

MRCNA 37 – Minutes

September 18th, 2022 at 11:00 am

Opening:

Call to Order / Moment of Silence
Recognize new committee members:

Readings:

Convention Purpose: Carson D
12 Traditions: Joe V
12 Concepts: Lisa M

Roll Call

Recognize recent clean time: Tonya 9 Mo! Jeff C 6 Years! Fred S 16 Years!

Elections/Open positions: Co- Secretary, Co-Treasurer, Convention Information, Serenity Guide

Vote to approve last month's minutes: Approve

Reports:

Chair – Fred S.
Co-Chair – Brooke F.

Hello,

Hope everyone is rested and excited for MRCNA 37 planning year!

I just wanted to remind everyone that part of my responsibilities as co-chair is to serve as a liaison between subcommittees and the admin body, be willing to help subcommittees, make sure subcommittees are meeting deadlines, and ensure that each subcommittee has a reporting method to pass on to the next subcommittee chair the reports and notes of the convention planning. I plan to email or call each subcommittee chair intermittently to check on the progress of their respective subcommittees.

In regards to ensuring a reporting method to pass on to the next subcommittee: Casey J and I have created a "tips and tricks" folder in the MRCNA 37 google drive. Every subcommittee will have their own folder within that folder. Our thought is that subcommittee chairs will put their "tips and tricks" into that folder, meaning information that would be helpful to future chairpersons of said subcommittee. This will digitalize this information and have it all compiled in a single space. This will eliminate future chairpersons from having to dig thru all old minutes and having to pass on bags full of papers to dig thru. I know this is an extra step but we truly believe this will help us move more towards the digital era we live in and make our process of passing information down more seamless, plus it will make it so suggestions don't have to be added over and over again into our guidelines. Currently the only subcommittee who has any suggestions integrated into the guidelines is the programming subcommittee. Examples of suggestions could be:

T&R- sometimes we do nametags for admin body that alert convention attendees that they are someone who can help (or thank)

E&F- for mrcna 36 we did a lot of fundraising thru baskets and it went great!

Programming- we love using Wisconsin Service Office for our newcomer give away and they've worked well with Merch!

Merchandise- "we used this company and we got tiny shirts! Be sure to check on that lol" So on and so forth. Please use this as this will be how I am holding subcommittees to ensuring that a reporting method is passed on to next subcommittee chair.

I am prepared to stand in as serenity guides chair person until one is elected. I will also work with Jeffrey (treasurer) and Brandon (secretary) as they need.

Thank you for allowing me to serve.

Brooke F.

Secretary – Brandon L.

Nothing to report

Treasurer – Jeff C.

Addict named Jeff, I wrote the final check to pay the hotel in the amount of \$8,839.55 and it was given to Dave to give to the hotel. I have finally acquired all the info to be able to sign in to the square and venom. I see that it states in our guidelines that we are to start off with \$12,500.00 and we keep whatever else money we raised for pre-registrations and events. I understand that some people sold a few pre-registrations and old merch and used the square which is easier for me to keep track of and that amount as of 9/17/2022 was a total of \$95.00. Now, with the rest of the money in our account needs to go to Region Treasurer. I am unsure how to get this money to them. I also need to go to the bank and withdraw some money in the amount of \$27.00 so that our petty cash is up to date. As of now our petty cash is sitting at \$323.00. I will be doing that this week. Please if anyone sells anything let me know and what committee to put it under, I need to keep track of income and expenses for each committee. As of today, the total amount we have in the account is \$22,716.29. Please bear with me while I try to get all this figured out. Attached to this is my speared sheet and the bank statement

Thanks for letting me serve,

Jeff C.

Discussion:

The body decided that our \$12,500 amount should be increased by 20% to \$15,000 and the petty cash amount should be moved to \$500.

Subcommittees:

1. Arts & Graphics - Taylor A

Hi Family,

Banners:

- a. *The upcoming Banner Auction fundraiser is scheduled for 5pm October 1, 2022 and will coincide with the Regional meeting the following day. Flyers are available for distribution in paper, as well*

as electronically, and have a dedicated QR code for a credit card payment option. Suggested ticket price is \$10. See Taylor A. or Lisa M. if you are interested in selling tickets.

