

ACA MONTEREY BAY INTERGROUP RETREAT COMMITTEE MEETING

Date: August 9, 2024

Time: 4:15

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

Passcode: 792214

I. OPEN

1. