

## **39<sup>th</sup> AVCNA Host Committee Minutes**

March 14, 2020

**Attendees:** Sarah M, Meredith S., Tanyla E., Linda A., Stephen P., Annette D., Ernest P., Amy K., Melissa M., William H., Laura H., Thaddeus M., Ron S., John A., David T., Chris M. and Norman C.

- I. Meeting opened at 10:00 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 Amy K., the Twelve Concepts were read by Meredith S. and Section 1.2 of the Committee Guidelines by Norman C.

### **III. Approval of Minutes:**

- A. Norman C. moves and Annette D. seconds to approve the January 2020 minutes. **Approved: 5-0-2**
- B. Norman C. moves and Annette D. seconds to approve the February 2020 minutes. **Approved: 7-0-0**
- C. **Secretary's Report:** Norman C. – present, no report

### **IV. Reports**

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

This month I attended the Registration subcommittee meeting. I've forwarded information regarding accessing AVCNA email addresses. Incoming emails to these addresses are currently being forwarded to your personal email. If you wish to respond from the AVCNA address, you will need to sign into the account through gmail using the instructions I forwarded.

I will be unable to attend VRCC tomorrow due to my work responsibilities.

I'd like to remind all subcommittees to review your budget and prepare to bring any budget requests, bids that you have ready, and questions to the VRCC retreat in May.

Sarah M

- B. Vice Chairperson:** Thaddeus M. – present, gave report

Good morning family, here is my report.

I attended the program subcommittee even though he didn't schedule it with the secretary, he personally told me he would be holding on the first Tuesday of every month, starting 3/3/20. He did not show.

I also attended preconvention subcommittee meeting, arts and graphics & additional needs.

In loving service,  
Thaddeus M

**C. Treasurer:** Stephen P. – present, gave report  
I have not received the report in a form that I am able to open.

**D. Vice Treasurer:** Vacant

**E. Subcommittee Reports**

**1. Preconvention:** Tanyla E., Present, gave report

Hello Host Committee , report last meeting we voted on items needed for March 28, fundraiser but I received a email and call from Mrs. Hamilton Secretary of Braddock UMC event has been postponed due to Coronavirus stated will contact me once band is lifted. We also was scheduled for preconvention subcommittee meeting at 1:30 today receive email that Handley Library will be closed tomorrow. Chairperson brought some 38th AVCNA Merchandise Subcommittee voted long sleeve shirts \$10.00 and Mugs \$5.00. Raffle tickets still being sold. Thanks for letting me serve Tanyla E

**2. Program:** Absent, no report sent

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

Good Morning AVCNA Host Committee Members,  
The Registration Sub-Committee met on Tuesday, March 10th. The Registration Sub Committee will continue to meet in the new location on the second Tuesday of each month at Braddock Street United Methodist Church, 115 Wolfe Street, Winchester, VA 22601. At our last meeting, I communicated to all members of the sub-committee that any changes that are made to flyers by the sub committee must be approved by the Host Committee. We also started to brainstorm ideas for items to go into the registration packets.

In Loving Service,  
Meredith S.

**4. Merchandise:** Bill T., Absent, no report sent

**5. Arts & Graphics:** Kevin I., present, gave report

We met on 2/25/2020 as scheduled to do per our schedule. Total in attendance was 4 and we followed with the Serenity Prayer, 12 Traditions, 12 Concepts and the Purpose.

The first item of business was “how to get submissions for the logo to be submitted to Arts & Graphics” when the theme cannot be revealed.

We’ve asked the Host committee why can’t the theme be revealed?

Arts & Graphics would like to have a flyer submitted to them with the themed idea on the flyer.

Any ideas are to be submitted to Kevin I.

When does the logo need to be submitted to the Host committee? When does it have to be submitted to the VRCC?

In service,

Kevin I.

**6. Entertainment:** John A., Present, read report

Entertainment Committee didn’t meet in the month of Feb. Next meeting will be March 17<sup>th</sup> at John Mann Church 8:00 p.m. We have received a bid from 1 DJ and waiting on 2 other bids. Also waiting to hear from 2 comedians that was contacted and we are waiting on their bids. Committee will come to a conscience on how and what will be our opening entertainment on Sat. night focus on pump up to get us started.

In Loving Service,

John A.

**7. Additional Needs:** David T., Present, read report

Addict named David,

Additional Needs met for the first time on Feb 28, 2020. There were 11 people in attendance.

After opening the meeting with readings of the Traditions, Concepts, and AVCNA Policy- Purpose 1.2, I read the Duties and Responsibilities of Additional Needs Sub-Committee.

The meeting was opened up for questions and discussion, consisting of the following:

- Contact names & numbers on final flyers to be distributed in October

Member pointed out that contact names and numbers are already available on flyer

- ASL interpreters - workshops/main speakers - several questions about this

- suggestion to ask about previous contracts for prior AVCNA conventions- VRCC Retreat in May

- member stated that her s/o is proficient in sign language and offered to talk to him about helping with ASL interpreting- she was told that in their experience the interpreters must be under contract with the convention- but that we can ask about this and clarify with VRCC at Retreat in May

Discussed / asked questions about communication during convention with Walkie-Talkies.. Will brainstorm and continue to plan for this- more will be known much closer to convention once we have an idea how many members of sub-committee are available- Chair said he would plan something with Convention Vice Chair to get inside the storage unit and see what the walkie-talkie situation is.

