

Multi-zonal Service Symposium Workgroup
Skype 10-16-14, 7pm CST

Opened with moment of silence and serenity prayer
10 Members present
2 NA-versaries

No 9-25-14 minutes...It will have to live in our memories and in Plaza One

REPORTS

Facilitator – Amanda

Dear MZSS workgroup,

I am so grateful to all the workgroup members who have been passionate and steadfast in making the Multi Zonal Service Symposium a reality. And not just a reality, but an amazing weekend where many addicts got experience, strength, and hope about many ways in service to carry the message to addicts. The excitement and energy felt that weekend was really awesome. I don't have the words to adequately express my gratitude to everyone who volunteered, but hopefully everyone's gratitude who attended the event was more than felt by everyone who contributed to make this event happen. All the workgroup coordinators have the details on the event, so I won't go into any of those, other than to say, I'm super impressed with how many people filled out the survey and clearly people want this event to happen again. And many people have said they would like to volunteer. How can we best facilitate that process of proposing a new event, new workgroup, etc.?

Personally thanks to the workgroup who actually did all the work, and grateful to be able to work with all of you through technology---we made history is so many ways!!

Tonight there are several things to take care of for wrapping up this current workgroup, so I'll keep it brief. Thank you thank you thank you.

Co-facilitator – Barry

We all rock.
ILS

Treasurers – Michelle and John

Hello MZSS Family,
I want to take this opportunity to thank you for letting me serve. I had an incredibly wonderful experience and I was truly blessed to work with a great group of people like you.

I have put together for my final report the checkbook from day one to the last transaction so that you can see how well we did. I believe that our 11th Concept was followed and fulfilled!!

In grateful and loving service,
Michelle

All bills paid except website and NAWS donation. Skype account will stay active but it will not be a premium account. Co-treasurer has all receipts, extra checks and current checkbook. Will discuss in new business under Archives. Co-treasurer will create document showing what and how and when what was spent and income generated by each workgroup.

Checking account report attached at end of minutes (**Attachment 1**)

POST 10/16/14 meeting John S created a balance sheet of the event workgroup's income and expenses. Mary B audited and final is attached at end (**Attachment 2**)

Arts & Graphics – Stacy

Arts & Graphics Final Report:

I am very grateful to have served with such a fine group of people (and we all know what “fine” stands for). You are shining examples of service to NA, you are leaders, you are spiritual, you are recovery based, and you are now my friends. I met you all (via Skype) at the exact right moment last year so that when I got to the conference and knew no one—I had you. Thanks for being there for me at the WSC too. And at this moment in my life when everything seems to be upended, I know I can call you and talk because we are connected. Whether you like it or not!!

Timeline:

We finalized 2 logos by the end of January (8 months out) which worked great. One logo was used for pre-event WSC t-shirts only and the other logo was used throughout planning and for final t-shirts/mug designs. We had the registration flyer approved by the end of February (7 months out). I would have preferred the registrations be ready at the beginning of Feb. but it all worked out. The program was roughed in August and then finalized on September 19, which was fine by me as I was prepared for that.

Monies:

Banner (4'x6')	\$133.94
foamcore (5)	13.04
big schedules (3)	60.37
signage	<u>39.00</u>
Total	\$246.35

Program printing was around \$235 and was done by Michelle in Topeka as she could get a better price.

There is an archive of all necessary files. I worked in InDesign or Illustrator for the most part.

Notes:

I would like to see the workgroup split up more through the other zones. I would like more attention to the little details and less big picture stuff when it comes down to the weekend of the Symposium. Specifically, where are all the projectors supposed to be located, who is making the coffee in hospitality, does the restaurant know we might want to eat there, can the volume on the speakers in any given room be turned down enough so that the back of the room can hear but there is minimal bleed over in the next room, etc.

