

## Multi-zonal Service Symposium Workgroup Minutes

Wednesday 08-03-2016, 7pm CST

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- **Open with moment of silence and serenity prayer**
- **Members present**
  - Introductions: Daniel, Randie, Andy, Angie, Pat, Lucy, Scott, Matt, Jeff, Sharon, Jim, Mary, Barry
  - New members present: Matt L.
  - NA-versaries: None
  - Approved minutes for 7/13/16
- **Reports**
  - Facilitator: Verbal report.
  - Co-Facilitator: Nothing to report. Helped a little with registration and we'll discuss that later tonight.
  - Treasurer: Transferred most of what was in PayPal... current operating \$3583.07. Some change still left in PayPal. Registrations are coming in. Sharon and Mary created spreadsheet with all income money that will save time at the end. We need to talk about who at hotel is on the master account. 45 days prior we need tell them who is authorized on behalf of group – assuming Pat, Mary and Barry.
  - Co-Treasurer: Spreadsheet sent with minutes and uploaded to Trello.
  - Facilities: Facilities report  
Good day. We have 85 nights of our 200 rented. They are releasing the room availability block August 23rd. We can still reserve but no assurance of availability Please get your rooms reserved.  
ILS  
Pat
  - Merchandise: I turned in the artwork to the screen printer. Mug order will be placed on August 22<sup>nd</sup> and will be shipped directly to hotel. I would also like to give him our final shirt order at that time. Depending on pre-ordered shirts, I'm thinking that our order may be smaller than the last Multi Zonal. I am still in need of some volunteers but I am sure there will be plenty that will volunteer onsite.  
In service,  
Randie Benno

- Technology: Vacant
- Programing: We last met on Tuesday August 2nd. We've sent out nearly 50 email invites to workshop facilitators/presenters and have received confirmation responses from about half of them. The ones we haven't heard back from we will be calling within the next two weeks to confirm their attendance and participation. The upcoming deadlines for the workshop presenters are 8/15 for getting the correct spelling of their names and where they are from and a brief description of their workshop, so we can get all that info to Andy for the program and for the website info, as well as 8/22 for any special needs/equipment they may need for their workshops. We have a few panel style workshops that we are finalizing the panel members, and they will be sent out email invites shortly. And one or two workshops that still need a second co-facilitator, but we have some leads for those, and are in good shape overall.

Jeff S gave us a second online app option for use on participants' mobile phones throughout the weekend. It is EventXD. We downloaded the app, checked it out, and think it looks great for folks to use that are interested in that sort of technology, and would recommend we use it for the symposium, with the exception of making a few tweaks to address anonymity issues. Could the main workgroup discuss and let us know if we have the go ahead to make use of it, and if so, any changes or concerns you see to make to it.

Southern Zonal Forum met last weekend and decided they would like to have a business meeting on the Sunday of the symposium. Currently, we have a set of 3 workshops running from 8:30-10am, and then the Dreams wrap up workshop we had running from 10:15-11:30am, when we thought no zones wanted business meetings. I checked with Pat and he said the hotel is ok with us using one room past noon, and Barry said Southern zone would like to meet at 11am. Do you guys want us to shorten down the closing workshop from 10:15-11am or 11:15am, and then the SZF folks could meet at 11 or 11:15am? We discussed eliminating the Dreams wrap-up workshop all together, and are willing to do that, and the zone business meeting would meet after the 10:30am workshop session ends. However, several folks last night brought up the importance of having a wrap-up closing session all together, as well as having more than only one set of workshops in the morning to give attendees a reason to stay for Sunday morning. Cindi and I haven't written the wrap-up session yet, so we are more than happy to tailor its length or do whatever is necessary so that there's enough time for the business meeting, but also still make it a worthwhile session. Please give us your guidance and we'll make the adjustments and get a finalized schedule out for the general NA members.

We also need to be linked as soon as possible into the registration list, so that we can use it to find speakers for our Friday and Saturday night events! Let us

know if Angie or someone else has this information to access, and the best way to facilitate that happening.

Our next meeting is Thursday August 18th, at 7:30pm CST via Skype. We are meeting every two weeks currently.

With love and gratitude in service,  
Amanda M.

