

EACNA V

CONVENTION COMMITTEE MEETING MINUTES

September 24, 2018

1. Chair opens meeting at 7:40pm

Service Prayer/Traditions/Concepts read by different members (Gil. L., Lucy V.)

2. Roll call: P=Chair/p=Vice Chair

Chair -P	Policy – P	Arts/Graph. - P	Hosp. - P
Vice Chair -P	Sec. - P	Conv. Info. - P	Merch. - P
Treas. -P.	Alt. Sec. - Abs.	Event Coord. - P	Prog. - P
Alt. Treas. - P	Reg. -P	H&I - P	Ser. Keep. -Abs.

3. Reading of Minutes: Policy Chair motions to waive reading of minutes, 2nd by Treas. PBA, Policy Chair motions to accept minutes, 2nd by Treas. PBA

4. Executive Body Reports

- a. Chair – With only 116 days left until the Convention, we really need to start pushing the registration, banquet tickets, room nights and anything else that we can think of. I would like to thank this Committee for being flexible this month regarding meeting in a different location. I would like to thank everyone who came out, helped and supported the Event Support Function this past Saturday. We had a good turn out and everyone seemed to enjoy themselves. Thank you all. We have paid \$3,000 towards the total amount for the Hotel. We still need to pay \$1,000 more dollars to have the hotel paid off before the Convention. I met with Anthony from the hotel this past Friday and have signed the addendum to the contract regarding the schedule of events and what rooms we have for the workshops, banquet and hospitality. I have brought 6 copies with me. Since the Secretary sends out the minutes, I have only provided 5 copies of the minutes for tonight. With that, this is all I have for now. Any questions? In Loving Service, Liz S. (210) 607-3828 or lizhanus1976@yahoo.com
- b. Vice Chair – Just wanted to say thank you to all who showed up and helped out this last event support function. We all came together and did the best we could, thank you all once again. Just an idea, we might want to think about another event support due to the budgets and expenses we still have to pay to the hotel. This month I visited H and I, Event Coordinator, and Merchandise sub committees. Hand I is looking good and lined up well. Event coordinator has set next event support function for the 10 of Nov. 2018. We have looked at other surrounding areas such as Central Area and Costal Bend Area for events on that day which are clear. Merchandise is coming along well. We have come up with some great ideas for the convention. I would like to attend Arts and Graphics, Registration, Serenity Keepers, Hospitality, and Convention Information next month. Please send notifications out for all sub committees to give anyone who wants to help an opportunity. ILS, Kryes R.
- c. Treasurer - Our bank account was compromised again this year in the total of \$72.39 with cc ending 5804, which was the card I had been issued. Payments were made to Metro PCS with this card. I have filed a dispute with Frost Bank and cancelled my card and been issued a new card. We have a total funds in bank of \$2744.13 and an available balance of -\$408.67, due to monies allotted for budgets. This was balanced on Sat 9/22 in the morning of the ESF event and after ESF we will be back in the positive which will reflect on next month's report. ILS, Ashley B.

- d. Policy – I will be adding the time line to the back of our guidelines. I have nothing else to report at this time. If anyone needs my help, don't hesitate to ask. ILS, Gilbert L. 210-313-6087 or Gil3744@yahoo.com

5. Subcommittee Reports

- a. Registration – Good evening everyone, I have a few things to report tonight. There are only 116 days until the convention. As of today, we have sold altogether 229 registrations and 12 banquet tickets, and our room block is at 102. I attended the event support function Saturday and was able to sell 10 Registrations and 2 banquet tickets as well. Those are included with the totals above. Most of the items for the convention bag are ordered and have been delivered. Items that we have left to order are the convention bag, lanyard and name badge. Liz S has forwarded me the invoices of the items she had ordered. The total altogether for the items ordered is, \$2,929.21 leaving registration with a balance of \$2,070.79. The total for the remaining items is \$1,647.35. Saving us \$423.44. After the function Saturday, since we have not generated enough funds altogether, I researched and found 2 prices cheaper for the convention bag and lanyards and name badges cheaper as well. The total for the original convention bag is \$743.88. The 2 bids I am bringing tonight so we can decide tonight together tonight are as follows:

4AllPromos

750 Non-Woven Tote Bag 13 ½ w X 14 ½ h @ 0.72 a bag = 590.00

24Hour Wristbands

750 Non-Woven Tote Bag 13 ½ w X 15h @ 0.67 a bag =507.53

I am, if I may, making a motion to order from 24Hour Wristbands the bags with the intent on saving \$236.35 more for this convention. The lanyards and bandpass are not the most difficult to find cheap and easier if we must wait until maybe the end of November. The subcommittee voted on in April that registrations would go to \$25.00 on November 1, 2018. Today I would also like to ask if at any coming events after FROLIC registrations be sold at \$15.00 at any events going on until the end of the year. This time last year we had 365 registrations and after the last event support function registrations were \$15.00 straight at events. I have created and have printed out new registration forms with a little design with the convention theme “Key to Freedom”, and I am also going to mail some registration flyers to other areas as well this week. I have also created and printed out lists for Programming, Hospitality, Serenity Keepers and Registration volunteers at the convention. I am hoping Arts & Graphics will provide us with a final design (designs to vote on) tonight for the convention. If we do have a final design I would like to order at least the tote bag in order that we have the best available price. I will not be attending FROLIC this year, but I have spoken to the Convention Chair and FROLIC registration chair and they will both take some with them. I am going to try to make it to Serenity in the Sand at least for the day if I can – no promises – I have also thought about making a few trips to San Marcus, maybe Austin so that maybe we can sell registrations. I will be attending the function at the end of October. I did hold a subcommittee meeting this month and we also voted on holding both Convention Information subcommittee meetings together since we don't have members other than convention chair, Convention Information chair and myself attending and sometimes another member not on the committee. I did reschedule it this month a few times due to location then medical reasons, that is why the Convention Vice Chair could not attend since we had it @ 3pm @ Starbucks. I will continue to have the Registration Subcommittee meeting on the 2nd Monday of each month at 7pm. MWBR on the location. In Loving Service, Leonora G 210-772-2326 or leonorag11416@yahoo.com

