

MZSSNA MINUTES
October 4th, 2023

Open with a moment of silence, followed by the Service Prayer read by Cindi.

Attendance:

Trusted Servants			Trusted Servants			Members @ Large
Chairperson	Mary B	P	PR (Local committee)	Mindy E.	P	Cindi B.
Vice-Chair	Scott M.	P	Facilities	Stuart L.	P	
Treasurer	OPEN		Local Host	Mike F	P	
Co-Treasurer	Randi B.	P				
Recorder	Michelle B.	T				
Arts & Graphics	Amanda M.	P				
Merchandise	Andrea	P				
Registration	De L.	P				
Programming	Louis H.	P				
IT	Barry B.	P				

Introductions were made (see members at large in attendance above)

NA-versaries: None

Approval of Sept 27th Minutes: No objections

Reports:

Chair: Cancelled post office box. Was not easy. Charged Sharon's private credit card 194 for renewal. Box expired September 30th. Mary had taken her card out, but apparently, they do ever remove credit card information. They had charged her card on the 16th. Didn't know until got to the post off. Would only refund 145.50. in money order and had no explanation why. Will refund Sharon the full 194.00. Said they refund only 75%. Mary will follow up with them to resolve the additional. Emptied the box; box had not been checked in some time. There was a registration check for San Antonio. Mary asked if there is someone who said they paid. De does not remember any issues. Only recalled a couple of issues, but do not remember this person. Mary will the call the individual to follow-up Registration from August for this year and sent the information to De to update.

- Questions for Doug – Do we get credit for Wednesday night.
- Cindi confirms her receipt shows discounted rate.
- Believe she gave 3 days before & after
- Others confirm discounted rate for early arrival.
- Banner shown via ZOOM.
- Confirmed Mindy received, thanks to Amanda's design it is beautiful.
- Will be arriving on Wednesday to Detroit. Call Mary if need anything before that
- Louis and Mary will talk offline about her presentation.

Vice Chair: Did post schedules Amanda made.

- Should I post on all social media or cut back?
- Cindi says put it everywhere.
- It may have the website on the posting. It is the schedule of events. No posting the Zoom ID.
- Scott will share it more social media sites then.
- Update an error for AM vs PM on schedule for a workshop. Cindi did correct for the final program for the website.

Secretary: No report

Co -Treasurer: Only 3 registration in. No more recent registrations since last meeting. Barry says one is a failed, but could still be 3 and one failed. De will re-check and cross reference. Determined it is only 2 registrations since last meeting

Question: Can we make sure that only virtual registrations after Tuesday online?

- Will shut down all other registration and merchandise cut off no later than Tuesday.
- Barry will shut down on Monday at 9:00 PM except virtual.
- Does Barry need names for virtual registration?
- Yes, will need those names for gatekeepers.

Merchandise: Have we heard from Mark. Thought they would be here with no problems.

- Question: You going to need a cash bank of some kind/
- Yes, some do pay cash.
- De will need one also.
- \$200 cash each? Confirmed for both

Facilities: Spoke with hotel. Posted room pick up in SLACK.

- Checked on AV & spoke with Barry. Local DJ quoted \$100 per room. Hotel quoted the same for a daily. 2 mics, hook into overhead PA, mixing board for \$100 per room. Mixing board and patch kit may be 2 separate items? Will double check with hotel. Think all is included. Hotel is working with us. Stuart will confirm & will let Barry know for sure.
- Concerns that DJ can only be there Friday & Sunday and will be offsite on Saturday for another event & may be responsible to fix anything that may go wrong vs the hotel option we can call them to resolve issues.

