

MZSSNA MINUTES
January 17th, 2024

Open with a moment of silence, followed by Serenity Prayer & Service Prayer read by Scott.

Attendance:

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

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

NA-versaries:

- Mary B. - November 10th – 43 years
- Doug H. - December 17th – 34 years
- Scott M - January 1st -21 years
- Doug H. - January 1 – Stuart -43 years
- Mindy - January 2nd – 38 years
- Michelle B. - January 7th – 23 years
- Barry B. - January 14th – 23 years.

Approval of October 12^h Minutes: No objections

Reports:

Chair: Facilitator Closing Report

To Workgroup members, Plains State Zonal Forum, Midwest Zonal Forum, Southern Zonal Forum, and member Regions.

This meeting brings to a close a very successful MZSSNA event in Detroit, Michigan in 2023. I first and foremost want to express my heartfelt appreciation to all the local members who helped make it such a success, especially those who kept us in coffee and snacks, provided technical equipment and support, and mostly those who attended. This event had a new challenge in so much as we had never before had to pay a flat rate for our meeting space. Heretofore we earned our space with food and beverage sales and sleeping room filled. As a heads up to those heading into future events and hotel negotiations, when your contract gives you an amount to be paid, don't forget to add the plus plus expected by hotels for all charges. This can be very costly and without a donation we might have found ourselves in a less than desirable situation. I want to say in all my years in service, this has continued to be the best group of people I have ever had the privilege to serve with. I would call them all out and sing their praises, but this is a report and I want to keep it brief. I will gush on them at our closing meeting tonight. We sent a proposal out to all member regions in July of 2023. "To support changing the MZSSNA to every 3 years, approximately 4 to 6 months following the in-person World Service Conference".

We heard from all 3 Zones and many of the regions in support, for those that did not respond, we will assume no objection and proceed accordingly. We will have an AdHoc committee review and forward amended guidelines. I will attach the final accounting to this report and email to all regions and Zones. We do have a small surplus and accordingly will forward the proceeds over out \$4000.00 reserve to WSC 40% and divide the 60% between the 3 Zones. All left over merchandise was divided and distributed to the 3 Zones to use as they see fit. In closing I would like to nominate Scott Martin as the facilitator of the next MZSSNA to be held in Plains State Zone in 2026. He has been the best co-facilitator I have ever relied on and will serve you proudly. As always all minutes, workshops and guidelines can be found on MZSSNA.org website. Please consider joining the workgroup. In loving Service, Mary Banner

Vice Chair: Verbal report. Looking forward to serving MZSS 6 if elected. Please with how the event turned out.

Treasurer / Co -Treasurer: Verbal report. Spreadsheet reviewed by treasurer. \$533.76 to be sent to each Zone. \$1067.52 NAWS donation. Total final distributions made: \$2668.61 leaving \$4,000 in account for next MZSS planning.

Merchandise: Distributed leftovers to each region. Use as each Zone feels appropriate. Sell, auction, whatever.

Registration: First, I would like to thank the committee for allowing me to be of service. I have really enjoyed serving with you all. In order to be as helpful as I can to the next person doing registration I will describe, briefly, what I did for this event. We work together as a unit and gathering information from the attendees in order to be able to disseminate that information to the committees who need it is very important i.e., merchandise, banquets etc. I used Excel software to enter information as people registered using their "order number" to access the details if I needed them. Just before the event I sorted my list alphabetically by name to organize registration items before and at the event. I created a folder for this event in my email, I kept all orders there in case I needed additional information or if there were questions at the event itself. I printed all the registration badges the week of and added the first name on those who pre-registered. I put any lunch or banquet tickets inside the name badges for simplicity. The night before the event we pulled any merchandise together and I tied the lanyards to those orders. I kept a sign in sheet at registration which can be useful if we need to contact them after the event for some reason. You cannot really depend on this sheet for anything else, but it can

come in handy in the future if the sheets are kept. For the next person who does registration, always have help. Putting all registration items together, getting organized at the table and having someone to share table time with is vital. We had 140 registrations for physical attendance and 19 paid virtual. There were 4 people who pre-registered but did not show up and 1 of those switched to virtual attendance. We sold a total of 48 women and 42 men luncheons and 72 banquet tickets. I do not know how many attended. There was a question that revealed itself regarding a woman who would have preferred to attend the men's lunch. We may want to address this in the future by having just 1 big luncheon for everybody. Maybe having 2 speakers. The total cost for registration items was approximately \$185 and I have been reimbursed for that. I printed the luncheon and banquet tickets with cardstock that I already had on hand, so there was no additional cost this time. These expenses included lanyards, badge holders, paper badges, and the "Thank You" plastic bags which were used for merchandise as well. I still have some dark blue lanyards we used for the 2021 Symposium and teal lanyards we used for this event. I can send those to whomever takes this position for our next one in case those can be used in some way. Again, thank you for your service. And thank you for allowing me to be of service. ILS, De L.

