

TSCNA IV Committee Planning Meeting Minutes
January 7, 2006 – Radisson Plaza Hotel
Ft. Worth, TX

1. Opened meeting in usual manner with Serenity Prayer, Traditions, Concepts, Service Prayer and Mission Statement.
2. Secretary Report given – minutes from last meeting not read aloud, but copies are available to everyone, no changes or additions needed to November's minutes; secretary asks that everyone please email their reports to jennym24@peoplepc.com in order to aid with the archives and in reporting minutes; list sent for new committee members to add their contact information, secretary will update contact list and distribute to all committee members.
3. Treasurer Report –Treasurer is developing a template for fundraisers that will itemize monies collected (i.e. - \$40.00 for raffle, \$50.00 for 7th Tradition, etc.), requests that this form be used for all fundraisers to aid in accounting Treasurer's Report December 2005
4. Hello family, I hope everyone had a wonderful Christmas and a Happy New Year
Activity since the last time we met:

	Debits	Deposits	Balance
As of 11-22-05			3221.74
11-29-05		705.45	3927.19
12-16-05		45.00	3972.19
12-19-05		330.00	4302.19
12-19-05		992.25	5294.44
1-5-06		130.00	5424.44
Ck# 1050 Copies	8.31		5416.13
Ck# 1051 T-shirts	277.00		5139.13
Ck# 1052 Stamp & supplies	69.24		5069.89
Returned ck & fee	65.00		5004.89

Available funds as of 1-5-06			5004.89
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There was a returned check for \$60 and we are working on recovering the money from that member. I was disappointed to learn that we will not be given access to our banking information online, so therefore we all must continue to bring in deposit slips when we meet or give them to Steve, whichever comes first. Some of you have been scanning them and then emailing them and that has worked out great for reporting purposes.

I appreciate everyone's hard work and efforts to help raise money for this year's convention. Thank you for allowing me to be of service. Ashley T. atatum@nctc.edu

5. Chair Report – Hello Committee, Guess what 5 months left before convention. I would like to start by saying that you all have done a great job stepping up and get the fundraisers together. We need not try to get any more fundraisers together in Fort Worth Area other than the ones we have planned, our focus needs to be other places around the State. We Brought in around 2000.00 in December. We only have 4200.00 more to meet the goal of ten thousand. We visited Austin group and they voted to host a fundraiser in March. Went to advisory board meeting in Austin went ok. The Texas City group, and Famili Aneda group in Houston allowed us to sell shirts and take registrations at their events, went well. Also had a chance to visit a couple other groups in the south to hang fliers. Attended Irving NA group conscience and they voted to host event on

February 11th. Made fliers for Irving, Sherman, and Broadway events. Purchased mail-out stamp and receipt booklet and copies of fliers then gave them to registration chair. While I was at advisory board meeting picked up cash register's and walkie talkies, began programming cash reg. Need to order paper it will cost around 13.00 dollars. Meet with hotel trying to get that ballroom straight still some difficulty with ballroom, we will get it worked out. All the other rooms are good to go, they did add 2 rooms on the 3rd floor I want to show them to you today. Meet with treasurer helped her with the report and come up 5.00 short we need to find it. I attended 24hr Anniversary meeting to work out a solution on conflicting events. We will combine the unity day with the group. Last but not least I promised you all a list of things that will need to be done, well guess what I have it done and with me today. I want to thank you all; we are doing a great job. Thank God for service work
Steve K 817-944-3270

6. Programming Report – has listened to 15 or 20 speaker tapes for consideration for main speakers; several tapes that came in were misplaced, and will therefore not be considered for main speakers; requesting names for workshop speakers; idea to have a panel discussion on the history of NA in TX; there will be a subcommittee meeting at Steve K's house 1/7/05 at 6pm.
7. Fort Worth Convention Bureau Representative Velenda Dewberry joined us at this point to discuss with us what they can offer us as a convention; they can give us leads on transportation services that can transport addicts at treatment centers to our convention; 225 parking passes will be provided for cars registered outside of Tarrant County to use parking meters in downtown area free of charge from two days prior to convention through two days following convention; 225 items can be provided for registration packets (Ft. Worth postcards, Ft. Worth lapel pins, etc.); it is possible a map to free parking areas can be provided by Convention Bureau; "Convention Alerts" are sent to area businesses that we can contact to see if discounted rates for convention goers can be obtained (restaurant discounts, group rates at zoo, etc.); name of Sundance Square Management was given to contact regarding the possibility of discounted parking in garages downtown; April was the name given to us that will act as a representative to contact regarding the maps, parking passes, etc.
8. Fundraiser Report – Our fundraisers have been going great. The one in Abilene we raised \$992.25 and the one in Amarillo we brought in \$810.00. We have fundraisers coming up at Broadway NA on Jan 14, Arlington Group on Jan 21, Irving NA on Feb 11 and Refinishing Group in Sherman Feb 25; Fundraising chair encourages committee members to ask home groups about hosting a fundraiser for TX Unity Day on March 25.
9. Convention Information – an involuntary resignation is now in place for the Convention Information chair due to his absence at the last three committee planning meetings. Convention Information Chair is now an open position.
10. Merchandise Report – Suggests we get smaller shirts with next order (10 Small, 10 Med, 10 Large, 10 XL for fundraisers); also suggests that we have a separate logo on at least 20 shirts for sale at the actual convention, due to "limited edition" shirts being a big seller – asking that Arts & Graphics chair and all other committee members come up with logo ideas for our next planning meeting if everyone agrees that a separate logo is a good

