

MRCNA XXIV Planning Committee Meeting
Sunday July 22, 2007

The meeting was opened by Richard M at 12:10pm with a moment of silence and the Serenity Prayer. The Statement of Purpose, The Twelve Traditions and the Twelve Concepts were read.

REPORTS

Chair:

Hello Grand Rapids,

Here we are at the end of a new beginning. I would like to say again thank you all, every subcommittee chair, co-chair and committee member. You made it a joy to serve as your chair, the way you put this convention together and pulled it off was a work of art.

I walked around and talked to a lot of addicts, no-one I talked to had a bad thing to say about how the convention was run. I saw a lot of the 'first convention' pins and would suggest that this be carried on for future conventions.

No major mishaps, just a few minor things that were dealt with by Pablo and the staff and handled very professionally.

Entertainment was great and banquet and brunch went well. We did have some merchandise left but I felt Bruce did a great job and I still don't have an answer for that.

I also thought the hotel staff went beyond their responsibilities and served us well. I know this will be the last time I get to see some of you until next year and that makes me sad. Once again, I want to thank you all for everything. You made this a convention I will never forget. I will be looking forward to some new projects in the coming year.

Thank you for letting me serve as you convention chair.

Rich M MRCNA XXIII Chair

Co-Chair:

July 21, 2007

Hello, Family,

Well, we did it. The convention was great and there seemed to be very few hiccups. I want to thank the committee for allowing me to serve this year.

I also need to thank Anne, Theresa and Bruce who stepped up and took care of the tee-shirt order. You made my job easier with the huggers and serenity keepers. I also need to thank Barb, Matt, Jeff, Carlos, Susan & Fred, and especially, Heidi, who helped with getting the positions filled and manning the sign up table with me. Let me tell you, I gained a whole lot of respect for this sub-committee and its responsibilities.

I did talk with Crystal, she could not resolve a work conflict to be here today but I will take any reports that have not been e mailed to her and get them to her.

Now we are in GR and moving on to MRCNAXXIV. Wow. Let the games begin with elections and looking forward to working on a successful convention in 2008. I do hope many of you will work with us to help out but I also know that

many of you have been doing this awhile and may need a break.

It was great meeting all of you, working with you and getting to know you. I truly hope it does not end just because the convention is over.

In loving service,

Cat L.

Secretary:

Hi Family,

Sorry I could not be here today, there was no getting out of work. I wanted to thank the committee for giving me the opportunity to serve during MRCNA XXIII. I hope to be at the next meeting!! See you all then.

ILS, Crystal D

Treasurer:

Lacy gave us a verbal report. While all the bills have not come in for the convention yet, it is estimated that the revenue will be approximately \$10,000. Good job

Additional Needs: no report was given

Arts & Graphics:

July 22, 2007

Greetings MRCNA family,

Thank you for a wonderful and fulfilling year serving on the convention committee. It absolutely benefited my recovery and was a great experience once again. My itemized budget is as follows:

Disbursed to myself :	\$300.00
Receipts: Staples	\$68.88
Meijers	\$16.26
Michaels	\$9.81
Michaels	\$55.00
Michaels	\$12.74
Michaels	\$12.74
Michaels	\$43.00
Sanctuary	<u>\$20.00</u>
Total	\$225.69
Returned	\$74.31
Banner	<u>\$840.00</u>
Total expenses	\$1065.69

A&G budget was \$1200.00. The committee came in \$134.31 under budget.

There are some supplies left over that I am turning over to the new committee for use next year.

I am including an outline of all the signs and extras that this subcommittee is responsible for to pass on to the new subcommittee chair to try and make next year's experience smoother.

Once again, thank you for letting me serve.

