

## Multi-zonal Service Symposium Workgroup Minutes

Wednesday 11-9-2016, 7pm CST

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- **Open with moment of silence and serenity prayer (7:05 p.m.)**
- **Members present**
  - Introductions: Daniel, Randie, Lucy, Scott, Angie, Amanda, Barry, Matt, Jim, Angie, Mary, Pat
  - New members present: none
  - NA-versaries: none
  - Approved minutes for 10/12/16
- **Reports**
  - Facilitator: Sent out some things - survey results, hotel bid needs, proposed site doc. FYI: Vendor includes merchandise. Change cordless microphone to plural. Possibly as time goes on, we can purchase some of these type items and store them to save expense of paying expensive hotel costs. Ideally, 80 in rounds in all rooms would be good. Barry updating doc.
  - Co-Facilitator: Sent out an eblast after the last meeting but we didn't get many survey results back. Will send another just for survey.
  - Treasurer: We should end up with around 2000 to start next event. In auditing Paypal, it was a little tricky. There was a potential for 6000 based on budget. Broke down hotel bill on spreadsheet (uploaded to Trello. We didn't have as much in registration as we had anticipated. Food/bev was about where we thought it would be... but we did spend more to make up minimum. Lost income on mugs.
  - Co-Treasurer: Absent
  - Facilities: No Report.
  - Host: Re-reading handoff document. Will email when done. Nothing to report.
  - Merchandise: Still trying to sell shirts.
  - Technology: Vacant
  - Programing:  
Our last workgroup report contained most of the post-event wrap up

information, but we did have one more programming task group meeting on Wednesday October 26th, as we did an evaluation of how things went. Overall, we felt the structure of our workgroup worked well-as far as having a main coordinator and track coordinators and points of contact for the workshop presenters, as well as how often we met (usually about every three weeks), and would recommend using that task group structure again, noting that Fellowship development has had twice as many workshops as Public Relations or Information Technology, so if that trend continues, having help for the FD track coordinator is preferred. We would also recommend adding an AV coordinator to the task group at the beginning or middle of the cycle, to help with budget planning, equipment acquisition (if that becomes a thing), working with presenters if they have more intricate set up, as well as being in charge of organizing the weekend room volunteers and collecting any equipment volunteered (we had laptops, projectors, and easels for large pads of paper loaned to us by members for the weekend). We felt a little more attention could be paid to web camera setups, etc, but overall, just having AV coordinators and room volunteers at the event was an immense help and the tech end of things ran smoother.

All the audio recordings have been uploaded to the site. The equipment in Concourse did not record very well, so vetting our recorder's (3 sets) equipment, as well as having recorder assistant(s) would help in troubleshooting any issues and making sure everything gets recorded. A budget increase may be needed or think about purchasing some back up recorders. Working closer with the recorder before the event to ensure these things are vetted would potentially be something the AV coordinator could handle also.

The event weekend itself went relatively smooth for programming. All the presenters showed up, there were few equipment glitches, and for the most part people enjoyed and learned a lot at the workshops. Pulling workshop presenters from a broad base (all over the country-and Canada!) was essential for getting quality and diverse experiences on a huge variety of topics. Knowing a lot of experienced people and being able to reach out is a tremendous asset for the programming task group. We paid special attention to not holding any of the "Basics" workshops at the same time, as folks newer to service may be interested in all of these. And attention in general to the topics we held at the same time-it's impossible to not overlap topics that someone may be interested in both or all three, but doing the best job we could to take into consideration what someone newer to service may want to attend, what funded RD's may want to attend, etc. We felt that worked well and was an important part of our process.

We used most of our \$200 materials budget on 9 large pads of paper for the workshops and markers, as well as a ream of paper for the handouts.

Milwaukee area had a printer and graciously printed off handout documents we had collected via email before the event and sent over to them, just for the cost of printer paper. So a slightly larger budget may need to happen if we decide to offer printing of handout materials for the workshop presenters again next time, and we have to pay for printing costs. We spent all of our AV budget with the hotel (\$2640), which was estimated using their price sheets a year in advance. Seeing if this is an effective use of our funds may want to be looked at for future hotels/MZSS's, and if bringing in more of our equipment is an option, that is worth looking at (although it is logistically way more complicated for our workgroup). It was nice to know the basics would be handled by the hotel and their equipment would interface with there sound system etc.

With love and gratitude in service,  
Amanda M. & entire programming task group

Q: Do you want it like a pdf or word document? Or several documents – timeline, budget, etc. A: We can zip up all handoff docs and put on web and Trello.

Mary, as well as others, very disappointed in not getting Saturday night recorded. We probably won't use this recorder again. Some discussion about a package deal with purchasing all the workshop recordings.

- Registration: No report. Will email the things we learned. Q: Were emails found anywhere in Paypal? A: No.
- Arts & Graphics: Absent

- **Old Business**

- Hand off / Recommendations.
- Standardize Bid Document.  
Proposed bid doc: Add room block minimum/cut-off date. Add coffee prices. These 2 docs will end up being 2 documents. Maybe we should focus on hotels where we take the majority of the hotel. Other doc: General session = PR to professional. Add morning and evening. Adding afternoon/night for breakout rooms for Friday. Delete plated dinner on Sunday. Hollow square not necessary. Free parking or not. Will be included in email going out to people in Plains States zonal forum (mailing list from last minutes)
- E Mail Blasts: Just done.

- **New Business**

- Start Election Process: A proposal to approve Daniel as facilitator for MZSS 3. Any objections: seeing none, Daniel is our facilitator.  
2<sup>nd</sup> proposal – for Lucy to be interim recorder.  
3<sup>rd</sup> proposal – for Mary to be interim treasurer.

- **Next meeting:** January 4, 7pm CST gotomeeting.com (Daniel will send out a mailchimp email explaining next meeting.)
- **Closed at 8:25.**