Although the event accomplished our mission, I was hoping many more members who were newer to service would be in attendance. I'm not saying it wasn't great and that newer folks weren't there, but there were A LOT of people from the lower levels of service, and I would have liked to see a bunch more that we have never seen before. Maybe the next one can do some extra outreach to them and cater some workshops specifically to them as a benefit of attending.

Thanks for letting me serve.

Thanks for putting up with me.

Facilities – Pat

Facilities FINAL Report

October 9, 2014

Good Day Family:

A: ROOMS

1. Total Rooms sold was 235 (so we got a really good deal on the WIFI)

B: RESTAURANT

We were sent an apology regarding the service at the restaurant on Saturday. It was under staffed as they had expected us to eat on the plaza. That is a mistake they will not make again.

C: FINAL BILL

We received the receipt for the final billing. Michelle was the closest to the amount. I missed it by 250.00. She was within 50.00 I believe. Internet cookie for her!

D: FUTURE ACCOMMODATIONS

1. The Sheraton Westport Plaza would love to host the MZSS anytime. They were as impressed with us as the majority of us were with them.

E: THOUGHT PROCESS

1. St Louis is not a bad idea as a central location especially if the MZSS is every other year;
2. My thought would be to host this event every other year in the late summer or early fall after the WSC;
3. MZSS should keep a prudent reserve in the amount of the funds initially provided by the Regions. The remainder to go to WCS or the three Zonal Forums or a split four ways;
4. We are fine! Quit worrying about the money.

Personal Note: I do not see me returning from the "Courthouse Lawn Meet the Candidates Night" in time for our Skype Meeting since we are starting an hour earlier. So if I can't, I will take this opportunity to say: Until we meet again, fair winds and smooth sails. It has been an honor to serve with such an outstanding group of loving individuals. To each of you Well Done!

Thank you for allowing me to serve.

Merchandise – Randie

Pre-Sold Shirts and Mugs via Registration

Mugs 68 @ 6.00 = 408

Short Sleeve Shirts 47 @ 10 = 470

Long Sleeve Shirts 30 @ 14 = 420

Hoodies 18 @ 25 = 450

TOTAL PRE SALES 1748

Pre Symposium T Shirt A for WSC										Sold onsite	Total
Income onsite											
Size	Small	Medium	Large	XL	2X	3X	4X	5X			
Qty.	12	24	36	36	18	12	4	2			
Inventory	2	11	9	4	1	1	3	5	36		360
Black T Shirt											
Qty.	144	2	6	46	48	24	12	4	2	144	
Inventory	2	36	34	15	8	2			97		970
Black Long Sleeve T Shirt											
Qty.	36	1	4	12	12	4	2	1		36	
Inventory	1	3	2			2	1	1		10	140
Gray Hoodie											
Qty.	24		2	12	12	8	2			36	
Inventory	1	6	8	4					19		475

BlackGarage Style Shirt

Qty.	2	2	10	10	6	2	2	2	36	
Inventory	2	2	6	7	2	2	2		21	630

Mugs

		144								
Inventory	76									456

TOTAL SOLD

ONSITE 3031

Programming – Cindi
Greetings MZSS Workgroup!

I don't even want to start this report because it will be the final one which means the end.

To begin, I think overall, the program went great. I'm just going to give my overall interpretation of how the programming started and evolved and recommendations for the next (hopefully) workgroup.

Initially, we thought we would have these "tracks" of specific categories such as H&I, PR, Technology which is how WSLD and maybe Florida Service Symposium is set up. What I believe we found along the way was that we didn't or couldn't limit ourselves to specific categories. It's obvious from the categories listed on the website that we spanned 5 different topics including Fellowship Development, Our Service System, Public Relation, Recovery and Technology. For us in the Mid-West section of the U.S., I think that it was important that we didn't limit ourselves and we just let the ideas come as we heard from different members. I also think what made the program attractive was that there was variety and it offered something for everybody. I would hope that would continue. I think we did attract a lot of RDs from outside of our 3 zones because it was a "first" and we might think about that when looking at our numbers. Of course, they were fantastic numbers but we might not always attract that many from outside of the 3 zones so we might somehow evolve into something that areas would send their RCMs to and not just regions sending their delegates.

