



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, Dottie, Evie, Jeannie Mac

Missed: Renée, Rosa

Visitor: Shari

Evie opened the meeting with the Serenity Prayer

The July 17, 2024 Retreat Committee minutes were not circulated and therefore not approved – to be circulated prior to next meeting

UPDATES

Contract Update (Jeannie)

- Will ask Intergroup to pass motion to approve signing contract
 - ◆ Pointing out Intergroup is agreeing to pay \$960 for use of facility
 - ◆ Guaranteeing 40 registrants at \$12.00 each
 - ◆ Amount also includes lunch for 40 participants at \$12.00 each
- As mandated by contract, will ask Intergroup to pay \$119.92 premium for insurance coverage for one day retreat – \$1,000,000 coverage

Web Registration (Carol)

- Carol screenshared spreadsheet of cost of registration using a \$30.00 ticket price
 - ◆ Showed cost of EventPro and Stripe
 - ◆ Also showed cost using PayPal
 - ◆ Spreadsheet showed profit margin if used both Stripe and PayPal
 - ◆ Carol is currently testing these plugins to be used on the Intergroup website
 - ◆ Will present spreadsheet (updated) at next Intergroup meeting
 - ◆ Will ask Intergroup to pay for EventPro (\$99.00) to be used by Intergroup and not have this expense included in a part Retreat Budget
 - ◆ Also researching Venmo payment option

Budget

- First Aid Kit is mandated by the contract
 - ◆ Evie researched cost between \$25-\$50
 - ◆ Dottie unable to provide
 - ◆ Will bring to Intergroup to purchase and have Kit held by an Intergroup Rep to also be used at future Intergroup workshops

Any Other Updates

- Shari recognized initially as visitor.
 - ◆ Was asked if she would like to join the Committee.
 - ◆ She was welcomed with open arms after agreeing to join.
 - ◆ Shari is our newest Committee member accepting the position as Co-Program Scheduler with Evie and Jeannie
 - ◆ Shari to call a Scheduler meeting outside Committee meeting
- Mention was made about creation and sale of Retreat T-Shirt
 - ◆ Determined it was cost prohibitive for a one day retreat
 - ◆ Mention made of a take away souvenir
 - ◆ Committee ask to think about cheap souvenir



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- Separate Treasury for Retreat mentioned
 - ◆ Dottie to trace Retreat expenses and registration deposits through Intergroup bank account
 - ◆ Separate spreadsheet to be kept tracking expenses and deposits

Next Committee Meeting scheduled for August 9 at 4:15 pm

Evie closed the meeting with the Unity Prayer

Submitted
Jeannie Mac
August 7, 20204

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



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