

TSCNA IV Committee Planning Meeting Minutes
April 29, 2006 – Radisson Plaza/Hilton Hotel
Fort 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 all attendees, no changes or additions needed to March's minutes.
3. Treasurer Report – Treasurer's Report April 2006

Hello family, I hope everyone is doing well. Activity since the last time we met:

	Debits	Deposits	Balance
As of 3-21-06			8623.63
3-25-06		1227.00	9850.63
4-12-06		694.88	10545.51
4-19-06		280.00	10825.51
4-27-06		35.00	10860.51
Ck# 1060 Registration Copies	8.38		10852.13
Ck# 1061 Ink cartridges	19.46		10832.67
Ck# 1062 Mary/San Angelo Fund.	18.51		10814.16
Ck# 1064 Valley View Registration merchandise	1700.00		9114.16
Ck# 1065 Valley View Merchandise	2300.00		6814.16
Ck# 1066 FWASO Banners/Basic Text	342.00		6472.16

Available funds as of 4-28-06			6472.16
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We are balanced with the bank statement as of April 28, 2006. We have not used check number 1063, as we were waiting for a receipt for stamps for the previous mail-outs for hospitality. There is a \$5 difference between the report and the bank statement. There was \$5 I put in the binder to deposit from Larry C. that I failed to remember until yesterday. Thank you for allowing me to be of service. Ashley T. atatum@nctc.edu 940-231-0352 cell

4. Chair Report – the agenda is chair's report
5. Hospitality report – Hospitality Chair resigned – co-chair has stayed on; Lanier A. from Step One is now Hospitality Chair per consensus; Betty from Back to Basics is Co-Chair; Hospitality Suite hours of operation decided by committee are as follows:
 - Fri 4pm – 7pm, closed for main speaker, then 9pm – midnight.
 - Sat 8am – 7pm, closed for main speaker, then 9pm – 1am
 - Sun 8am – 10am

Lanier submitted a tentative list of supplies - \$1000.00 approved by committee for hospitality suite; noted by chair that per hotel, no food or drinks are allowed to leave the hospitality suite; Serenity Keepers are informed of this; Downtown Group in Ft Worth will be sponsoring a meal at lunch time on Saturday; SOS Group from Galveston will be sponsoring a meal, dinnertime on Saturday; sign up sheets have been distributed and there are people signing up to work hospitality suite; Step One and Broadway in Ft Worth Area are also being approached to sponsor meals; next Hospitality Subcommittee meeting will be held Monday, May 8 at Step One – 7pm – requesting that a member of the Executive committee Attend.

6. Registration Report – Hours of Operation for Registration decided by committee as follows: Fri 2pm – 7pm, closed for main speaker, then 9pm – midnight
 Sat 11am – 7pm, closed for main speaker, then 9pm – 11pm
 Newcomer = 30 days per group consensus; Newcomer and H&I packets will Contain the same items (white bags with a magnet and pen), there will be 100 of them made; 50 of the regular tote bag registrations will be designated for addicts who aren't able to pay full amount of registration; the totals for numbers of pre-registrants and banquet tickets, etc. sold are as follows:

	Registration Committee Count	Treasurer Count
Pre Registrations	127	147
Fri night Eat and Greet	19	19
Fri night Comedy Show	5	6
Sat night Banquet	33	29
Sat night Comedy Show	4	1
Sun morn Jazz Breakfast	19	18
Sponsor a Newcomer	25	23

Registration chair had two members show up to train on cash register – cash **Registration Cont.** - register training done and questions regarding taking checks, credit cards, etc. answered; Registration Chair passed around a sign up sheet for members/committee members eligible to handle money to sign up to work a shift or two

7. A walk through of the hotel was done at this time so we could determine where Microphones, podiums, plugs, phone jacks, stages, easels, tables, etc are needed, where to set things up and how to set each room up with chairs, tables, etc. Areas of concern for high traffic were pointed out and discussed for Serenity Keepers
8. Programming Report – program completed
9. Programming and Entertainment times determined as follows:

Friday night Eat and Greet – 5pm – 6:30pm (in the same room as History of NA panel which will start at 6pm – 7:15pm)

Saturday night Banquet – 4:30pm – 6:30pm

Saturday night at Convention Center – 7:30 start – birthday countdown

Announcement of next year's State Convention location

8:15 – speaker starts

9:30 auction

Sun Breakfast – 9am – 10:30am

10. Programming and Entertainment – it is determined that 6 microphones rentals, are needed from hotel– Fri and Sat in both workshop rooms, Fri and Sun for Main speakers in hotel ballroom.
11. For all main speakers, we will order 10 gallons of coffee to begin with.
12. Serenity Keepers/Convention Information Report – are trying to borrow walkie talkies from Ft Worth Area; if we can't, then we will have to buy?; secretary states she will check for personal walkie talkies to donate; there are 19 volunteers for Serenity Keepers and 7 for Convention Information thus far; Serenity Keeper shirts are being printed, they are fluorescent green and orange

13. Merchandise Report – only 10 embroidered jackets have been ordered thus far, cutoff is May 1; Pending Merchandise hours are as follows:
 - Fri 3pm – 7pm, closed for main speaker, 9:15pm – 11pm
 - Sat 9am – 7pm, closed for main speaker, sell @ Convention Center after speaker
 - Sun 8am – noon

Logos could not be printed cheaply exactly as voted upon, some revisions need to be made to make it work, committee approves logo changes suggested by print shop with the exception of filling in the NA symbol to make it a complete symbol; committee decided to table merchandise prices until next meeting; merchandise chair will take responsibility to get approval of committee for cash register/money handlers in merchandise room, and also will take responsibility to ensure his volunteers also get cash register training.

14. Next Convention Committee meeting will be Sat., May 13, 2006 at the Radilton (Secretary's new name for the hotel – Radisson? Hilton?) in Ft Worth at noon.
15. Closed in usual manner.