



# ACA Monterey Bay Intergroup

## Retreat Committee Agenda

Meeting Date: April 19, 2024  
Time 4:30

Location: zoom <https://us02web.zoom.us/j/89897977526>  
Passcode: 792214

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### Open

- Serenity Prayer
- Monterey Bay Intergroup Guidelines for Business Meetings
- Welcome new committee members: Carol and Rosa

### Review position duties (document amended)

### Review open and filled positions

#### Filled positions

Co-chairs  
Secretary  
God can  
Raffle

#### Open positions

Retreat leader getter  
Program, chair  
Registration chair  
Contracts  
Treasurer  
Publicity  
Hospitality  
Literature  
Beverages

### Review locations / Document Requirements

(see example document amended)

### Retreat Budget

Next Meeting Date / time  
Unity Prayer

## DRAFT ACA MONTEREY BAY RETREAT COMMITTEE DUTIES 2024

**\*\*NOTE: Yearly Time Commitments do not include 4 Committee Meetings Per Year**

Position	Duty Descriptions and Approximate Time Participation
<p><b>Chairperson</b> Also <b>Co-Chairpersons</b></p> <p><i>Evie and Dottie</i></p>	<ul style="list-style-type: none"> <li>• Manages retreat planning; oversees all other retreat committee positions; follows-up and sends reminders as needed</li> <li>• Finds replacements for committee positions that become vacant</li> <li>• Schedules and acts as Chair for all meetings held to coordinate the retreat</li> <li>• Prepares agendas for each committee meetings</li> <li>• Prepares reports for Intergroup – given at the IG meetings after each retreat committee meeting</li> <li>• Sends thank you cards to retreat leaders (If leaders are scheduled)</li> </ul> <p><b>Yearly Time Commitment 10 – 20 hours</b></p>
<p><b>Retreat Leader</b> <b>Getter</b></p>	<ul style="list-style-type: none"> <li>• Collates a list of potential speakers for the retreat occurring 1 year following term of service</li> <li>• Contact those speakers to determine availability and obtain their background information ( e.g., length of time in program, potential topics if applicable)</li> <li>• Whenever possible, provides podcast information to committee members</li> <li>• Present all above information to the committee to determine the retreat leader and topic for the retreat</li> </ul> <p><b>Yearly Time Commitment 5 hours</b></p>
<p><b>Secretary</b></p> <p><i>Jeannie</i></p>	<ul style="list-style-type: none"> <li>• Develops and maintains list of committee members, positions, email addresses and phone numbers for distribution to the committee</li> <li>• Works with the chair to set meeting dates and sends out agendas provided by chair</li> <li>• Takes minutes at committee meetings and distributes same to committee members at least two weeks prior to the next committee meeting for approval</li> <li>• Works closely with the chair</li> </ul> <p><b>Yearly Time Commitment 7 hours</b></p>

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Position	Duty Descriptions and Approximate Time Participation
<b>Program Chair</b>	<ul style="list-style-type: none"> <li>• Works closely with the retreat leader (if scheduled) throughout the year</li> <li>• Works with the retreat leader (if scheduled) to set the retreat time schedule</li> <li>• Drafts Welcome Letter and Retreat Schedule on Back</li> <li>• Drafts, revises and and prints the retreat formats for committee approval</li> <li>• Responsible for providing all readings at meetings</li> <li>• Assists Hospitality Chairs with volunteer positions from registration forms</li> </ul> <p><b>Yearly Acts Time Commitment 12 hours</b></p>
<b>Registration Chair and Registration Co-Chair</b>  Renee (contingent on retreat date)	<ul style="list-style-type: none"> <li>• Acts as mentor to Registration Co-Chair</li> <li>• Oversees online registration process</li> <li>• Reports to committee on registration numbers</li> <li>• Registers those who are unable to register on-line themselves</li> <li>• Oversees scholarship process (if any)</li> <li>• Oversees cancelation process</li> <li>• Manages room assignments</li> <li>• Provides a list of volunteers and contact information to Program Chair and Hospitality</li> <li>• E-Mails rooms assignments to facility two weeks prior to retreat</li> <li>• Update room assignments and number of attendees to facility prior to retreat</li> </ul> <p><b>Yearly Time Commitment 30 hours</b></p>
<b>Contracts</b>	<ul style="list-style-type: none"> <li>• Signs contract with retreat house and ensure deposit paid for retreat in timely manner</li> <li>• Acts as prime point of contact with facility Prior to retreat (e.g., discusses menus, submits “Needs Request Form”, provides room guarantee to facility</li> <li>• Obtains final bill and arranges payment by the Treasurer</li> </ul> <p><b>Yearly Time Commitment 5 hours</b></p>

