

TSCNA IV Committee Planning Meeting Minutes
March 25, 2006 – Fresh Start Group
San Angelo, 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 2006 Hello family, I hope everyone is doing well.

Activity since the last time we met:

	Debits	Deposits	Balance
As of 2-21-06			7469.43
2-24-06		25.00	7494.43
2-27-06		630.50	8124.93
3-13-06		711.00	8835.93
3-21-06		175.00	9010.93
Ck# 1056 Supplies/Copies	26.30		8984.63
Ck# 1057 Austin Fundraiser	200.00		8784.63
Ck# 1058 San Angelo Fundraiser	125.00		8659.63
Ck# 1059 Post office box	36.00		8623.63

Available funds as of 3-21-06			8623.63
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We are balanced with the bank statement as of March 21st. I just want to say thanks to everyone for using the fundraiser forms. It has made things much easier for me. Thank you for allowing me to be of service. Ashley T. atatum@nctc.edu
 940-231-0352 cell

3. Chair Report – Texas State Convention Planning Meeting Chair Report 3-25-06
 Hello guys, I have been very busy, too many things to write. As you all know two months away and a lot of work left. Lets please apply Tradition 1 and help each other get their jobs done. We will be doing a lot of work today so get ready. Most of my report will be addressed in the agenda. It is very important that we get things done in a timely manner. I would like to know if we should go over policy for each committee, so we understand our jobs. In Loving Service
 Steve Keese 817-944-3270
4. Arts and Graphics Report – logos submitted, logo voted on and finalized; A&G Chair submitted bids for banners, committee approves A&G \$200 for banner to be made by Gigantic Color in Dallas **TOTAL Approved: \$200.00**

5. Entertainment Report – Submitted three bids for Jazz bands for Sunday morning jazz breakfast, committee approves \$200 for Tarrant County College Northeast Jazz Trio to play at breakfast, Sunday May 28 from 8:30 to 10 am; Still need Friday night DJ, John D from Abilene (A&G chair) offered to DJ Friday nite dance at no charge, committee approves; still need to make tickets for all events, will get with A&G chair for that, as well; discussion on microphones, John D. has 8 microphones for use in hotel, Hotel Liaison to check on charge from hotel to use their speaker system, etc.; Entertainment has been arranged for Sat night banquet at no charge – Christina S. from Ft Worth will provide live music; discussion to contact Cleve B. regarding centerpieces to be made for banquet tables – committee approves; total amount approved for Entertainment thus far:

\$300.00 – Sat night band

\$200.00 – Sun Morn Jazz Trio

\$150.00 – Comedian Room 2 nights

TOTAL Approved: \$650.00 (Plus cost to print event tickets)

6. Fundraiser Report – Fundraisers going well – thanks to everyone helping out with them; our goal is \$10,000, we have raised over \$8,000. There are three fundraisers being held today (3/25/2006) and one on April 8 at Back to Basics; Fundraising Chair requests \$100.00 to have a couple of auction items made for convention (possibly a mosaic and/or stained glass item) – committee approves

TOTAL Approved: \$100.00

7. Hospitality Report – Co Chair Lanier representing Hospitality present; 220 mailouts done with Hospitality letter – cost was \$87.75; discussion about having BBQ brisket in courtyard across the street from hotel for no charge on Friday night – committee does not approve; suggestion to cut cost on hospitality suite – approach various groups to ask if they are willing to provide meals (food only, not drinks) and workers for various times in hospitality suite “sponsor a meal” – times suggested to ask for help: Fri nite 5p – 7p, Sat noon – 2p and Sat nite 5p – 7p. Chair asks that everyone approach home groups and see if we can get help in this way – committee agrees this is a good idea; Hospitality Chair is willing to sell TSCNA IV merchandise at LSRCNA on Sunday, if anyone wants to split the shift, contact Diane; Hospitality Chair and Co-Chair will be touring the hotel with Convention Chair on April 7; next subcommittee meeting at Step One in Ft Worth, April 27, 2006 at 7 pm.
8. Hospitals and Institutions – No report.
9. Hotel Liaison – We got approval to use the Convention Center across the street from the hotel for our Saturday night speaker, etc.; Convention Chair will be picking out meals on Friday, April 7 at meeting with Sharon, the hotel rep; Liaison will be unavailable for that meeting, if anyone wants to go with Steve to that meeting, contact him – time for meeting is 2:45pm; there can be a walkthrough set up for Convention Center on that date, as well, if anyone needs a walkthrough of that facility for set up purposes; to make reservations for hotel, it is necessary to call the 817 number listed on the flyer, not the 800 number – spread the word. Discounted rates end May 19; amount of coffee to order will need to be determined at April 29 meeting.

