

Marietta Area NA

24-Hour Room Subcommittee

Meeting Minutes

September 12th, 2023

Next Meeting October 10th at 6:30 PM

Bethany United Methodist Church

760 Hurt Road Southwest, Smyrna, GA 30082

OR

Zoom (Meeting ID: 829 0382 2755, Passcode: 260372)

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Member Roll Call

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>	<u>Position</u>	<u>Present</u>
Nicole N.	678-333-7411	nnemecek82@gmail.com	Chairperson	<input checked="" type="checkbox"/>
David M.	404-551-8890	davidmiller.avatar@gmail.com	Secretary	<input checked="" type="checkbox"/>
Donna C.	912-531-6794	dmcaines2022@gmail.com	Alternature Secretary	<input type="checkbox"/>
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer	<input checked="" type="checkbox"/>
Kim N.	678-323-6489	kimloveschevys@gmail.com	Group Shift Coordinator	<input checked="" type="checkbox"/>
Rafaella L.	770-655-2534	sweetangel.ga@gmail.com	Personal Shift Coordinator	<input checked="" type="checkbox"/>
Bailey B.	770-296-1142	bkbritton94@gmail.com	Personal Shift Coordinator	<input checked="" type="checkbox"/>
David H.	573-210-0387	d.anthony.ham@gmail.com	Merchandiser	<input checked="" type="checkbox"/>
Patrick U.	470-315-3298	unger7522@gmail.com	Decorations	<input checked="" type="checkbox"/>
Sydney	404-210-0439	sydpstrick@gmail.com	H&I Liaison	<input checked="" type="checkbox"/>
Lavendar	770-757-7048	lavendarjmcginnis@gmail.com	Cleanup Coordinator	<input checked="" type="checkbox"/>
Boo W.	404-551-0911	1frankiebaby@gmail.com		<input checked="" type="checkbox"/>
Darrin B.	404-457-1990	darrinbecker@ymail.com		<input checked="" type="checkbox"/>
Kat L.	470-902-0898	katastic411@yahoo.com		<input type="checkbox"/>
Cathy H.	770-891-2250	cmh.atl@gmail.com		<input type="checkbox"/>
Rachel L.	404-713-0664	logan.re00@gmail.com		<input type="checkbox"/>
Kai S.	404-748-3372	kaisully28@gmail.com		<input type="checkbox"/>
Kissa	310-254-4168	kmpericoni@gmail.com		<input checked="" type="checkbox"/>
Todd M.		toddvfr@gmail.com		<input checked="" type="checkbox"/>

Agenda

- Review merchandise colors
- Revisit 6 hour shifts for early am shifts
- Review TeamUp calendars, group shift calendar, and shift spreadsheet
- Are we doing Auctions (silent or otherwise)? Do we need to ask for item donations?
- **Task Assignments**
 - **David H.**
 - ~~Get merchandise color options~~
 - ~~Reach out to Candice for Yoga Sound Bath Date and Time~~
 - **David M.**
 - ~~Fix group shifts on calendar schedule~~
 - ~~Create a group shift/activities spreadsheet for use at area meeting and lottery~~
 - ~~Replace links in references section to use TeamUp for scheduling~~
 - Setup training with trusted servants to use TeamUp Calendars

Call to Order at 6:31 pm - 14 members in attendance (many joined later)

Last Month's Minutes

[☰ 24-Hour Room Minutes - 2023-08-08](#)

- ~~Motion to Wave~~

Elections

Open positions


- Vice Chair
- Assistant Treasurer

Nominations

- None



Business

- Open Forum
 - Nicole - revisit opening night dinner being a potluck
 - If potluck, we could use those funds for purchasing meat/ entree portions, and get people to sign up for what they are bringing as side items, deserts, etc.
 - We could have an online form for signing up for bringing items
 - David M. - I created this for signing up, anyone can edit this document:
[☰ Potluck Signup](#)
 - WCWD will NOT be assisting in the opening night dinner. They have talked about using it for literature (basic texts) to give away at the event



- Will add all subcommittee members
 - Added second sheet to group shift schedule spreadsheet
 -  Group Shift Schedule 2023.xls
 - Added this to the website with the group shift information
 - <https://mariettana.org/24-hour-room/>
- Nicole asked patrick about decorations
 - Patrick mentioned winter wonderland, snowflakes
 - Decorations don't have to be for the entire event, focus on new years
 - Tabled for next month
- Tabled for next meeting:
 - Revisit 6 hour shifts for early am shifts
 - Are we doing Auctions (silent or otherwise)? Do we need to ask for item donations?

