

Convention & Events Committee

January 2011

Next C&E Meeting

 Washington North Idaho Region
Narcotics Anonymous ®
Convention & Events Sub-Committee

Saturday 16th April 2011: 10:00am – 4:00pm



Quality Inn – Columbia Room
1700 Canyon Road
Ellensburg, WA 98926

WNIRNA - Conventions & Events Sub-Committee Meeting Agenda – January 22nd, 2011

1. Opened at 10:10 AM with moment of silence & Serenity Prayer

2. Readings: 12
12 Traditions Rodney Concepts Ricky • C&E Purpose Eric

3. Roll Call Attendance Log

A. C&E Positions:	Member Name	Fall	Winter	Spring	Summer
C&E Chair	Tara O	P	P		
C&E Vice Chair	Eric R-V	P	P		
C&E Treasurer	Sami S	P	ACL		
C&E Treasurer Trainee	Cheryl	-	P		
C&E Secretary	Cindy P	P	P		
C&E Insurance Coordinator	Shane W	PL	P		
C&E Hotel Coordinator	Jacque M	P	P		
C&E Excess Merchandise Coordinator	Mike M	P	P		
C&E Button Machine Coordinator	Edward	P	P		
C&E Website Coordinator	Scott Mc	P	P		
C&F Even Chair					
C&F Even Treasurer					
C&F Even Liaison					
C&F Even Appointee					
C&F Odd Chair	John S	NR	NR		
C&F Odd Treasurer	Glenda H	A-CL	P		
C&F Odd Liaison	LuAnne	A-CL	P		
C&F Odd Asst Liaison	Walt	P	P		
C&F Odd Appointee	Cindy S	P	P		
PNW Rep to PNW Board	Julia R-V	P	P		
WNIRCNA Even Chair	Ted M	NR	NR		
WNIRCNA Even Treasurer	Margie M	P	P		
WNIRCNA Even Liaison	Jacque	P	P		
WNIRCNA Even Asst Liaison	David P	P	P		
WNIRCNA Odd Chair					
WNIRCNA Odd Treasurer					
WNIRCNA Odd Liaison					
WNIRCNA Odd Appointee	Bill H	A	P		
Mobile Convention 2010 Chair	Michelle T	P	-		
Mobile Convention 2010 Treasurer	Michelle T	P	-		
Mobile Convention 2011 Chair	Jeff	-	P		
HI-PI Learning Days Even Chair	Edward	P	P		
HI-PI Learning Days Odd Chair	Annette		P		

Attendance Log Code Key:	
P	= Present
PL	= Present (arrived Late)
NR	= Not Required to attend
Q	= Quit
A-CL	= Absent Compliance Letter sent
A-SL	= Absent Suspension Letter sent
(r)	= Report
(tbe)	= To Be Elected
(tbd)	= To Be Determined

B. Area Positions		Attendance Log				Attendance Log					
Area Name	Rep Name	F	W	Sp	Sm	Area Name	Rep Name	F	W	Sp	Sm
Blue Mountain	Newell B	-	P			NW Washington					
Central Washington	Terry	A	A			Pierce County	Ricky	P	P		
Everett	Kim S	P	P			Seattle	Jennefer	P	P		
Grays Harbor						South King County	Mike M		P		
Greater Cascade Loop						South Puget Sound	Julie H	P	P		
Lower Columbia	Brian	P	P			SW Washington	David P	P	P		
NEWANA	Cheyrle	P	P			Lewis County					
North Idaho	Michelle	P	A			Tri-Cities	Rodney J	P	P		
N Olympic Peninsula						West Puget Sound	Bonner S	A	P		
North Puget Sound	Rikki	P	P			North Idaho Panhandle					

