

# Marietta Area NA

## 24-Hour Room Subcommittee

### Meeting Minutes

### December 6th, 2022

Next Meeting Tuesday, December 20th @ 6:30 PM

Bethany United Methodist Church

760 Hurt Road Southwest, Smyrna, GA 30082

OR

Zoom (Meeting ID: 822 1415 5626, Passcode: 24hoursNA)

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# Member Roll Call

<b>Name</b>	<b>Phone Number</b>	<b>Email</b>	<b>Position</b>
David H.	573-210-0387	d.anthony.ham@gmail.com	Chairperson
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer
Kim N.	678-323-6489	kimloveschevys@gmail.com	Group Shift Coordinator
David M.	404-551-8890	davidmiller.avatar@gmail.com	Secretary
Boo	404-551-0911		
Rachel W.	614-915-8923	wilson.rachel@ymail.com	Merchandiser
Nicole N.	678-333-7411	nnemecek82@gmail.com	Vice Chairperson
Kat L.	470-902-0898	katastic411@yahoo.com	Clean-up Coordinator
Anthony G.	770-527-0598	ant.glaser91@gmail.com	Decorations Coordinator
Brian R.	404-914-2452	bashiramir39@gmail.com	
Adam H.	678-519-7354	adamharvey912@gmail.com	Alternate Treasurer
Lonnie W.	770-826-8302	lonnie.waller@yahoo.com	
Megan H.	404-662-8040	tecumsehhooks@gmail.com	Personal Shift Coordinator
Rafaella	770-655-2534	sweetangel_ga@yahoo.com	
Darryl	770-905-2117	dbutler51@gmail.com	

# Elections

## Open positions

- H&I Liaison
- Alternate Secretary

## Nominations

None

# Agenda

## Open Forum

- Auction Items
  - We will be raffling off some items such as last year's merch that wasn't sold
- Food
  - Adam - Order has been placed and the total is \$486.08, same amount we calculated at the last meeting
  - May need more BBQ sauce
- Closing night dinner
  - Pasta, olive garden?
  - Need more ideas for next meeting
- Translator
  - David M. - I have an opening speaker translator, will follow up about closing speaker
  - David M. - Will bring equipment to next meeting to test english to spanish translation software
- Group shifts - [Group Shift Schedule 2022.xls](#)
  - 2 group shifts still available
    - December 25th 1pm - 4pm
    - December 25th 4pm - 7pm
- Personal Shifts - [Personal Shift Calendar 2022.xlsx](#)
  - Still have open shifts
    - 16 empty shifts (shifts with both slots empty)
    - 48 open slots
  - Rachel mentioned posting personal shift on facebook with phone numbers blacked out to get people to sign up
- Merchandise
  - Merchandise sold to committee members is \$280, Rachel needs to verify this
  - Still need to set hours that merchandise will be sold
- Highlight these when announcing 24 Hour Room
  - Men's Meeting (Men of NA on Group Shift Schedule):
    - December 24th, 11:00 AM
  - Women's Meeting (Women of NA on Group Shift Schedule)
    - December 27th, 11:00 AM
  - H&I Workshop

- December 26th, 4:00 - 7:00 PM
  - Event Setup
    - We will meet at 10:00 AM on December 23rd to begin setup of the event
    - 7 members in attendance committed to being there to setup
  - Group and Personal Responsibility check lists
    - David M. - I have created these based on Area Policy. These have been used for past years and you can see them on the last 2 pages of Marietta Area Policy. I have typed these up for us.
      - [24 Hour Room Group Shift Responsibilities](#)
      - [24 Hour Room Personal Shift Responsibilities](#)
    - Rafaella will print and laminate these for us
      - David M. - please make 2 copies of each for us so we have a backup
  - Events
    - Spades Tournament
      - Need 8 decks of cards - Kat L. will buy these
      - Needs spades tournament sign up sheet - David M. will create this
    - Karaoke
      - Need sign up sheet for karaoke - David M. will create this

### Misc Info

- All the events, with dates and times are available in this document's [References Section](#) and are also available on the flier
- Minutes and a place for announcements are now available on the Marietta Area NA Website
  - <https://mariettana.org/24-hour-room/>