- Registration: Spreadsheet sent with minutes and uploaded to Trello.  
Emailed report: Thank you to Sharon, that is a beautiful spreadsheet.  
I forwarded it to Cindy and also sent her the audience registered so far; as far as service positions our current registrants hold.  
There were 27 registration entries, as of 6 pm, for a total of 35 registrations. Of those 5 were not paid and emails were sent to those who had registered using the "cash on delivery" option and 2 responses have been received. Those 2 registrants requested that we delete their registration and they will just re-do. One of those were cancelled? (before the end of the conference call we had deleted everyone who had requested "cash on delivery" per their request so they could re-register except for one person we have yet to hear from (Mindy Ellis).  
I read the email for feedback that will go out to the registrants before the event. I sent out the email for input from the committee.  
Can I get a logo file to include on the tickets for merchandise paid and meal tickets? I would also like to include the logo in our pre-event email. I will get with Andy, the arts and graphics person to work out the details on what is required for registration.  
I will put the registration list in the drop box periodically.  
ILS  
angie
- Arts & Graphics: Everything's good with merchandise. Working on flyer for host community. Amanda sent request for new signs. Stacy will do that cause she already has everything. Andy will get a hold of Angie to help with her needs. Just waiting on Amanda to finalize programing.  
Q: Are we doing a banner?  
A: Can get one if there is money. Will put on agenda for next meeting.  
Q: Can we pull up signage from last time?  
A: Add to agenda next time.

- **Old Business**

- New volunteers – Open Positions
  - Host: Matt L Milwaukee. Resume sent out. There were no objections for Matt as Host. Matt's the host! Make sure he is on contact list **Matt L. - Milwaukee** New Host Coordinator - Matt L. mattlathrum@gmail.com.

(414) 704-2227 (make sure Andy is added to Trello Recorder board also.

Q: Do I help staff registration, merchandise, etc. right? A: yes.

Q: People brought coffee last time from the host area. A: from Pat...

Depends on if we make our food and beverage allowance. If we still need to up our commitment to food/beverage, we will use hotel's coffee. If that isn't an issue, we can bring our own coffee.

- Technology: Jeffrey L. Mid America Region helping
- Another email blast? Angie has an email she would like to send out. They used it at a regional event. Read email. Comment: not annual. Too long. Send out and we can give input. She can send out couple of weeks before event. Q: Have we sent email to last time's list of those who attended? A: yes

Daniel's last eblast went out during the last meeting. Do we want to send another soon? Yes: Before room block closing and registration fee goes up. Daniel will take care of. Going to past attendees and delegates.

- Registration list available: Store on Dropbox is easy. Daniel has one, plus a cloud storage. Problem is if you edit you have to re-upload. Q: Can Angie keep on Dropbox? A: She will need to get Dropbox. Daniel will create folder and send link to everybody.
- Event Insurance: Emailed Debbie. Hopefully we can get an update and it won't be different than the previously quoted \$300. Any objections with purchasing \$300 insurance? Mary thinks we need to (reading from contract... if we lose our stuff it's our problem. Also in damages clause, if there any damages we need to pay for it. So, we need to make sure we are covered). When she looked over the policy, there's nothing to pay if someone gets hurt. (I'm not sure we ever resolved this... it wasn't in my notes. Lucy)
- Programming
  - Event App. Any follow up? Comment about the Facebook link & anonymity.
  - Question about size of room for H&I workshop. (theater style 200, classroom 120, banquet 130)
  - Southern Zonal will meet at MZSSNA2. Feedback for programming. We can get one room for past noon. Start at 11. 2 options – cancel a workshop, or shorten dreams workshop. Is everyone ok with shortening the dreams workshop? No objections...
- Report Content.
  - Update Contact List: Can zonal members look at list of RDs and see if there are any corrections?

- **New Business**

- Target Audience of this Symposium
  - Registration Push
- Filling Responsibilities of Open Positions: Any?

- Menu/Numbers? What do we need by 45 days out – need to get price guaranteed. They have last time's number plus 10%. We need 111 room nights between now and 23<sup>rd</sup>. Pat needs to ask them what their final \$\$ amounts will be.
  - Merchandise – 22<sup>nd</sup> for mugs. Soon after for shirts. Should we move up meeting? Suggest 17<sup>th</sup> and then 31<sup>st</sup>.
  - Do we need to put \$500 up and take it off of Pat's credit card? Pat said they haven't billed his card yet.
  - Responsibilities for hotel contact. Facilitator, Treasurer, Facilities. Any objections? None.
  - Agenda for next meeting – 1) swipers/card readers/square. 2) Matt, please create list of what you need to purchase. We just plugged in some numbers when creating the budget. 3) possible banner.
- **Next meeting:** We decided to meet every two weeks with our next meetings set for 8/17 & 8/31 at 7 PM.
  - **Closed.**