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<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Arrives 1 hour before check-in</li> <li>• When final facility invoice has been approved by registration, makes final payment in full to retreat facility</li> <li>• Manages all retreat committee accounting through Quicken Home and Business</li> <li>• Communicates with bank concerning services and fees</li> <li>• Oversees online banking</li> <li>• Drafts/maintains/updates retreat budget</li> <li>• Reconciles monthly bank statements</li> <li>• Provides financial reports at each committee meetings</li> <li>• Provides refunds and reimbursements as needed</li> <li>• Collects the 7<sup>th</sup> Tradition donations during the retreat</li> </ul> <p><b>Yearly Time Commitment 12 hours</b></p>
<b>Retreat House Liaison</b>	<ul style="list-style-type: none"> <li>• Arrives 2 hours prior to check in</li> <li>• Meets facility host, confers on duties and contact information</li> <li>• On Friday afternoon during check-in, stays in lobby area, available to attendees and facility staff</li> <li>• Point person during the retreat to help with questions or complaints re facilities and kitchen</li> <li>• Coordinates with facility host re any necessary announcements</li> <li>• Provides Sunday lunch count to retreat house, as well as any other information that may be required</li> </ul> <p><b>Yearly Time Commitment 8 hours</b></p>
<b>Publicity</b>	<ul style="list-style-type: none"> <li>• Responsible for producing and distributing retreat marketing material, including flyers to IG representatives to distribute to meetings, and information to WSO and Intergroup Websites</li> <li>• Coordinates with Chairperson to gather pertinent information</li> </ul> <p><b>Yearly Time Commitment 8 hours</b></p>

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<b>Hospitality</b>	<ul style="list-style-type: none"> <li>• Arrives at least 2 hours before check in</li> <li>• Signs up volunteer greets for one hour shifts on Friday afternoon/evening</li> <li>• Provides informal orientation to those who need help</li> <li>• In charge of any attendees mail/bags and nametags</li> <li>• Arranges an optional Friday evening icebreaker (can delegate the facilitation and coordination activity)</li> <li>• Buys necessary craft supplies and sets up fun area</li> <li>• Coordinates with leaders providing meditation/journaling/yoga, etc. activities</li> </ul> <p><b>Yearly Time Commitment 5 hours</b></p>
<b>Literature</b>	<ul style="list-style-type: none"> <li>• Arrives 1 hour before check in</li> <li>• Purchases and brings literature and notebooks to retreat to have available for sale</li> <li>• Arranges with treasurer to have petty cash available for purchasers</li> <li>• Keeps track of literature sales and reports to Treasurer</li> </ul> <p><b>Yearly Time Commitment 2 hours</b></p>
<b>Beverages</b>	<ul style="list-style-type: none"> <li>• Purchases and transports beverages for consumption outside dining room hours to proper facility location</li> <li>• Maintains the location with beverages and coffee</li> <li>• Provides coffee and tea and water during retreat</li> </ul> <p><b>Yearly Time Commitment 3 hours</b></p>
<b>Bonfire (if facility can accommodate)</b>	<ul style="list-style-type: none"> <li>• <del>Works with retreat liaison to find firepit and wood source</del></li> <li>• <del>Responsible to light and maintain the fire</del></li> </ul> <p><b>Yearly Time Commitment 0 hours</b></p>

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Position	Duty Descriptions and Approximate Time Participation
<b>Evening Entertainment Coordinator</b>	<ul style="list-style-type: none"> <li>• Responsible for arranging any board games, karaoke, etc. for Saturday night</li> <li>• If facility provides stage, may arrange talent show, karaoke, etc.</li> </ul> <p><b>Yearly Time Commitment 1 hour</b></p>
<b>God Can  Dottie</b>	<ul style="list-style-type: none"> <li>• Explains what the God Can Is and location at the beginning of the meeting</li> <li>• Provides a vessel to be used as the God Can and arranges to the paper and pens for use at the God Can site</li> <li>• Lead the ceremony for burning God Can content at the end of the retreat</li> </ul> <p><b>Yearly Time Commitment 1 hour</b></p>
<b>Raffle  Dottie</b>	<ul style="list-style-type: none"> <li>• Gather raffle prizes</li> <li>• Raffle setup</li> <li>• Run raffle drawing</li> </ul> <p><b>Yearly Time Commitment 1 hour</b></p>