We had a pretty small workgroup and I will say that for myself it was a bit overwhelming at times. Our idea of having a coordinator for each track never came to fruition and I think it would be something to strive for in the future. In saying that, Jeff's idea about having a more detailed program lined out prior to asking for volunteers is a great idea. We did have some great ideas that came specifically from filling out the volunteer form online but in general, most people just volunteered for "whatever you need". Kudos to our technology workgroup and the webpage. It was/is very attractive and evolved as needed. I believe all of our workshops are uploaded with the audios. I contacted Nick at NAWS who handles Local Resources and he said he would welcome and appreciate us uploading those to the Local Resource page.

Not the audio of course, but just the powerpoints and/or handouts. We, the MZSS workgroup qualify as a service body so anything we submit is very welcomed. (He actually said please!) He did recommend word docs instead of pdfs if possible because they were easier for people to edit but would welcome either one. I'm not sure if any of those would need to be scanned for personal info or not but I have time to do that if we decide to send them. I know a few of them would need to have videos removed but I could also do that.

A few recommendations that I would suggest to the next workgroup concerning programming would be:

1. Start setting the program earlier! Being an RD and trying to complete this task at the same time as preparing and attending the WSC was difficult.
2. Schedule 30 minutes in-between workshops. This allows for somebody running over, clean up and set up of next workshop.
3. Having a lap top, projector and speakers set up in each room so presenters could just bring a flash drive and "plug-in" would be ideal if possible.
4. 8:00 a.m. is too early to start. Most of those earlier workshops had low attendance. I would recommend 9 a.m.
5. Make everyone aware from the beginning that this is a 3 day event and to arrive on - attached
6. Use NAWS resources more efficiently. I think we failed to meet the time requirements that they usually request because we used a couple of board members for workshops and presentations. No complaints from them at all but I think we were given that allowance because it was our first and we also were going to give a donation which would have paid for most of their expenses. In actuality, they sent 2 people and did two 90 minute workshops. Moving forward, if this becomes an annual/biannual event, collaboration with them should happen sooner and would not only help them but would also have helped us earlier if we had been able to fill slots with NAWS presenters. The idea of zones collaborating with NAWS is a great idea and has been talked about for 2 cycles and I think we could have collaborated at a higher level than what we did.
7. Let the presenters know earlier that they will be presenting in pairs and not on their own (if that practice continues). That was the biggest complaint or challenge that I assisted with because we paired people together unknowingly.
8. Use technology to send out the presenter emails. Sending them out individually and having to insert specifics such as name, workshop title, time, etc. took A LOT of time. Being able to send those out with a "push of a button" that filled in those blanks automatically would have saved literally DAYS of work.

Having made those suggestions that I hope didn't sound like complaints, I would also add that I wouldn't have traded serving in this position or with this workgroup as a whole for anything in the world. This was one of "things" that will always stand out as one of the most rewarding service bodies I have participated in. Another spiritual awakening of seeing something that seemed impossible at times resulting in

something better than any of us ever could have dreamed of. All of you are special people and I am so grateful to have served with you all.

I'm sure our paths in our service or in our personal journey will cross again and I look forward to that crossing.

OFFS. Now I'm crying. I'm outa here.

PR Professionals event – Mindy

Presentation to Professionals – “Narcotics Anonymous: A Vital Resource in Our Community

SURVEY RESULTS

Number of respondents – 17

Scale = 1 (Outstanding) through 5 (Inadequate)

1. How useful did you find this presentation?

Average = 1.17

Comments –

This was very informational and helpful in connecting with those active in NA, All great, I thought that all the info provided was great

2. How effective was the presentation with helping increase your knowledge about NA?

Average = 1.23

Comments –

Very effective! Well planned and organized, A lot of information and sharing.