- b. An email was sent out September 11, 2022 to the Regional committee members inviting them to bid via email if they are unable to attend the above event in person.*
- c. A copy of the updated Banner Auction flyer will also be attached to the September 2022 MRCNA minutes, so PLEASE keep announcing this event at meetings.*
- d. A big thanks to Casey J. for storing the banners this past year. Brooke F. has generously volunteered to provide climate-controlled storage of any unsold banners. Thanks Brooke!*

Flyers:

- a. Paper pre-registration flyers are available for anyone who needs them. A copy will also be attached to the September 2022 MRCNA minutes. The current flyer has a functional QR code on it that directs people to the square-up payment system for the \$25 price.*
- b. A MRCNA planning meeting flyer has been created for the October 2022 planning meeting and will be provided to the MRCNA Secretary for posting online. Paper copies will also be available at the September MRCNA planning meeting.*
- c. We are happy to help any subcommittee craft flyers for any upcoming events, just reach out and let us know what you need.*

Convention Theme/Logo:

- a. We will be voting on this year's convention theme at the October 2022 MRCNA planning committee meeting. Immediately following the theme selection, the call for corresponding artwork for our official logo will begin.*

Thanks for letting us serve,

Taylor A. & Lisa M.

Arts & Graphics Subcommittee MRCNA 37

Discussion:

Lisa asked what this body wants to do with banners that are not sold at the event. The body decided that MRCNA will continue to store and auction off all banners.

The starting bid for banners will be \$35.

- 2. Convention Information - Vacant*
- 3. Entertainment & Fundraising - Doug C.*

I haven't had time to put work and energy into this position with work and travel. That will change when we get to October. We have had one event so far, "Dinosaur Days" . I think we made around \$600. I will confirm the amount and include it in my next report. I am looking forward to working with the E&F sub-committee and ramping up fund raising activities going forward.

Thanks for letting me serve.

Doug

- 4. Hotels & Hospitality - Jeff M.
No Report Included!*
- 5. Huggers - Joe V
No Report stated*

6. Merchandise - Patti K

Hello Family

All is well here in the merchandise dept. I attended Dino days and sold 35 dollars worth of merch. Kind of slow with all that there. I am considering doing a new Pre convention shirt. What does this body think about this.. Keeping in mind that we have a lot of huggers and Serenity t-shirts left over. I still have pre convention shirts from the 2018/19 convention. No date on those long sleeve t's so they are still going for full price. I was thinking a short sleeve t-shirt. And a very simple logo of the symbol with a KCB JFT and MRCNA not sure how I will distribute those letters and MRCNA yet.. I wanted your opinion about doing a do shirt. Or if anyone has any ideas about something else.

I have submitted the guideline changes to Fred and Brooke and I have also submitted my budget. I upped my budget 500 dollars for inflation. I can read that if you want to hear it now???

7. Programming - Casey J

Hi Family,

The programming subcommittee voted Karah B and Carson D in as our Co-Chairs and we are super excited to start planning MRCNA 37. This morning we worked on our budget and we are just about ready to submit that. Just to be clear, for now our budget is in accordance with the CURRENT guidelines – so printing the programs is on my budget. We got a bunch of speaker tapes from Jeff C that we can start listening to, and we have about 20 speakers suggested from another member that we can start contacting as well. We are set up really well to be efficient and effective yay! There is a strong possibility that the tablecloth for Programming is spelled P R O G A M M I N G. Fun stuff! Nobody has noticed in years but I am willing to find out if the original printers can remedy this mistake for free, or what it would cost us to fix it.

*In loving service,
Casey J*

8. Serenity Guides - Vacant

9. Tickets & Registration - Bob J

Good afternoon, family. I have three members on my committee including myself. I will contact the other two members and have a quick phone or zoom meeting before next month to keep us on track.

T&R got off to an early start by attending the Dinosaur Days fundraiser. While we only sold three registrations at \$20 each, we passed out a lot of pre-registration forms for people to take back to their groups and service committees. It also gave me a chance to get familiar with the iPad, the Square account, and the card reader.

To date we have sold 84 registrations and collected \$1,705.

I borrowed a chip card / swipe reader and plan to order one for the T&R subcommittee. This is included in my budget for \$50. Banks and Square encourage people to use the chip cards

because it is more secure. If we take payments by QR code printed on the flyers it will cost us an additional 20 to 30 cents but it is convenient and takes less effort on the part of our volunteers.

The PO Box in Belmont is closed. We will need to open a new PO box before we print registration flyers. I'll talk to Fred and Brooke about this offline.

I am proposing the following registration prices for MRCNA 37, with no additional charge for using a debit or credit card. Square fees are going to cost us about a dollar per transaction, but it reduces risk of cash shrinkage and helps us keep track of purchased registrations. These prices are \$4 to \$5 higher than MRCNA 35 and 36.

