NWC43 January ConCom

MEETING AGENDA

SATURDAY JAN 18, 2020 12:00 PM-4:00 PM
DoubleTree By Hilton Seattle Airport, SeaTac, WA

<table>
<thead>
<tr>
<th>Chair</th>
<th>Tonya Clark (Chair)</th>
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<tr>
<td>Attendees</td>
<td>Adrienne Loska (Programming)</td>
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<td>Brian Haas (Treasurer)</td>
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<td>Loree Parker (Publications)</td>
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<td>Veronica Templar (Special Events)</td>
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<td>Pat Booze (Vice Chair)</td>
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- 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

- Welcome and Introductions
  Tonya Clark (Chair)

- Signing In: Easy, fun, and helpful!
  Tonya Clark (Chair)

- New Member Welcome
  Peggy Stewart

- Department Reports

- Chair
  Tonya Clark (Chair)

- Elections
  Tonya Clark (Chair)

- Ribbon and Badge Orders
  Tonya Clark (Chair)

- 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 December Meeting Minutes**  
    All

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

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

• **Business**  
  Anne-Marie (Business)

  • **Total Funds Received Fiscal YTD/Previous Month**  
    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)

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

  • **Check Requests**  
    All

• **Convention Services**  
  Alexis Smith (Convention Services)

  • **Open Positions**  
    Alexis Smith (Convention Services)
• Layouts
   All

• BBB Meeting is Tomorrow (Jan. 19)!
   Alexis Smith (Convention Services)

• Radios
   All

• Parking Passes (Between Wings 6&7)
   All

• Gaff Tape
   All

• Room Pull Lists (not Layouts)
   All

• 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)

• Breakout Topics
   Katie Haas (Member Services)
• Personnel
  Jeanine Swanson (Personnel)

  • Open positions
    Jeanine Swanson (Personnel)

• Events
  Jeanine Swanson (Personnel)

  • Book Club (Monthly)
    Kathy Bond

  • Gaming Club (Monthly)
    Rob Stewart

  • 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)

  • Membership Guide Updates
    All

  • Unified Costume Policy
    All

• Open Positions
  Loree Parker (Publications)

• Programming
  Adrienne Loska (Programming)

  • General Update
    Adrienne Loska (Programming)

  • Open Positions
    Adrienne Loska (Programming)
• **Special Events**
  Veronica Templar (Special Events)

• **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
- **Charities**: charities@norwescon.org
- **Elections**: elections@norwescon.org
- **Hotel**: hotels@norwescon.org
- **Long Range Planning Committee**: marketing@norwescon.org
- **Marketing Committee**: pr@norwescon.org
- **Social Media**: socialmedia@norwescon.org
- **Timeline**: timeline@norwescon.org

Contact the Chair or Vice-Chair.

Donations, matching funds.

Annual elections.

Room or suite reservations.

Looking to the future of the con.

Marketing planning and implementation.

Public Relations and advertising.

Social Media announcements.

Convention planning.

### Secretary
- **Secretary Team**: secretary@norwescon.org
- **Information**: info@norwescon.org
- **Onions and Roses**: onionsandroses@norwescon.org
- **Wiki**: wiki@norwescon.org

Meeting documents and archives.

General questions.

What worked or didn't work at con.

Conrunning documentation.

### Business
- **Business Department**: business@norwescon.org

Budget, expenses, check requests, etc.

### Convention Services
- **Convention Services Department**: conservices@norwescon.org
- **IT**: it@norwescon.org
- **Lost and Found**: lostandfound@norwescon.org
- **Security**: security@norwescon.org
- **Signs**: signs@norwescon.org
- **Tech Services**: techservices@norwescon.org
- **Transportation**: transportation@norwescon.org

Contact Convention Services.

IT and computer needs.

Lost or found items.

Convention operations.

Convention signage.

Non-IT equipment.

Storage lockers and transporting equipment.

### Member Services
- **Member Services Department**: memberservices@norwescon.org
- **Accessibility**: accessibility@norwescon.org
- **Art in Action**: artaction@norwescon.org
- **Art Show**: artshow@norwescon.org
- **Club Tables**: clubtables@norwescon.org
- **Dealers' Room**: dealers@norwescon.org
- **Registration**: registration@norwescon.org

Contact Member Services.

Hotel accessibility concerns.

Art demos.

Art display and sales.

Club and organization promotion.

Vendor information.

Membership sales and tracking.

### Personnel
- **Personnel Department**: personnel@norwescon.org
- **Volunteers**: volunteers@norwescon.org

Contact Personnel.

Organizing our volunteers.

### Programming
- **Programming Department**: programming@norwescon.org
- **Guest of Honor Selection Committee**: gohcommittee@norwescon.org
- **Ideas**: submissions@norwescon.org
- **Writers' Workshop**: writersworkshop@norwescon.org
- **Youth Programming**: youth@norwescon.org

Contact Programming.

Submit suggestions for future Guests of Honor.

Submit panel suggestions.

The Fairwood Writers Workshop info.

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