



ACA Monterey Bay Intergroup
Retreat Committee Meeting
Wednesday July 17, 2024 5:00-6:00 pm
Via Zoom 898 9797 7526 passcode 792214

Present: Beverle, Carol, Evie, Jeannie Mac

Missed: Dottie, Renée, Rosa

Visitor: Shari

Evie opened the meeting with the Serenity Prayer

Monterey Bay Intergroup Guidelines for Business Meetings were not read

The June 5, 2024 Retreat Committee minutes were approved

Contract Update

- Intergroup passed motion to pay the deposit of \$96.00 (10% of \$960 contract listing 40 guaranteed attendees)
- Deposit paid by Jeannie and receipt confirmed
- Reimbursement to Jeannie
- Insurance mandated by contract
 - Jeannie researched a one day \$1,000,000 policy
 - Premium is \$119.92
 - Will be added to Retreat budget
 - Will take cost to next Intergroup meeting for approval
 - When approved Jeannie will purchase

Theme (Suggested so far as listed on Agenda)

- Motion was made by Jeannie and seconded by Carol to adopt the theme for the retreat to be "Recovery In The Redwoods." Vote was unanimous

Web Registration

- The registration will be linked to the website
- Website events calendar will also have a plugin to take reader to registration
- Carol is currently testing the Event Stripe plugin to allow credit card payments
- EventsPro will populate a list of registrants (list furnished to facility as mandated by contract)
- Also researching cost of payment via PayPal
- Cash or check payment in additional to website payment options discussed
- Credit Card and PayPal payments directed to Intergroup bank account?
- Aiming at having registration online by the end of August
- Carol continues to test various plugins (thank you Carol)

Budget

- Furnishing a First Aid Kit is mandated by the contract
 - Evie researching cost of Kit
 - Dottie had mentioned she might be able to provide
 - It was suggested that cost of such a Kit be absorbed by the Intergroup and held by an Intergroup Rep to also be used at future Intergroup workshops



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NEW BUSINESS

- **Flyer**
 - Evie is creating a flyer to reflect registration information
 - Will have new theme
- **Workshop Facilitators**
 - There are three rooms
 - Three workshops can be given simultaneously
 - Presenters to be solicited requesting their topics
 - Evie working on email to be sent out to *Conscious Contact* recipients
- **Budget**
 - Budget to be presented to Intergroup at next meeting
 - Purchase of registration software
 - Evie and Carol to revamp budget for Intergroup
 - Will incorporate cost of EventTickets Pro
 - Will draft a spreadsheet reflecting \$30.00 registration fee and breakdown of costs and any profit margin
- **Committee Job Descriptions**
 - Evie to revise job descriptions and circulate to Committee
 - Solicit Committee members for these jobs through *Conscious Contact*
 - Also mention at meetings

Next Meeting Date/Time: Wednesday, July 26, 2024 4:00-5:00 pm

The meeting was adjourned at 6:00 pm with the Unity Prayer

Respectfully submitted,

Jeannie Mac
7/20/24