

Multi-zonal Service Symposium Workgroup Minutes

Wednesday 09-7-2016, 7pm CST

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- **Open with moment of silence and serenity prayer (7ish p.m.)**
- **Members present**
 - Introductions: Barry, Sharon, Mary, Daniel, Amanda, Andy, Matt, Pat, Lucy, Scott, Angie, Randie, Jim, John
 - New members present: Cheryl
 - NA-versaries: none
 - Approved minutes for 8/31/16
- **Reports**
 - Facilitator: No written reported. Did some work with Amanda and billing on AV units. Working on website.
 - Co-Facilitator: Emailed a couple items on registration stuff. Will recount lanyards. Estimated wrong.
 - Treasurer: Made another transfer from Paypal 1870 (last week). Also got some registration money in mail with email. 44 paid lunches, 58 paid banquets. Still some in paypal not transferred to spread sheet. Has certificate of insurance that she will bring with her. Question: where are we with hitting numbers for food/beverage. A: a little over halfway there. Comment: it will be like last time and folks will show up and want a meal. Debbie also sending copy of insurance to hotel.
 - Co-Treasurer: Nothing to report. Q: have you sent Amanda the list? A: not yet. Doing right now. *Spreadsheet uploaded to Trello.*
 - Facilities: Made the room block. We've got til next week to give preliminary on food. Add 10 more per meal. We'll make our food budget also. We couldn't get the Concord or Flight School. But we will go back to Passport for Registration, merchandise and hospitality unless we want to sacrifice another room. Shortened last workshop so there will be time to set up banquet.
 - Host:
 1. Visited the hotel today. The Meetings Director (Josh Stender) put a question to me that I was not able to answer: **When they brief their staff about our group, should they mention that we are Narcotics Anonymous?**
Yes, this is fine to say we are NA.

2. We're planning to have Registration, Merchandise, and the Welcome table in the Passport room. Just so you know, **Passport is not handicap accessible**. There are three steps up to it. (Using the back door to the room might theoretically, work but would involve travelling through the restaurant's kitchen...)

We'll talk about it later.

3. When I brought up the idea of making our own **coffee**, they (Joya Zamora and Josh Stender) said they don't allow that. They said if we meet our Food & Beverage, they might be able to give us some kind of discounted rate on coffee... (Issues like this will all have to be worked out by next Weds.) -

Pat will call Joya.

4. **Where are we going to do the 7 AM recovery meetings?** At our meeting last week it was still up in the air. Do we know now?

Will talk about later.

5. When Andy makes a **banner for the WELCOME table**, should it say "Presenter Check- In" and "Local Information" on it?

Small sign to tack on wall that says Presenter Check in and Local info. (also on agenda)

6. I've been sending a lot of A/V **volunteers** Amanda's way, and am just starting to plug people into my own schedules.

In loving service,

Matt L.

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- Merchandise: We need to take down the following size availability on the website as we are sold out of:

Long Sleeve T – Small

Hoodie – Large, 3X and 4X

Work Shirt – S, 4X and 5X

I have printed pricing signs for Merchandise Room.

Randie Benno

Discussion: Forwarded email with picture of shirts for decision – on agenda for new business. More discussion on tshirt budget. Mary requested to adjust budget to make some money. Barry says: we'll address at next meeting.

What if we get purchase of shirts in the mail we are sold out of? Contact them immediately.

- Technology: Vacant

- Programing: Programming has met twice since our last main workgroup meeting. The schedule has been revised to trim AV costs on Sunday. We are planning to use Concourse, Voyager, and Sabre as our main workshop rooms all weekend long. We will vacate Voyager a little earlier on Sat afternoon to accommodate banquet set up. So we have most of the workshop space needs worked out. It has been sent to Barry to post online, Jeff S to add to EventXD, and to Andy for work on the printed program. Andy and I are currently working with formatting issues to fit printed program into a booklet, so hopefully we'll have that finished in the next day or two. I will attach the one page at a glance schedule that has also been updated. Still finalizing Friday and Saturday evening speakers, but otherwise we are mostly finalized on workshop presenters, with 2 exceptions, and they have a September 8th deadline to send us their PPT and handout files. We already know of a few workshops that will be sending theirs in a few days late.

We will be beginning to organize and contact the AV coordinators and volunteers that have agreed to help. Just in the gathering stages still.

Still have to basically finalize all the questions on room set ups, AV needs, and food/beverage quantities, but we have been working diligently with Pat to move towards finalizing. They provided with updated AV costs, and since moving some workshops around, I expect to be within \$100 of our projected AV budget, but still need to have a couple questions answered from the hotel on equipment rental options before I will have the exact total. Also, waiting to hear from Mindy on food/beverage needs for Friday PR to Professionals, so will get that squared away hopefully in the next day or two.

We're continuing the 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 Tuesday Sept 13th, at 8:15pm CST via Skype.

With love and gratitude in service,
Amanda M.

Schedule will be uploaded to Trello 9/8.

