

# Marietta Area NA

## 24-Hour Room Subcommittee

### Meeting Minutes

### October 10th, 2023

Next Meeting November 14th 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 checked="" type="checkbox"/>
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer	<input 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 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 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.	404-993-3847	toddvfr@gmail.com		<input checked="" type="checkbox"/>

# Agenda

- 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](#)

**Call to Order at 6:41 pm - 12 members in attendance (many joined later)**

## Last Month's Minutes

[24-Hour Room Minutes - 2023-09-12](#)

- ~~Motion to Wave~~

## Elections

### Open positions

- Vice Chair
- Assistant Treasurer

### Nominations

- None

## Business

### Open Forum

- **Nicole let us know that she may have to work New Years Eve**
- Patrick asked about what decorations we have in storage
  - **Nicole and David H. said they will go to the church to check supplies and do an inventory**
    - Nicole said she will go to church (church is open 8am - 3pm) at 10am tomorrow (10/11)
    - David H. said he will go to church to check supplies (cups, plates, etc), cleaning supplies
    - This will be an inventory of paper goods, decorations, etc so we know what we need to buy
  - David H. said we will re-create the lighted NA symbol (normally taped to a table) in a permanent way
- Supplies
  - Nicole:

- mentioned the 40th Anniversary of the Basic Text event donated a bunch of paper goods and drinks
    - Nicole bought 2 totes to organize storage - will ask for reimbursement from supplies after event
    - Need supplies for snowflakes: white and blue cardstock and tape
    - Need sharpies for banner (should have in storage)
  - David H. stated that we need a new cooler, as the large one from previous years is busted.
  - Lavendar
    - Asked about how to determine what we need to buy for cleaning supplies
    - Members mentioned reaching out to Kat L., who was the Cleanup Coordinator last year
- David H. wanted to make a point that we need to stay within in budget this year, we were short ~\$28 last year
- Auctions
  - David M. asked if we are doing a silent auction and a normal auction
    - Nicole stated we would only do a normal auction, the silent auction was not very popular and we only got about \$40 from it
  - We will ask for auction items at area
  - Subcommittee members should ask around for auction items as well. Ask people who craft and create things if they will donate to the auction.

## Old Business

- Revisit 6 hour shifts for early am shifts
  - We will consider revisiting this
- Follow up on flyers
  - Kiss will work on this before the next subcommittee meeting.
  - Raphaella said she can print the flyers for us
- Reviewed Potluck signup document - [Potluck Signup](#)
- Reviewed Personal shift spreadsheet - [Group Shift Schedule 2023.xls](#)
- **Merchandise:**
  - **David H.**
    - Placed merchandise order and it should be ready this week
    - Subcommittee will buy shirts first to attract
    - We will not presale the shirts
    - Nicole said and we agreed that we should not discount merchandise until after the event
- **Fliers:**
  - Kissa Needs information for the flier for the event
    - Kiss will work on this before the next subcommittee meeting.
    - Raphaella said she can print the flyers for us
  - Kissa and Bailey will get list of treatment facilities, RCOS, etc to share flyers with
  - David M. will send event flyers to other area's secretaries, region secretary, and post on region calendar and facebook groups.
- **Shift Spreadsheets:**
  - David M. will make this document private, only subcommittee members can edit and view this document due to privacy issues ( [Group Shift Schedule 2023.xls](#) )

- **Decorations:**
  - Patrick asked for more members to bring more information / ideas for the decorations
  - Need to check inventory first to see what we have to work with
  - Kissa said she will bring the wall adhesive for snowflakes

## New Business


- **Nicole wants us to ask members for more game donations**
- Nicole asked if Kim had any questions about the group shift lottery, Kim said no
- Bailey asked about October lottery
  - Home groups choose first (no preference of area), then Sponsorship families, then any other groups
- David M. asked how to make sure West Georgia area knows about the lottery
  - **Bailey and Donna will make sure it is announced at next area on 10/15**
  - **David will send them wording for this**
- **Next Meeting November 14th at 6:30 PM**

**Motion to close at 7:28 pm**

## Whats App Chat Activity AFTER this meeting

- **Nicole asked Kissa to work on signs for the event:**  
We need signage for the street corner, the entrance to the church, and the entrance to the gym. The one for the street corner can just be the NA symbol and we can be more detailed with the one for the church entrance and the one for the gym entrance. We forgot to do that last year and weren't able to do it on short notice. I would like the signs to be something that we can reuse year after year
- Nicole added supply lists:
  - David M. made a supply checklist from this here: [☰ 24 Hour Room Supply Checklist](#)
  - Anyone can edit this
- Merchandise Prices
  - We agreed to sell T-Shirts for \$20 and Hoodies for \$35, all sized will cost the same amount
  - Actual cost:
    - Shirts: \$9 for xl and smaller, \$11 for 2xl and up
    - Hoodies: \$16/\$18
- Fliers
  - Kissa made several fliers, and we voted on the one attached to these minutes.
  - The vote was 0/8/2/0
  - [📎 24HrRoom2023\\_Flyer.pdf](#)
  - [📎 24HrRoom2023\\_Flyer.png](#)

# Task Assignments

- **Nicole and David H.**
  - ~~Nicole and David H. said they will go to the church to check supplies and do an inventory. This will be an inventory of paper goods (cups, plates, etc), decorations, and cleaning supplies so we know what we need to buy~~
- **Bailey and Kissa**
  - Get list of treatment facilities, RCOS, etc to share flyers with
- **Bailey and Donna**
  - Bailey and Donna will make sure the lottery is announced at next area on 10/15
- **Nicole**
  - Ask for auction items at area
- **David H.**
  - David H. said we will re-create the lighted NA symbol (normally taped to a table) in a permanent way
- **David M.**
  - Send event fliers to other area's secretaries, region secretaries, and post on region calendar and facebook groups.
  - ~~David M. will make Group Shift Schedule private, only subcommittee members can edit and view this document due to privacy issues (  Group Shift Schedule 2023.xls )~~
- **Kissa**
  - ~~Create flier for the event~~
- **Everyone**
  - Subcommittee members should ask around for auction items. Ask people who craft and create things if they will donate to the auction.
  - Patrick asked for more members to bring more information / ideas for the decorations
  - Nicole wants us to ask members for more game donations

## Agenda for Next Meeting

- Follow up on October Lottery and personal shifts
- Follow Up on flier
- Follow Up on Merchandise order
- Follow Up on inventory and supplies
- More ideas for decorations
- Game donations

## 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:**
  - Received the merchandise order
  - Created an event flier
  - Took inventory of storage items and created a supply checklist

- Discussed decorations
- Discussed auctions, no silent auction, will ask for donations for auction at area and groups
- Ask groups for game donations
- Made the shift spreadsheets private due to privacy concerns, we still have it shared as an image for everyone to use on the website. We didn't want to have volunteer members' phone numbers available publicly
- **Will do at next meeting:**
  - Follow up on October Lottery and personal shifts
  - Follow Up on flier
  - Follow Up on Merchandise order
  - Follow Up on inventory and supplies
  - More ideas for decorations
  - Game donations

● **Next Meeting November 14th 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](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](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



## 5.14. Supplies Checklist

☰ 24 Hour Room Supply Checklist

## 5.15. Flyers

5.15.1. 📄 24HrRoom2023\_Flyer.pdf

5.15.2. 📄 24HrRoom2023\_Flyer.png

## 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
<b>Totals</b>	<b>\$3570.00</b>	<b>\$2828.25</b>	<b>\$4190.00</b>

## 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