- Talked some about budget of sub-committee- pertaining to hiring ASL interpreters and any other expenses that may be needed-- another possible expense could be walkie-talkie's depending on what we have and what we may need

- Chris A will be Vice Chair of sub-committee

- Chris M will be secretary of sub-committee

Chair let body know that Sub-Committee will continue to meet on last Friday of each month at Edgehill Recovery Center at 830pm following New Chance Group- As convention nears, location may change to allow for more time if needed

Next meeting will be on March 27, 2020 - Edgehill meeting room at 830pm

ILS,

David T

**8. Hospitality:** Annette D., present, gave report

Hi family,

We held our Hospitality meeting last Saturday March 7th. We had 3 people in attendance. We discussed sign up sheets for the Hospitality room and also the welcome squad. We figured 2 hour blocks would work best. We still have questions from last meeting that are still unanswered about the contract per food and smoking which are part of our responsibility. Answers to these questions would be very helpful.

We are also wondering what times the registration will be open as we need to have the welcome squad by registration at those times.

We also need to know what times the Hospitality room is allowed to be open.

These are important as to the sign up sheets blocks of time.

Thank you for letting me serve,

Annette D.

**9. Convention Information:** Laura H., Present, gave report

Good Morning Family,

Thank you for your vote of confidence to elect me as your Conv. Info Chair last month. It fills me with hope that you believe in me through tapping into the WE of the program. I will, to the best of my ability, do what I can to help make the 39th AVCNA run smoothly.

My first Conv. Info meeting will be today at 1:00 after the host committee meeting. I wanted to have one prior to this meeting but I was unable to make that work. I am willing to have a subcommittee meeting here each month but would also like to have one in the BRANA Area as well each month to better involve our area and trusted servants. Unfortunately, I will not be able to make it to the April 11 AVCNA meeting as I will be on vacation. I will be available Thursday, April 9 for a subcommittee meeting in Winchester if we can secure a location. Does my budget include rent if needed.

I have reached out to the 37th and 38th Conv. Info Chairs for their experience, strength, and hope. On our timeline, our subcommittee was to mail out fliers to NA members and previous convention attendees. An email was sent to me through mail chimp (which is how the 37th chair sent them). I got to the point of proving that I wasn't a robot, then was asked for my email address and password to access. I wasn't sure if I had an email address and password through the AVCNA to use. Need input.

Thank you Meredith for filling in and printing the fliers for the 38th convention. The budget reflects \$250 for flier printing and \$178 has already been used. I believe we need \$178 x 3 for additional fliers that we send out to ASC's, neighboring RSC's and WSO in August and October. Would also

need fliers for the Special Events in the ASC and RSC, and would like to include Pre-convention Fundraisers.

Appreciate any loving input- experience, strength, and hope anyone has to offer.

In Loving Service,

Laura H.

540-649-0898

kootz88@gmail.com

**F. Questions on Reports:**

1. Is entertainment considering a comedian? Getting bids for one .
2. Did the program chair contact the vice chair? No

**V. Comments from members of Narcotics Anonymous**

- A. Video Conferencing will be discussed at the VRCC
- B. Need to “drill into” the email from the host hotel to enable you to tailor the stay to your needs
- C. Questions will be asked at tomorrow’s VRCC meeting about smoking and food
- D. Decided to allow for a break between old and new business, if needed
- E. Need to get email address information from previous conventions
- F. Second addition needs meeting
- G. Video conferencing
- H. Meredith will send everyone the finished revised flyer
- I. Program chair
- J. Hours of operation for registration
- K. Hotel
- L. Walk through in both May and November
- M. No banking concerns

- N. Tentative plans for program committee to begin
- O. Merchandise hours
- P. Previous convention merchandise has been marked down
- Q. Need to make contingent plans in the event we cannot meet in person
- R. Program chair, redux
- S. Money given to pre convention
- T. Need to have motion forms available
- U. Logo was as received
- V. Secrecy of convention theme vs. need to get artwork
- W. Does preconvention have to report individual responses
- X. Timeline needs to be updated
- Y. Retreat info

## **VI. Old Business**

### **A. Executive Committee Elections:**

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

### **B. Subcommittee Elections:** None needed

### **C. Other old business:** None

## **VII. New Business**

- A.** Norman C. moves and Annette D. seconds to remove program chair due to failure to perform duties. **Approved, 6-2-2**
- B.** Laura H. moves and Amy K. seconds a motion to increase the preconvention budget by \$250. **Motion ruled out of order by the Chair**
- C.** Meredith S. moves and John A. seconds a motion to revise the flyer to reflect the lack of a program subcommittee chair and to list Thaddeus M. as the contact for anyone wishing to speak at the convention. **Approved 10-0-0**

**D.** No nominations for the newly vacant Program Subcommittee Chair

**E. Review of Timeline:** We are now able to submit bids to order more merchandise .

**F. Redacted items:** None

**VIII. Announcements:** Next meeting will be held from 10-1 on 11 at Grace Evangelical Lutheran Church, 26 W. Boscowen St., Winchester, if it has reopened or via Zoom

**IX. Closing with Serenity Prayer:** Meeting was closed with the Serenity Prayer.at 11:50



## AVCNA 39 Host Committee Contact Information

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