

Marietta Area NA

24-Hour Room Subcommittee

Meeting Minutes

June 13th, 2023

Next Meeting July 11th at 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	Present
Nicole N.	678-333-7411	nnemecek82@gmail.com	Chairperson	Y
David M.	404-551-8890	davidmiller.avatar@gmail.com	Secretary	Y
Donna C.	912-531-6794	dmcaines2022@gmail.com	Alternature Secretary	Y
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer	Y
Kim N.	678-323-6489	kimloveschevys@gmail.com	Group Shift Coordinator	Y
Rafaella L.	770-655-2534	sweetangel.ga@gmail.com	Personal Shift Coordinator	Y
Bailey B.	770-296-1142	bkbritton94@gmail.com	Personal Shift Coordinator	Y
David H.	573-210-0387	d.anthony.ham@gmail.com	Merchandiser	Y
Patrick U.	470-315-3298	unger7522@gmail.com	Decorations	Y
Sydney	404-210-0439	sydpstrick@gmail.com	H&I Liaison	Y
Lavendar	770-757-7048	lavendarjmcginnis@gmail.com	Cleanup Coordinator	Y
Boo W.	404-551-0911	1frankiebaby@gmail.com		Y
Darrin B.	404-457-1990	darrinbecker@ymail.com		Y
Kat L.	470-902-0898	katastic411@yahoo.com		N
Cathy H.		cmh.atl@gmail.com		N
Rachel L.	404-713-0664	logan.re00@gmail.com		N
Kai S.	404-748-3372	kaisully28@gmail.com		Y
Kissa	310-254-4168	kmpericoni@gmail.com		Y

Elections

Open positions

- Vice Chair
- Assistant Treasurer

Nominations

- N/A

Agenda

- **Action Items to prepare for next meeting:**
 - Start looking for artwork based on the theme
 - Discuss changing personal shifts from 4 hours to 6 hours
 - Come with suggestions for activities at the next meeting. For reference, last years schedule is located in the References section in this document
- Discuss changing personal shifts from 4 hours to 6 hours
- Come with suggestions for activities at the next meeting. For reference, last years schedule is located in the References section in this document
- Discuss reworking the personal and group shift calendar / signing up / notifications for volunteers
- Start on Friday 22nd or Saturday 23rd

Open Forum

- Nicole has some options for scheduling personal shifts (calendar and notifications) and will discuss with David M., and bring back to the subcommittee for discussion
 - David M. looked into Zoho calendar, as this belongs to area and we can already use this
 - This doesn't allow sub calendars and we cannot share it outside of the Zoho account, not a good option
 - David M. looked into TeamUp:
 - Allows sub-calendars (group shift, personal shift, activities)
 - Can delegate permissions for each calendar
 - Publicly viewable
 - TeamUp is already used on MariettaNA.org
 - iPhone and Android apps
 - Many views (week, day, agenda, month, timeline, etc) that are sortable and filterable
 - Can be added directly to the 24-Hour Room Subcommittee page on marietta.org (may not want to do this due to phone numbers though)
 - Here is the example calendar(s) David M. setup:
<https://teamup.com/ks7gqws8rpa19rtht>
- David M. asked homegroups at area for feedback on changing personal shifts from 4 to 6 hours, will follow up at next subcommittee meeting
- Patrick U. may need to step down as decorations coordinator due to scheduling conflicts, will follow up at next meeting(s)

- David M. brought up holding/chairing meetings while activities are happening. Nicole and David M. discussed further after the meeting, and came up with some solutions to avoid confusion about when meetings happen, or who can hold a meeting. We could put a “back at” clock sign that says when the next meeting is, or put up a flyer that says who can hold a meeting. David M. - I want to note that the problem with allowing anyone to hold a meeting is that only groups can hold a meeting because of the 7th tradition basket and handling money, as I understand it. Will bring this up at a later meeting.

Old Business

- Start Date
 - Voted and will open event on Saturday, December 23rd at 12:00pm
 - Setup may be Friday (night), will revisit setup times at a later meeting
- Budget was approved at area. Here is the approved budget. (Also added to references section)
 - Rent: \$1,000
 - Storage: \$240
 - Merchandise: \$1,500
 - Supplies: \$350
 - Decorations: \$200
 - Literature: \$100
 - Opening Night Event: \$400
 - Closing Night Event: \$400
 - Total Budget: \$4,190
 - Actual budget screenshot:

24 Hour Room	Previous Budget	Actual Amount Spent YTD	Proposed Budget
Rent for December Event	\$1000.00		\$1000.00
Supplies for December Event	\$580.00	\$580.00	\$350.00
Storage Room Rental	\$240.00		\$240.00
Merchandise	\$1000.00	\$1998.25	\$1500.00
Opening Night Event	\$250.00	\$250.00	\$400.00
New Year's Eve Event	\$500.00		\$400.00
Literature	NEW		\$100.00
Decorations	NEW		\$200.00
Totals	\$3570.00	\$2828.25	\$4190.00

- Proposed Activities and Events
 - We discussed that some activities could be done during the day and not scheduling all events to happen later in the day
 - Kim N. - some events can be staffed by a committee member (or group shift, if they want to and have resources to do it) that would be responsible for staffing it with people
 - Activities & Events:
 - These activities will definitely happen and don't need to be approved, but will require some follow up to plan:
 - Auctions
 - Live Music / Dances
 - Opening day food / Closing night food
 - Spades (friday 29th or sat 30th)
 - Karaoke (do earlier than last year [10pm])