- b. Arts & Graphics – Hey guys sorry I couldn't be there tonight. I have gone over the final designs with Vice Chair and he will be presenting them tonight. If you have any questions let us know. In Loving Service, Anthony V. (210)776-5917 or vega.sa78@gmail.com
- c. Convention Information – Convention Information met on Monday September 17, 2018 at 3:30pm. In attendance there was a total of 3. We discussed creating a book with information regarding the parking areas, bus lines, hospitals, Urgent Care centers, tourist attractions and restaurants. I will be starting this book at the beginning of next month and will be working on it up until the Convention. The next Convention Information meeting will be on Monday October 8, 2018. More will be revealed on the time and place. This is all I have, any questions? In Loving Service, Roger S. Sr. (210) 799-5678 or at rgrssr71600@hotmail.com
- d. Event Coordinator – Comedian Clip on email link.
- e. H&I – We had our last subcommittee meeting this past Tuesday 9/17 at the Bill Millers off of 410 & Nacogdoches. We had 2 people in attendance and have started calling the treatment centers for the surrounding area. I have gotten a hold of some and gotten emails. We will continue to contact them up to the convention. Next subcommittee meeting will be held Tuesday 10/16 @ 6:30pm. ILS, Dustin J 210-941-9614
- f. Hospitality – Hospitality met Monday, September 17, 2018 at 6110 NW LOOP 410. We went to area and made announcement to GSR's and we will be at area next month as well as touching base with groups before then. Our design has been voted on and we are ready to have it sent for a quote. We also will be getting aprons with the EACNA V logo on them. These items will be purchased by committee members. I know it has been a while since any money has been set aside for our budget. Can we check how much has been set aside and possibly set aside some more? Thank you for allowing me to serve. In Loving Service, Lucy V. (210)215-5347 or luciamancillasvega@gmail.com
- g. Merchandise – Our subcommittee met Friday at 730pm with two in attendance. We discussed cutting out the leggings and sweat pants due to poor quality and high pricing. We have decided to have mugs, flags, and hoodies. We will also present three bids for shirts for the convention as well and provide a total budget amount of \$4500 including the hoodies.
For the next event support function, we have decided not to make any more shirts. We would like to lower the prices of all previous event support functions shirts to \$10 except the "Surgery of the Spirit." The EACNA IV merchandise we might want to donate to event coordinator for auction items due to not selling any items in over the last 4 months or so even after price reduction. Here are the bids for the convention item T shirts which include:
72 qty. (1 color front/ 2 color back)
72 qty. (1 color front/3 color back)
36 women's cut (1 color front/2 color back)
36 men's cut (1 color front/2 color back)
Texas silk screen = ??? (Left blank on report)
Crooked Arm printing = \$1702
Heaven Sent = \$2400
I would like to vote on these convention items as well as the budget amount to ensure we can get all these items ahead of time for the convention once we get our final design. I also have a proposal for Living Clean to sale at the Convention. Our next subcommittee will meet on October 19th @ 730 pm. Please come out and join us. ILS, Monica A. or Victoria C. 210-803-6495 or 210-776-8261
- h. Programming – Bid (Proposal) provided. The following is a condensed version of services and costs breakdown:

Services: After a meeting has ended, the CD's can be on sale in as little as 10 minutes. A complete set of CDs will be given to the committee as a courtesy of the TAPEMAN. An additional set of or CDs can also be provided to the committee to be used as an auction item (or however the committee chooses) to raise additional funds for the convention. (This agreement should be negotiated separated.) Each speaker will also receive a free CD as a token of appreciation for their contribution to the convention.

We understand that there may be people attending the convention that may not be able to shoulder the financial burden that many of these events can become. In an effort to support the newer members, TAPEMAN has always been known to give away CDs at random.

***We will also give CD's to newcomers at the Saturday Night speaker meeting. The committee will be given a coupon for all those identified as newcomers to be redeemed at the tape table for a CD of their choice. This would be a value that will vary depending on the number of people.*

Costs: The cost of purchasing a CD is \$6.00 each and \$30.00 for the purchase of 6 cd's and \$55.00 for the purchase of 12. TAPEMAN takes the expense of the cost of additional CD's and souvenir binders.

***TAPEMAN will donate 30% of the profit from sales of CD's to the convention committee. (Please note that sales of this type of merchandise are usually contingent on attendance and the message that is carried! Sales are increased as a result of a good program; they are not automatic!)*

- i. Serenity Keepers – The following is a condensed version of services and costs breakdown:
5 Day Radio Rental Agreement (TOTAL \$ 1,271.94) w/ Texas Radios, LLC

6. Old business:

7. New business:

8. Close meeting: motion to close by Conv. Info.; 2nd by Reg. - PBA