

Marietta Area NA

24-Hour Room Subcommittee

Meeting Minutes

January 17th, 2022

Next Meeting TBD
Bethany United Methodist Church
760 Hurt Road Southwest, Smyrna, GA 30082
OR
Zoom (Meeting ID: 822 1415 5626, Passcode: 24hoursNA)

Table of Contents

Member Roll Call	2
Elections	3
Open positions	3
Nominations	3
Agenda	3
Agenda - ToDo Summary	4
Agenda for Next Meeting (TBD)	5
References	6
Attachments	7

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

- Chairperson
- H&I Liaison
- Alternate Secretary

Nominations

None

Agenda

Open Forum

- Nicole will be nominated for Chair position

What went Well

- David H
 - Activities helped remove more personal shifts
 - Liked giving away merch
 - Silent auction went well
- Magen
 - We made it through and worked together well
- Nichole
 - Least dramatic 24 hour room so far
 - Worked very close knit as a committee
 - Very organized
- David M.
 - I have suggestions, comments, ideas, located in this document:
[☰ Suggestions](#)

What went Bad

- David H
 - Gave away too much merch
- Greg
 - Silent auction was spaced out too much (hours were too early) maybe do 2 nights instead
- Magen
 - Sell merchandise at more times / specific times
 - Could have used more firewood, ask for donations next year
- Kat
 - Ran out of plates and utensils, we should have a backup
 - Ran out of paper towels
- Nichole
 - We should know our service positions duties and responsibilities a bit better

- Maybe spent too much on decorations, not all of it was used, but these can be re-used next year
- David M.
 - I have suggestions, comments, ideas, located in this document:
 - ☰ Suggestions

Other

- David has more merch to sell
- \$100 in budget for literature, should order and use all of that next year
- Get closing inventory
- David sent PR/flyers to 2 areas and submitted it to region
- Need something better for putting the physical calendar / shift calendars up at 24 hour room
- Better calendar and form for sign up for personal shifts that can trigger mass emails - David M. could create this

Policy Updates

- David H. will work with Policy chair / subcommittee to make updates to 24 hour room policy
- Update clean time requirements
- Standardize requirements across service positions (12 concepts, working steps, etc)
- Update merchandise policy
- Remove working for fundraisers, since we do not fund raise for the 24 hour room anymore, due to budgeting at area
- Update returning funds to area by January ASC

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/>
- David M. (secretary 2022) folder with lots of documents, minutes, flyers, resources, etc is available here:
 - https://drive.google.com/drive/folders/1S2KZf8521LBeL3bYYDTMFDgCluxYInF5?usp=share_link



Agenda - ToDo Summary







- **Action Items**
 - Need to elect a new Chair before meeting again
 - Nichole will be nominated at January ASC
 - Will work on updates to policy
 - Merchandise - we still have merch available to sell. Contact David H.

Agenda for Next Meeting (TBD)

- Review the event!

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. **David M. (secretary 2022) 24 hour room folder with lots of resources**
https://drive.google.com/drive/folders/1S2KZf8521LBeL3bYYDTMFDgCluxYInF5?usp=share_link
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
12. **Karaoke Signup Sheet**
 24 Hour Room Karaoke Signup Sheet
13. **Spades Tournament Signup Sheet**
 24 Hour Room Spades Tournament Signup Sheet
14. **Silent Auction Bid Sheet**
 24 Hour Room Silent Auction Bid Sheet

15. **Covid and Handwashing Flyers**
 - 📎 Stop-the-Spread-of-Germs.png
 - 📎 Hand-Washing.png

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