

Multi-zonal Service Symposium Workgroup Minutes

Wednesday 08-17-2016, 7pm CST

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- **Open with moment of silence and serenity prayer (7:01 p.m.)**
- **Members present**
 - Introductions: Daniel, Randie, Amanda, Andy, Barry, Jim, Lucy, Angie, Scott, John, Matt L, Mary, Sharon, and Pat came on a little later.
 - New members present: none
 - NA-versaries: none
 - Approved minutes for 8/3/16
- **Reports**
 - Facilitator:
Not much to report. Talked about emails sent. Sent email to delegates. Thanks Matt and John for giving input on updating list. Talked about hotel rooms, and it looks like it's taken care of. List attached to last email sent out.
 - Co-Facilitator: Sent out email. Not sure whether to do email blast or facebook, as far as hotel rooms go. Think another reminder would be good. Contract reads we need 200. Our attrition rate is 80% so we need 250 rooms. According to Pat's figures we are about 30 short. Maybe Barry can update the things Matt wants updating. Question about eblast list. Are we sure everyone who has signed up is getting the eblast? An addict said he heard too late to participate and that he had signed up on the list. He is on the list so we're not sure of the problem. Maybe something on his end.
 - Treasurer: Trouble with laptop. Updated front sheet of spreadsheet. We have about \$5050 in the bank. Almost 400 still in paypal to transfer out. Will get the back sheet updated soon. Spreadsheet uploaded to trello and will be sent out with minutes. Q: where are we as compared to last year? A: will get back to us later in the evening.
 - Co-Treasurer: no report
 - Facilities: We are only 38 room nights from our 200 looks like we will make it to our 200. We are pretty close to our block. Update: We need 11 to stay for 3 nights. I think we are fine. Keep this choo choo chugging
Love pat
(per recent email – we have booked 206 nights! -lucy)

- Host: Host Coordinator REPORT for 8/17/16 Mtg.
1. **Volunteers for Merchandise:** I got the hours from Randie (5 x 2-hr. shifts on Sat. & 4 x 2-hr. shifts on Sat.) Plan to get a spreadsheet created soon.
 2. **Volunteers for Registration:** Angie waiting to find out what reg. hours need to be...
 3. **Volunteers for Welcome table:** What hours does this need to be open?
 4. **Volunteers through website:** One has been passed on to me, a local member. Also, I put a request in with Daniel & Barry to update the web page to better reflect what the current volunteer needs are.
Comment: Remove programming volunteer submission from website / under contact us. Button for workshop proposal.
 5. **Recovery meetings:** I can source people to chair these. Waiting to hear from Programming if they're scheduling any, what is needed.
 6. **Presenter Check-In:** Kristen showed me the spreadsheet from last time. Amanda said she will get me this year's when it is final. Kristin agreed to look for the release form from last time. Once I have it, I can probably just have our Area printer print those. However, I saw the question raised in Programming of whether this should just be done at the registration table..?
Comments: there was a separate presenter check in table last time. People were sitting at the table handing out welcome packets, etc. Took place in Registration room and host was responsible. Is this how we want it to work? 1-2 people working the table Friday morning... maybe only 1 after that. **Suggestion:** staff separate table for presenter check in. Maybe Andy can make some nice big signs... Registration, Presneter check in, Etc – we'll include this in new business under banner/signage.
 7. **Transit information:** A member who is a former transit employee volunteered to help me with this. Is the next thing on my list.
 8. **Points of Interest & Visitor Maps:** Picking up from visitor's bureau this Thursday: Visitor's Guide Magazine + Tourist Map + Bag. Qty: 250.
 9. **Meeting Lists:** Milwaukee/Waukesha County Area will provide these (I'll be putting in the order with our Area Printer.)
 10. **Coffee:** Let's call it Plan A is the hotel might provide it if enough people book rooms; and Plan B would be we gather the coffeemakers, coffee & supplies to do it ourselves. Waiting on word from Facilities on this.
 11. **Thursday night recovery meeting:** Still looking into best location(s) and transportation method. Weighing options.
Comments: We have things to set up at hotel. If we're all out of a meeting, that would be inefficient on our part. Maybe we could host a recovery meeting at the hotel instead of traveling. This idea is coming from host in St. Louis saying that folks wanted to get to a meeting. We will need a business meeting in person. Against renting a bus because wouldn't want it to be dependent on the workgroup going to fill up the bus. The hotel

offers shuttle so maybe some won't rent a car. We have no idea how many might not have a car and want to get to a meeting. Let's leave this for programming to discuss the possibility of a recovery meeting at the hotel. Whatever we do, let's get the word out. Maybe the area can host impromptu meeting at hotel. Any objections on programming looking into having a meeting at the hotel on Thursday night? Comment: Thinks this is a good idea. But some will want to get in the car and find a local meeting. Maybe we can have a sign up for those who want to go to a local meeting. Comment: Matt can help get folks a ride to the meeting.