## Agenda - ToDo Summary



- **Accessibility**
  - David M will follow up about closing speaker translator
  - David M will bring spanish to english translation equipment to next meeting to test out
- **Merchandise**
  - Need to set the schedule for merchandise sales
- **Closing Night Dinner**
  - Need ideas for closing night dinner
- **Meetings**
  - Next meeting will be December 20th
- **Open shifts**
  - Group shifts - [Group Shift Schedule 2022.xls](#)
    - 2 group shifts still available
      - December 25th 1pm - 4pm
      - December 25th 4pm - 7pm
  - Personal Shifts - [Personal Shift Calendar 2022.xlsx](#)
    - Still have open shifts
      - 16 empty shifts (shifts with both slots empty)
      - 48 open slots
- **Spread the word!**





- **Added pdf and images of our flyer to the shared folder:**  
Image for online sharing: 📄 24-Hr-Room-Flyer.jpg  
PDF for printing: 📄 24 Hr Room Flyer.pdf
- **Highlight these when announcing 24 Hour Room**
  - Men's Meeting (Men of NA on Group Shift Schedule):
    - December 24th, 11:00 AM
  - Women's' Meeting (Women of NA on Group Shift Schedule)
    - December 27th, 11:00 AM
  - H&I Workshop
    - December 26th, 4:00 - 7:00 PM

## Agenda for Next Meeting (December 20th)

- Accessibility
- Merchandise Hours
- Closing night dinner
- Event needs


# References

1. **Marietta Area Policy**  
<https://mariettana.org/wp-content/uploads/2022/01/MASC-Policy-2022.pdf>  
*See page 13 for 24-Hour Room Subcommittee as it relates to Area*  
*See page 36 for 24-Hour Room Subcommittee Policy and Officer positions*
2. **Marietta Website Activities Page:**  
<https://mariettana.org/activities-flyers/>
3. **Marietta Website > 24 Hour Room Subcommittee Page (Past minutes and Flyers)**  
<https://mariettana.org/24-hour-room/>
4. **Group Shift Calendar Spreadsheet**  
 Group Shift Schedule 2022.xls
5. **Personal Shift Spreadsheet**  
 Personal Shift Calendar 2022.xlsx
6. **List of Events**


6.1. Set Up:	12/23 @ 10:00am - 4:00pm
6.2. Live Music:	12/23 @ 4:00pm - 6:00pm
6.3. BBQ Dinner:	12/23 @ 6:00pm - 7:00pm
6.4. Opening Speaker Meeting:	12/23 @ 7:00pm - 10:00pm
6.5. Walk Across (activity):	12/27 @ 5:00pm - 6:00pm
6.6. Walk Across (sharing):	12/27 @ 6:00pm - 7:00pm
6.7. Karaoke:	12/29 @ 10:00pm - 1:00am
6.8. Spades Tournament:	12/30 @ 7:00pm - 10:00pm
6.9. Yoga/Sound Bath Meditation:	12/31 @ 10:00am - 1:00pm
6.10. Dinner:	12/31 @ 5:00pm - *
6.11. Auction:	12/31 @ 6:00pm - 7:00pm
6.12. Closing meeting & Clean Time Countdown:	12/31 @ 7:00pm - *
6.13. New Year's Eve Dance (Boo & Adam):	12/31 @ 10:00pm - 1:00am
6.14. Cleanup:	1/1 @ 7:00am - 10:00am
7. **Shared Folder with Artwork, flyers, merchandise, and spreadsheets**  
[https://drive.google.com/file/d/1WTNCutksRVYWiNrPhZKMFcmptyirL9N1/view?usp=share\\_link](https://drive.google.com/file/d/1WTNCutksRVYWiNrPhZKMFcmptyirL9N1/view?usp=share_link)
8. ~~Shift Checklist~~  
~~ 24 Hour Room Shift Checklist~~
9. Group Shift Responsibilities Sheet  
 24 Hour Room Group Shift Responsibilities
10. Personal Shift Responsibilities Sheet  
 24 Hour Room Personal Shift Responsibilities
11. Contact List  
 24 Hour Room Contact List

# Attachments

1. **Merchandise preview:**

 24 Hour Room Art Layouts.pdf

2. **Banner:**

 24 Hr Room Banner.pdf

3. **24 Hour Room Flyer:**



Document For editing:  24 Hr Room Flyer

Image for sharing online:  24-Hr-Room-Flyer.jpg

PDF for printing:  24 Hr Room Flyer.pdf

4. **Merchandise Invoice:**

 24 Hour Room Invoice.pdf