

MRCNA XXIV Planning Committee Meeting October 21, 2007

The meeting was opened by Cat L at 12:30pm with a moment of silence and the Serenity Prayer. The Statement of Purpose was read by Theresa Taylor, The Twelve Traditions was read by Pablo P and the Twelve Concepts were read by George N.

REPORTS

Chair:

Chair Report

Hello, Family,

The Regional meeting went OK. I had meeting notes and the new contracts there for their perusal. Not much was said. Barb & Matt attended also and did a fine presentation for establishing a separate checkbook to alleviate the liability of having cash on hand and also for accountability. The committee tabled it to check with the accountant and then will vote on this at the next meeting. One thing did strike me as odd; all the women understood and agreed but only two of the men.

There were questions asked that I did not have the answers. I referred these to the appropriate sub-committees. There were a couple items brought up. One was the availability of video tapes of the translators at the main speaker meetings for the hearing impaired. I was told this was done in the past but is not being done at present. Is it a possibility at this convention?

The other item is from the Metro-Detroit convention committee. They are focusing on a theme of Unity and in doing so are asking for the involvement of any previous or present committee member's presence at their opening meeting at the convention in November. I have the contact number if anyone is interested. The meeting is 6 or 6:30 PM Thanksgiving Day so the time is not the best.

The Nar-A-non subject was brought up with directions on what should be on the flyer.

I will need an idea of budgets so I can take this back to them in December. Shawn's comments last month were quite valid about the lack of detail accounting on the budgets. Convention Information has made us sheets to help with a better and thorough accounting of expenses. This will help the treasurer since the disbursement of funds has been for different committees budgets. It may not be as big a help to this years committee but it will be an aid to the following committees. It also will assist the committee in having a better tracking of expenses as we progress.

The fundraiser last night was well attended. T&R was there as well as S/keeper/huggers chair with the surplus shirts. We gave 3 for their raffle and also sold a few.

I submitted receipts for reimbursement for Presto Print for T&R and Programming flyers and hotel plus mileage for the Regional meeting.

Thanks for allowing me the privilege of serving.

ILS,
Cat L

Co-Chair:

A verbal report was given by Pablo P

Secretary:

Greetings MRCNA Family,

I am turning in receipts today for \$50.63 for paper, ink and stamps. This leads me to an issue I would like to put on the agenda. The secretary's budget is \$100.00 for the entire convention, and I have already spent twice that and it is only October. As I was reviewing the Secretary's guidelines I learned that I am only required to get minutes to the admin and the sub-committee chairs and co-chairs. That would be about 16 sets of minutes. However, I have been sending our 54 sets of minutes to all who attend the convention meeting. This is what we have done for the past 3 years that I have been a part of the convention, but we have not had this many addicts show up and want to be a part of. Additionally I have sent out the attendance and the contact list to all each month as was done in the past. So, I need to know what the committee want me to do. Do I continue to get minutes to all the addicts who have attended along with the contact list and the attendance sheet, or do you want me to follow the guideline strictly as written? I contacted Cat earlier in the month about this concern and she suggested we put it on the agenda to have discussion about it. Keep in mind that this is the list will shrink some this month as it will be the third month that some addicts have not attended again since the first meeting. There are about 7 or 8 in this category.

I understand that the date is wrong on the top of this months agenda, so please change it if you are keeping you own archives.

The H&H chair did send a report to me, but it was after all the minutes were out. I have a few copies of his report here to today if anyone would like to read it and the archive copy of the minutes for September has it included.

That is it for this month.

In peace and love, Theresa T

*Last month's minutes were approved by vote

Treasurer:

Treasurer's Report

Hi Family –

As discussed in the meeting, Matt (the co-treasurer) and I went to the regional meeting to address how funds were to be handled regarding the convention and to request a checkbook from which to pay expenses.

The current accounting procedures are somewhat confusing and from an accounting standpoint do not follow standard audit procedures. At this point, the region is making no changes to the current procedures.

Given that, I would like you all to be aware that the balance of money in my monthly report is not equal to the amount of money I have on hand to reimburse you for expenses, either in cash or by check.

