

39th AVCNA Host Committee Minutes

December 14, 2019

Attendees: Sarah M, Thaddeus M., Meredith S., Tanyla E., Linda A., Stephen P., David T., Annette D., Bill T. and Norman C.

- I. Meeting opened at 10:10 a.m. by the Host Committee Chair, Sarah M. with a moment of silence and the Serenity Prayer.
- II. The Twelve Traditions were read by Stephen P., the Twelve Concepts were read by Meredith S. and Section 1.2 of the Committee Guidelines was read by David T.
- III. **Approval of Minutes:**
 - A. Motion to approve the Minutes from the November 9, 2019 Host Committee meeting was made by Norman C. and seconded by Annette D. **Approved: 4-0**
 - B. **Secretary's Report:** Norman C. – present, no report

IV. Reports

- A. **Chairperson:** Sarah M. – present, gave report

This month we went to the VRCC meeting where I presented all of the subcommittee bids which were approved. I learned that in the future, per policy, subcommittee chairs should present their bids in person at the VRCC when possible. At the VRCC, I also submitted a motion that participation be available via video conference per our discussion at previous host committee meetings. The motion passed and members are presently working on putting this into action.

Stephen, Thaddeus and I have been added to the bank account and Stephen is up and running as treasurer. Stephen and I went to USPS this morning to obtain a PO box.

January will be a busy time for all of us as there is much work to do at the 38th. Please continue to recruit help as we will certainly need it.
Sarah M

- B. **Vice Chairperson:** Thaddeus M. – present, gave report
Attended Arts & Graphics Sub-comm. Mtg. Also secured the storage shed & got the VRCC Treasurer to pay for it. Also got my name on bank account.

- C. Treasurer:** Stephen P. – present, gave report
Hello AVCNA 39 Host Committee,

It's been a good month. We are now set up with the Checking Account and I have been in direct contact with the VRCC Treasurer for guidance and understanding of my duties. The Pre-Convention T-Shirts and storage until have been paid in full. I strongly encourage to save ALL Receipts for anything you will need reimbursement from as I will not refund without proof. I also wanted to bring clarification about where the Sub Committee's meeting space rent comes from and it comes out of the Executive Budget and as of now that budget is \$1035.00 without the reimbursements going out today and the P.O. Box. So I would like to revisit our strategy for our meeting spaces to make sure we are using our funds wisely. If the chairs of the Sub Committees can find cheap if not free meeting spaces (maybe after your Home Groups) This may cut the cost. I would also like to say thank you for making this all possible I will be going to the 38th AVCNA and plan on attending the meeting Thursday night just to learn as much as I can. I appreciate this opportunity to be of service on this level. Thank you for allowing me to serve.

Stephen P.
39th AVCNA **Treasurer**

- D. Vice Treasurer:** Vacant

E. Subcommittee Reports

- 1. Preconvention:** Present, gave report

Hello family pre convention committee was able to order 72 shirts from ICON and shirts were picked up on Dec 12 . Invoice was given to treasurer Stephen P. We also discuss fundraiser in Nov. Meeting and was able to schedule for March 28 2020 St. Patty's day Event at Braddock church spoke with Deny Hamilton secretary of church and contract was signed So we are requesting funds to pay fee. Contract and emails submitted for verification. Thanks for letting me serve
TANYLA E.

- 2. Program:** Kevin M. – absent, without notice, no report

- 3. Registration:** Meredith S. – present, gave report

Good Morning AVCNA Host Committee Members,

The Registration Sub-Committee met on November 12th and December 10th. The first meeting on November 12th was well attended. Brittany L. accepted the nomination of Vice Chair and Kim S. accepted the nomination of Secretary. On December 10th we ran into an issue with our meeting location as we were not able to get into the meeting facility. We were able to meet at a different location and review both the Early Bird and Pre-Registration forms for the convention. Barbara D. created

these forms and the sub-committee reviewed them. I have a copy of the Early Bird form saved on my computer. The Pre-Registration form will need to be updated with the P.O. Box and address for the hotel.

I plan to attend the upcoming convention at Virginia Beach and would like to ask if any host committee members are willing to help out with Early Bird Registration on Sunday morning, January 12th from 8-9 am. There were a few Registration Sub Committee members that planned to attend the 38th AVCNA but a some of them are no longer able to make the trip. If anyone from the host committee is willing and able to help, that would be amazing!

If the Registration Sub Committee is responsible for printing the flyers, I need to make a budget request today to be able to print copies. The committee agreed to print 100 Early Bird registration forms (two per page) and 300 Pre-Registration forms.

The Registration Sub Committee will meet again on January 14th, 2020 at 7 pm at St. Paul's on the Hill which is located off Senseny Road.

In Loving Service,

Meredith S.

