



ACA Monterey Bay Intergroup
Retreat Committee Meeting
Wednesday May 22, 2024 4:30-5:30 pm
Via Zoom 898 9797 7526 passcode 792214

Present: Beverle, Evie, Jeannie Mac
Missed: Carol, Dottie, Renée, Rosa
Visitor: Shari

Committee waived opening the meeting with the Serenity Prayer
and reading the *Monterey Bay Intergroup Guidelines for Business Meetings*

The May 8, 2024 Retreat Committee minutes were not approved since there wasn't a quorum present

Taken out of sequence on the agenda

DISCUSSIONS

• **Contract Update**

- Jeannie screen shared the initial draft with highlighted points needing clarification by the Committee and be brought back to Julia, the facilities' rep
 - It was noted that the Retreat times would be 10:00 am – 5:00 pm,
 - We would ask Julia for start time 8:00 am (set up 8:00-9:00 with registrants checking in from 9:00-10:00 and departure time 6:00 (5:00-6:00 clean up)
- It was noted June 3, 2024 as payment date of \$96.00 refundable deposit to secure October 6 date
- The present Committee members agreed to have Jeannie request the \$96.00 refundable deposit Intergroup at their next meeting Saturday, May 25th
 - Discussion held about Dottie, Intergroup Treasurer out of town
 - Second signatory of ACA Intergroup checks as Shari, who resides out of state
 - Jeannie offered to write the \$96.00 check personally and be reimbursed later time
- It was noted 40 participants guaranteed to attend (40 x \$12.00 = \$480.00)
- Also noted 40 lunches guaranteed to be served (40 x \$12.00 = \$480.00)
 - Jeannie will speak to Julia about lunch guarantee to negotiate fewer lunches
- A certificate of insurance for \$1,000,000 coverage is needed
 - Jeannie mentioned Renee handled the last retreat planning for insurance coverage
 - A copy of a 503(c)3 letter from the WSO was needed
 - Jeannie will contact Renee about this letter and the insurance agent she worked with
 - Shari will send insurance contact information to Jeannie as well
- Program to be approved by the Salvation Army prior to retreat
 - Jeannie will seek a waiver or a comfort addendum regarding this contract citation
- Sale of merchandise at retreat
 - Contract seeks approval from the Salvation Army
 - Jeannie will speak to Julia about selling literature at the retreat
- Need for qualified medical attendant on-site and transportation to nearest medical assistance
 - Discussion was held and it became clear that the Intergroup should be made aware of First Aid equipment needs at workshops and retreats
 - Mention was made that there are many retired nurses in our program that might be available to be our touch person for this retreat
 - Evie volunteered to do some research regarding first aid kit costs on Amazon



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- Mention was also made that there would need to be an Intergroup member who would hold this first aid kit for distribution to any workshops/retreats
- Contract has a paragraph mentioning the responsibilities if we were to permit smoking during the retreat
 - It was determined the Information Page given to perspective registrants note a no smoking policy
- Contract has a no animal clause *except as permitted by law*.
 - It was determined the Information Page given to perspective registrants note a no animal policy
- Jeannie pointed out the Evangelical Purpose clause, which needs to be signed separately
 - This was also a part of the previous retreat site policy and there was no problem signing
- Julia required a mailing address for the ACA Monterey Bay Intergroup, which the Intergroup does not currently have
 - Jeannie will use her address as *an in care of or %* for contract purposes
- Jeannie will discuss highlighted portions of the contract with Julia and bring changes to the next Committee meeting
- **Overnight Accommodations** See Attached email previously circulated to all Committee Members
 - Committee members agreed it was a good thing to offer overnight accommodations
 - Discussion ensued with Shari onboard to talk about why she requested research of overnight accommodations be done
 - It was agreed to table this discussion until there were more Committee members in attendance
- **Clarifications of Beverle's responsibilities as co-chair of Activities**
 - Beverle wanted to clarify her job duties and those of the Chair of Activities
 - We did not have the job description for consultation
 - Beverle will be undergoing medical treatment which will prevent her from participating in upcoming meetings and clarification will be given at the next meeting
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Retreat Budget

- More information needs to be collected
- Next meeting we will work on drafting a proposed budget to present to Intergroup in May or June

Next Meeting Date/Time: Wednesday, June 5, 2024 4:30-5:30 pm

The meeting was adjourned at 5:30 pm with the Unity Prayer

Respectfully submitted,

Jeannie Mac
5/22/24

**Email Previously Circulated Re Overnight Accommodations
Attached to email circulated with draft minutes**



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