3. How effective were the presenters at presenting the material?

Average = 1.23

Comments –

Very impressive. Extremely knowledgeable.

All presenters were recovering addicts – this was an excellent thing for me to see.

4. How effective was the material you received?

Average = 1.23

(No comments)

5. What aspect of the session did you enjoy most?

Q & A, The historical perspective and the panel, Panel, Q & A, Personal stories and experience, The panel; hearing from recovering addicts, Q & A, The Q & A, The open questions, All of it, Question & answer, The opportunities discussion, I enjoyed the Q & A, Introduction Panel, All the people were open, Sharing contact information

6. What aspect of the session needed the most improvement?

History – too long, Nothing (x4), Maybe more specifics on NA, More Q & A

7. Were there any topics you would have liked this presentation to cover?

No (X2), More specifics

Additional comments from Mindy:

1 service body is already presenting this same workshop

Feedback has already started with professionals and results coming in

Registration – Daniel

Hello MZSS Family,

I must say we had a very successful event. Registration had very few snags. I didn't even have to use my big mistake eraser. Here are the final numbers:

Pre-registrations Received	172 (7 did not come)	
\$2,610		
Early Birds (\$10)	42	\$420
Pre-registration (\$15)	82	\$1,230
Registration (\$20)	48	\$960
On-Site Registrations	62 (1 newcomer)	\$1,220
Total Number Registered	234 (227 actual at event)	
\$3,830		
Newcomer Donations	44 donations	\$437
Banquets	100 (Cost \$4,000)	\$3,400
Men's Luncheon	48 (Cost \$1,248)	\$960
Women's Luncheon	49 (Cost \$1,274)	\$980
Pre-sold Merchandise		\$1,764
Short sleeve shirts	50	\$500
Long sleeve shirts	29	\$406
Hoodies	18	\$450
Mugs	68	\$408
Total brought in from Registration		\$11,371
Less PayPal fees		<u>(\$294.11)</u>
Bottom Line		\$11,076.89

We have some leftover lanyards and leftover lamination pouches. These could be carried forward to the next event if it occurs or donated/sold to another committee within our zones or regions. I have set up a mail chimp account for future use of this workgroup or future workgroups. I also have all the archives ready to be stored somewhere secure. If this event would like I can contact our local meeting hall and ask about space in the storage room there or discuss with my region on using space in the storage shed. I believe it would be better stored in a safe meeting location/ storage facility than a member's residence. As of right now the archives includes: the banner, a t-shirt, a mug, leftover programs and blank badges and some other registration items. I am donating a storage tote to keep items in and will gladly add any other records to this tote. I would also like to find a tube or plastic bag for the banner. That should be easy enough to do.

I also have about 8 brand new various NA t-shirts that were donated for fundraising. What do we want to do with these?

The other item in my possession currently is our new mascot the MZSS bear. I will make note of any travels that he does as the official mascot of the Multi-Zonal Service Symposium. May he warm your hearts with the unity of our fellowship. Speaking of unity, I listened to members talk during the Plains State Zonal Forum about wanting to be a part of the future of the MZSS and it filled my heart with joy and gratitude. Not only was our event successful in its endeavors of delivering an environment of education surrounding service efforts in Narcotics Anonymous, but we also strengthened, created, and in some cases brought back some unity to the fellowship in the US in places where it was wanted and needed.

I am very grateful to have been a part of the very first MZSS workgroup. You all have been a great team to work with and I look forward to our future journeys together. Love you all.

Yours in service,
Daniel C.
"Registration Guy

Host - Kristin

Hi All,

First, I want to tell you all how sad I am. I just made it home to find I'm having problems with my computer connecting :(I do have a small report to share. I will be sure to check my phone for any emails, etc. if anyone has any questions.