- Registration: Hello Family.
There are 111 people registered.
I have ordered 200 blue lanyards just like the black ones that were uploaded to the drop box.
I will have the final email to registrants ready (striking the hospitality paragraph & adding the "s" to Narcotic Anonymous) for the next meeting along

with a file of all of the registrant email addresses for Daniel to add to the email blasts he is sending.

Before our next meeting I will compare the registrations on the WooCommerce website to the spreadsheet of registrants for the PayPal account.

We as registration volunteers are only giving printed programs to those who request them but we will encourage download of the events xd app.

Daniel was able to answer Mary's question about the check mailed & what it covered for the last remaining "cash on delivery" registrant.

The name badges will be printed & laminated by Daniel & he is also going to have the food stickers printed.

I will email Andy to see if he needs me to print the registration signs.

ILS

Angie

Barry will get with Jeff to make sure the link Angie uses to download spreadsheet has all the info. From Daniel: did Andy make badges so they would fit in pouch – 3 x 5? Yes! Does Daniel need to order 1 or 2 laminating pouches. 2 of lanyards and 2 of pouches.

- Arts & Graphics: Files are in dropbox. Names can be typed or written by hand. Found file with all the signs. Will print out at home. Banner is ordered for \$67.27. All left to do is finish the program.

Question from Daniel: How many badges do we want printed? 250. Printing 150 programs. Need signage about the app. Needs details. Amanda can forward Jeff's email. Maybe we can get a QR code to Event app.

- **Old Business**

- Email Blast Status
 - Registration email. Request from Angie to work on email and Daniel can send after next meeting. Daniel needs spreadsheet so he can send out from MailChimp.
- Banner
 - Other Arts/Graphics – Put on next meeting's agenda.
- Follow up WSNAC for table. Didn't get an opportunity to talk to WSNAC – but Barry will do tomorrow. On another note – region is about to meet – Matt can plug MZSS there.
- Per Mary: rumbling about literature that may be arriving unwanted. How can we address that? We need an action plan in case it happens. Let's talk about this at the agenda for next week if we have time.

- Hours of Operations / Locations
 - Finalize all Locations /Times
 - Hospitality (definitely not in Reg/Wel/Merch)
(Pat will address coffee with hotel)
Want coffee in Professionals room Friday morning. Friday/Saturday evening in those main meeting rooms)
 - Registration / Welcome / Merchandise – Passport
 - PR Registrations - Voyager hallway
 - Workshops – Voyager, Saber, and Concourse ballrooms
 - Meals Friday luncheons Flight School and Saber ballrooms. Saturday banquet in Voyager.
 - Main Meetings – Friday and Saturday are in Voyager
 - Recovery meetings – Thursday, 8:30 PM pool area. Fri, Sat & Sun 7 AM pool area. There are a lot of chaise lounges. 4 patio tables with 4 chairs at each one. **Do we need to address this with hotel to see if we could have more chairs?**
 - More location / misc discussion. Wisconsin needs up to 5 tables for their merchandise.... Booklets, medallions etc. They would fit in the corner. We could take entry way for merchandise/registration. Welcome on other corner. WSNAC could be in the hallway. Taper doesn't need a table since they aren't selling anything. He can go to his room if he needs anything. Why are we paying for a 4 channel mixer? Amanda replied: We only need it if people need sound from the laptop. Mary said we would keep those kinds of workshops in Saber because it has all that. Amanda said we are doing that. Dedicated internet in saber all 3 days. Sometimes play video or jimmy k clips etc. Amanda will revisit after receiving powerpoints. If we can eliminate in concourse or voyager, we will. Amanda went off their pricelist to make the budget. Last time we switched them between rooms we needed them in. Maybe 2 rooms can have mixers.

- **New Business**

- Filling Responsibilities of Open Positions.
 - Technology
- Meal Count - good for next week? YES.
 - Men's lunch
 - Women's lunch
 - Banquet
- Final Program – hospitality room up in air.
- What are we going to do with the \$135 newcomer money? Give away free registrations. Anyone that asks who is a newcomer – if we don't give away more than 10 or 12 we'll be fine. No objections. Give them a regular badge.

TO-DOS RECAP

-Pat – will talk to hotel about coffee and maybe some kind of deals. Check on discrepancy on spreadsheet. 900 internet looks like it's added twice. Plus Amanda sent some other questions the other day she's waiting on answers from.

-Barry will check with Jeff on EventXD link for QR code. Check with WSNAC and Wisconsin service office. Options for WSNAC - Voyager, hallway, merchandise room (and take registrations).

-Angie will finalize letter and send out after meeting. Make a list of email addresses from registration list for Daniel.

-Randie will check on price of hoodies.

-Daniel will check with Jeff to take off sold out merchandise

-Everyone think about what you need for signs

- Merchandise approval – looks fine. No objections.
 - Reminder to bring your card readers
 - Reminder bring coffee and coffee supplies
 - Dates of next MZSSNA - add to next agenda. Proposal that regions voted on say Sept/Oct.
- **Next meeting:** Sept. 14, 7pm CST gotomeeting.com
 - **Closed at 9:27**