

Minutes TSCNA IV Committee Meeting
Saturday July 30, 2005
Radisson Plaza Hotel

1. Meeting opened at 12:35 pm with Serenity Prayer.
2. Service Prayer read by Steve K.
3. Maggie read Traditions.
4. Victor read Concepts.
5. Mission Statement read by Steve K.
6. Roll Call.
7. Secretary Report – Minutes from previous meeting read; asked for any changes – Need to correct last initial of Arts & Graphics chair to John D., need to correct spelling of liaison. Secretary will compile phone/email/address list for committee.
8. Treasurer Report – need to make money!! We have **\$2451.00** so far. The breakdown of what we will need to pay the hotel is as per contract with the hotel and is as follows:

Fri night Meet and Greet – 25 plates @ \$10.00 -	\$250.00
Sat night Banquet – 125 plates @ \$16.95 -	\$2118.75
Sun morning Jazz Breakfast – 75 plates @ \$10.00 -	\$750.00
Total locked into for hotel	\$3118.75

Please see the attached Treasurers Report for a breakdown of funds that have Come in so far. Asks that members please go to their home groups to ask if a Fundraiser can be held there.

9. Chair Report – Need to decide whether to use Roberts Rules of Order or CBD Format for meetings, questions from floor regarding differences were answered and it was decided we would use CBD (Conscience Based Decision Making).
10. Arts and Graphics Report – Given verbally by John D., A&G Chair. Has some Designs in mind, turned in 4 designs for now to be used for consideration for pre convention t-shirts, they are simple designs, 3 of the 4 designs are one color prints for shirts; asked if city name needs to be included on pre convention shirts, decided city name is not necessary for now. Question from Steve K. – is it possible to have them ready before Unity Convention in Whitney on August 19? Yes.
11. Convention Information Report – Given verbally by Steve K., TSCNA IV Chair, due to Graham C's excused absence. The publication NA Way has been notified of TSCNA IV, and the info will be published by them; Info for GSR's statewide is being collected; has been attending some functions with the Registration Chair to start spreading the word.
12. Entertainment Report – Written report read and turned in by David A., Entertainment Chair. Written report attached. The Entertainment subcommittee met on July 28, 2005 with 3 members attending, also attending was Steve K., TSCNA IV Chair to answer questions and go over policy, expectations of hotel contract regarding number of attendees at Jazz Breakfast, etc., rough estimates of times to hold events, bids for entertainment, no contract can be signed without approval of entire TSCNA IV Committee, Entertainment subcommittee members are responsible for selling event tickets, etc. Discussion within subcommittee occurred regarding ideas for entertainment, such as live band, dances, events that

- represent Ft. Worth; member Carlos will be in charge of dominoes/spades tournaments; agreed upon to meet once a month until otherwise changed. Suggestion from floor – do not have a stereo playing jazz music for the Sun morn jazz breakfast. Question from floor – When will subcommittee meetings be held? How can suggestions be made? A regularly scheduled meeting has not been determined, will be posted on the website when decided. Secretary will distribute list of phone numbers, email addresses, etc. through which suggestions can be made. People from out of town are more than welcome to join meeting via phone.
13. Hospitality Report – Given verbally by Victor R., Hospitality Chair. Recruitments for people to man hospitality suite have begun. States he is unclear about exact duties based on what is written in policy. Secretary will contact other members known to have experience with Hospitality and set up correspondence with Victor.
 14. Hotel Liaison – Written report read and turned in by Pam V., Hotel Liaison. Written report attached. Also attached is layout of hotel facilities/banquet rooms, etc. There will be a walk through of the hotel held on September 18, during our already scheduled TSCNA IV Committee meeting. In order to make the walk through as smooth and quick as possible, it is requested if there are any questions regarding the hotel and what we are/are not allowed to do, please express them to liaison after the walk through, rather than to Radisson’s representative during the walk through. It is too early to lock in a date for our fundraiser to be held at the hotel in February, that cannot be determined until 90 days prior. All the rooms in our block contain two double beds. The \$69.00 room rate is good for 3 days prior to and 3 days after convention dates. There is only one floor for smoking rooms in the East wing. We have put a link to Radisson’s website on our website, and it was requested that the hotel get it set up to be able to register online for the same discounted rate. This was supposed to be done by July 13, 2005. However, to get the discounted suite rate, members need to call. FOR FUNDRAISERS HELD AT HOTEL: For those members from out of town wanting to stay overnight at these fundraisers, the discounted room rate is available. It MUST be set up through Pam V., Hotel Liaison. Questions from floor for Liaison to address with hotel: Can we have music in the sitting area on the second floor in the Promenade? Are the third floor meeting rooms in the convention area smoking rooms?
 15. Programming Report – Written report read and turned in by Larry C., Programming Chair. A flyer has been produced to send out for speaker tapes. Question from floor – who helps determine who will speak? Who gets to decide? It is determined that the Programming subcommittee will decide when they meet and discuss. No regular meetings have been set up yet. Will be posted on website when determined. Suggestion from floor – all Convention committee members attend speaker jams and watch for good speakers and request tapes/CD’s from them. Gino H. wants to reiterate that flyers be sent to ALL REGIONS within TX.
 16. Break for 20 minutes.
 17. Discussion about Pre Convention Shirts being printed – no opposition to printing shirts prior to Unity Convention at Whitney; due to only one bid being received, can only print 20 shirts (per policy, must have 3 bids to be approved for funds