Please make sure you plan carefully when requesting reimbursement. The current procedure will involve your requesting funds from me, my forwarding that request to the regional treasurer, him writing the check (which must contain two signatures) and forwarding it to me to give to you. This will be a bit time consuming and may cause a delay in your reimbursement, so plan accordingly. Funds will not be readily available for reimbursement of larger amounts and must be obtained from the region.

I will continue to have some petty cash on hand to reimburse you for smaller expenses. Again, this amount is capped by the region and if expenses to be reimbursed exceed the petty cash on hand, you will need to wait for reimbursement from the regional treasurer.

After recording all of today's income and expenses, the balance is \$2,301.27. A detailed report will follow.

ILS

Barb P

MRCNA XXIV			
TREASURER'S REPORT			
October 21, 2007			
	Deposits	Withdrawals	Balance
Beginning Balance			2,674.60
Flyers - T&R (Presto Print)		93.36	2,581.24
Tshirt Sales - Merchandise (Jason)	140.00		2,721.24
Flyers - Programming (Cat)		64.24	2,657.00
Mileage to regional mtg 300 mi @.35 - Chairperson (Cat)		105.00	2,552.00
Hotel for regional mtg - Chairperson (Cat)		96.00	2,456.00
Secretary Expenses (Theresa)		50.63	2,405.37
Mileage 280 @.35 - Programming (Rita)		98.00	2,307.37
Tshirt Sales - Huggers/Serenity Givers (Carlos)	30.00		2,337.37
Pre-registrations - T&R (Leon)	50.00		2,387.37
Mileage 246 mi@.35 (Sabrina)		86.10	2,301.27
			\$ 2,301.27

Additional Needs: vacant

Good Afternoon,

Jim N could not make it. I am giving a report in his absence. We have these 4 areas of concern and we are communicating with committees and individuals in regard to these items. We don't have any more to report at this time.

1. communicating with interpreters
2. looking for wheelchairs-walkers
3. have to communicate with Hospitality about refrigerator availability
4. look for caregivers, volunteers, community member

In loving service, James F Co-Chair

Arts & Graphics:

Hello all, I'm an addict and my name is Dale. All is well with the Arts and Graphics sub-committee. However, I have had no contact from anyone about their willingness to be involved with this sub-committee since being elected into this position and have thus far had no requests for assistance in the development of any artwork from any other sub-committees pertaining to the MRCNA XXIV convention.

I would like to remind the other sub-committees that according to the MRCNA convention committee guidelines it is the responsibility of the Arts & Graphics sub-committee to work directly with all of the other MRCNA sub-committees to create any and all artwork related to the MRCNA XXIV convention.

After we chose the theme "Our Recovery Speaks for Itself" at our meeting last month, the call went out to the fellowship for theme artwork submissions. Since then, I have been announcing that we were accepting artwork for this year's convention logo at every meeting I have attended, I hope you all have been as well. That being said, the Arts and Graphics sub-committee has received a total of 9 submissions of convention theme artwork that I would like to present to the committee for a vote today. One of these submissions came through our MRCNA website from a member from the San Gabriel Valley Area in southern California. The others are from the local fellowship.

My hope is that we can choose the artwork for the MRCNA XXIV theme today which will set the course of direction for moving forward.

I Can't... We Can!

Dale V

Convention Information:

Convention Information Subcommittee Report 10/21/07

It has been quite a busy month. Since our last meeting:

- I was granted access to the MRCNA Web pages, and all the MRCNA pages are up to date.
- 2000 copies of the MRCNA XXIV registration form are currently circulating throughout the state.
- We began what will be an ongoing e-mail campaign.
 - Earlier this month, we sent over 200 e-mails to N.A. areas and regions throughout the United States, as well as several countries, informing them of MRCNA XXIV. The list of addresses continues to grow. Of course, we will pay special attention to those areas and regions closest to us, such as those located in Illinois, Indiana, Minnesota, Ohio, and Wisconsin, as well those areas in nearby Canadian cities such as Windsor and Toronto.
- A programming flyer was developed and sent to Rita for distribution.
- We're scheduled to attend an addiction conference on November 15th to give voice to Narcotics Anonymous in West Michigan.

