

## Multi-zonal Service Symposium Workgroup Skype Notes Tues 1/14/14, 8:00pm central

Opened with moment of silence and serenity prayer at 8:00pm

### Members Present

- Introductions by Barry B., Stacy M., Amanda M., Daniel C., Michelle C., Mary B., Cindi B., Brian F., Pat P., Randie B.

**Recorder** – Stacy M. volunteered

1/2/14 minutes: under Workgroup timelines/budgets instead of “Printed budgets to go under Registration” s/b “Printed program booklets to go under Registration”.

### Workgroup Reports

**Facilitator**--Amanda M.

Dear workgroup,

I got the timelines compiled into one document with help from Barry, drafted CBDM language for our guidelines, worked on the NA Way article and collected writing from 4 other workgroup members, confirmed NAWS received our participation request, and drafted a report to be read at our 3 upcoming zonal weekend meetings. I didn't get some of those documents done and emailed to you until today, so we may need to take time to look over tonight or table. I contacted Kristin about host coordinator (either her or anyone local she could think of), she is still considering but may need to hold off for a bit yet. I also sent out emails to the regions with the minutes, as well as notes on artwork/workgroup members needed, our website, and a reminder to send donations for the regions that said they would.

ILS,

Amanda M

**Co-Facilitator**--Barry B.

worked with Amanda on reports and fielded some emails from the website.

**Treasurer**--Michelle C.

12-4 Beginning Balance	28.89	
12-6 Deposit	100.00	128.89
1-3-14 Deposit	100.00	228.89
1-11-14 Deposit	100.00	328.89

I called the IRS, they told me to call back at the end of January because their system was being updated. So I will be calling on the 27<sup>th</sup> or so to get this done and then go to the bank to finalize adding Amanda and Barry to the bank account and get John his debit card sent to him and all that jazz.

In service,

Michelle & John

**Coordinators:**

**Arts & Graphics**--Stacy M.

Provided logos as requested.

**Facilities**--Pat P.

Working on menus and prices. Registration flyer should contain choices of food.

**Merchandise**--Randie B.

MZSS Merchandise Task Group Minutes from January 8, 2014

On the Skype call were Mindy, Brian and myself.

Asked Brian if he was willing to be Vice Chair – he accepted.

We reviewed and made changes to Budget & Timeline/Tasklist.

Our meetings will be held on the 2nd Monday of every month at 6:00 pm CST

We decided to do T-Shirt A for pre-symposium sales to be sold at WSC and remaining shirts to be sent home with a designated person from each Zone for sales at their next Zonal meeting.

We decided to offer T-shirt B for sale through the registration flyer and on site as well as a mug.

We would like to ask the body their thoughts on the following items for on site sales:

Long Sleeve T -Shirts (approx. cost \$7.50), Hoodies (approx. cost \$15.00).

We also want to ask the committee their thoughts on 100% cotton shirts vs. 50/50.

We decided not to offer shirts free with Registration.

We discussed that if we purchase shirts through Brian's contact that he would take to WSC in an extra bag, which we would pay for, keeping the cost to a minimal vs.

shipping to CA. If that is the case he would also be able to bring to MZSS and therefore our only other shipping cost would be shipping the mugs to St. Louis.

We are ready to obtain three bids as soon as we have artwork.

We will work on sizing and colors of shirts at our next meeting and hopefully appoint a Secretary.

Our next meeting will be February 10, 2014 at 6:00 pm CST.

In service,

Randie Benno

Recorder notes on discussion: \$10 for t-shirts. Committee shirts in a different color so people can find us.

**Programming**--Cindi B.

Nothing to report this time other than I have been crazily trying to recruit workgroup members. 3 contacts sent Skype requests today. 2 more members will be on the call with me on the 30<sup>th</sup>.

Facilitators have helped with PR Professional day and submitted timeline. Thank you guys!

Facilities coordinator said my previously submitted timeline with coordinating with him were ok.

ILS,  
Cindi B.

### **Registration--Daniel C.**

Hello MZSS family,

We updated the timeline for registration based off the recommendations from the last meeting. Plans are to meet briefly at PSZF this weekend. So we will need to nail down some pricing for Registration, meals, and any other items for merchandise. Also it was suggested to discuss newcomer packets/scholarship funds. We will be collaborating with Facilities on the menu and with Arts and Graphics on the flyer designs.

In Service,

Daniel C.

### **Host--vacant**

#### **Technology--vacant**

Barry B: I have set up the Skype account, and added everyone I have in my contacts that are part of this workgroup. I still need to get a few more screen captures for our instructions on how to host a Skype call. It is \$9.99 a month. This includes the free calls. The other price was a special. I put this on my Pay Pal account for right now. At the next meeting I will present a bill for the url of the web site the Skype account, and the phone calls from the workgroups prior to this Skype account. The web site has 20 users signed up. We have one member that signed up for the information to be sent out. I will be changing the calendar for Skype Meetings. Do anyone have any other suggestions. We have had multiple emails. Most with login questions. One with a statement of zones. One with a suggestion for "electronic way to contribute". I will forward all the login information to Daniel and Amanda. So someone else has the information.

Recorder notes: Conversation about logging into website and email blasts.

### **Old Business**

#### **Communications**

- Continue with emails and processes used so far.
- Amanda put together a report to zones for us to read at our ZFs. If there are any changes do so by this Thursday (1/16).
- Stacy to put together flyer for getting members involved in workgroups.

## **Guidelines**

- CBDM: Amanda put together a document to be added to Guidelines-approved

## **Technology**

- (in other areas of notes)

## **Nominations/Elections**

- Individual track program coordinators (IT, PR/H&I, FD, PR professional event, etc.)-- we each need to reach out to members.
- Also need Recorder, Host Coordinator, and Technology Coordinator.

## **Workgroup timelines/budgets**

- Work out conflicts and get corrections back to Amanda by Thursday (1/23).
- Michelle to put together budget.
- Need a miscellaneous column in the budget.

## **Arts & Graphics**

- Amanda suggested having a temp workgroup Arts & Graphics Skype meeting.

## **NA Way article**

- A revised article was presented and given the thumbs up.

## **New Business**

- Getting new workgroup members
  - Talk up MZSS service during sharing.
  - Hit members up on a personal level to serve.
- Merchandise: 50/50 t-shirts-yes
- Merchandise: long sleeve and hoodies?

## **Next Skype meetings:**

- Thursday, January 30, 8:00 p.m.

Closed at 10:45pm