The MZSS came and left St. Louis very quickly. All volunteers were present and even a few more showed up and helped over the weekend. Those who attended from the local area have shared with me just how lucky they felt to of been able to attend and also serve. I can tell you those local members left with an extra spark and excitement for service!!!

The St. Louis Area Activities Committee wanted me to be sure and thank the MZSS for the left over supplies.

I do have a few suggestions for the next MZSS, if this continues. Please check with the Region that is hosting to be sure there are not a lot of events occurring to soon around the event. Our Region had a campout the weekend prior and our Regional Convention is this weekend. A lot of members from the St. Louis Area attend these functions and do services for both. This made having an "actual" host committee somewhat difficult. I personally treated it as a task and a delegated functions of the committee out to members. It ended up working very well. I also believe we would of had better attendance from our Region. However, those who attended the MZSS get to share their experiences with others. The other piece is being sure to add to the host committees duties; be responsible for the hospitality room (making coffee, etc.). The guidelines only stated a volunteer/hospitality table. I would also be sure to have the facilities person discuss the logistics of where we get the water for the percolators,

etc. we did have a few area members willing to make coffee, however, because of where we had to get the water, the hotel only wanted the same person doing it.

So now I think this is it :(Thank you for letting me serve.

Kristin

P.S. Our RSC was last weekend. I presented the idea of having a training for addicts on how to do presentations for professionals. They loved the idea!!! We will have a Regional training in April!!! :)

Technology – Jeff

I am so grateful that I was afforded the opportunity to serve with you all. Thank you for accepting me onto your team so late in the game. In the end, all the hard work was a pleasure, and it paid off for each and every participant. I believe that we made a significant difference in the lives of all the trusted servants who attended. They were renewed and reinvigorated with new skills and ideas. That means that more addicts will hear our message of hope and get the opportunity for a new way of life.

Site Conversion

Before the event, our website was focused on driving users to register. The home page, the workshop descriptions, everything was designed to encourage NA members to register for the symposium, and to make it as easy as possible to do that.

After the event, our website has been transformed into an archive of all the workshop materials. Each workshop description page contains presentation and resource materials as well as streaming audio. The archive, the gratitude tree, and the evaluation survey results are now all accessible from the front page.

Survey Results

I'm sure you've reviewed the results for yourself, but these are my observations. 98 respondents out of 236 participants is a whopping 40%. That, in and of itself, is exceptional. But the responses blew me away. 95% or better approval of the job we did. Nice work everyone. 100% believe this should be a regular event; bi-annually by a 2-1 margin. That said, I think we should do whatever we can to facilitate that effort. I've placed a form on the home page to allow trusted servants to volunteer for the next symposium.

Lessons Learned

- Start using Trello from the outset.
- Use a newsletter to communicate regularly with potential participants; infrequently at first, then monthly, then weekly in the last month.
- Have a more flexible method of online registration so that people can easily add items to their registration package after their original purchase.

- Select the workshop topics early on and write the high-level descriptions up front so potential presenters will have a better idea of what is expected of them.

Thanks for letting me serve.

OLD BUSINESS

- This shit happened and we rocked it! –Amazing work everyone

NEW BUSINESS

1. Survey results were great – 95% success rate – 40% response; all surveyed want the MZSS to continue
2. How to facilitate this process with regions/zones (new proposal, \$, new workgroup volunteers, etc.) – ideas:
 - a. send letter to every region stating we will continue to work for a period of time
 - b. send letter stating we would keep amount of donation that was originally donated.
 - c. send letter stating that we followed our guidelines and made the donation but recommend that the next workgroup change the guidelines to keep seed money
 - d. send letter with proposal already attached to see if it garners support.
 - e. any member who wants to continue to stay on workgroup would stay until next workgroup is formed.
 - f. Facilitator will email out draft final report and previous proposal to workgroup members by Friday 10/24/14 and tabled to discuss at 10/27/14 skype meeting
3. mzssna.org archive...how to continue
 - pay for URL/web hosting for future \$140.80 for 5 years. – proposal passed
4. Local resources – Programming will contact NAWS and see if they would like to have workshops with audio files (or without) uploaded to the Local Resources page.
5. NA Way follow-up article – Facilitator will write final article and then we will email content to review
6. De at NAWS also wants submissions from attendees – We will post request on FB page and spread word through emails. All articles need to be finalized to NAWS by Oct 31
7. Donation to NAWS will be \$4599.91. This check will be mailed next week.