- 4. Merchandise:** Bill T., present, no report
- 5. Arts & Graphics:** Kevin I., absent, no report
- 6. Entertainment:** John A., absent, sent report

The Entertainment Sub-committee met for the second time. We had 3 in attendance plus myself. We continue to talk on Friday night and Sat. night DJ's, Karaoke on Friday, Comedian show Sat. night. Next sub-committee meeting is Tuesday Dec. 17th 8:00 p.m. John Mann Church following the Eyes to the Sky Group of NA.

In Loving Service John A.

- 7. Additional Needs:** Vacant
- 8. Hospitality:** Annette D., present, gave report

Hi family- I had 2 people at our meeting. Actually 4 have committed to help. We discussed the types of snacks and drinks we would like to get for the

Hospitality room. And talked about our other duties. Not much for us to do yet.
ILS- Annette D.

9. Convention Information: Vacant

F. Questions on Reports:

1. Who signs contract with church for fundraiser? Event needs to be approved by Host committee
2. Don't need VRCC approval for copies; part of standing budget
3. No need to vote on anything, just who does the action

V. Comments from members of Narcotics Anonymous

VI. Old Business

A. Executive Committee Elections:

1. **Vice Treasurer:** No nominations.

B. Subcommittee Elections:

1. **Additional Needs:** David T. declines nomination
2. **Convention Information:** No nominations

C. Flyer Approval

1. **Early Bird:** Price confirmed with Susan G. and agreed to add space for newcomer donation. Annette D. moves and Bill T. seconds that the flyer be approved as amended. **Approved 6-0**
2. **Pre-Registration:** Tabled until January meeting. Meredith S. to email finished via email prior to the meeting.

D. Host Committee Location: Sarah M. announces signing of a 6 month contract with Grace Evangelical Lutheran Church, 38 Boscowan St., Winchester. Norman C. expresses concerns regarding the accessibility of the location. Norman C. moves and Annette D. seconds that the Host committee continue to meet at its current location rather than Grace. **Fails 3-3-0** Bill T. moves and Meredith S. seconds that all announcements concerning the Host meeting

location include that anyone with accessibility issues contact a member of the Host Committee so that accommodations can be made. **Approved 6-0**

VII. New Business

- A.** Norman C. moves and Tanyle seconds to remove the Program Chair. **Approved 6-1** David T. declines nomination for Program Chair.
- B.** Storage Shed: Thaddeus M. used his name and address on the invoice. Consensus to accept donation of a lock.
- C.** Stephen P. informs committee that he has spoken to the VRCC Treasurer and that it is important to follow the chain of command so that the VRCC does not get dueling information. He also announces he has checks and has created a form to keep track of expenditures and budgets
- D.** Norman C. moves and Meredith S. seconds to allow secretary to send Host Committee minutes to any NA member who requests them. **Approved 5-1**
- E.** Steve P. moves and Tanyle E. seconds to allow secretary to send the Host Committee minutes to the SheVANA PR Subcommittee chair for posting on the SheVANA.org website. **Amended** to add “with redactions approved by Host Committee.” **Approved, as amended 6-0**
- F. Review of Timeline:** We are keeping to the timeline thus far. Registration needs volunteers.
- G.** Thaddeus M. will schedule a joint meeting of Programs, Additional Needs and Convention Information Subcommittees.

VIII. Announcements: Next meeting will be held from 10-1 on January 4, 2020 at Grace Evangelical Lutheran Church, 28 Boscowen St., Winchester

- IX. Closing with Serenity Prayer:** Norman C. moves and Meredith S. seconds to adjourn the meeting. **Approved by acclamation** The meeting was closed at 12:27 with the Serenity Prayer.
- X.**

AVCNA 32 Host Committee Contact Information

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Sarah M.	Host Committee Chair	540 671-1487	London13751@gmail.com
Thaddeus M.	Host Committee Vice Chair	304 676-2098	thaddeusm15@gmail.com
Norman C.	Host Committee Secretary	540-931-5042	norman2500@aol.com
Stephen P.	Host Committee Treasurer	540-539-2177	stephen.price02@comcast.net
Vacant	Host Committee Vice Treas.		
Linda A.	VRCC Director	540-664-6077	cleanduetona@yahoo.com
Tanyla E.	Preconvention Chair	571-501-6730	tanylae2001@yahoo.com
Vacant	Program Chair		
Meredith S.	Registration Chair	703-582-5639	mspeir23@gmail.com
Bill T.	Merchandise Chair	202-904-5544	williamataylorii@aol.com
Kevin I.	Arts & Graphics Chair	202-944-0386	jazirock@gmail.com
John A.	Entertainment Chair	540-303-2797	JandSarrington@aol.com
Vacant	Additional Needs Chair		
Annette D.	Hospitality Chair	571-212-6827	aday894@gmail.com
Vacant	Convention Information Chair		