

# Multi-zonal Service Symposium Workgroup

## Skype Agenda Thurs 12-3-13, 8:00pm central

**Opened with moment of silence and serenity prayer at 8:21pm**

### **Members Present**

- Introductions by Barry B., Michelle C., Stacy M., Mary B., Pat P., Charles F., Randie B., John S., Amanda M., Daniel C., Cindi B., Brian F.
- No new members present

**Recorder** – Cindi B. volunteered

### **Old Business**

#### **Communications**

- We will continue to communicate with regions/zones/RDs from here on out by email and also upload minutes to the website
- Do we need to have a point of contact at regions other than RD's...a suggestion was made, so not so much is on RD's shoulders and more members could get involved. We will add that to the next email to find out who else and what other trusted servants would want to be added to the list.
- Facebook? Possibility of secret groups, events or pages. Administrator or monitors would be needed. This task would be delegated to the Technology workgroup for more input and discussion.

#### **Hospitality**

- Hotel contract finalized and signed-Woohoo! Sheraton Westport St. Louis Sept 25-28 2014 – not a lot of work to be done until later when we have programming set. Meals will need to be decided before registration can be determined. Clarification given that mens/womens lunch could be at the same time.
- Deposit (\$500) will need to be sent

#### **Finances**

- Update – checks ordered. Error made at bank with treasurer's name on account. This has been corrected.
- Treasurer Report - \$600 contributions made and \$11.11 spent on cost of checks. Balance \$588.89
- Should we contact regions that haven't sent their \$ yet? Send reminder and PO Box with next email and then contact individual regions that had offered to send a contribution.

#### **Guidelines**

- We have not received any feedback from RD's/regions so far about any adaptations
- Guidelines and proposal states that at the end of this event everything including the bank account and that anything left over would be sent to NAWS. Discussion about how/if/when it would be determined if the event were to be an ongoing event. Decision made that this should not be determined by this workgroup and would need to be decided at a later date.
- Guideline error found that states any profits after event would be distributed to zones needs to be corrected to say profits after event would be distributed to NAWS

- Need to add something about decision making – guidelines discuss who gets to make decisions but not how we make decisions. Basically we decided CBDM with 80% consensus. Several members will send out samples of some guidelines to be reviewed before next meeting.

### **Completed Tasks**

- Emails sent to regions/zones to let know proposal passed with date and location,
- Info also sent info on where to send \$ to (PO Box)
- Signed hotel contract
- Need to submit request to NAWS for participation – Facilitator will do this. Suggestion made to also contact Stephen, IT Manager at NAWS for IT suggestions.

### **New Business**

#### **Nominations/Elections (all service resumes were emailed and reviewed by workgroup members)**

- Facilitator – Amanda M. nominated – none opposed
- Co-facilitator – Barry B. nominated – none opposed
- Recorder – no volunteers at this time
- Facility Coordinator – Pat P. nominated – none opposed
- MZSS Registration Coordinator – Daniel C. nominated – none opposed
- Merchandise Task Group Coordinator – Randie B. and Brian F. nominated. Brian F. submitted recent service history on line. Brian F. graciously volunteered to step back and support Randie B.'s nomination – none opposed
- Arts and Graphics Coordinator – Stacy M. nominated – none opposed
- Host Coordinator – reaching out to local member
- Technology Coordinator – Barry B. nominated but is willing to wait and see if any other members show interest
- (Overall) Program Coordinator – Cindi B. nominated – none opposed
- Individual track program coordinators (IT, PR/H&I, FD, PR professional event, etc., etc.) – to be determined after program is better established and coordinator is elected.

Intent to fills to be announced are Recorder, Host Coordinator and Technology Coordinator. Flyer will be updated with these workgroup leaders needed along with workgroup members.

### **Technology**

- Website reviewed – any typos will need to be sent to Barry B., minutes will be reviewed to make sure no last names or other personal information is listed.
- Proposal made to spend approximately \$24 on web address. Discussion. None opposed.
- Proposal made to have our website address [www.mzssna.org](http://www.mzssna.org).
- Need to get a MZSS Skype account (we're using Barry's personal right now) \$60 a year cost. Proposal made to get a MZSS Skype account. None opposed. Barry will need to be reimbursed for his costs of phone calls for past meetings.
- Discussion about how future workgroups could possibly meet. This workgroup consisting of coordinators, facilitators, treasurer, etc. would continue to meet as we have been. Each task group coordinator would then decide how they chose to meet via any ways of communication as decided by that workgroup. If Skype would be used each coordinator would need to post meeting times on calendar. Barry will send out instructions on how to log in to Skype and coordinate call and add to website calendar. Email addresses will also be set up for each position also.

### **Workgroup Timelines**

- Each workgroup come with a tasks and timeline list – send out list before next meeting to review for missed or duplication of services (possible tools to use would be Planning Basics or a spread sheet) Suggestion given to breakdown timeline by month. Send out to Amanda M. by Sunday, December 29th and she will send out to all workgroup members in one email.
- General budget will also need to be included. Treasurers will try to get a combined budget prepared also.
- Set prices for registration (cover expenses including \$6,000 food/beverage at hotel)

### Arts & Graphics

- Set a deadline for logos AND themes – Stacy has a few ideas she has already prepared that she will send out. New flyer will be made with items still needed. Deadline for themes will be Sunday, December 29th. Email to: info@mzssna.org

### NA Way and Event calendar

- NAWS requested article to submit in April NA Way. Main article should be 500 words with any other workgroup members wishing to add any additional comments of approximately 100 words. Deadline for article is the end of January. Draft will be started and emailed for review by next meeting. Follow up article will be submitted after event.
- Event will be added to the NA Event Calendar after website is live.

### Next Skype meetings:

- Thursday, January 2, 8:00 p.m.
- Tuesday, January 14, 8:00 p.m.
- Thursday, January 30, 8:00 p.m.

### Closed at 11:40pm

### Treasurer's Report 12-3-13

Opened Account 11-19-13

11-19 Deposit	100.00	100.00
11-22 Deposit	200.00	300.00
11-26 Deposit	100.00	400.00
11-30 Deposit	200.00	600.00
12-1 DB Card - WM Checks	11.11	588.89

Received one debit card in the mail and waiting for the other one to arrive. Also ordered the checks and waiting for them to be shipped and arrive. We do have some temporary checks from the bank for the time being. I was informed today that the contract is now signed, so John and I are looking at getting together tomorrow to get that check written and mailed to the hotel. Also, John will issue a reimbursement check to me for the PO Box.

In service,

Michelle & John