

# Marietta Area NA

## 24-Hour Room Subcommittee

### Meeting Minutes

### December 5th, 2023

Next Meeting Tuesday, December 19th 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"/>
Kissa	310-254-4168	kmpericoni@gmail.com	Vice Chair	<input checked="" type="checkbox"/>
David M.	404-551-8890	davidmiller.avatar@gmail.com	Secretary	<input checked="" type="checkbox"/>
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer	<input type="checkbox"/>
Donna C.	912-531-6794	dmcaines2022@gmail.com	Alternate Treasurer	<input checked="" type="checkbox"/>
Kim N.	678-323-6489	kimloveschevys@gmail.com	Group Shift Coordinator	<input 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 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"/>
Todd M.	404-993-3847	toddvfr@gmail.com		<input type="checkbox"/>
Raja R.	404-545-1074			<input type="checkbox"/>

**Call to Order at 6:38 pm - 9 members in attendance**

## Last Month's Minutes

☰ 24-Hour Room Minutes - 2023-11-14

~~Motion to Wave~~

## Elections

### Open positions

- Vice Chair
- Assistant Treasurer

### Nominations

- Kissa P. was nominated for Vice Chair later in the meeting
- Donna C. was nominated for Alternate Treasurer later in the meeting

## Business

### Open Forum

- Nicole:
  - Kissa and Nicole will go over to the church to look at decorations in person
  - Wants to go ahead buy some of the supplies
  - David H. was able to get the money for decorations, cleaning supplies, and opening and night closing dinners
  - We do not take the rent out of our budget, we use 7th tradition, or we bring all 7th tradition back to area and request the rent money from the area to pay rent. (in past years)
- David H.
  - Last year 5 people on the committee could handle money. This year only 3 can handle money, so only 3 people can sell merchandise
  - Kissa may be elected to vice chair, we could waive the clean time requirements
  - Donna's schedule: She will be available: Opening Day ~4pm, will come back 10pm on Wednesday, Donna is willing to switch position to alternate-treasurer
  - Nicole will nominate Donna C. for Alternate Treasurer and Donna will resign from Alternate Secretary position
  - Nicole will make nominate Kissa P. for vice chair
  - This will give us 5 people who can handle money and sell merchandise:
    - Nicole, David H., Greg, Donna, and Kissa

# Old Business

- Follow up on literature order from area
  - WCWD is connecting with marietta area literature order to order the Basic Texts they will donate / give away
  - Nicole will inventory the literature in storage and she said she would like to purchase IPs primarily
  - WCWD *may* buy us a cooler
  - We did not place a literature order at area (\$100)
- David H. gave merchandise money to area in the amount of \$337.00
- We received part of our budget from area in the amount of \$1350.00
- David H. - only Nicole, David H. and Greg can handle money
  - Note: This was changed later because we elected a Alt Treasurer and a Vice Chair
- **Follow up on event signs:**
  - Kissa has the signs, doesnt like them and wants to redo them.
  - Can still use the signs she has, but would be better for inside
  - Will redo outdoor signs
- Follow up on decorations:
  - **Kissa has a request for a side table, a rocking chair**
    - **Nicole has a side table and will ask Anthony about a rocking chair**
  - Decorators have: Twinkle lights, fake fireplace, 1 or 2 chairs, hanging snowflakes, making paper chains / garland for the photo op / booth
- Signing up for events
  - Opening night speaker, reading will be done by subcommittee members
  - We added subcommittee members to all of the activities, [see the website](#) for updated schedules
- Check-in from trusted servants:
  - Nicole - the church will not be doing a food drive, so the church wont be using our space at all during the event
    - **We need to block off the meeting room stairs and need help from everyone to make sure this happens. We cannot cut through to storage because there are now apartments / people living in that building. We MUST go outside and around to get to storage.**
  - Greg - will be getting ledger and money box
  - Lavendar - Cleaning supplies
    - Nicole can purchase cleaning supplies and take them to the storage unit
    - Lavendar said she will be able to setup on Saturday
    - Nicole will update the cleaning supply list and post it in whatsapp
    - Lavendar ask if we can borrow supplies - Nicole said yes
- Nominate and approve opening and closing speakers
  - Loretta R.
  - Sean S.
  - Dennis P.
  - James B.
  - Motorcycle Ed
  - Diana C.
  - Felix L.
  - Leroy C.
  - Rodney W.