10. Programming – Main speakers have been chosen – Alex G. from Dallas (Friday night), Dan T. from Citrus Heights, CA (Sat night) and Liz T. from El Paso, TX (Sun morning); discussion on what we will provide for them – committee agrees to provide the following for each of the 3 main speakers (not guests or family members): registration for convention, Fri nite Meet and Greet (if flight arrives in time and speaker wishes to attend), Banquet ticket, Brunch ticket, Comedy show ticket (their choice – Fri or Sat); committee also agrees to provide a round trip ticket for Dan T, the Sat night speaker; committee also agrees to provide Liz T, the Sun morn speaker with a one way flight from Austin, she will be providing her own transportation home; both speakers will be providing the funds for their transportation to be reimbursed upon arrival – committee approves – checks will be available for speakers reimbursement Friday evening upon arrival; transportation from airport to hotel still needs to be arranged; Committee approves Wounded Bear Books to be the Taper for workshops, speakers, etc. – contract signed, secretary will fax copy to appropriate party; Committee approves to have cloth banners made containing 12 Steps and 12 Traditions for use at our convention and all State conventions to follow; still needs suggestions for workshop topics and speakers – DFW area already represented, need speakers from different areas of TX; Total approved for Programming thus far: case of Basic Texts for newcomers 28 books for \$280.00 – committee approves;

\$409.00 – flight for Dan T.

\$ 91.00 – flight for Liz T.

\$215.00 – complete offerings for speakers

\$ 62.00 – Steps/Traditions banners

TOTAL Approved: \$ 1057.00

11. Registration Report – Proposed a registration packet with a tote bag, magnet, pen and lanyard/nametags that totals \$4.98 per packet; discussed possibility of getting lanyard/nametags via the Fort Worth Convention Bureau – Hotel Liaison is going to check into this; cost of proposed registration packet without lanyard/nametags as listed above is \$4.00 per packet – committee approves; there will be 400 registration packets made; will have 144 coffee mugs printed with special edition logo by May 1st registrations - \$200 for this – committee approves; there will be a sponsor a newcomer gift provided – has not decided what this will be, but asked for \$45.00 for these gifts – committee approved; Pre-registrations sold reported as follows: 109 pre-registrations, 19 Friday night eat and greet, 30 Saturday Banquet, 19 Sunday Brunch, 20 Newcomer donations, 4 embroidered jackets, 2 Friday Comedy shows, No Sat Comedy shows as of yet; Total amounts approved by committee for Registration thus far: (Treasurer report indicates 130 reg.)

\$1200.00 – 400 tote bags for reg. packets

\$ 140.00 – 400 magnets for reg. packets

\$ 260.00 – 400 ink pens for reg. packets

\$ 200.00 – coffee mugs for first 100 registrants

\$ 45.00 – sponsor a newcomer gifts

TOTAL approved: \$1845.00

12. Merchandise – Proposed items to have printed with convention logo – discussion of what to order and how much of each determined these results:

300 T-shirts @ approx. 6.00/shirt
50 Tanks @ approx. 6.00/shirt (total on all shirts – \$2150.00)
144 Coffee mugs @ \$200 for the full amount
50 Hand Towels @ \$2.50/towel (\$125.00)
48 Embroidered Caps @ \$6.00/hat (\$288.00)
50 Patches @ \$2.00 each (\$100.00)
25 Special Edition Polos @ \$20.00 each (\$500.00)

Richard Prager with recoverystuff.com is booked as our vendor and has sent two Pieces of jewelry to be sold at fundraisers; Ft Worth ASO will be another vendor; Committee decides to also approach Cleve B as vendor, and that will be all the Vendors approved; Sunday will be open vending; we will have cash register and Credit card machine training at the next committee meeting for all those that will be handling money at merchandise and registration tables; current total inventory 36 Burgundy shirts – 6 small, 9 med, 16 large, 5 XXL; 6 Blue shirts – 1 small, 1 large, 3 XXL, 1 XXXL; 1 small Green; committee votes to get another batch of 50 pre-convention shirts in grey to sell at the remainder of the fundraisers and at LSRCA on Sunday. **TOTAL Approved: \$3363.00**

Not including the pre convention shirts.

13. Serenity Keepers – Attempting to get 20 Serenity Keeper volunteers for the weekend; needs 4 radios and 9 people to help at Convention Center for Saturday night; Jenny M states may have 4 working radios to loan to convention; requesting \$120.00 for 20 Serenity Keeper shirts – committee approves.

TOTAL Approved: \$120.00

14. Elections: No volunteers or nominees for any positions.
15. Next meeting is on Sunday, April 30 noon – 8pm at the Radisson; discussion of changing meeting to Sat, April 29; if Chair can acquire a meeting space at the hotel or other location for April 29, all committee members will be contacted and informed, otherwise, plan on original meeting date and time as stated above.

16. **April 29, 2006 Meeting will be held at the Hilton (Radisson)**

Downtown Fort Worth 815 main street

17. Closed in usual manner

In Loving Service,
Jenny M.