In love and peace,

Theresa T, Arts and Graphics Chair MRCNA XXIII

Convention Information: no report was given

Entertainment & Fundraising:

Expense					
s					
Mileage	Banquet		Tickets, Badges	Convention Entertainment	Copies
\$ 94.50	\$ 4.35		\$ 56.31	\$ 1,000.00	\$ 6.50
\$ 94.50	\$ 8.48			\$ 1,350.00	\$ 100.00
\$ 94.50	\$ 15.22			\$ 425.00	\$ 13.61
\$ 47.25	\$ 5.79				
\$ 94.50	\$ 14.70				
	\$ 2.11				
	\$ 49.35				
\$ 425.25	\$ 100.00		\$ 56.31	\$ 2,775.00	\$ 120.11
\$ 3,476.67	TOTAL EXP			TOTAL Budget	\$4,655.00
Profit					
Fundraisers				Ticket Sales at Convention	
\$ 96.00	MRCNA				Friday
\$ 86.00	MRCNA				Saturday
\$ 200.00	Travers City			\$ -	TOTAL
\$ 79.00	Grand Rapids				
\$ 131.00	Lansing				
\$ 123.00	Bay City				
\$ 715.00	TOTAL				

July 22, 2007

Entertainment and Fundraising

Last Report for MRCNA XXIII

Hello family my name is Heather and I am an addict. This is a lot harder than I thought it was going to be. I am so grateful to the committee for letting be of service to this convention for the last three years. It has helped my recovery so much! I have stayed cleaned for three years and have gotten so much out of this experience, thank you.

Well I don't have the final numbers yet, but I do have the final expenses and I stayed within my budget and was even under. I had budgeted \$4655 and I spent \$3476.67. Attached is the

spread sheet with all the figures for the year. The only figure I do not have are the ticket sales from the Comedian.

Good Luck Grand Rapids, I wish you all the best. I will forward any information I have to Fred for MRCNA 24 and he can call if he has any questions. See you next July!

In Loving Service,

Heather M

E & F Chair

MRCNA XXIII

Hotels & Hospitality:

Greetings Family:

Well the convention seems to have been a success. That is if we measure success as how we carried the message to newcomers and old timers alike. Whether or not we were a financial success remains to be seen. Here is the H&H story

First of all I had to go get the bill from the hotel yesterday as I had not received it yet. I only got a chance to go over it last night. Let me go over the numbers first then I'll address the problems.

- A. Banquet – 120/ \$26.00 + \$ 592.80* (service charge) = 3712.80
- B. Brunch - 55/\$12.00 = \$660.00
- C. Rental for the Ballroom \$900.00
- D. \$2.00/room rebate - \$656.00
- E. Service charge adjustment - \$1.80
- F. June Fund raiser \$40.00*

Total \$4656.80

Ok, now I have to go back to the Hotel because that service charge should not be there. The \$26.00/ person for the banquet was supposed to be inclusive. Also I have to check with Lacy but I think we paid that bill for the fund raiser. I might have told them to put it on the bill too. We did not make our room block. We needed 375 room nights and we had 320. That charge was the \$900.00 room rental. But with the rebate for the rooms we got it only cost us \$ 244.00 in rental fees. It is my understanding that

banquet and brunch sold out for the most part so those charges should be pretty much covered or made some money. That depends on how many tickets were sold at the convention. In an effort to keep costs to our members as low as possible we were not charging very much more than cost for those tickets just \$4.00 and \$3.00 for banquet and brunch respectively.

The welcome party cost \$264.63 which puts it well below the \$300.00 it was budgeted for. The total Hospitality room cost was \$594.68. \$500.00 was donated by the Capital Area for the hospitality room so the total cost to us was \$94.68. This also was well below the \$ 250.00 it was budgeted for. Other costs for printing the tickets, a pipe and rope to hang the banner and batteries for the radios came to \$104.45. There was \$30.00 in cash in the donation box total. I will write Lacy a check for \$176.24 which according to my figures is what was left of the \$825.00 I got before the convention.

For the incoming H&H chair bear in mind that this year you have 465 rooms blocked for the convention. You will need at least 375 in order not to incur a charge. It will behoove you and the new committee to really promote attendance and room rental at the convention. Of course I will be available to answer any questions and help in any way I can.