- Robin (mothertrucker) - 2
- Mary W.
- Adrian
- We will post this on WhatsApp as a poll - vote by 5pm on 12/8
- **UPDATE:** We held a poll in WhatsApp and the results are:
  - Adrian W. - 11 votes
  - James B. - 8 votes
  - Mary W. - 5 votes
  - Rodney W. - 2 votes
  - Sean S. - 2 votes
  - Dennis P. - 1 votes
  - Felix L. - 1 votes
- **Update:** Adrian is confirmed as our opening speaker and James is confirmed as our closing speaker.
- David M. sent event fliers and information to other area's secretaries, region secretaries, and posted on region calendar and facebook groups.
- Review Group and Personal Shifts
- Follow up on potluck signup
- Opening night dinner
  - \$275 for food
  - Will Decide at the next subcommittee meeting meeting

## New Business

- **Nomination** was made for Kissa P. for Vice Chair
  - **Maker:** Nicole
  - **Seconded:** David M.
  - **Votes:** Yes - 6 , No - 0, Abstain - 1
  - **Result:** Elected
- Donna resigns as Alternate Secretary so she can be nominated for Alternate Treasurer
- **Nomination** was made for Donna C. for Alternate TreasurerAAA
  - **Maker:** Nicole
  - **Seconded:** Kissa
  - **Vote:** Yes - 6, No - 0, Abstain - 0
  - **Result:** Elected
- **Next Meeting December 19th at 6:30 PM**

Motion to close at 7:43pm

Maker: Boo

Seconded: Kissa

Approved by general consent

# Task Assignments

- **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
- Nicole
  - Kissa and Nicole will go over to the church to look at decorations in person
  - Nicole will inventory the literature in storage
- Donna / David H.
  - Place literature order
- Kissa
  - Finish outdoor signs
  - Make signs for blocking off stairwell and other areas
- Patrick / Kissa
  - Continue to work on decorations
- David M.
  - ~~Create poll in whatsapp to vote on speaker nominations~~
  - ~~Reach out to speakers to confirm~~

## Agenda for Next Meeting












- Decide on opening and closing night food
- Review signage
- Review literature inventory / order
- Discuss buying of any additional supplies needed on our list or otherwise
- Decide and commit on setup (friday and saturday morning)
- Review Group and Personal shifts and fill in with subcommittee members when we deem necessary
- Review supplies needed for any activities (art night, open mic, spades, cornhole, karaoke, walk-across)

## Summary for Chair

- We elected Kissa P. to Vice Chair and Donna C. to Alternate Treasurer so that we have more people that can sell merchandise and handle money (would have only been 3 people otherwise)
- We nominated and voted on opening and closing speakers and confirmed with them:
  - Opening Night Speaker: Adrian W. from South Atlanta Area
  - Closing Night Speaker: James B. from West Georgia Area
- Signed subcommittee members up for hosting all activities and events
- Reviewed signage, decorations, literature order, initial payment received from area

- We still have 4 group shifts available: 12/24 @ 10pm-1am, 12/25 @ 1pm-4pm, 4pm-7pm, & 7pm-10pm
- We have 28 personal shifts signed up for and still have 68 open shifts available (32 time slots still have no volunteers yet)

# 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 🚧 12/23 @ 10:00am - 12:00pm
- 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 - 3:00pm
- 7.8. Art Night 🎨 12/27 @ 1:00pm - 3:00pm
- 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 - 7:00pm
- 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