  - **Charities**
    - Tonya Clark (Chair)

  - **Long Range Planning Committee**
    - Tonya Clark (Chair)

  - **Chair Financial Report #1**
    - Tonya Clark (Chair)

  - **Breakout Topics**
    - Tonya Clark (Chair)

- **Vice-Chair**
  - Pat Booze (Vice Chair)

  - **Hotel Liaison Report**
    - Rob Stewart

- **Secretary**
  - Michael Hanscom (Secretary)
• Approval of September Meeting Minutes
  All

• Online access to agendas, minutes, etc.
  Michael Hanscom (Secretary)

• Registration: We need to know about you!
  Michael Hanscom (Secretary)

• November Meeting Location
  Michael Hanscom (Secretary)

• Business
  Anne-Marie (Business)

  • Total Funds Received Fiscal YTD/Previous Month
    Anne-Marie (Business)

  • Sales or Use Tax and You!
    Anne-Marie (Business)

  • Donate to Norwescon!
    Anne-Marie (Business)

  • Touch Base with Business!
    Anne-Marie (Business)

  • Need Us?
    Anne-Marie (Business)

• Treasurer
  Brian Haas (Treasurer)

  • Check Requests
    All

  • Reported Expenses Fiscal YTD/Previous Month
    Brian Haas (Treasurer)

• Convention Services
  Alexis Smith (Convention Services)

  • Open Positions
    Alexis Smith (Convention Services)

  • New Bidding Process
    Alexis Smith (Convention Services)

  • Reminders
    Alexis Smith (Convention Services)
• **Breakout Topics**  
  Alexis Smith (Convention Services)  
  • Storage update discussion.

• **Member Services**  
  Katie Haas (Member Services)  
  • **We haz departments; you wants jobs, yes?**  
    Katie Haas (Member Services)

• **Registration Report**  
  Jeffrey Cornish

• **Staff Registration Link**  
  Katie Haas (Member Services)

• **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)

  • **Gaming Club (Monthly)**  
    Rob Stewart

  • **Pride Parade (June 28, 2020)**  
    Jeanine Swanson (Personnel)

  • **Camping Trip (Summer 2020)**  
    Jeanine Swanson (Personnel)

  • **Geek Garage Sale and Swap Meet (Sept. 2020)**  
    Jeanine Swanson (Personnel)

• **LAW Review**  
  Jeanine Swanson (Personnel)  
  • **Harassment Policy**  
    Jeanine Swanson (Personnel)

• **Supporting Members**  
  Jeanine Swanson (Personnel)
• **Breakout Topics**  
  Jeanine Swanson (Personnel)  
  • Review timeline for Convention Lounge planning.

• **Publications**  
  Loree Parker (Publications)

• **Newsletter**  
  Loree Parker (Publications)

• **Open Positions**  
  Loree Parker (Publications)

• **Breakout Topics**  
  Loree Parker (Publications)  
  • Graphics and PR needs for flyers.

• **Programming**  
  Adrienne Loska (Programming)

• **Panelists and Pros Update**  
  Adrienne Loska (Programming)

• **Norwescon Writing Workshop**  
  Adrienne Loska (Programming)

• **Open Positions**  
  Adrienne Loska (Programming)

• **Special Events**  
  Elana Voigt (Special Events)

• **Open Positions**  
  Elana Voigt (Special Events)

• **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.  
  • 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 (DoubleTree: Maxi’s)
- March 7 ConCom (DoubleTree: Room TBA)
- April 5 Stuffing Party (DoubleTree: Olympic Rooms)
- April 9-12 Norwescon 43 (DoubleTree: Everywhere!)
- May 2 Post-con ConCom (DoubleTree: Maxi's)