C. Welcome New Members: (Schedule C&E Orientation if not already done) Annette-Learning Days Chair interest

4. Minutes: Amendments Discussed, and Motion to Approve: made by Tara and seconded by Eric

**WNIRNA - Conventions & Events Sub-Committee Meeting
Agenda – January 22nd, 2011**

5. Reports C&E Admin, C&E Committee Positions, Areas Reps

6. Grievances: _____ none _____

7. Elections & Appointments:

Nominations –
CNF 2012 Liaison – Walt and Luanne nominated – Luanne elected
CNF 2012 Assistant Liaison – Mike M nominated - elected
WNIRCNA XXVII Liaison – position tabled until April
WNIRCNA XXVII Assistant Liaison - position tabled until April
PNW 35 Liaison - Julia nominated - elected
PNW 35 Assistant Liaison – Jennefer and Bonner nominated - Bonner elected
H&I/PI Learning Days Chair - Annette nominated - elected

8. Old business:

A. Task Updates:

1. **Task# T041809.D** – Fundraising vs Increasing Seed Money – Adhoc Committee – Julia is Chair. **She will report back in April after she sends out email to get discussion from people/areas interested. She will also include RCM’s on email for areas without reps.**
2. **Task# T101709.A** – Registration-Web-Site-Reporting Enhancements – Assigned to Scott ongoing Task – Video Training being done for this position- **to be done by the time his position ends.**
3. **Task# T101709.C** – Host Committee Guideline Changes – (including Timelines, budget template, fundraising suggestions, etc) – **Assigned to: Eric R-V; vote on 2nd half of guidelines**
4. **Task# T071710.A – Banner Adhoc Committee** – bring back recommendations on what replacing old banners, and storage – Assigned to Bill H. **Bill displayed example of new banner and will submit a motion for new ones to be made and old ones to be donated to fundraiser.**

B. Ongoing Business:

1. Upcoming Events from Hotel Coordinator – Jacque
 - [WNIRCNA’s @ Spokane ’10, Vancouver ’11 & Pendleton ’12, Seattle ’13, PNW ’12 @ Bellevue]
 - Re.: WNIRCNA May 18-20 2012 in Pendleton OR, (Blue Mountain Area) – Jacque contracted with several hotels in Pendleton – as gets closer, will need names of those hotels we have contracts with for Pendleton. Jacque could you make up a flyer with hotels and contact #'s for the Pendleton, so we can post on the Regional Website.
 - Presentation of Hotel Contracts for upcoming events
2. Reminder of REQUIREMENT for Liaisons to clearly communicate in quarterly C&E reports anything that is not on time for an event per that events timeline. (Ex: Events listed on NA World, Press Release, Contracts Signed with Vendors, etc.)
3. _____
4. _____

9. Budget Requests Approval:

- Existing, on-going budgeted expenses & reimbursements (so Treasurer has time to write checks) **Discussion about what needs to be on reimbursement forms for all future reimbursements and budget requests. Every form needs to be itemized (mileage-number of meetings and mile total for each meeting, gas-double the one way gas receipt, hotel-number of nights, budget request-item within your budget you’re purchasing, etc...) or reimbursement will not be approved.**

**WNIRNA - Conventions & Events Sub-Committee Meeting
Agenda – January 22nd, 2011**

10. Open Discussion/New Business:

- A. HI/PI Learning Days 2010 needs: **Final Report Given by Edward**
- B. HI/PI Learning Days 2011 needs: Election of New Chair – **Annette elected**, Presentation of Budget-**done**
- C. Clean and Free 2011 needs: have you secured location for merchandise room? **Not yet. Luanne to notify Tara once location is secured.**
- D. WNIRCNA XXVI 2011 (Vancouver) needs: **None**
- E. Mobile Convention 2011 needs: **None**
- F. PNW Rep needs: **None**
- G. Budgets: Discussion- **Tara forgot why this was on the agenda!**
- H. **Insurance Discussion: Shane asked that we not announce the insurance to give members false understandings. Insurance binders are for venues that request them only.**
- I. **Reminder: Follow all money handling procedures**

11. New Business (New motions, including additional money motions not previously covered):

<p>Motion # 20110122.A Motion made by: Edward Seconded by: Walt</p>	<p>January 22, 2011 From: 2010 H&I/PI Learning Days Chair From: C&F Asst Liaison</p>
<p>I move we donated leftover literature from Learning Days 2010 & raffle tickets and paper to Learning Days 2011. 5 HI Handbooks, 16 PR Handbooks, 9 Guide to Phoneline Service, Partial roll of raffle tickets, 5 PR Basics and 11 H&I Basics</p>	
<p>Intent: To be prudent with our money Who will carry out this motion? C&E Why is this motion needed? To save money How much money will this take? 0.00</p>	
<p>Passed</p>	