###

**The Salvation Army**  
**REDWOOD GLEN CAMP & CONFERENCE CENTER**  
**3100 Bean Creek Road Scotts Valley, CA 95066**  
**Stephanie Hernandez, Business Manager/Carol, Assistant (831) 461-2001**  
**Email: [Stephanie.Hernandez@usw.salvationarmy.org](mailto:Stephanie.Hernandez@usw.salvationarmy.org)**  
**Web: [TSARedwoodGlen.org](http://TSARedwoodGlen.org)**

**Tour** – Thursday, February, 25, 2020 12:00 pm  
**ACA Members Touring** – Jeannie (650)380-5254, Renee

Prospective Times/Dates Friday 3:30 pm-Sunday 1:00 pm, currently slated for January/February, 2021

**AVAILABLE DATES AS OF 2/2/20 for 2021**

January – 22-24 - another group in this date we are limited to 40 and would be assigned Upper or Lower CE Main Hall and 29-31<sup>st</sup> no other group booked  
February 19-21st no other group booked

Maximum capacity at TSAR 300

TSAR didn't give us a timeframe to give our dates

**PLEASE NOTE:** If we book TSAR we are prioritized (not guaranteed) to get the same date in the future

**MINIMUM** for 2-night stay is 25 guests

**CONTRACT**

- Contract will be drawn up after TSAR receive the dates
- Contract needs to be signed and returned two weeks after it has been emailed to us
- 10% deposit of our guaranteed number of attendees must be received by TSAR no later than 3 weeks after the signed contract
- Additional Registrants can be added to our guarantee – no specifics given as to how arranged

**NOTE:** This facility requires a separate Certificate of Insurance which would probably add an additional \$60.00 retreat budget item. Mission Springs ALSO requires a Certificate

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INITIAL QUERIES	INITIAL ANSWER
<b>GENERAL</b>	
Will there be other groups using the facility at the same time and, if so, what spaces will be relegated to our group <b>See Above</b>	<ul style="list-style-type: none"> <li>• We will be segregated if there is another group</li> <li>• Signage on Dining Tables for our group</li> </ul>
Onsite Parking	<ul style="list-style-type: none"> <li>• Designated No but there are several parking lots near the accommodations</li> <li>• Jan and Feb no parking problem</li> <li>• No passes/stickers</li> <li>• Car info given at time of checkin</li> <li>• Car owners are asked to fill out note and put on car windshield with name and telephone number if vehicle needs to be moved (weird since there's relatively no cell service ☺ )</li> </ul>
Internet Access/Password Furnished	Not really – extremely spotty
Cell Phone Service	Not really – extremely spotty
RV Parking Next to Oakwood Lodge	<ul style="list-style-type: none"> <li>• There are two slots</li> <li>• Stephanie is checking with Director about this she wasn't sure of the cost but thought it was same as a room</li> <li>• Electric hookup only no water/restrooms</li> <li>• Need to be reserved ASAP</li> </ul>
Facility Host	We would be given a walkie talkie to be used from 7:00 am – 11:00 pm And in emergency 12:00 am-6:00 am