- 3 rooms continuously. Adding Superior room for the banquet. Luncheons may be in different rooms. No AV needed in luncheon.
- Meals (luncheon) – Chicken, Fish, Veggie
 - Salmon or Talapi? Confirmed Salmon
 - Chicken – Chicken Peppertosh or Rollad (sp?) of chicken Breast – Confirmed Rollad (stuffed chicken)
 - Lunch would be under \$30, somewhere around \$26 range. (Base was around \$22 + 21% + sales tax)
 - Dinner – Variation on SW BBQ – Pork loin & Plank Steak. Stick with pork loin or Chicken. Confirmed to choose Pork Loin.
 - Dinner – discussion under \$45. Talked about just charging us Taxes due to being non profit? If we use one of our regional non-profit to save taxes, we should do that. It is state taxes. For the regional convention, we did not pay taxes. Service fee 21% is included, but not the sales tax. Service fee is labor.
 - Dinner 37
 - \$47.77 without the sales tax. She quoted \$46.46 (is including the sales tax)
 - We are selling them for \$45.
 - Bill us as MZSS/ Regional Service office?
 - Do we need to ask Detroit Region if we can use their number. It is attached to them, and we are not?
 - We are an event, not an entity.
 - Hotel sees it that we are all NA
 - Stuart can consult with Regional Chair
 - If they are good with it, then we are. They need to be a part of that conversation.
 - Be prepared to pay 6%, and if regional does not mind.
 - Dinner 37 + 21% service + 6% TAX.
 - Dinner may be over, Lunch will be under cost.

Banner: Can we hang the banners? Will need them hung.

- Set up Thursday evening.
- Set us at 8:00 pm, may get access an hour or so earlier if they are open.
- 9:00 AM - PR to professional: A Morning with Narcotics Anonymous
- We will meet at 6:00 PM and we can be ready by 7:00 if we can get it moved up
- First workshop starts at 2:00 PM. Could do finalizing with flyers & set up Friday Morning
- Barry needs to get in as soon as possible.
- Where is the 6:00 PM meeting?
 - Where do we set merchandise?
 - Not in lobby
 - Registration in lobby is ok.
 - Merchandise needs to be somewhere else.
 - Need a room Merchandise & RSO that can be locked.
 - Mary & Stuart will work out the details.
 - Hospitality room: Could do meeting there?
 - Hospitality will have an area to hang out.
 - Will tables be set up in there?
 - Will have rectangle tables around the room.
 - 2 covered long tables for Merchandise
 - And whatever needed for the regional office.
 - Also had a couple of tables (rounds) for conversational areas.
 - Lots of seating in the lobby, raised platform/ atrium seating for about 50 people leading into main ball room outside of the workshop area.
 - When does the hotel need to know the actual food counts and what kind?
 - Cut off 72 hours, the more the better
 - Is there going to be rooms for the NAWS webinar, Thursday @ 8:00. May need to do it in his room? Could possibly do in hospitality with a laptop to have several people. They could hang out in there. There is a screen if he want to run a HDMI cord to the TV
 - Rounds for all the workshop rooms. Need to confirm PR to Professionals for details of set up.
 - PR to professionals – Will need 2 tables up front and a table in each room for IT tables & projectors.
 - 2 tables up front in every room & IT table in each room.
 - Banquets – Numbers of meals to commit – Suggest cutting back 20-25%, IF 100 previously, then maybe 75, so we don't have extra tickets. Same with luncheon. Local members do not buy banquets. Regional barely sold 50 tickets.
 - Could give a number by Wednesday noon. Increase by about 10% or so added in.
 - Normally give a final and fluctuate by about 10% or so.
 - Want to give her a rough figure earlier
 - Mary will talk to a few and have a rough number around Monday & lock in by Wednesday.
 - Media boards – Electronic boards – Is there a deadline.
 - Gave her what Louis gave.
 - We updated the name of a couple of them, but likely fine. (a little different wording)
 - Will update/info what needed to the Hotel

Registration: 72 registrations, higher than San Antonio. (2 more came in) 8 virtual registrations, 15 short sleeve T's, 13 long sleeve T's, 13 Zip ups, 4 pullover hoodies, 8 garage shirts, 8 Friday Men's Lunch, 27 Friday Women's lunch, 48 Saturday banquets, \$167 in newcomer donations.

Grand totals

- \$2, 487 for registration, including newcomer donations
- \$3,210 in food
- \$1,840 in merchandise
- Fees have been \$241.61
- Total income of \$7, 295.39

Am in the process of making the QR code and will send out as soon as made.

- Printing Monday
- Putting everything together on Tuesday
- Packing on Wednesday
- Will get there on Thursday @ noon

NOTE: Still have to code & add Journals to the IPAD.