- exceeding \$150.00); no opposition to printing 50 shirts if 2 other bids are received prior to printing the shirts; design voted on and approved by CBD, price of shirts will be \$12 and will be sold starting on August 19, 2005 at Unity Convention at Whitney per CBD; amendment made to design to add dates of convention under Ft. Worth, TX; A&G Chair states CD with logo can be sent directly to Tshirt supplier; shirts will be Basic Text blue with white logo and How and Why green with gold logo.
18. Discussion about what to do with TSCNA III remaining merchandise. Decided by CBD that we will use all but 30 badge holders and 30 pens for auction and raffle items at fundraisers; the 30 badge holders will be sold at Whitney for \$1.00/each and 30 pens will be sold at Whitney 2/\$1.00.
 19. Chair reminds everyone when representing yourself as a member of TSCNA IV Committee, please carry a copy of the policy and treasurer report so that you may answer any questions that arise from any member anywhere.
 20. Registration Report – Written report read and turned in by Lorenzo P., Registration Chair. Written report attached. Has distributed flyers at Ft. Worth ASC and East Texas ASC; has plans to attend Dallas ASC and distribute; has collected money for one registration and one banquet for a total of \$33.00, has a deposit slip to turn in for this amount; requesting reimbursement for 300 flyers printed, total of \$27.07; has not had a subcommittee meeting as of yet, is trying to nail down a date, time and location to hold meetings, will notify and post on website when arranged; proposes idea to have added to registration flyer that members may sponsor a newcomer for the same as registration price, but also keep “Newcomer donation” on flyer. Idea amended to add “Sponsor a newcomer for \$5.00 and receive a free gift” – idea passed; discussion of when to send first mail outs – will table decision so people can think about it
 21. Concerns brought up regarding reimbursements to individuals – policy read and determined amounts below \$50.00 can be reimbursed with receipts if approval received from Convention Committee. (Policy Section 1.18, Financial Stipulations, Item 6). Programming Chair has receipts for expenses totaling \$18.98. Registration Chair has receipts for expenses totaling \$27.07. Both receipts are for flyers. Reimbursement ok'd by committee. Steve K will also be reimbursed \$50.00 for PO Box, approved by Advisory Board prior to today.
 22. Discussion about months where no meetings are currently scheduled: Aug, Oct, Dec, Feb & Mar. Committee members will go to their groups to ask for meeting space, and hopefully nail down date/time to meet sometime during these months. Decided August meeting will be at Unity Convention in Whitney, on Saturday, August 20, 2005 at Lorenzo's trailer from 10am – 3 pm.
 23. Chair asked for goals for each Subcommittee to achieve prior to next meeting:
 - A&G – to continue taking ideas for logos
 - Entertainment – get bids for jazz bands & DJ's, set up times/dates/locations for subcommittee meetings
 - Hospitality – Contact further regions and areas to ask for help; form committee.
 - Hotel Liaison – ask questions from floor to hotel & report back to us; will act as liaison for website, as well.

Programming – form committee, set up way to receive tapes if received in mail, will request tapes from archives to begin listening to

Registration – get consistent subcommittee meetings set up, have flyers changed by the next distribution (Whitney), figure out what to give away with first 100 registrations and for each \$5.00 newcomer sponsorship.

Secretary – to compile and distribute contact information of all committee members within committee; have minutes ready to post on website within 10 days

Chair – will attend any and all subcommittee meetings when possible.

24. Announcement made that Fundraiser Chair, Dean and Co-Secretary, Elisa C. both resigned. Written resignation received from Elisa via email and attached.
 25. Elections: Idea to form Ad-Hoc for Subcommittee chair positions that have money holding responsibilities. Steve K. to act as accountable party until Ad-Hoc chair appointed by Steve either meets the clean time requirements for Subcommittee chair position or another person that meets clean time requirements is elected into position. None opposed.
Open positions are: Vice Chair, Treasurer, Vice Treasurer, CoSecretary, Serenity Keepers, Merchandise, H&I, Transportation, Fundraiser.
Billy nominated for Vice Chair, declines. No further nominations or volunteers for any positions.
Fundraiser Ad-Hoc formed by Steve K., appointed David H. from San Angelo, TX as Ad-hoc chair. David will perform all responsibilities of Fundraiser chair with the exception of handling money until either he meets the clean time requirement stated in TSCNA policy or another member that meets clean time requirement is elected into this position. Steve K. will be accountable for the money and making certain the responsibilities are being carried out.
Merchandise Ad-Hoc formed by Steve K., appointed Stacy M. from Burleson, TX as Ad-Hoc chair. The same stipulations as listed above for the Fundraiser ad-hoc are in effect.
26. Announcements: Please bring someone with you to next meeting so we can have more member involvement.
 27. Closed with Third Step Prayer.