

# Marietta Area NA

## 24-Hour Room Subcommittee

### Meeting Minutes

### November 14th, 2023

Next Meeting Tuesday, December 5th at 6:30 PM

Bethany United Methodist Church

760 Hurt Road Southwest, Smyrna, GA 30082

OR

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

#### **Table of Contents**

<b>Member Roll Call</b>	<b>2</b>
<b>Agenda</b>	<b>3</b>
Last Month's Minutes	3
<b>Elections</b>	<b>3</b>
Open positions	3
Nominations	3
Business	3
Open Forum	3
Old Business	4
New Business	5
<b>Whats App Chat Activity AFTER this meeting</b>	<b>5</b>
<b>Task Assignments</b>	<b>6</b>
<b>Agenda for Next Meeting</b>	<b>6</b>
<b>Summary for Chair</b>	<b>6</b>
<b>References</b>	<b>8</b>

# 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 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 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 type="checkbox"/>
Raja R.				

**Call to Order at 6:30 pm - 12 members in attendance**

## Last Month's Minutes

☰ 24-Hour Room Minutes - 2023-10-10

Motion to Wave

## Elections

### Open positions

- Vice Chair
- Assistant Treasurer

### Nominations

- None

## Business

### Open Forum

- Nicole
  - Church will not have a food drive the thursday before the event this year
  - Talked to Kevin (co-owner of Cool Beans) will be ready with 10 lbs of coffee. He wants to donate for free, but we have always insisted on paying. Last year we gave them \$90 for 13 lbs.
  - Thinks we should be meeting more regularly
    - Meet on 12/5 and 12/19
  - Asked Kissa if she has made the signs for the entrance, road, and gym
    - No, but she will be getting yard signs
    - Sign for the road should only be an NA Symbol
    - For the corner - NA symbol and (optional) 24 hour room
    - Kissa will bring them to the next meeting
- David H.
  - Area is 12/2, we will get advance for payment, and will get the literature placed and picked up at 12/2 area
- Nicole
  - Asked how many group shifts are still available
    - 12 Open Group Shifts / 21 Filled Shifts
    - (Updated 11/30) 7 Open Group Shifts / 26 Filled Shifts
  - Kim mentioned trying to get more sponsorship families to signup
  - David H. mentioned "Liz and Family" or other groups

- Sydney could use a list of RCOs and other facilities to take flyers to
- Patrick
  - Decorations should be good
  - Kissa is making big snowflakes from popsicle sticks
  - Need station setup for making snowflakes
    - Snowflakes are for things people are grateful for
    - David H. mentioned that children may make a mess out of the snowflakes
  - Kissa talked about a photo op booth or station
    - Patrick said photo op booth could use snowflakes
  - Donna mentioned the remembrance candle cut out activity
    - We could just make a large single candle poster that people could write names on
- David H.
  - Created literature order
  - 3 basic texts, 3 it works how and why, 3 step working guides, already have 2 step working guides
  - David M. asked about giving away basic text at clean time countdown and stuff.
  - David H. could buy 5 basic texts, and 3 step working guides instead

## Old Business

- Follow Up on inventory and supplies (Nicole and David H.)
- Follow Up on Merchandise order
  - David H. placed and received order and subcommittee members have been purchasing merchandise
- Follow up on October Lottery and personal shifts
  - Review Group and Personal Shift spreadsheet - [Group Shift Schedule 2023.xls](#)
  - David M. made this document private
  - We will open up personal shifts starting now
    - Any subcommittee member can sign up someone for a shift
- Follow Up on Fliers
  - Get list of treatment facilities, RCOS, etc to share flyers with (Kissa, Bailey, Sydney)
  - Send event fliers to other area's secretaries, region secretaries, and post on region calendar and facebook groups.(DM)
    - David M. will be asking the best way to get this throughout the region at the IT/Web Panel meeting on 11/16
- More ideas for decorations
- Game donations
- Review Potluck signup (2 items so far) - [Potluck Signup](#)
- Nicole
  - We need opening and closing speakers
  - We need nominations at the next subcommittee meeting

## New Business

- **Next Meeting December 5th at 6:30 PM**

**Motion to close at 7:21 pm**

# Task Assignments

- **David H. / Nicole**
  - Get advance for payment and literature
  - Place the literature order to pickup at area on 12/2
- **David M.**
  - Send event fliers to other area's secretaries, region secretaries, and post on region calendar and facebook groups.
- **Kissa**
  - Create signs for the event (outside signs)
- **Everyone**
  - Subcommittee members should ask around for auction items. Ask people who craft and create things if they will donate to the auction.
  - Nicole wants us to ask members for more game donations
  - Bring nominations for opening and closing speakers to next subcommittee meeting
  - Announce Personal Shifts are available for signup
  - Announcer opening dinner potluck signup sheet

# Agenda for Next Meeting












- Follow up on literature order from area
- Follow up on event signs
- Follow up on decorations
- Nominate and approve opening and closing speakers
- Review Group and Personal Shifts
- Follow up on potluck signup

# Summary for Chair

- Reviewed supplies, decorations, and signage
- Placed literature order (picking up at area)
- Reviewed group shifts
  - (Updated 11/30) 26 Group Shifts have been filled and there are 7 Group Shifts still available
  - Kim N. is the Group Shift coordinator
- We are now accepting Personal Shifts, see any subcommittee member to signup.
  - Bailey and Raphaella are the Personal Shift Coordinators
- We are sending details of the event to other areas, region, and treatment facilities and other suitable locations
- We will be meeting every 2 weeks until the event
  - Next meeting is December 5th
- Announce to area:
  - Opening night potluck signup
  - Donations for auction

- Game donations

# 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