

## **Multi-zonal Service Symposium Workgroup Skype Agenda Thurs 11-14-13, 8:00pm central**

**Open with moment of silence and serenity prayer** – Barry will facilitate meeting tonight.

**Members present** – Barry, Mary, Daniel, Randie, Stacy, Amanda, Charles, John, Michelle, Cindi, Brian, Michael joined later.

**Need a recorder to take notes** – Cindi volunteered to take notes

### **OLD BUSINESS**

#### **Communications**

Regional voting update – 23 responses out of 25 have been received. 2 regions are meeting this weekend and will have their decisions by Sunday. Daniel will contact Amanda after Mid America and Randie will contact Kentuckiana RD.

#### **Hospitality**

Hotel Contract Options update - St. Louis (Sept 25-28) contract extended until Nov 20. Two contract received from Indianapolis: Caribbean Cove (Oct 9-12, Oct 16-19) and Radisson Airport (Sept 25-28) available in October the first 3 weekends. Much discussion about contracts. Indianapolis contracts similar in all aspects. Indianapolis has an area convention the beginning of September. Discussion concerning the ability of local fellowship to attend both events. St. Louis is more centrally located with the 3 zones. Decision finally made to try to get a better contract with hotel in St. Louis and attempt to get a few more bids from St. Louis. Michael will also get a few more from Indianapolis.

#### **Finances**

Virtual Banking options – wiring money is difficult nowadays, US Bank has too high of fees, one bank has up to 250 transactions per month with no fees and EIN number assistance provided. Issue discussed of having lots of cash on Saturday afternoon and Sunday and if we can get assistance from hotels in helping us with depositing and transferring of cash to our account.

Decide on brick and mortar bank - discussion of possible use of bank where treasurer is located to establish and receive funds and maybe use a different bank locally at event

Account will need to be set up as the “Multi-Zonal Service Symposium”

#### **Guidelines**

Review proposed final version. Discussion of changes to be made included under Treasury: 1. All checks shall require two signatures. 2. Checks should be made payable to vendors and/or businesses whenever possible. 3. All monthly operating expenses will be paid without prior approval needed. 4. All other expenses must be approved in advance by the MZSS Working Group. 5. All expenditures must have receipts and/or invoice attached. Social Media Coordinator changed to Technology Coordinator. Entertainment: add under Program Coordinator: 6. Arrange for entertainment, should the need arise. Coordinate with Facility Coordinator and then under Facility Coordinator 5. Plans banquet/luncheon. (And then #5. Works closely with all Task Groups... would become #6) Discussion and explanation of Arts and Graphics coordinator – no changes made. Final correction to Purpose to match purpose that was given in proposal. Guidelines will be revised and then sent out by email over next few days for final review before sending out to regions with specific language given in last meeting that stated: “MZSS has adopted a set of Internal Guidelines for the single event proposed. In a spirit of inclusiveness we are forwarding these guidelines to the RD of the

regions involved for their review. We trust that if anyone has input that you would forward that to the MZSS work group for consideration.”

### **New Business**

**How/tasks to proceed after region votes are tallied** - email regions/zones to let know whether proposal passes or not - if yes...transition to an event planning workgroup, per proposal. Items to be immediately addressed will be: treasury-set up bank account – co-treasurers will coordinate with Barry to set up Pay Pal account and will obtain P.O. Box – personal address of Treasurer given to workgroup members. Once P.O. is received, we will let regions that are contributing financially know where to send checks. Hotel contract will need to be signed. Stacy will create Artwork request and volunteer request flyers. We will need to give announcement to regions of need to elect positions/ coordinators for MZSS event workgroup – at next meeting – deadline for service resume is December 1, contact NAWS when weekend is finalized to request participation. If proposal does not pass the MZSS workgroup will dissolve.

**Next Skype meeting** – November 21 at 8:00 p.m. CST and following will be December 3 at 8:00 p.m. CST if needed.

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