Motion to close at 7:32 pm

Task Assignments

- **David H.**
 - Place merchandise order
- **David M.**
 - Made potluck signup document -  Potluck Signup
 - Made personal shift schedule spreadsheet -  Group Shift Schedule 2023.xls (2nd sheet at bottom) and added it to the area website (<https://mariettana.org/24-hour-room/>)
 - Send event flyers to other area's secretaries, region secretary, and post on region calendar and facebook groups.
 - Review Group and Personal Shift spreadsheets with committee members
 - Print Schedules for area for homegroups
- **Patrick U.**
 - Bring more information / ideas for the decorations
- **Kissa P.**
 - Create flier for the event
- **Everyone**
 - Keep on keepin' on

Agenda for Next Meeting

- Revisit 6 hour shifts for early am shifts
- Are we doing Auctions (silent or otherwise)? Do we need to ask for item donations?
- Follow up on flyers
- Review Potluck signup document -  Potluck Signup
- Review Personal shift spreadsheet -  Group Shift Schedule 2023.xls

Summary for Chair

Provide Group Shift schedules to homegroups. This will be available on the mariettana.org website on the 24 Hour Room subcommittee page, as well as being provided in printed form for the groups present.

- **Did:**

- **Merchandise:**

- Voted on the merchandise vendor
- Voted on colors for merchandise
 - T-Shirts: White print on Green shirt
 - Hoodie - Black print on Sand hoodie
 - Banner - Black print on White banner

- **Opening Night Dinner Potluck**

- We decided we will be doing a potluck dinner for opening night. The committee will provide main dishes and entrees, and attendees will be encouraged to bring sides, desserts, etc. We created a signup sheet for the potluck - [Potluck Signup](#)

- **Group Shift Food**

- We discussed how the food situation was last year and we want to STRONGLY encourage group shifts to bring meals, not simply chips or drinks. This is up to the home groups ultimately, but we felt that last year was really lacking in food.

- Added personal shift spreadsheet to group shift spreadsheet and website

[Group Shift Schedule 2023.xls](#)












<https://mariettana.org/24-hour-room/>

- **Will do at next meeting:**

- Revisit 6 hour shifts for early am shifts
- Are we doing Auctions (silent or otherwise)? Do we need to ask for item donations?
- Follow up on flyers
- Review Potluck signup document - [Potluck Signup](#)
- Review Personal shift spreadsheet - [Group Shift Schedule 2023.xls](#)

- **Next Meeting October 10th at 6:30 PM**

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. **2023 Calendars (TeamUp)**
All Calendars: <https://teamup.com/ks7gqwds8rpa19rtht>
Group Shift and Activities: <https://teamup.com/kszq7ntnrfr47sx77w>
Personal Shift and Activities: <https://teamup.com/ks3rvmbtyotsce4mzy>
 - 5.4. **Group Shift Calendar Spreadsheet**
 Group Shift Schedule 2023.xls
 - 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 Sign Up Sheet**
 24 Hour Room Karaoke Signup Sheet
 - 5.10. **Open Mic Sign Up Sheet**
 24 Hour Room Open Mic Signup Sheet
 - 5.11. **Spades Tournament Sign Up Sheet**
 24 Hour Room Spades Tournament Signup Sheet
 - 5.12. **Silent Auction Bid Sheet**
 24 Hour Room Silent Auction Bid Sheet
 - 5.13. **Opening Night Dinner Potluck Signup**
 Potluck Signup

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 (\$275 for food, \$125 for Boo/DJ)
- 6.8. Closing Night Event: \$400 (\$275 for food, \$125 for Boo/DJ)
- 6.9. Total Budget: \$4,190
- 6.10. 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

7. List of Events (2023)

- 7.1. Setup 🚧 12/22-12/23 @ ???
- 7.2. Open Doors 🚪 12/23 @ 12:00pm
- 7.3. Dinner 🍲 12/23 @ 5:00pm - 6:00pm
 - 7.3.1. 📋 Potluck Signup
- 7.4. Opening Speaker 🗣️ 12/23 @ 6:00pm - 7:00pm
- 7.5. Open Mic Night 🎤 12/23 @ 8:00pm - 10:00pm
- 7.6. Dance 🕺 12/23 @ 10:00pm - 12:00am
- 7.7. Cornhole Tournament 🌽🎱 12/24 @ 1:00pm - *
- 7.8. Art Night 🎨 12/27 @ 1:00pm - *
- 7.9. Karaoke 🎤 12/28 @ 7:00pm - 10:00pm
- 7.10. Spades ♠️ 12/29 @ 7:00pm - 10:00pm
- 7.11. Yoga Sound Bath 🧘 12/30 @ 10:00am - 1:00pm
- 7.12. Walk Across 🚶 12/30 @ 4:00pm - *
- 7.13. Dinner 🍲 12/31 @ 7:00pm - 8:00pm
- 7.14. Closing Speaker 🗣️ 12/31 @ 8:00pm - 9:00pm
- 7.15. Clean Time Countdown ⌚ 12/31 @ 9:00pm - 10:00pm
- 7.16. New Year's Eve Dance 🕺 12/31 @ 10:00pm - 2:00am
- 7.17. Close 🚪 1/1 @ 2:00AM
- 7.18. Cleanup 🚧 1/1 @ 7:00AM