

Multi-zonal Service Symposium Workgroup Minutes

Wednesday 7-18-2018, 7pm CST

ZOOM

- **Opened with a moment of silence and serenity prayer.**
- **Members present**
 - Introductions: Daniel, Cindi, Kevin, Scott, Pat, Lucy, Sharon, Amanda, John, Jim, Barry, Mary
 - No new members present
 - No NA-versaries
 - Approved minutes for 6/20/18
- **Reports**
 - Facilitator (Daniel): Nothing to report.
 - Co-Facilitator (Cindi): Nothing to report. Made a couple posts on Facebook trying to get excitement generated.
 - Treasurer (Mary): No written report. When Sharon updated the list a couple days ago and went to put it in the budget spreadsheet, about 6 had no names in paypal and we couldn't tell where the money came from. Those were done on the square on the ipad. It doesn't enter the name unless you enter it when you take it. Contacted Amanda; she had the names... Couple of cash registrations not accounted for yet. She'll make some calls to try and get this all figured out. Amanda sent Dinie all the registrations and in order to tie it together financially, she'll have to make a few more calls. Banquet needs updating to show the correct amount. Over \$800 in paypal waiting to be transferred – waiting to get the names. Updated treasurer spreadsheet coming within the week. Discussion on getting names in the future and getting last 4 digits of credit card. On paper form mark how they paid. Barry and Mary will be at next SZF to take registrations. (Lucy will upload spreadsheet to Trello when it's received.)
 - Co-Treasurer (Sharon): No report.
 - Facilities (Barry): No written report. Sent email to hotel asking for room count and other questions; still waiting to hear back. Question about phone number issue on website... with register link for hotel room. Kevin fixing now.
 - Host (Amanda): No written report. Took in \$395 at recent event and will try to sell at upcoming regional events. Still working on getting some volunteers for

host workgroup.

Comment: on facebook some folks have said they've been volunteering to help. How do we want to utilize these volunteers? Cindi is currently getting that list of names. New business let's discuss: who to and how do we want to coordinate these volunteers.

- Merchandise (Angie): Texted Daniel that she won't be here.
Comment: order mugs next meeting. Comment: front of shirt colors will also need to be decided on.
- Programming (Scott): The task group last met July 11, 2018. We had 5 in attendance. We adjusted the schedule and have a working draft of the schedule. Now we need to fill in speakers. I filled in Speakers from the list of those willing to do workshops. This caused some controversy when I posted it. This by no means are the speakers we will ask they are only the speakers who have willingness to present the topics listed. I have added asterisks the duplicate speakers.

Matt also provided a report from PR to Professionals:

Participation at the work group meetings has been light the last couple months, but am adjusting to that and have the following plan: Switching focus to developing the main invitation email (no longer sending out save-the-dates;) getting some help from Mindy on writing that, since I couldn't find the one from last cycle; then will put together a big email to go out in MailChimp. We have 100's of contacts for Kansas we haven't sent to yet and 60 new ones from SWINA; plus 120 Iowa nurses and a couple dozen others we can send a second email to now. Research into getting lists for Missouri is not been fruitful yet. Still waiting on news from Close Encounters after their decision to buy lists such as the providers in Nebraska that main committee passed on purchasing.

We had Ivan K in attendance. He and Andy S. are going to be coordinating the AV room volunteers. I will be trying to set up a separate Zoom meeting with Andy, Ivan, Amanda and myself when my schedule clears up a little.

- Registration (Dinie): I have updated the spreadsheet and sent out emails to people with missing information (yellow) and 2nd requests (orange). I have uploaded it to Trello as well. I have not updated the backup tabs, but will get that done. Tonight will be the last meeting I miss, as I finally have 2 other home group members as of last week!!!! YAAAAY!!!! I'm showing them both the ropes this evening and by next month it'll be all good. Thanks for being patient guys!
- Arts & Graphics (Pat): No written report. Has outline set up to fill in blanks for the program. Discussion about color or no color. No decision made.
- Technology (Kevin): No written report. Issue with form submissions late last

week. Working fine at first, but something was causing an issue. It was reading submissions as spam. Changed out and rebuilt forms with a different plugin – gravity forms. Free on Github but updates need to be done manually. Forms are being sent to info@ and cofacilitator@ and some going to Scott. If anyone wants to or should be included, let him know. Advance routing works – for instance if someone checked programming, it could be routed to Scott, etc. Sending everything to facilitator can be overwhelming with all the garbage emails. Sending to people that could actually use them would be good. How about send to one person and they send it to relevant parties? Cindi, co-facilitator, will be glad to be this person. Info goes to co-facilitator and workshop proposal to Scott.

- **Old Business**

- Reviewed Timeline
- Flyers/Registration Tables for upcoming events
 - IRCNA – 11 registrations = shout out to those who helped in Iowa
 - SZF
 - MZF
 - Pat taking some to upcoming conventions that he is attending.
 - Test square chip reader with paypal for like \$1 before using for real. Kevin has 4 chip readers he can bring with him the weekend of. Barry will bring his chip reader. Paypal now is what we use with the chip, not through the regular paypal account.
- Finalize mugs: Tabled next time.

- **New Business**

- Email Blast: Last email blast was registration, workshop topics, and volunteer. Next one – add call for hotel reservations, highlight room block date, and include hotel link, merchandise preordering. Q: can you register online and then later go back and buy a tshirt without reregistering? A: yes. Add meals on next one.
- Report to Zonal Forums: Daniel putting together snapshot of where we're at.
- How can we generate discussion, excitement, etc about MZSS at World Convention? What about a button that says "Ask me about MZSS"
- Next Meetings: 7 PM 3rd Wednesdays each month: Aug 15, Sept 19, Oct 17 (Programming is starting to meet every 2 weeks starting June 27th)

- **Closed at 8:30**

In loving service, Lucy O