<p>Motion # 20110122.B Motion made by: Julia Seconded by: Jennefer</p>	<p>January 22, 2011 From: PNW Rep From: Seattle Rep</p>
<p>I move that C&E guidelines be revised to include 1 excess merchandise bin up to 1 (year) for each activity designated as a regional convention fundraiser event (as defined by all proceeds going to WNIRCNA). If merchandise is available.</p>	
<p>Intent: to facilitate areas in assisting in fundraising for regional conventions as requested in our guidelines. Who will carry out this motion? C&E, Excess Merchandise Coordinator Why is this motion needed? To facilitate fundraising How much money will this take? No additional expenditure of funds</p>	
<p>Passed</p>	

**WNIRNA - Conventions & Events Sub-Committee Meeting
Agenda – January 22nd, 2011**

Motion # 20110122.C
Motion made by: Bill H
Seconded by: Brian M

January 22, 2011
From: WNIRCNA Odd Appointee
From: LCANA

I move to replace two old banners for WNIRCNA #2 and #11 at a cost of \$300.00 total with a tax id# to exclude tax. Old Banners to be given to next H/C in same quadrant to be auctioned as fundraiser.

Intent: to update & replace old and tattered banners with new and clean vinyl banners.
Who will carry out this motion? Bill H, Task leader for Task # T071710.A
Why is this motion needed? To replace old and tattered banners to look nice at future conventions
How much money will this take? \$300.00 – Now Passed

Motion # 20110122.D
Motion made by: Cindy P
Seconded by: Cheyrlé

January 22, 2011
From: Secretary
From: Treasurer Trainee

I move that C&E Treasurer be reimbursed for Wed Night lodging at CNF 2011.

Intent: because travel time and setup for event is excessive with internet complications and setup in general.

Who will carry out this motion? Treasurer
Why is this motion needed? See intent
How much money will this take? \$70.00 Passed

Motion # 20110122.E
Motion made by: Eric R-V
Seconded by: Scott Mc

January 22, 2011
From: Vice-Chair
From: Website Coordinator

I move that the second half of the Host Committee guidelines be approved (as amended if necessary) Passed

Intent: to update Host Committee guidelines with what we currently do.

Who will carry out this motion? C&E Vice-Chair
Why is this motion needed? See Intent
How much money will this take? 0.00 Passed

Motion #20110122.F
Motion made by: Eric R-V
Seconded by: David P

January 22, 2011
From: Vice-Chair
From: SW Washington

I move that the budget template be approved (as amended if necessary) to standardize the budgeting process, to make things easier for HC to come up with their budgets.

Intent: to standardize the budget process
Who will carry out this motion? C&E Officers
Why is this motion needed? To simplify the budget process
How much money will this take? 0.00 Passed

**WNIRNA - Conventions & Events Sub-Committee Meeting
Agenda – January 22nd, 2011**

Motion #20110122.G
Motion made by: Bill H
Seconded by: Margie

January 22, 2011
From: WNIRCNA Odd Appointee
From: WNIRCNA XXVI Treasurer

I move that all convention Host Committees where banners are created, provide this body with a digital copy of artwork, also provide artwork release with banner attached.

Intent: For future re-creation work
Who will carry out this motion? H/C Liaisons
Why is this motion needed? Save money
How much money will this take? 0.00

Passed

Motion # 20110122.H
Motion made by: LuAnne
Seconded by: Glenda

January 22, 2011
From: Liaison C&E 2011
From: Treasurer C&E 2011

I move that we approve the CNF 2011 budgets.

Intent: to have approved CNF budgets
Who will carry out this motion? C&E
Why is this motion needed? To keep with the convention guidelines
How much money will this take? None

Passed

12. Next meeting time & place: April 16th, 2011 @ 10AM, Quality Inn (Columbia Room) - Ellensburg, WA
New Member Orientation 9AM; Audits – none

13. Motion to Adjourn: Made by Ricky, seconded by Scott. Meeting closed at 3:50 PM