12. **Wednesday night recovery meeting for early-bird arrivals: 7:30 pm Weds., Steps of Life, St. John's Evangelical Lutheran, 5500 w greenfield avenue = 16 minutes (12.5 mi.) *Those interested in going, please let me know, and I will get you a ride there.* Comment: a few are coming in on Wednesday so some may want to go this night.**

13. Am I forgetting anything...?

In loving service,

Matt L.

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- o Merchandise

Sold 2 more shirts. Sent Mary check for 90.00. 10 Shirts remaining (all S & M)

Proposed Final Order Changes:

T Shirt from 144 to 108

Long Sleeve T keep at 36

Hoodie keep at 24

Garage Shirt keep at 36

Mugs 144

Any other suggestions?

Question: How would it impact income? We can discuss in new business.

Fine with keeping but wants the workgroup to decide. Randie requests Mary to send budget she originally sent.

- o Technology: vacant

- o Programming: Programming hasn't met since the last large workgroup meeting, but we've been very busy confirming presenter/facilitator attendance and participation and getting their descriptions of their workshops and needs. We have finalized the panel presenters for the panel style workshops and invited them.

We still need guidance from main workgroup on whether to move forward with EventXD event app.

Thank you for linking Cindi and me to the registration dropbox file.

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: **Question:** what is she supposed to put in the dropbox? **Answer:** Put registration spreadsheet in there. We have 69 paid for registrations – almost double last meeting. Do we want a count of everything or only registrations? Merchandise will need a list of everything sold. Facilities for meals. Began formatting for simplicity... \$84 in newcomer donations. 40 Saturday night banquets. Only one person in limbo about paying on site... Adam is sending check. Andy/Angie have a meeting August 30. Angie emailing report. She's not sure about volunteers needed for registration.
- Arts & Graphics: Aside from what Angie just said, he's waiting on Amanda to finish up with her stuff. **Comment:** will need to get with Matt for some signage stuff. Maybe all 3 can be on the call... Matt, Andy, Angie. Actually Matt will email his requests.

Put on agenda for next meeting – alternative merchandise.

- **Old Business**

- New volunteers – Open Positions
 - Technology – Jeffrey L Mid America Region
- Email Blast Status – think we need eblast and facebook every couple of weeks. Definitely need one before 23 about hotel rates going up. Maybe one today/tomorrow... last week to book hotel room. Amanda sent to presenters an email and reminder about hotel costs. She will send another one – we especially need to make sure they get rooms. We're still not on na.org events. Daniel will take care of.
 - Registration email
- Email Blast Status.
 - COD taken care of
- Event Insurance – We have a policy for \$176. Sending invoice to Mary so it can be taken care of. They don't do medpay on special event policy. Not even an option.

- Programming
 - Event App. Events XD. Suggestion – remove Facebook/social media. Is everyone ok with using this app for the multi zonal service symposium? No objections. Unanimous consensus. Amanda has someone in mind to do this the weekend of if we don't get a technology person.

- **New Business**

- Merchandise Decisions: difference is \$223 in profit. Placing order Monday. Getting a spreadsheet of what's been sold would be helpful. Sharon will send out. As of a couple of days ago, we'd sold 21 mugs, 7 hoodies, 7 long sleeve t, 6 garage, 8 tshirts. Want to reiterate last time onsite sales were where we sold most. We're down from last time. Amanda in favor of leaving the numbers the same. Randie will order Monday.
- Credit Card Swipes: Daniel has some, Barry has some – need to be reminded. Add to agenda the week before event.
- Banner: Add to next time up under old business.
- Times of Operation for Merchandise and Registration. What were times last year Daniel/Randie? 10-12, 2-10 Friday; Saturday 9-5:30. Merchandise. Registration closed Saturday afternoon and not opened again. If significant merchandise left – open again after banquet. Amanda, what time does everything start on Friday morning? PR – professionals is at 9 (registration starts 8 or 8:30). Recovery meeting starting at 7:30 probably. Welcome table also in room – does it need additional hours? Maybe on Saturday after registration has stopped. Last time – it was a mess with registering PR – professionals. Maybe send them to registration but have a separate line for them. Matt can get map and take a look. Amanda not 100% of designated workshop rooms. We'll discuss this at the next meeting. Voyager room is where PR-Professionals is currently scheduled. Separate entrance. Room for in hallway that can be used for registration for this event. Passport room is where we thought about putting registration, hospitality, merchandise. Might have a table for pastries also for the PR – professionals- right inside the room. Is there a reason why we are registering the professionals? We'd do that if we want to follow up after them. We could have a big jar for business cards. Will keep in mind. What time will table be set up for PR folks to register
Registration last time 7 – 7 Friday and 7-3 Saturday

We had recorder register his own rooms although we are going to pay for it. Matt will post room cut off notice to locals. Add notice about merchandise – order it to guarantee.

Question by John: Request from WSNAC to put up PR kind of table. We will talk about it next time. If they want it 'manned' send request to Barry/Facilitator. If it's about selling we will discuss alternative merchandise next time. They have a booth/kinda table they use.

Agenda items to Barry by 28th by 5 PM. It will go out on the 29th.

- Filling Responsibilities of Open Positions.

- **Next meeting:** August 31, 7pm CST gotomeeting.com?

- **Closed at 8:42**