idea; committee decides it is time for a new logo on pre convention shirts, as well – last planning meeting a new logo was decided upon, but Convention Chair and Merchandise Chair were concerned with cost of new logo and not being able to make any money off the pre convention shirts, due to logo voted upon had three colors in it and would therefore be more expensive to produce; after discussion by all of committee, with several members that have experience in merchandise answering questions from floor, it was decided to change one of the colors in the logo voted upon at the last planning meeting and make it a two color logo; it was then decided the maximum amount the committee feels we should pay per shirt is \$6.25, if the new logo is above this amount per shirt, then we will be back at square one, if the new logo is this amount or below, we will purchase 100 shirts and sell them for \$10.00 each; Merchandise inventory for current year convention: T shirts Size 3X – 2 white and 2 blue; T shirts Size 2X – 8 blue, 2 green, 2 white; T shirts Size XL – 2 green, 1 blue, 1 black tank top; Merchandise inventory for last years convention items: T shirts Size XL – 6 white; 16 badges, 8 pocket calendars, 4 pens and 2 towels.

11. Entertainment Report – subcommittee meeting held at Broadway Group at 7:15pm on Dec 28; discussed band for Saturday night – received three bids, which have been turned into Steve K, convention chair and Jenny M, convention secretary for archives; planning committee decides to have the band Second Hand Soul play a dance Saturday night at the convention; there was a lot of discussion regarding if there was room in the hotel for more than one form of entertainment, and it was determined that it can be worked out between programming and entertainment subcommittees which rooms can be used for what after the Main speaker on Friday and Saturday nights at the convention; there is one current bid for a comedian, more bids to come; having trouble finding Jazz Band for Sunday morning brunch; next subcommittee meeting will be held Jan 25 at Broadway.
12. Hotel Liaison Report– Everything is going according to plan; there are two people that have volunteered to help with liaison duties during the convention
13. Registration Report – There were 5 registrations sold at the last Ft. Worth fundraiser in November for the price of \$10.00 – this was a “special” offered for only one hour to give addicts an incentive to register early for the convention; Registration chair is asking if his committee is ok with this reduced registration amount being offered for a specified amount of time again at future fundraisers; planning committee decides against it; Grand total of registrations, etc. sold to date: 101 Registrations, 20 Friday night meet and greet, 23 Saturday night banquets, 17 Sunday Jazz Brunch, 15 \$5.00 newcomer donations.
14. Serenity Keepers Report – sent in email form to chair prior to meeting; States: Hello family, Had a wonderful time in Amarillo. Talked to many people who are excited about coming to the convention. Not much to report at this time, but would like to get the body’s opinion on having a serenity keeper booth set up with the registration for a central spot for convention goers who may need help with anything from lost and found to any problems they may run into. Have just received the walkie talkies from Steve and am beginning to work with them. I guess that is about it, wish I could be there with you all. In loving service, Greg S.; This report was not read aloud at the planning

meeting, so the issue of the booth was not discussed, it is noted that it will need to be on the agenda for next meeting to discuss with old business; there was a information offered from a member on the floor with experience having conventions at the Radisson – two concerns to consider is people sleeping in the lobby on the couches, etc. and elevators being over filled and breaking down due to excessive weight.

15. Voted for a theme – 5 ideas presented, committee decides theme to be “The Journey Continues... There is Hope in Recovery”.
16. Committee decides to purchase Bingo Game for no more than \$25 to be used at various fundraisers.
17. Committee decides to purchase cash register paper rolls.
18. Committee decides not to fund members to go on a trip to El Paso or Texarkana.
19. Announcements regarding fundraisers coming up, turn in names of workshop speakers to Larry C
20. Next meeting will be held in Sherman at the Refinishing Group, February 25, 2006 at 11 am with a fundraiser to follow.
21. Closed in usual manner.

In Loving Service,
Jenny M.