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<p><b><u>Main Meeting Halls</u></b>  <u>Please consult TSAR printed information</u></p> <p>Microphone in Main Meeting Hall <b>YES</b>  Pulpit/Pedestal <b>YES</b>  Can we have chairs in a circular position <b>YES</b>  Fireplace <b>In One Room capacity smaller</b>  Allowed to eat/drink in this area <b>YES</b></p>	<p><b><u>Breakout Rooms – ARE ADDITIONAL Per Room Per Weekend Not Per Day</u></b></p> <p><u>Please consult TSAR printed information</u>  <b>AROUND CAMPUS – <u>See Map</u></b></p> <p>Many outside conversation areas that are small and private</p> <ul style="list-style-type: none"> <li>• 3 gazebos no additional fee</li> <li>• 1 outside theatre/restrooms difficult to get to uphill climb offsite theatre area no additional fee</li> <li>• Swimming pool closed winter</li> <li>• Bonfire Area – suggested s’ mores (we can bring supplies/TSAR will provide skewers)</li> </ul> <p>Or they will supply everything for a cost</p>
<p>Bulletinboards/Whiteboards  <b>In the Main Meeting Halls</b>  <b>We can also request easels in breakout rooms</b></p>	<p>Is there a place to hold yoga <b>DEFINITELY</b></p>
<p>Are there areas we can display/keep things up, <i>i.e.</i>, craft area, or does it have to be broken down each night?</p>	<p><b>Depends on breakout rooms</b>  <u>See Breakout Room TSAR printed information</u></p>
<p>Karaoke or Stage for late night entertainment</p>	<p>There is an outdoor theatre no additional charge but we need to request it</p>
<p>Wheelchair Access In some areas not all – OAKWOOD LODGE Roo 301 and SOUTH CABINS 5 only  Service Dogs Allowed <b>YES</b>  Main Meeting Halls Upper and Lower CE dwould find a way</p>	<p><u>Please consult TSAR printed information</u></p>
<p>Noise Curfew</p>	<p>10:30 pm-7:30 am</p>
<p>Coffee/Tea Area Accessible Outside Dining Hall Hours?</p>	<p>Available at \$10 per gallon (setups included)</p>
<p>Typical Check-In time</p>	<p>3:00 pm Friday/ACA Retreat Registration  Let TSAR know when retreat committee would be coming in to coordinate onsite with TSAR</p>

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Typical Check Out time After lunch on Sunday?	10:00 all keys in Keys are left on dressers Replacement Fee?
Any outside fire pits for night use	One bonfire area only – facility will provide wood and someone to start the fire when we let them know what time
Any picnic/BBQ facilities How many picnic tables/capacity	NO But the dining hall has great outdoor patio seating
Outside lighting for nighttime activities Outdoor heaters?	NO unless we want the playing field lit at night – additional charge
Will we be able to hang pertinent signage	Yes
<p>Any “fun” areas, i.e., swings, volleyball, basketball courts</p> <ul style="list-style-type: none"> <li>• REDWOOD IS \$250 per day has Air Hockey, Foosball ,and Pingball</li> <li>• Basketball Courts</li> <li>• Foosball</li> </ul> <p>There is a separate “cabin” set up for crafts,which we can pay for  TSAR will also make arrangements to have some of these tables for journaling purposes and supply tablecloths</p>	
Beautiful Redwood Grove Used for Meditation Area	
There is a meditation trail	
Many Hiking Trails	
<b>ACCOMMODATIONS – Please Consult TSAR Printed Information Provided</b>	
<p>Linens</p> <ul style="list-style-type: none"> <li>• In the Lodge rooms only consisting of towels, sheets, a blanket and pillow</li> <li>• Cabins NO but can be purchased for \$10.00 (towels, sheets, pillow and a blanket</li> </ul>	In Lodge rooms only, not in Cabins
Are there outlets in each of the rooms to charge phones	YES
Electrical Outlets for CPAPs	YES

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<b>DINING ROOM AND FOOD</b>	
Are cooks on staff or do we cook?	Cooks on Staff
Setup round tables	NO
Served buffet style	YES NO SALAD BAR NO DESSERTS (Or not at all meals)
Set service times/we'll need these for welcome letter	8:30, 12:30, 5:30 (6:00 Friday nite dinner)
Bus our own tables	YES
What time does Dining Room and Kitchen close	Before and After and Inbetween service times
Are there separate fridges for water and drinks that we supply	NO
Is there coffee and tea available throughout the day	\$10 per gallon with Water Igloos in Main Meeting Rooms
Separate fridges to service those registrants that bring their own dietary needs/insulin?	No but accommodations can be made
<b>TSAR Asks Guests To Bring Their Own Water Bottles To Be Filled At The Fill Up Station At Registration Area And Dining Hall</b>	
Are we able to get the menu in advance to be posted?	<ul style="list-style-type: none"> <li>• Yes and can be distributed with Welcome Letter</li> <li>• Vegetarian and Vegan Options Available</li> </ul>