

MZSSNA MINUTES
December 15th, 2021

Open with a moment of silence, followed by the Serenity Prayer.

Attendance:

Trusted Servants			Trusted Servants			Members @ Large
Chairperson	Mary B	P	PR	OPEN		Berney W.
Vice-Chair	Scott M.	P	Facilities	OPEN		Charles G
Treasurer	Sharon S.	A	Local Host	OPEN		Barry B.
Vice-Treasurer	OPEN					Doug H.
Recorder	OPEN					Stuart L.
Arts & Graphics	OPEN					Troy H.
Merchandise	OPEN					Kevin G.
Registration	De L.	P				Pat P.
Programming	Diane S.	P				Louis H.
IT	OPEN					Michelle B.
						Gina M.
						Yulanda T.

Approval of November Minutes: Unanimous

Volunteer needed for minutes: Michelle B. volunteered.

NA-versaries: Kevin G. - 13 years!! Congratulations! 😊

Introductions were made (see members at large in attendance above)

Open Positions:

- Co-Treasurer
- Recorder
- Arts & Graphics
- IT
- Facilities
- Local Host
 - Question on what is local host?
 - Answer: Locals who assist with rides to/from airport, greeter tables, rides to local meetings, coordinate assistance onsite to committees as needed, assist with IT coordination

Reports:

Treasurer: absent; no financial report

Old Business

Information Technology: Outgoing report from IT with recommendations posted in Slack.

IT consists of the following:

- | | |
|------------------------------------|-----------------------------|
| • Website | • Zoom |
| • Social media | • Server and hosting system |
| • Newsletter program, mass mailing | • Audio editing |
| • Slack | • Onsite AV |

Recommendations (almost 3 page document on posted in Slack):

- Training needed for comfort with onsite trouble-shooting
- Committee has expanded & changed and is much different than in previous events. It has become a mammoth of a task.
- Requires a monthly commitment to the committee meeting & onsite commitment
- The IT committee has evolved, needs people with a good concept or understanding of technology
- Knowledge on how to use software
- Requires more than one person

Discussion on separate positions:

- Website team
- IT & AV onsite team
- Work with the host team to coordinate onsite
- Also need to coordinate online presence and in person tech issues, merging virtual and online.
- All functions are time intensive, must be available
- Mentioned that it is difficult to get local websites covered

Straw poll to split positions: IT Web / IT Onsite: Consensus determined as “not clear consensus”

Further closing discussion:

- Website is good.
- Possibly person works in the background and another person handles the onsite?

Recommendation: Recruits for position must have skills in some of the higher function ability. Need strong IT or web people.

MZSS Location Bids:

	Dates (2023?)	Near Airport?	Airport Shuttle	room costs single/doub	restaurant's nearby	hotel info	A/V Costs	Food Cost Range	Other Fees	Coffee \$ per gallon	Room Block Minimu	fello wship	worked with NA	# of rooms blocke	hot tub	Parking
Indianapolis																
Crowne Plaza/Airport Detroit	Dates for 2022 for August-Oct	5 miles	yes	Varies by weekend \$109-132 + tax	not indicated	7600++ meeting rooms No F&B mentioned (Kevin states)	Not Available	\$28-32++	NA	not specified	160	?	Y	265	N	Yes (parking fee?)
Doubletree Detroit/Deaborn	Oct 12-14	14 miles	Yes 6:30 am-10:00 pm	\$134 + tax	Y	\$3000++ Flat Rate no F&B, no room attrition \$200 Hospitality	We may use our own	\$18-25++ Lunch \$29-40++ Dinners	NA	\$39	160	?	Y	347	Y	Waived
Chicago																
Hyatt Rosemont	Oct 27-30	3.7 miles	Y	\$129 + tax	?	\$4000 waived w/ 250 room night pickup, \$10,000 F&B waived w/	10% Off AV may be able to negotiate	Not Provided	NA	not specified	206 (contract says 240)	?	Not Specified	300	N	Waived

Discussion:

- 3,000 set up fee – Question on how that would work?
- Possibly \$15 of the \$25 registration fee @ 200 attendance would cover the \$3,000.
- Typically buy meals to meet hotel obligations or buy coffee and snacks to meet approximately \$1, 500.00 cost
- Need to consider space
- Big rooms are stating # for stadium style, not table set up
- Questions about dates not including Sunday; check dates for 13, 14, 15, but reminder that Thursday people do come in early & book rooms.
- Floor Plans were shared on screen & discussed; most meeting rooms noted to accommodate 80 – 100; approximately 10 tables?
- Key spaces required for facility: Merchandise, Registration, 3 breakout rooms, 2 luncheon rooms (Men/Women) on Friday.
- Room blocks discussed for Hyatt (240). Actually according to contract would be 300, with an 80% attendance obligation for total of 240 rooms. Option to reduce/ release rooms back to hotel without penalty 30 days prior to event.
- If we had to “sell back” rooms to hotel, would there be additional financial responsibility? If no food and beverage, then are we responsible for \$10,000?
- Could alter the contract to release rooms at 6 months as possible negotiation.
- Average hotel rooms booked in the past has been approximately 170.
- Best attendance noted to be Omaha; room block filled and surpassed at approx. 216; overflow hotel was used.
- AV - Can we bring our own equipment. Hyatt: Yes, there would be charge for electrical (later clarified as “hook up” or “set up” charges.) Also Fee 17.50 per person for enhanced internet access per day. Noted 2 individuals per room each day would be needed. Detroit: Yes we can bring our own equipment.
- Deadline for cancellation: Detroit: 6 months with standard contract, no specific Covid clause. Chicago: February 1st, 2022, but date will change following negotiations and would push back the final date for cancellation.
- Community reason of why to hold convention asked:
 - Chicago states that all 14 areas would be in attendance and would benefit from learning. They feel they are strong and would bring a strong attendance to the event.
 - Detroit states they are grade B-, meaning they have a lot of members, but struggle to have service be strong. They feel the event would reinvigorate and strengthen the services they provide ad help them step up above the “average”

Straw Poll: “Are we ready to vote?”: 11 yes, 11 no; consensus not achieved.

Straw Poll: “To determine which direction the body is leaning”: Straw poll revealed the group is leaning towards Detroit.

FOLLOW-UP ITEMS (from previous agenda):

- Follow-up on merchandise

Meeting adjourned & closing 3rd step prayer led by Scott M.

Next scheduled meeting: January 19th 6:30 PM

Respectfully submitted by Michelle B.