Proposed registration fee (approved by the MRCNA planning committee on 9/18/2022):

<i>Description</i>	<i>Time</i>	<i>Fee</i>
<i>Pre-sale at MRCNA 36</i>	<i>July 2-3, 2022</i>	<i>\$20</i>
<i>Early registration</i>	<i>July 4, 2022 – March 31, 2023</i>	<i>\$25</i>
<i>Advance registration</i>	<i>April 1, 2023 – July 5, 2023</i>	<i>\$35</i>
<i>In person registration</i>	<i>July 6-9, 2023</i>	<i>\$40</i>

I am planning for 750 attendance this year. Last year we planned for 700 but we only had **536 paid registrations (450 recorded in Square)**. I plan to spend \$5 per swag compared to \$9 last year. I also plan to print 1500 flyers and forms and distribute them within the Michigan Region and neighboring regions.

Proposed budget:

<i>Description</i>	<i>Fee</i>	<i>Date needed</i>
<i>Office supplies</i>	<i>\$100</i>	<i>September 2022</i>
<i>Flyers and forms – 1500 copies at \$.30</i>	<i>\$450</i>	<i>November 2022</i>
<i>Postage</i>	<i>\$200</i>	<i>December 2022</i>

Swag – 750 sets at \$5	\$3750	April 2023
TOTAL	\$4500	

Submitted in the spirit of service, Bob J

Old Business:

1. Review guideline changes including any revisions to budgets so Chair & co-chair need to review guidelines and tell Region what things haven't been done, or put it in place to get those things done.

New Business:

1. Motion: I make a motion to initiate the collection of funds to begin raising money for the Newcomer Appreciation and Thursday night convention kick-off Party, following a discussion of the possibility of ice cream social rather than pizza. Lisa M.

Discussion: No opposition, passed.

2. Motion: I make a motion to decide on a FIRM cut-off date for ending the \$25 pre-registration of March 31, 2023, after which time the price goes up to \$35 up until the start of the convention July 6, 2022. Lisa M.

Discussion: Patti and other members mentioned that it is really early to be sending out registration flyers. Also, Mary Mitchell's contact info was put onto registration flyers, so these cannot be circulated. In regards to the price, the body agreed that the \$25 pre-reg will last until May 31, and then the price will move to \$35 up to the convention, and \$40 at the door.

3. Fred mentioned Marriott's policy of requiring event insurance coverage. The body decided that this cost should be built into the admin body's budgets every year.
4. Budgets need to be finalized amongst the MRCNA committee by November and sent to region by December.

Open Discussion:

Next meeting is October 16, 2022 @ 11 am



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900

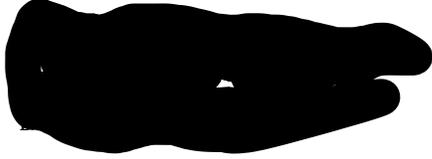


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Banking Center: Battle Creek Capital
Banking Center Phone: 269-965-3962
Business Banking Support: 877-534-2264



Account Summary - 7165170015

08/01	Beginning Balance	\$31,461.63	Number of Days in Period	31
1	Checks	\$(8,839.55)		
1	Withdrawals / Debits	\$(25.73)		
1	Deposits / Credits	\$52.39		
08/31	Ending Balance	\$22,648.74		

Analysis Period: 07/01/22 - 07/31/22

Standard Monthly Service Charge	\$25.00
Standard Monthly Service Charge Waived (see below)	-\$25.00
BANKING CENTER CASH DEPOSITS	\$10.73
CHK DEPOSIT ADJUSTMENT	\$15.00
Service Charge withdrawn on 08/10/22	\$25.73

Standard Monthly Service Charge waived if:

Your business maintains a total monthly average balance of \$10,000 across its business checking, savings, and certificate of deposit accounts.

OR your business has a business loan or line of credit.

OR your business spends at least \$500 per month on its business credit card AND your business has Merchant Services.

Current Relationship Overview:

Balance Criteria Met? Yes
Total Combined Monthly Average Balance \$42,870.52

Business Loan or Line of Credit? No

Other Criteria Met? No
\$500 Business Credit Card Spend? No
Merchant Services? No

Check

1 check totaling \$8,839.55

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount
1127 i	08/29	8,839.55

Withdrawals / Debits

1 item totaling \$25.73

Date	Amount	Description
08/10	25.73	SERVICE CHARGE

Deposits / Credits

1 item totaling \$52.39

Date	Amount	Description
08/11	52.39	DEPOSIT



FIFTH THIRD BANK

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
08/10	31,435.90	08/11	31,488.29	08/29	22,648.74

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