Finally, the new committee needs to consider forming a Banner committee. Someone needs to be responsible for getting them to the convention site from MSO and rolling them up and getting them back to the MSO after the convention. This year's contract has the hotel hanging them up again for free. That includes the next convention also. It would be a good idea for who ever negotiates the next contract to be sure that provision is included. Last (really) but not least this year would be the time to start looking for our convention site after Grand Rapids and begin negotiations. The sooner we can lock in a contract the less we have to worry about the effects of inflation.

It has been a pleasure and a privilege to have been of service to the fellowship and to this committee. Thank you for allowing me to be of service.

Addendum: 25 July 2007 I gave Ken J. \$85.00 to take the banners back to the MSO. I will turn his gas receipts. The Hotel still has not found the box of books. I picked up a revised bill from the billing office. The new bill is \$4064.00. This reflects the \$656.00 room rebate. \$592.80 service charge that was taken off plus a \$1.80 tax adjustment. In case this is confusing, the bottom line is our bill was \$5274.60 and is now \$4064.00. I spoke to Brian and he dropped of a check to me. I will mail it to Lacy along with the bill for his signature and the Hotel bill will be done

In Loving

Service

H&H Chair

Huggers & Serenity Givers:

Included in Co-Chair report

Merchandise:

Well, I thought we did pretty good, our total sales, cash and credit card, was \$6128.05. Our final bill to Spots Stop is \$4473.78. All the after ordered items were shipped this past Thursday. My cc matched with T&R for Thursday and Friday. Our numbers were a little off for Saturday and Sunday but not by much. We have some t-shirts left and ladies shirts. Over all, we did well. For next year we might want to find a size for larger people, ones even if we have to get a different style. The zip hooded sweatshirts were a big hit. We could have sold more if we had them there. The mouse pads were not a great idea. But with no date on them, we can re-sell them at any fundraiser and MRCNA convention in the future. We do have two jackets left if any one is interested. I just want to tell everyone that helped out, thanks. I hope that I have a chance to see everyone next year if I am still in Michigan. My plans have taken a turn. So I ask that I am not nominated, but I will have the willingness to help out the new chair in any way I can.

Bruce G

Merchandise Chair 2007

Program:

An addict named Rita,

Greetings from our Program Committee. Everything went smooth, just a few people weren't able to keep their commitment and we had a lot of willingness to replace speakers. We thank you... and we wish the new convention committee the best.

In service, Program Committee Co-Chair

Tickets & Registration:

MRCNA XXIII Final T&R Report

Hi Family—I'm sorry I can't be there today, but I had a prior family commitment. Big thanks to Leon and Ken for all their service prior to and during the convention. My estimate is that we gave out about 800 registration packets this year. We gave out several for free or at a reduced rate. I don't have the details about those numbers because we made so many mistakes with the cash register that the final report it spits out is useless. I would guess we gave out about 150-200 for free or reduced cost; most people had at least a few dollars to donate. I'm not sure how it's worked in prior years, but for the past two years, we have not had people fill out a registration form if they were registering on-site. It would take longer to do that, and would create more paperwork to keep track of, but it would also give an accurate count of how many people registered and how much they paid—something for the next T&R committee to consider. All banquet and brunch tickets were sold; we could have probably sold a few more, but not many, probably less than 5. All the Friday night comedy show tickets were sold and all but about 5-10 of Saturday's show.

We had some complaints about the name holder bags—some of the cords were coming off and people wanted us to replace them. Unfortunately, it was happening enough that if we replaced them all, we would have run out. Slick Shirts was informed about it. The cost of the registration packets this year came to \$3,338.39, which is about \$3.93 per pack. Included in that amount are enough “First Convention” pins to last for several more conventions.