TABLED TO NEXT CALL

- How do we move forward with proposal for next event? This will be discussed thoroughly on next call. PZSF has sent poll to their regions and other members already think this event will automatically happen. This workgroup effectively ends at

the end of this event but items still need to be discussed such as closing of bank account and other items below.

- Brainstorm session (to do on Skype or reflect and email thoughts later??)
- What worked, what didn't, ideas for future or anything else. Most was in reports but we might have some ideas on how to get this to the next workgroup
- Archive of MZSS – do we want a physical archive: banner, merch, docs? only online?

Next Skype meeting – Monday, October 27, 2014 at 7:00 p.m.

ILS,

Cindi B.

ATTACHMENT 1-FINAL TREASURER'S REPORT CHECK REGISTER

Multi Zonal Service Symposium Check Register 2013-14

Date	Ck #	Transaction descriptions	Income	Expense	Balance
11/19/13		initial deposit – Mid America	\$ 100.00		\$ 100.00
11/22/13		deposit – Iowa/Nebraska	\$ 200.00		\$ 300.00
11/26/13		deposit – Arkansas	\$ 100.00		\$ 400.00
11/30/13		deposit – Gr Illinois/Minnesota	\$ 200.00		\$ 600.00
12/1/13	DB card	WalMart Checks		\$ 11.11	\$ 588.89
12/4/13	5001	Sheraton Westport Plaza		\$ 500.00	\$ 88.89
12/4/13	5002	Michelle C. – Reimb for PO Box		\$ 60.00	\$ 28.89
12/6/13		deposit – Tennessee	\$ 100.00		\$ 128.89
1/3/14		deposit – Louisiana	\$ 100.00		\$ 228.89
1/11/14		deposit – Oklahoma	\$ 100.00		\$ 328.89
1/25/14		deposit – Missouri	\$ 200.00		\$ 528.89
1/25/14		deposit – ORSCNA / Red River	\$ 450.00		\$ 978.89
1/27/14	5003	Barry B. – reimb tech costs		\$ 38.32	\$ 940.57
1/28/14		deposit – Plain State Zonal	\$ 100.00		\$ 1,040.57
2/20/14		deposit–Southern Forum	\$ 300.00		\$ 1,340.57

3/8/14		deposit - Metro Detroit	\$ 100.00		\$ 1,440.57
3/11/14	DB card	USPS - stamps		\$ 9.80	\$ 1,430.77
3/15/14		deposit- registration	\$ 250.00		\$ 1,680.77
3/16/14		deposit - registration	\$ 283.97		\$ 1,964.74
3/28/14	1301	Daniel C. - reimb reg expenses		\$ 411.35	\$ 1,553.39
5/8/14		deposit - registration	\$ 30.00		\$ 1,583.39
5/8/14		deposit - Upper Midwest Region	\$ 100.00		\$ 1,683.39
5/8/14		deposit - t-shirt sales	\$ 1,010.00		\$ 2,693.39
5/8/14		deposit - registration	\$ 80.00		\$ 2,773.39
5/10/14	1302	Brian F - shipping to WSC		\$ 106.15	\$ 2,667.24
5/10/14	1303	PSI - tshirts for WSC		\$ 777.00	\$ 1,890.24
5/23/14		deposit - McKinney NA	\$ 100.00		\$ 1,990.24
5/23/14		deposit - registration	\$ 25.00		\$ 2,015.24
5/27/14	1302	Stop payment - lost in mail		\$ 30.00	\$ 1,985.24
5/27/14	1302	re-enter check monies	\$ 106.15		\$ 2,091.39
5/27/14	1304	reissue Brian F. check for shipping		\$ 106.15	\$ 1,985.24
5/28/14		deposit - registration	\$ 35.00		\$ 2,020.24
5/30/14		paypal fee for transfers		\$ 1.95	\$ 2,018.29
6/12/14		deposit - registration (pp)	\$ 1,379.18		\$ 3,397.47
6/27/14		deposit - donation Flying Free Group	\$ 100.00		\$ 3,497.47
6/27/14		deposit - Registration	\$ 40.00		\$ 3,537.47
6/27/14		deposit - t-shirt sales	\$ 75.00		\$ 3,612.47
7/9/14		deposit - registration	\$ 246.00		\$ 3,858.47
7/9/14		deposit - t-shirt sales	\$ 15.00		\$ 3,873.47
7/9/14		deposit - registration (pp)	\$ 76.77		\$ 3,950.24