- May want to consider joining the men's & women's luncheon.
- Perhaps have 2 speakers.
- Decision for next committee

Facilities: Thank you for working with me. It was enjoyable.

- Check into forwarding points. Use the points for the next event for rooms, etc.
- Stuart will reach out to hotel.

Host: Pleasure working with everyone. No complaints from anyone.

- Nice to have a hospitality room for coffee

Arts & Graphics: Dear MZSS workgroup, Thank you for the opportunity to serve in this capacity—I really enjoyed it. I also appreciate everyone's help at the event to put signs up, etc.—it helped cut down on my walking throughout the hotel, and kept my energy level ok. Aside from soliciting and developing designs for MZSS 2023, I mostly acted as a resource for all the other task groups and made whatever graphics they needed. From the banner and t-shirt type merchandise and Powerpoint template for the programming workshops, to the invite for the PR to professionals event and making signs for the hospitality room, I believe I assisted all facets of this workgroup to be able to have their efforts succeed more. I had a flash drive with past signs used onsite to help direct attendees, and once to the hotel and seeing the layout, we made signs right at the hotel on the business computer. We also opted not to have printed programs this year, and instead had a large format schedule on foam core and an easel, that detailed each workgroup in that particular hotel room for the weekend. We also had a QR code and had that throughout the hotel, which opened up to the schedule online. \$189.10 was the total expenditure from the Arts & Graphics budget: \$107 on program materials, \$70.00 on the banner (which was cheaper than usual, so probably budget for more than that for next time), and \$12.10 on miscellaneous printing & supplies. We also had a small scale art and writing project that we usually do. This time we asked attendees to share a time they had been impacted by the gift of service, either on the receiving or giving end. They placed them in a box and we went through and picked out a few to read to everyone before the Saturday night speaker. We had close to 100 hearts and the remainder, we scattered throughout the room for the attendees to read. We collected them, and I still have them, but we haven't documented in any online archive yet. So that could still be done if desired. I definitely felt like this position was a gift of love the committee gave to me, as I've been unable to do much of my normal activities and my service has been limited, and this felt like just the right amount of mental and physical work that I could handle with long COVID, and I felt appreciated. So thank you for helping me be a part of, and match talent to task. I can pass on any documents we used for 2023 to the next workgroup/coordinator when desired, to use as a template of the work that will need to be done for the next workgroup. I may have forgotten to mention some things, but they will be in the documents, and I'm available for questions/consulting anytime. Hugs, Amanda M. Arts & Graphics Coordinator

Programming: Verbal report. Very happy with the program. Able to find faces to give to the workshops. Good diversity. Happy with topics.

PR to Professionals: Verbal report. Thank you everyone for the help. It was a learning experience. Really enjoyed doing it and learned a little from what everyone has been doing. Hope to be around for the next one.

- Start early and communicate with people.

IT: Verbal report. Event for virtual components went off without too many glitches. Re-built the website. Missing 2014 & 2016 audio files are missing. Missing some of the minutes from 2021.

- Smaller workshops didn't have many participants.
- NAWS & ITD topics had large attendance.
- Run maybe 2 rooms for Zoom?
- Cutting 10:00 PM ones and not have them online may help with staffing.
- On site recommendation – Approximately 10 volunteers throughout event.
- Continue 2 screens in each room?

Elect Chairperson: Mary nominated Scott M. – No opposition, elected by unanimous consent 😊

Elect Treasurer: Mary nominated Randi B. – No opposition, elected by unanimous consent 😊

*Appointment of an adhoc committee to review & change guidelines

Writing new guidelines – to change the 3 year cycle.

- Barry volunteers to lead
- Review & adjust as needed
- Cindi will assist
- Doug will assist

- Randi will join if she is available

Note: Meeting turned over to Scott M., new chairperson.

Bid Discussion:

- Bids by April 17th
- Meet in May in case need more info.
- Drop dead June to finalize location.
- Barry to reach out to PSZF for bids

What's next:

Nominations next meeting.

Intent to fill in April/ Elections.

April 10th deadline for resumes.

Amanda to make flyers for submitting resumes for FB postings.

Submit service resumes to facilitator@mzssna.org

Cindi will add something about link to bid process on website.

Need new people for workgroups.

Review guideline recommendations.

Guidelines to meet on Wednesdays – Barry will set a meeting for adhoc.

Meeting adjourned & closing 3rd step prayer led by Scott M.

Next scheduled meeting: Next meeting Wednesday, April 17th, May 18th, June 19th.

Respectfully submitted by Michelle B.

NEXT MZSSNA in PLAINS STATES ZONE