

## Multi-zonal Service Symposium Workgroup Minutes

Wednesday 08-31-2016, 7pm CST

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- **Open with moment of silence and serenity prayer (7:01 p.m.)**
- **Members present**
  - Introductions: Barry, Lucy, Amanda, Randie, Daniel, Andy, Angie, Mary, Matt, Scott, John
  - New members present: none
  - NA-versaries: John 34 yrs 364 days; Sharon 21 yrs
  - Approved minutes for 8/17/16
- **Reports**
  - Facilitator:

Nothing yet to report. Been busy trying to facilitate things we have on the agenda we need to start wrapping. Some questions about hospitality room and a little more about contract. We'll address these further down in the agenda. Getting with Amanda and will update website with all the workshops, similar to last time.
  - Co-Facilitator: Sent out some blasts, posted some stuff to FB, sent Mary invoice for insurance. Pushing things on FB helps get us to our goal. Each time something gets out there, a few more registrations trickle in. Forgot to take laminator to Nebraska. Thinks that Angie will have badge stuff sent to Daniel and he and his wife will laminate badges. It was brought up at Plains State and there was some discussion about when next one will take place. One of the regions would like us to take a look at the dates. Big concern is it is too close to world convention because in 2018 there is WSC and WCNA and if we keep it in Sept/Oct we have a smaller turn out. We'll add this to the agenda.
  - Treasurer: Sent updated financial statement on the 23<sup>rd</sup>. We had gotten around \$700 between the last meeting and the 23<sup>rd</sup>. In the bank we have \$5567.50. Last time prereg was about \$1600. This time we have about \$1080 and with Paypal probably close to \$600-700. We're pretty much on target. Will send report... Sharon should have another registration report by the end of the week.
  - Co-Treasurer: Absent
  - Facilities: From 8/24- We did it 206 nights.

Talked with Amanda and got rooms put together and we have a new contact person for the event. Hospitality is left to local fellowship. Not sure what

room it is. – Some discussion about rooms and what is where. We have a big room (Passport room) and can probably get all 3 in there – hospitality, registration, merchandise.

- Host: Report uploaded to Trello.
- Merchandise:  
All merchandise is ordered and will be shipped from Texas on September 14, 2016, for arrival at hotel in my name. Some prices have changed and increased due to the amount of colors we are imprinting and color of shirts (black). I have updated the budget and it is attached. (uploaded to Trello)

Changes	Now	Selling	
T-Shirt	8.78	9.47	15.00
LS T-Shirt	10.83	12.50	20.00
Hoodie	21.14	25.00	25.00
Work Shirt	22.00	22.40	35.00
Mug	5.50		10.00

I will call and find out if the mug cost has changed. If needed, I can possibly get him to budge on some of these prices.

In Service,  
Randie

- Technology: Vacant
- Programing: Sending one page schedule in a couple of days.  
We last met August 18th. We've been communicating with the workshop presenters and have all but one workshop description finalized. I'm very close to sending everything to Andy, maybe even later tonight, so he can do the printed program layout, to Barry to add on our mzssna.org website, as well as to Jeff S to update the EventXD App. Jeffry L has agreed to be our onsite EventXD App weekend updater, if we have any changes to post during the weekend. We have a one page at a glance schedule that will be available to print as a flyer or post ahead of time on FB groups and whatnot to help build excitement and for planning. We still need to ask Friday and Saturday evening speakers, but otherwise we are mostly finalized on workshop presenters and they have a September 8th deadline to send us their PPT and handout files. If you have any last minute speaker suggestions, please contact myself or Cindi ASAP.

We have decided to have 1-3 AV coordinators, who are not current workgroup members, that will coordinate all the room volunteers to operate the computers and projectors to facilitate ease of transition between workshops, and to assist

workshop presenters as needed. We currently have 1.5 AV coordinators that have agreed to volunteer, as well as several room/projector volunteers, so we will be working with them in the near future to get all that organized and finalized.

The hotel contacted Pat to start coordinating workshop times and AV needs, so I've sent him the info I had to get that conversation started. So we'll be finalizing those details hopefully in then next couple weeks. I do see a discrepancy with what we budgeted for Sunday workshop AV needs and what we actually need (budgeted for 1 room and we have 3 rooms), so more will be revealed on that. I'll wait for the hotel's AV bid to come back before making any adjustments to attempt to remain in budget.

The programming workgroup discussed and decided to wait to decide if we'd have an onsite recovery meeting for Thursday night until we found out if we have any room space for Thursday night. Since that meeting, it sounds like we will have the Pool area available to use on Thursday, so we just need to decide on a time and whether it needs to be included on our printed and/or online schedule. If this main workgroup could help decide those things tonight, that would be great.

We've started a list for people willing to supply laptops, projectors, easels, and large size note pads, etc., so if any of you here on the main workgroup are willing to lend any of those supplies, please let me know.

Our next meeting is tomorrow Thursday Sept 1st, at 7:30pm CST via Skype.

With love and gratitude in service,  
Amanda M.

- Registration: Hello Family.  
There are 102 on-line registrations and with our Pat's old fashion way of registering that makes it 103 to date. Before the weekend is over I will have the updated color-coded registration spread sheet in the drop box.