- Who programmed the IPADS last time?
- Should already be on the Square account. Should already be there if set up the first time correctly.
- Mary has Squares. Bought ones you can tap and put card in.
- If not set up Barry will help

Host: No report. Here to assist in any way needed.

- Meeting lists & restaurants close by
- Table to sit at.
- The platform is set up to accommodate
- Will have map. Everything is close to get to

Arts & Graphics: Made the flyer with the schedule. Got the banner ordered and it has arrived. My other tasks rely on the payout of the hotel and what is needed.

- Will make schedule for the lobby.
- What size? 16 x 20 poster board or 24 x 36. 22x28?
- Depends on budget.
- Bigger is better says Cindi 😊 (LOL, sounded funny listening to it on audio!)
- 22x28 - 24x36 (size of an area rug)
- What is the cost?
- If ridiculous Amanda will come to body for consensus. Not sure of budget.
- Brainstorming rules –
 - Print & bring? Make some with our logo? Louis will print if made by Amanda. Louis is coming in on Wednesday. Amanda will make.
 - Facilitator format to read. Louis will send to Amanda to "gussy & bedazzle it up".
 - Handouts – Blank pages – Amanda will work on it and send to Louis to print.
 - Poster for wall for Registration / Merchandise, regular post it size
 - Registration board - \$35 registration, \$ 30 luncheon, \$45 Saturday banquet
 - QR code printed for welcome desk. De still working on QR code, just need to throw it together.
 - How many posters with schedule – 2 "big ass" schedules.
 - Is there a business office for last minute printing, not large quantity.
 - Stuart says store about a mile or so down the road for large printing.
 - Note Amanda still has long COVID and may need help with set up and walking around large distances.
 - Had a note for random art project. Ok to put some kind of box or love notes of service for something for service theme. Amanda will figure something out. May need a cardboard box from somewhere. Boxes from office depot and wrapping paper. Will figure something out.

Programming: Still trying to get descriptions for the program. Some workshops in potential problems that have reached out to assist with. If do not hear back on descriptions, may just make them up.

- Is there recovery meetings on Friday?
- Sunday Morning – Workshops, closing and Zonal Meetings
- Closing official? or is it just the Zonal meetings?
- Most people are leaving after Sunday AM workshop.
- Scratch closing meeting
- Zonal 11:00 AM to whenever...
- Just post Zonal Forums – IF Zones want to meet or attend a Zone that is meeting.
- May not need extra rooms, May only be Southern Zone meeting – Meet in Erie/Onterio

IT: IT is pretty close to being ready. Still missing a coordinator for one room. Two of the people are there. Gatekeepers for online. Does anyone have clickers for PowerPoints. The schedule Kevin will take care of on website for QR Code. Everything else seems to be prepared. Need to get into Superior on Thursday night. Could test and do test later Friday morning. Daniel is bringing the banners. One of us may need to leave by 6:00 AM on Sunday for a family matter for another travel to Colorado following MZSS.

PR to Professionals: Got literature for the professionals from world. Will get a rack to hold IPs in stead of the tri-fold. Got another facilitator that talked to Craig and ok'd that. Need one more, going to pick someone at a Women's retreat. Been practicing PowerPoint. Only have one RSVP. Probably won't go until 12:30, may be cut shorter.

- Will have a PSA at beginning of presentation.
- Will send a follow-up invites on Monday. Did have 2 Senators respond, so may follow-up with them later. Sent out 300 invitations. Will clean up list and send it over.
- Have an offer for racks (loner from homegroups) 3 different sizes 8, 16,24. Probably the smaller ones?
- Will need the bigger ones. Stuart will get a couple of literature racks.
- Food: No change to food, some will come and members there. Food count & coffee will be fine. Randi sent order to Stuart.
- Shuttle from airport – call in advance to reserve the van for pick up. Delta has priority pick up status. Call ahead for coordination.

Meeting adjourned & closing 3rd step prayer led by Mary B.

Next scheduled meeting: Meeting Thursday night @ Hotel 6:00 PM

Respectfully submitted by Michelle B.

See you all soon!!