Here's a break down of our budget:

	Amount Budgeted	Amount Spent
Registration packets	\$6000	\$3,338.39
Mileage	900	719.60
Printing	300	247.13
Mailing	100	111.80
Name Tags	200	0
TOTAL	\$7,500	\$4,416.92

There were a few comments made on the pre-registration forms, mostly people thanking us. One guy was upset because he didn't get his vegetarian meal, but when I checked his registration form, he did not check that he wanted one. The other comment (which came from me) was asking that the marathon meeting be non-smoking. If both smoking and non-smoking are offered, people rarely go to the non-smoking one, but if non-smoking is the only choice people will go. I heard other people make similar comments when they found out smoking was allowed.

Leon has already been out drumming up pre-registrations, so I have different numbers than I did at the end of the convention. So far, we have 154 pre-registrations, 10 banquet tickets, 11 brunch, and \$57 in donations. So, MRCNA IV will start with a balance of \$2001.

Considerations/Suggestions for the next T&R Committee

It's a good idea to keep all registration forms for the year and have them at the convention because there are always a few people who have questions about what they registered for. It's a bit of a hassle to put them all in alphabetical order, but you'll be glad you did when you have to find one.

I kept track of all the pre-registrations in an Access data base. I'm no expert with this program, so I'm sure it could be set-up more efficiently, but if the next T&R committee is interested, I'd be happy to share what I have.

Whoever chairs T&R next will want to consider taking credit cards. We've been fortunate the past two years to have free use of a members' credit card machine, but they can also be rented for about \$30 a month. I went through 5th3rd bank for setting up the processing, but it might be just as easy and cheaper to go through a third party; it would just take some research. Working with 5th3rd is convenient since our regional checking account is with them and they already have some of the information needed to set up a credit card account for a weekend.

I sent the confirmation cards and emails later than I planned on. Early to mid May would be a good time to send them. I sent emails whenever I could to save on postage. I put a note in the email asking them to respond so I would know they got it. If I didn't hear back, I sent a postcard confirmation for XXII, but I didn't for XXIII and nobody complained about not getting anything. There are enough postcards left over that you won't need to buy anymore. You can do a mail merge and have them printed on a computer.

Please let the next committee know they can contact me with any questions throughout the planning year. My email is ms_mojorisson@yahoo.com. Leon has more experience with T&R than I do, and he knows his stuff, so he will be a great asset to the committee. It's been great working with all of you, and I'll miss being on the committee next year, but I'll see you in Grand Rapids if not sooner.

In Service,
Lisa G.

Summary of Discussions:

Old Business: None

- 1.**
- 2.**
- 3.**

New Business:

1. Elections for MRCNA XXIV positions

Candidates for positions were taken in two ways, addicts volunteering who had willingness and addicts nominating others. The duties, qualifications and responsibilities of positions were read for clarification when needed. 2 positions had 2 candidates and, in this event, a silent written vote was obtained and counted. The results of the vote are as follows

Chair- Cat L

Co-Chair Pablo P

Secretary- Theresa T

Treasurer- Barb P

Co-Treasurer- Matt W

Arts and Graphics Chair- Dale V

Entertainment and Fundraising Chair- Shawn V

Hotels and Hospitality Chair- Roland M

Huggers and Serenity Givers Chair- Carlos V

Merchandise Chair- Jason O

Tickets and Registration Chair- Sabrina J

Open positions: Co-Secretary, Additional Needs Chair, Convention Information Chair

2.

3.

OPEN FLOOR:

Announcements

1. Please bring ideas for next years theme so we can get moving on it right away-Cat L

2.

3.

Closing

The meeting was closed in a circle with the Serenity Prayer

MRCNA XXIV PLANNING COMMITTEE
August 19, 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, Additional Needs Chair, Convention Information Chair.

- 2.

- 3.

10. New Business

- 1.

- 2.

- 3.

11. Open Floor/Announcements

12. Closing

NEXT PLANNING COMMITTEE MEETING

September 16, 2007

11:00 am Sub-Committee

12:30 pm Full Committee