

MRCNA XXIV Planning Committee Meeting
May 18, 2008

The meeting was opened by Cat L at 12:32 pm with a moment of silence and the Serenity Prayer. The Statement of Purpose was read by Matt W, The Twelve Traditions was read by Troy H and the Twelve Concepts were read by Rita M.

REPORTS

Chair:

Hello, family,

Well, here we are - about 7 weeks from the big day. It is really good to see all the committees functioning and present. We will make this a great convention!

I have checks from a local treatment center for registrations for their clients. We will furnish them with numbered postcards and they can register their names when they pick up their packages.

Please check your contact numbers on the sheet that is attached to the minutes. I am told that some are incorrect.

Well, my friends, we are in the final crunch and need to finalize your projects so we can go over all of them at the next meeting. Remember, we are meeting twice in June, on the 15th and the 29th. We also need to be here early on the opening day of the convention to help stuff packets before registration starts.

In loving service and gratitude to all of you,

Cat L.

Co-Chair:

Greetings Family:

From my conversations with several of you every one is one the ball and getting things done. I will let the different committees make their reports. I do have the credit card machine and have given it to the treasurer. Perhaps the next committee can look into purchasing one so we do not have to borrow one from an addict. I have brought the radios we have and turned them in to H&H. I spoke to the Regional Treasurer the other day. He says the money from fund raising in down significantly this year compared to previous years. As a result the Region's funds are getting critically low. The committees that have requested funds are doing so at levels well below last years' levels. However regions funds are still low. Most of the big fund requests have been made except perhaps for the Banner. Once the convention starts funds will not be an issue. Please try to have all critical funding requests to me by today so I can take them to Region on the 1st of June. Another thing we have to think about is the next location for this convention. We need to start soliciting bids and negotiating contracts for 2010. One can never know how a

convention will turn out until it is here. However this has all the indications of a large and successful convention. Each and every one of you has contributed to making this the event of the year.

In Loving Service, Pablo

Secretary:

Nothing new to report this month, Theresa T
The April minutes were accepted by committee vote.

Treasurer:

MRCNA XXIV			
TREASURER'S REPORT			
May 18, 2008			
	Deposits	Withdrawals	Balance
Beginning Balance			\$3,573.35
Postage - T&R (Cat)		83.00	3,490.35
Pre-Registrations - Salvation Army/Turning Point (Cat)	380.00		3,870.35
Mileage - 280 mi x .35 - Programming (Rita)		98.00	3,772.35
Merchandise Deposit - paid by region		4,000.00	(227.65)
Pre-Registrations - T&R (Sabrina)			(227.65)
(\$180 checks/\$15 cash)	195.00		(32.65)
			(\$32.65)

*The additional Treasurer's spread sheets can be viewed on the MRCNA website.

Additional Needs:

Good Afternoon Family, Additional Needs is scheduling interpreters for workshops on 1) Friday 7:00pm, 2) Saturday 9:00am Spanish speaking, 3) 10:30 Coping with Major Illness, 4) 7:00pm main speaker, banquet and countdown, 5) 9:30pm Group and medication, 6) closing speaker July 6th spiritual speaker 11:00am.

Programming has informed Additional Needs we are responsible for scheduling interpreter and we've gone ahead and used our workshops for such.

- We're getting a couple wheel chairs from rental co.
- We're searching for speaker for Coping with Major Illness and Groups and medication on Saturday July 5th
- H&H has informed us of availability of room to store refrigerator for medication
- Additional Needs is forming a contact list of members during convention in case of emergency, convention chair, co-Chair, and committee
- AN is planning to have a member present at all times.
- We are still compiling an emergency call list of local hospitals and walk-in clinics, pharmacies, police etc

In loving service, James F

* It was determined that the hotel would arrange to have wheel chairs on hand at our request during the convention. It was also decided to use the refrigerator in the Hospitality Room for medications instead of setting up a different location.

Arts & Graphics:

Hello All,

I'm an addict and my name is Dale. I would like to report that I have asked 3 local companies for bids for the production of our banner this year and have only heard back from one of them so far. Their price looks really good but in keeping with the guidelines we will wait until the other two come in, hopefully next week, before choosing a vendor for the banner.

Time is getting short and I am hoping that the other sub-committees have a list of the signs they will need for the convention for me today. I will be moving into production mode from here on out actually making the signs for the convention.

I need times for the following signs with hours of operation by day for

1. Registration
2. Huggers and Serenity Givers, (shirt prices? For sign)_
3. Hospitality Room
4. Merchandise

And most obviously, I need the Workshop and Event Names and Times (dances, banquet, etc.) I would like to ask that this information be e-mailed to me so I will have a digital copy of it, rather than scribbling it on a napkin and handing it to me here, so I won't have to decipher handwriting and retype everything.

Lastly, I am asking to be made aware NOW of anything that I have missed or forgotten or any "long standing secret Traditions" that will be expected of the Arts and Graphics committee, in order to fulfill the expectations of the committee.

Please e-mail sign information and requests to Dale@VarnerGraphix.com

I Can't... We Can!

Dale V

Arts and Graphics Chair

Convention Information:

MRCNA XXIV Convention Information Report – May 18, 2008

Good Afternoon!

Last month I had promised to bring a rough copy of the media kit, but I don't have it. I just forgot to bring it today. I'll definitely have it next time.

This month we'll send out the letter to the treatment centers. Our committee worked on that letter today. All we need at this point are the addresses. Theresa T. said she knows who developed the previous list, and will get back with us soon.