Andy and I met last night and we had discussed the following:

---Name Badge Template: I will add pre-registered names and send the badges to Daniel for laminating. On the back of the badge would be a mini schedule with workshop/presenter/speaker/meal times & maybe or maybe not locations. We referenced the name badge that was used for last year's event; Daniel had uploaded it to the drop box for us. There is a question as to how to indicate the type of meals (I thought maybe a little broccoli or chicken or fish, etc. and Andy's thoughts was that it would be better for memorabilia purposes to use stickers for the meals as they can be removed.

---Merchandise Ticket Templates: I will type in the pre-registrants merchandise

ordered so the merchandise ticket can be included in the registration envelope; the addict can take the to the merchandise table to redeem. The template is uploaded to the drop box. There is a question as to if Randy wants the shirt sizes on the tickets.

---Lanyards: It was decided that I would have some quotes to share with the group on Wednesday night.

---Signage: It was decided that Andy would bring up the question of signage needs to the work group on Wednesday night.

Questions:

Wifi? Yes

Food sticker ideas? I will make food stickers

How many blank registration badges for on-site registration? Daniel will handle

Does Randy want the sizes of shirts added to the merchandise tickets? Yes

What are the peak times for registration so that I can assist our new host in the registration table schedule? I am bringing 2 (maybe 3) people to assist me with manning the registration table. The work group and I decided that me and my sponsees can handle the registration table ensuring it is manned early until late as possible.

Angela Smith

angieofna@aol.com

- Arts & Graphics: Need to get Angie a few things. Would the at a glance schedule be good to put on back of badge? Angie willing to type names. Who will print and cut? Daniel figures they would take them to a printer, to print and cut and write the name and then laminate. But it's fine to send them already written/typed on. Andy, Daniel and Angie will get it figured out. Question: are we doing a banner? Answer: we did one last time. It's on the agenda. Signs – Matt got prices from local print shops. Let Andy know if anyone needs anything – clock is ticking.

Amanda has question/comment for Andy/Pat – Thinks that Stacy made signs outside the workshop rooms and maybe they had a holder for them. We need to know if we need to do it. Do they have something? What size?

Question from Andy – did we discuss alternative merchandise? Answer: no. Andy can maybe bring projector and audio equipment.

- **Old Business**

- New volunteers – Open Positions
  - Technology: Jeff will do the weekend stuff.

- Email Blast Status
  - Registration email. Sending out with schedule at a glance.
- Banner – Yes we want a banner. Do we want a reusable one or one specific for this event? We'll leave this up to Andy. Does Daniel need to bring banner? A: Yes. Will try to find a tube for it. We have \$300 budgeted for the banner.

Do we want reusable signage? Probably need small stand up ones. Not reusable because prices change. Merchandise sheet can probably just be laid on the tables. If height is 30 inches that would be good... like length of skirt if no good place on the wall.

- Request from WSNAC for table. WSNAC is in the region we're meeting in. Could it be unmanned and they can take registrations Sunday morning during alternative merchandise? Any objections to this? None. It could be in a hallway. The table looks more like a PR tool rather than capturing registrations.
- Alternative Merchandise: Minnesota is the only one who has requested so far. Maybe WSNAC registration. They will be directed to Randie.
- Hours of Operations / Locations
  - Finalize all Locations (waiting on update from Pat/Mary/Amanda/et al... My notes didn't make much sense so not including them)
  - Finalize Times

- **New Business**

- Filling Responsibilities of Open Positions.
  - Technology
- Final Program
- Registration / Arts & Graphics Items
  - Lanyards – last time we used blue lanyards bought on ebay. We have \$580 for lanyards, printing, badges. Angie will go on Amazon and get some plain blue ones. Daniel will look at what was ordered last time and send Angie email. Bought blue/black lanyards on ebay last time. Some lamination pouches left too.
  - Food type indicators (how to handle on-sites) – little men/women stickers and chicken/fish stickers. Daniel printed last time. Bought colored stickers and printed on them. Angie will send Andy an email.
  - Names (pre-reg vs. on-site) – talked about earlier. Look at best financial impact.
  - Merchandise Tickets - Be sure to put size on ticket to take to merchandise. Angie can't access report from Jeff. Size doesn't show up on wufoo. Sharon is doing a spread sheet.
  - Peak registration times

- Pre-Reg Cut off (question to Daniel what date do you want the last name badge sent to you for laminating?) – last day for name badge laminated? If already laminated – write on outside. Sunday night at the latest. Don't turn off registration. Pre registration cut off is tonight. Price goes up tomorrow. How many blank badges/how many on sites? Last time – 62. Someone will communicate with Angie on site about how many banquets are left to sell. Yes there will be wifi at registration table – cause we'll need to do Paypal. We'll talk at last meeting about swipers.
  - Time of Recovery meeting on Thursday - consider people coming back from eating dinner. 8:30 is a good time. Ok with this not being on a printed program? That's fine. We could put it online. Workgroup meeting will depend on everyone's arrival time.
- **Next meeting:** Sept. 7, 7pm CST [gotomeeting.com](http://gotomeeting.com)
  - **Closed at 9:24**