7/31/14		deposit - registration	\$ 413.00		\$ 4,363.24
8/4/14		deposit - registration (pp)	\$ 1,317.87		\$ 5,681.11
8/7/14	1305	Discount Mugs - inv # DM1496355		\$ 751.72	\$ 4,929.39
8/27/14		deposit - registration (pp)	\$ 994.91		\$ 5,924.30
8/28/14		deposit - registrations	\$ 119.00		\$ 6,043.30
9/4/14		deposit - registrations	\$ 50.00		\$ 6,093.30
9/4/14		deposit - registration	\$ 15.00		\$ 6,108.30
9/5/14	1306	Daniel C. - reimb reg expenses		\$ 105.27	\$ 6,003.03
9/8/14		deposit - registration (pp)	\$ 1,304.57		\$ 7,307.60
9/9/14	1307	Stacy M. - banner reimb.		\$ 175.30	\$ 7,132.30
9/10/14		deposit - registration (pp)	\$ 530.74		\$ 7,663.04
9/16/14		deposit - registration (pp)	\$ 735.31		\$ 8,398.35
9/21/14		deposit - registration (pp)	\$ 584.74		\$ 8,983.09
9/24/14		deposit - registration (pp)	\$ 481.82		\$ 9,464.91
9/25/14	counter ck	Cash - for merch & reg at event		\$ 350.00	\$ 9,114.91
9/25/14	1308	Stacy M. - signs reimb.		\$ 94.77	\$ 9,020.14
9/25/14	1309	Michelle C. - reimb for programs		\$ 235.01	\$ 8,785.13
9/25/14	1310	Daniel C. - reimb reg expenses		\$ 56.24	\$ 8,728.89
9/25/14	1311	Sheraton Westport Plaza - AV bill		\$ 789.01	\$ 7,939.88
9/25/14	1312	Sheraton Westport Plaza - F/B bill		\$ 5,500.00	\$ 2,439.88
9/26/14		deposit - registration (pp)	\$ 100.75		\$ 2,540.63
9/27/14	1313	Doug S. - taper		\$ 100.00	\$ 2,440.63
9/27/14	1314	Kristin D. - Hospitality supplies		\$ 149.37	\$ 2,291.26
9/30/14		deposit - merchandise at event	\$ 2,177.00		\$ 4,468.26
9/30/14		deposit - registration at event	\$ 1,600.00		\$ 6,068.26

9/30/14		deposit - start up cash	\$ 350.00		\$ 6,418.26
9/30/14	1315	PSI - tshirts for event		\$ 2,621.25	\$ 3,797.01
9/30/14		deposit - pre event tshirt sales	\$ 555.00		\$ 4,352.01
9/30/14	1316	Sheraton Westport Plaza - Final bill		\$ 975.49	\$ 3,376.52
10/1/14		deposit - paypal ... registration	\$ 424.22		\$ 3,800.74
10/1/14		deposit - paypal ... merchandise	\$ 939.97		\$ 4,740.71
10/19/14	1317	Barry B. - reimb tech costs URL		\$ 140.80	\$ 4,599.91
10/19/14	1318	NAWS - donation		\$ 4,499.91	\$ 100.00