- As directed by this committee last month, I contacted Nar-Anon in Grand Rapids. They are very interested to have a presence at the convention. I will continue to stay in touch with them.
- We developed an outline of what will be included in our media kit. It is necessary to have a media kit to present to media outlets, just in case they choose to report on our convention. Each media kit will contain the following:
 - ❖ A summary of Narcotics Anonymous
 - Its Mission
 - History
 - ◆ World-Wide
 - ◆ Michigan
 - ◆ Grand Rapids
 - Purpose of the Convention
 - Our Program
 - ◆ 12 Steps
 - ◆ 12 Traditions
 - Especially focus on 11th and 12th Traditions
 - ❖ Facts and statistics (from the WSO)
 - ❖ Contact information
 - ❖ Literature downloads
 - PDF version of the *Basic Text*
 - The following IPs:
 - NA: A Resource in Your Community
 - Facts About Narcotics Anonymous
 - NA and Community Partnerships
 - Am I an Addict
 - What is Narcotics Anonymous?
 - ❖ A GGRASCNA meeting directory, phone-line number, and a copy of the "Communicating With the Media" statement shown below from the Narcotics Anonymous Public Relations Handbook:

We want to remind you that anonymity serves a two-fold function: it protects individual members from the pressure or temptation to speak for Narcotics Anonymous as a whole, as well as protecting our Fellowship from being judged by the words or actions of one recovering individual. It is more than not having your picture taken or using your last name. Everything that you do at the convention is a reflection on the NA program. If you are approached by members of the media, we ask that you do not grant an interview, answer questions, or in any other ways make statements for NA as a whole. Please refer or escort media representatives to the Information table located at _____. The Convention Information Subcommittee has been trained, as part of their service to this fellowship, to facilitate communications with members of the media while staying within the spirit of our Traditions.

In addition, I volunteered at our last meeting to assist the convention treasurer with developing spreadsheets to make her job easier. As a result, we have a few new tools with which to track the money taken in and expended during the tenure of this convention

committee. These tools are budget development and tracking sheets, expense and income sheets for each subcommittee, as well as a cash flow sheet that will provide an accurate summary of all income, expenditures, and the overall financial status of the MRCNA XXIV convention.

I also assisted the Tickets and Registration subcommittee with developing a registration database, which is currently in use. This database will make it easier for this subcommittee to track a great deal of pertinent information including each registration, money collected, relevant statistics, and a great deal of useful information that we can use to plan for next year's convention, such as a ready-made mailing list for next year.

If your subcommittee needs tools to make your job easier, please give me a call. I'm happy to help.

ILS,

Jeff K

Entertainment & Fundraising:

Entertainment

Last month we discussed several options for entertainment at the convention. Please see the September minutes for specifics. Basically we have three options:

1. Do we have a large event, like a comedian or band, etc. that is an extra expense to the convention attendees?
2. Do we do a less expensive event that is included in the price of registration?
3. Do we do both, one on Friday and one on Saturday. I would like to vote on this today so E&F knows how the MRCNA committee would like us to move forward.
4. Once this is decided we can move forward on planning events for the convention. I did receive one suggestion from a member of the local fellowship for a recovery based comedy group out of Las Vegas. I will research this option if this is the direction the MRCNA committee wants E&F to go.

Fundraising

Last month I asked the Chair to ask Areas to get in contact with me in regards to fundraising. She was to report that at Region but to date I have not heard back from the Areas.

There was a fundraiser in the Washtenaw Area yesterday. I was unable to attend due to prior commitments but I will contact them regarding that fundraiser.

The Grand Rapids Area Activities Chair has approached me and I will be working with him to plan fundraisers at the host hotel. We are allowed to use the hotel for two fundraisers at no cost. We are going to try to plan one for February and April. I will report more on that as we get dates, themes, etc.

Some ideas for fundraisers were:

-spaghetti dinner

-game night

-luau

-unity rap with dance

I have to admit that it is very difficult to plan without accurate records from the past.

There are no records available of the number of tickets sold for past events so it is hard to say if they are worthwhile. My plan moving forward, is to have detailed records for future E&F chairs in the famous "Shawn V binder".