Last month we were asked to inform Arts and Graphics of our sign needs. Honestly, I don't know of any signs we will need other than one at the registration desk that directs any convention information questions to those committee members. Please correct me if I'm wrong.

And, finally, we received posting though the Web form on our site that I believe should be forwarded on to Entertainment and Fundraising. I'll send it on after this meeting.

ILS,

Jeff K

Entertainment & Fundraising:

Entertainment

We have not had a huge response for either the Fashion or Talent Show so we decided to combine the two with a dance on Friday night. We will be putting out entry forms again for both. Troy H has graciously offered to provide the equipment for the weekend. We had a gospel band offer to play but there was some concern that it may be a contradiction of our traditions so the band member honorably withdrew. We will still have the band, "Fun Town" playing for a dance on Saturday.

Fundraising

We have raised over \$1500.00 thus far. I made an attempt to contact Saginaw Bay Area about the fundraiser they had but have not yet heard back from them. I will follow up with them again.

Other

The MSO is donating picture frames w/the convention logo for all of the tables. I will need Arts and Graphics to send the logo to Sharon at the MSOP. Finally, our committee budgeted \$4200.00 based on last year's budget. We fully intend to fall well below budget and still provide entertainment for everyone that is registered. It was our goal from the beginning to have

entertainment that would not be an additional cost to attendees. We have been successful at working toward this goal. Our biggest expense will be the Saturday night entertainment. We have been provided a quote of \$600.00 for the band, 3 nights of sound and lights, payable July 5th. No deposit is required but a check will need to be made to them that weekend. There will be an expense for books for the tables and for newcomers and there will be some expense for banquet decorations. I don't expect the total of these to be over \$600.00. My best estimate for total expenses for E&F would be \$1500.00. In comparison, last year's E&F committee spent \$3476.67, so we intent to spend less than half of what was spent last year.

Thank you,

Shawn V

Hotels & Hospitality:

A verbal report was given by Shamari M

Huggers & Serenity Givers:

Hello, family,

We are working on a list for placement and times for volunteers during the convention.

I need input from each sub-committee on your times and people that you need for serenity keepers.

This committee will need help during the convention to keep our booth manned to register volunteers and assign time slots.

Does T&R have a list of people who have volunteered on their registrations? This would help me with a beginning plan.

S

orry for my absence today and I will see you all on the 15th.

Carlos V

Merchandise:

Hello Family Addict Jason

All is well in Merchandising.

The down payment of 4,000.00 was received by our Vendor this past week. It took a little longer than expected via snail mail. So the vendor did not start the digitization until Tuesday of this past week. All in all the final billing came to 14,000 for the whole package. 16,000 was the budget so 2000 was saved in the process.

It was my hope to have samples for your viewing, but the artwork was a hold up so I will definitely have product for you next month. Or rather Matt or Pepe will. A little short as far as time is concerned but given

the circumstances right on time.

My surgery is set for the 30th of this Month. So my involvement with the process will decrease greatly. I will of course follow thru, as well as I can.

Tomorrow I will make the call to start things up and go ahead with production.

Thanks for letting me serve

Addict Jason

Program:

Greetings...

We approved our workshops...but we're still arranging and rearranging by time...
Tape to Tape Productions has been chosen...as our tapers from Ohio.

This committee has worked hard, meeting almost every Saturday so far. We are requesting the sum of \$2,000.00 so our committee can function, setting up airfare for our speakers, printing programs for T&R packets...and set-up costs for printing.
It's beginning to pick up at a fast pace. Let's work on our patience.

In service,

Program Committee
Rita M. Chair

Tickets & Registration:

Hello Family,

T&R has sent out the confirmation postcards, we had about 11 returned post cards mainly people in Grand Rapids that has a different address. Also, the Women's Speaker Jam went well, we gave out the old Hugger and Serenity shirts to the women that were in treatment. We still have some shirts left over. Last month the committee wanted a total of the banquet that is 17, brunch that is 14.

Love in Service,
Sabrina J, Leon, Crystal

Summary of Discussions:

Old Business:

1. The Co-Secretary position remains open.
- 2.
- 3.

New Business:

1 A discussion occurred regarding non-NA literature at the convention. A particular recovery publication requested the use of this year's logo for advertising the convention. It was the committee's position that to do so would be a violation of the 6th Tradition and the use of the logo would not be allowed. A committee member had contacted WSO regarding this issue and the position in regards to the 6th Tradition came from that source.

However, the possibility that alternative recovery literature would be available at common areas throughout the hotel during our convention, seemed to be outside our control.

- 2.
- 3.

OPEN FLOOR:

Announcements

- 1.
- 2.
- 3.

Closing

The meeting was closed in a circle with the Serenity Prayer at 2:15pm.

MRCNA XXIV PLANNING COMMITTEE June 15, 2008 AGENDA

1. Opening:

Moment of silence

Serenity Prayer

Definition of Purpose

12 Traditions

12 Concepts

2. Roll Call and voting procedures

3. Approval of minutes from last month

4. Chair's Report

5. Co-Chair's Report

6. Secretary's Report

7. Treasurer's Report

8. Sub-Committee Reports

Additional Needs

Arts and Graphics
Convention Information
Entertainment and Fund Raising
Hotels and Hospitality
Huggers and Serenity Givers
Merchandise
Programming
Tickets and Registration
Ad-hoc Banner

9. Old Business

1. Open positions: Co-Secretary
- 2.

10. New Business

- 1.
- 2.

11. Open Floor/Announcements

12. Closing

NEXT PLANNING COMMITTEE MEETING

June 29, 2008

11:00 am Sub-Committee

12:30 pm Full Committee