ATTACHMENT 2-FINAL BALANCE SHEET/AUDIT

MZSS ACTUAL		10/30/14		Audited by MFB			
		INCOME	EXPENSE				
REG-ZONAL DONATIONS							
Regions/Zones		\$2,350.00					
Facilities				REGISTRATION		INCOME	EXPENSE
LUNCHES	97	\$1,940.00	\$2,469.44	BADGES/FLYERS	\$572.86		\$572.86
BANQUET	100	\$3,400.00	\$3,999.20				
				EARLY @\$	\$10	\$420.00	
Coffee/Pastries			\$366.95	PREREG@\$	\$15	\$1,230.00	
				REG. REGIS@	\$20	\$960.00	
TOTAL (FOOD&BEV)		\$5,340.00	\$6,835.59	ON SITE @	\$20	\$1,220.00	
				OVER REG Report		\$40.96	
				NEWcomer donation		\$437.00	
				Merch presold		\$1,764.00	
				Paypal expenses		(\$294.11)	
AUDIO-VISUAL	\$928.91		928.91	TOTALS		\$5,777.85	\$572.86
SKYPE							
URL	\$140.80		\$140.80	MERCHANDISE			
PHONE	\$38.32		\$38.32	PRE-SHIRT (144)	\$777.00		\$777.00
TOTAL			\$1,108.03	PRE-SHIRT T SALES		\$1,655.00	
				SHIRTS FOR EVEN	\$2,621.25		\$2,621.25
ARTS & GRAPHICS				ON SITE SALES		\$3,031.00	
				OVER MERCH Report		\$85.97	
				MUG (144)	\$751.72		\$751.72
PROGRAM	\$235.01		\$235.01	SHIPPING (ALL)	\$106.15		\$106.15
BANNER	\$270.07		\$270.07				

TOTAL				\$505.08	TOTALS			\$4,771.97	\$4,256.12
					ADMINISTRATIVE COST				
After reviewing every checkbook entry and every report I have					TAPER				\$100.00
adjusted Johns report. There are 2 discrepancies and both are					SUPPLIES FOR HOS.	\$149.37			\$149.37
more monies deposited in the bank in Reg and Merch than appear					PayPal fees				\$1.95
in Randie and Daniels reports. I have left them showing as such.					P.O.BOX	\$60.00			\$60.00
All other income and expense items are verified against receipts.					CHECKS	\$11.11			\$11.11
Mary					MISC MAILINGS	\$9.80			\$9.80
					STOP PAYMENT-CK#1302				\$30.00
					TOTAL				\$362.23
								\$18,239.82	\$13,639.91
					NET			\$4,599.91	WSC \$4499.91
					\$100.00 remains in acct. to keep it open				

Deposits to the Bank							
	Registration	Pre-Merch	Event Merch				
reg dep	424.22		939.97				
	1,600.00	555.00					
	100.75		2,177.00				
	481.82	15.00		Hotel Bill	A/V	FOOD	
	584.74	75.00		wifi	\$39.17		
	735.31			food-pr		366.95	
	530.74	1,010.00		av	\$263.01		
	1,304.57			av	39.17		
	15.00			food-pr		1247.72	
	50.00			av	39.17		
	119.00			food-pr		1221.72	
	994.91			av	39.17		
	1,317.87			av	78.34		
	413.00			av	285.39		
	76.77			av	39.17		
	246.00			food-pr		3999.2	
	40.00			av	\$39.17		

	1,379.18						\$67.15		
	35.00								
	25.00								
	80.00						\$928.91	\$6,835.59	\$7,764.50
	30.00								
	283.97								
	250.00								
	11,117.85	1,655.00	3,116.97						