Grateful to serve, Shawn V

* Saturday February 16th has been set for a Valentine's Dance Fundraiser.

Hotels & Hospitality:

1. We signed 2008 Addendum with change adding our room credit. Copy to committee. 2009 addendum will be signed after January 2008.
2. We have a Code pending with the hotel reservations department for anyone who wants to make a reservation to stay here before the convention at discounted rate. Our contact, Michelle, at the hotel will email Shamari with the code and then give to committee to email to people on the mailing list. We will also need to add that code to the convention flyer.
3. E&F request fundraising space for Valentine's Dance. Matt will share details and date confirmed with the hotel is Sat Feb 16th.
4. We met with Andy, A&V for hotel this am and discussed A&V for Sat banquet and speaker meeting. Quote under \$1100.00. He will type up quote and get it to us.
5. Naranon has requested space for their meetings during the convention- We need input from committee and see if we can accommodate them.
6. We would like to meet with Programming next meeting and see where they're at so we can start assigning rooms for the events. Need list of programs and times.
7. Also, talked with Huggers and Serenity Givers. Requested T-shirts that say Hospitality on them to wear during convention.

Sonya B

Huggers & Serenity Givers:

A verbal report was given by Carlos V

Merchandise:

A verbal report was given by Jason O

Program:

Greetings....from the program committee....

Today we worked on workshop titles. We voted to keep the format from our last program, making minor changes on the format. We have an additional committee member that came back from last year, Crystal D. No tapes or CDs yet. This committee will meet at 10am next month.

That is all we have, Rita M Program Chair

Tickets & Registration:

Hello,

Since the last meeting I got with Jeff K to put all of the pre-registration forms on the database that he formatted. We also made 1000 flyers to be handed out to area, region meeting. We attended the Canton, MI event. We are turning in \$50.00; \$30.00 from fundraiser last night and \$20.00 for one pre-registration. We also are turning in 246 for mileage. We have a new member, Crystal R.

Love in service, Sabrina and Leon Jr

Ad hoc Banner

Bobby A asked that the Ad-banner report piece be taken off the agenda as he probably will not have anything new to say until right before that convention.

Summary of Discussions:

Old Business:

1. Open Position: Co-Secretary

2. Discussion on obtaining new radios: We have been lent radios that we can use for the next two conventions. These will be checked next month to see if they are compatible with the ones we already have.

3.

New Business:

1 A discussion and vote was held as to whether the Hospitality Room sub-committee should get the T-shirts they requested (see H&H report) and if so which budget they should come out of. After comments were made and opinions offered a vote was taken. The committee did not support this purchase with 12 no votes and 2 abstentions.

2. Theresa T brought up an issue after she discovered that the secretarial budget for the year was only \$100.00, and she had already exceeded this amount. It was decided to strictly follow the guidelines and only get minutes to the Admin and Sub-Committee Chairs. We will no longer be mailing minutes to all who attend nor sending the attendance or contact records.

3. Convention Artwork: The already submitted artwork was displayed and a vote taken, with each member with voting privileges having one vote. After the results of this vote was announced, a number of addicts spoke up and conveyed that they would like the submission collection reopened for more choices. A discussion ensued as to the appropriateness of this request, with addicts offering various perspectives. Some thought the vote was taken and that should be it. Some believed that there is no rush to choose the artwork and since it is such an important decision, it would be prudent to collect more pieces for consideration. In an effort to allow group conscience to affect out process, a motion was offered by Matt W, and seconded by Joe W, to reopen the submission process and vote on the art work at the November meeting. This motion was approved with 15 yes votes, 7 no votes and 2 abstentions.

OPEN FLOOR:

Announcements

1.

2.

3.

Closing

The meeting was closed in a circle with the Serenity Prayer at 2:39pm.

MRCNA XXIV PLANNING COMMITTEE

November 18, 2007

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

9. Old Business

1. Open positions: Co-Secretary
2. Voting on Convention art-work

10. New Business

- 1.
- 2.

11. Open Floor/Announcements

12. Closing

NEXT PLANNING COMMITTEE MEETING

December 16, 2007

10:00 am Programming Sub-Committee

11:00 am Sub-Committee

12:30 pm Full Committee