- These activities would not need to be presided over. We could just print out the instructions for people, and they could take place over multiple days / time slots.
Need to be voted on:
 - Paper Snowflakes - Attendees would write their name a gratitude item, and then put up on a wall
 - Paper Candles - Attendees would write someone they lost(?) on these and put them on the wall
- These activities would need committee members to preside over them. Either because of voting / judging / making sure rules are followed and need to be voted on by the subcommittee:
 - Ugly Sweater Contest - possibly opening night
 - Yoga / Sound Bath
 - Mantra workshop - Kissa
 - Workshop for step 1/2/3
 - Sponsorship Workshop
 - Movie Night - (Recovery / Holiday / Family movie), possibly late shift
 - Cornhole Tournament
 - Open Mike Night - Comedy, spoken word, etc.
 - Walk-across - should happen later at night, possibly saturday
 - Art Night - Vision Boards Gratitude Posters Affirmation Collage Decorations (Provide paper, old magazines, markers, pend, glue, and other art supplies. Create an open forum for people to create something they could take with them.)
- David M. will create poll for activities in what app, highlight that activities will be during group shifts

New Business

-

Agenda - ToDo Summary











- **Action Items to prepare for next meeting:**
 - Create poll for activities in whats app, highlight that activities will be during group shifts
 - Look at options for scheduling / calendars
 - Setup Calendars for this year's event
 - Look into Zoho calendar, as this belongs to area and we can already use this
 - This doesn't allow sub calendars and we cannot share it outside of the Zoho account
 - TeamUp: <https://teamup.com/ks7gqwds8rpa19rtht>

Agenda for Next Meeting

- Discuss feedback from home groups about changing from 4-hour personal shifts to 6-hour personal shifts
- Review WhatsApp activities poll and Vote on activities and dates and times for activities
- Schedule activities on calendar

- Discuss merchandise, colors for merchandise

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
 - 1.1. **ONLY 24 Hour Room Policy Pages**
 [MASCNA-Policy-2022-07_24HourRoomOnly.pdf](#)
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. **WhatsApp 24-Hour Room Subcommittee Group Invite Link**
<https://chat.whatsapp.com/CdB4cyn9TQ1KmVEC2dhc0c>
5. **Documents**
 - 5.1. **Shared Folder with Artwork, flyers, merchandise, and spreadsheets**
https://drive.google.com/file/d/1WTNCutksRVYWiNrPhZKMFcmptyirL9N1/view?usp=share_link
 - 5.2. **David M. (secretary 2022) 24 hour room folder with lots of resources**
https://drive.google.com/drive/folders/1S2KZf8521LBeL3bYYDTMFDgCluxYInF5?usp=share_link
 - 5.3. **Group Shift Calendar Spreadsheet**
 Group Shift Schedule 2022.xls
 - 5.4. **Personal Shift Spreadsheet**
 Personal Shift Calendar 2022.xlsx
 - 5.5. **Group Shift Responsibilities Sheet**
 24 Hour Room Group Shift Responsibilities
 - 5.6. **Personal Shift Responsibilities Sheet**
 24 Hour Room Personal Shift Responsibilities
 - 5.7. **Shift Checklist**
 24 Hour Room Shift Checklist
 - 5.8. **Contact List**
 24 Hour Room Contact List
 - 5.9. **Karaoke Signup Sheet**
 24 Hour Room Karaoke Signup Sheet
 - 5.10. **Spades Tournament Signup Sheet**
 24 Hour Room Spades Tournament Signup Sheet
 - 5.11. **Silent Auction Bid Sheet**
 24 Hour Room Silent Auction Bid Sheet
6. **Budget for 2023**
 - 6.1. Rent: \$1,000
 - 6.2. Storage: \$240
 - 6.3. Merchandise: \$1,500
 - 6.4. Supplies: \$350
 - 6.5. Decorations: \$200

- 6.6. Literature: \$100
- 6.7. Opening Night Event: \$400
- 6.8. Closing Night Event: \$400
- 6.9. Total Budget: \$4,190
- 6.10. Actual budget screenshot:

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7. List of Events (2022) (Friday December 22nd - January 1st)

- 7.1. Set Up: 12/23 @ 10:00am - 4:00pm
- 7.2. Live Music: 12/23 @ 4:00pm - 6:00pm
- 7.3. BBQ Dinner: 12/23 @ 6:00pm - 7:00pm
- 7.4. Opening Speaker Meeting: 12/23 @ 7:00pm - 10:00pm
- 7.5. Walk Across (activity): 12/27 @ 5:00pm - 6:00pm
- 7.6. Walk Across (sharing): 12/27 @ 6:00pm - 7:00pm
- 7.7. Karaoke: 12/29 @ 10:00pm - 1:00am
- 7.8. Spades Tournament: 12/30 @ 7:00pm - 10:00pm
- 7.9. Yoga/Sound Bath Meditation: 12/31 @ 10:00am - 1:00pm
- 7.10. Dinner: 12/31 @ 5:00pm - *
- 7.11. Auction: 12/31 @ 6:00pm - 7:00pm
- 7.12. Closing meeting & Clean Time Countdown: 12/31 @ 7:00pm - *
- 7.13. New Year's Eve Dance (Boo & Adam): 12/31 @ 10:00pm - 1:00am
- 7.14. Cleanup: 1/1 @ 7:00am - 10:00am