

Marietta Area NA

24-Hour Room Subcommittee

Meeting Minutes

November 22nd, 2022

Next Meeting Tuesday, December 6th @ 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

| Name | Phone Number | Email | Position |
|-------------|---------------------|------------------------------|----------------------------|
| 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

- Accessibility
 - David M. brought up having an interpreter for opening and closing speakers
 - Will cost \$40/hr, so \$80 total for opening and closing speaker
 - David M. will cover this cost, but would like to add this to the budget for next year if possible
 - David M. has located a translator for opening night and is checking for a closing speaker translator
 - Raphaella brought up having a spanish translator
 - David M. - I sent an email to everyone about options for this, but here are my notes:
 - Here are some options I have looked at that would not cost anything. I would be willing to set this up myself and provide a laptop, TV/screen (to display the captions near the stage), and a professional mic if needed.
 - Google translate, which can do this live. We could run the audio (mic) through a laptop and have it display on a TV screen.
 - Use a phone, sitting next to the mic, to run live transcription, and output the display through HDMI to a TV/screen. I know though, that speakers don't usually stand at an actual podium and may move around when talking.
 - Google Meet, which can provide realtime translation from English to Spanish. This would look like a zoom call basically, with just the speaker and the captions, output to a TV screen.
 - Obviously, we would want to try it out before hand and see how accurate it would be. If anyone has any ideas or better options, please let me know. You can email me back, call, or text me directly too. I will continue to look for other options and I'll bring this back up at the next subcommittee meeting
- Food
 - WCWD will be contributing \$200 to opening night food
 - Adam
 - We will be ordering 19 lb. of pork, 19 lb. of chicken, and 3 gallons of beans
 - $\$304$ (19lb pork) + $\$304$ (19lb chicken) + $\$216$ (3 gal beans) = $\$820$
 - $\$820 * 0.5$ (discount) = $\$410$

- \$410 + tax = **\$486.08 total for opening night food**
 - Subcommittee AND WCWD will be there to pay for food opening night
- Closing night speaker
 - Magen - Closing night speaker - Stanley can speak at 7 - 8
- Merchandise schedule
 - Adam, Greg, Nichole, Rachel, and David H. can sell merchandise
 - 4-6:30, stop for meeting and speaker, open after speaker
 - **Need to set this schedule still**
- Liz
 - Bringing women from treatment center (MMAC)
 - Wants support and people there
- Next subcommittee meetings
 - **Next meetings will be December 6th and December 20th**
- Opening night money
 - 250 for food
 - Rachel has money for bank/change fund for selling merch
- Call List and Shift Check List
 - David M. has created a **Shift Checklist** that needs to be reviewed and updated
Located here: [☰ 24 Hour Room Shift Checklist](#)
 - **Call List** is located here: [☰ 24 Hour Room Call List](#)

Old Business

- None

New Business

- None

Misc Info

- All the events, with dates and times are available in this document's [References Section](#) and are also available on the flyer
- 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 on this at the next meeting
- **Merchandise**
 - Need to set the schedule for merchandise sales
- Shift Check List and Call List
 - Review and update the shift check list and call list
 - [☰ 24 Hour Room Shift Checklist](#)
 - [☰ 24 Hour Room Call List](#)
- **Meetings**
 - Next meetings will be December 6th and 20th
- Group Shift Calendar still has 4 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

Agenda for Next Meeting (December 13th)

- Finalize food order
- Confirm Speakers are available
- Approve budget
- Coffee - Lonie


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
8. **Shift Checklist**
 24 Hour Room Shift Checklist
9. **Call List**
 24 Hour Room Call 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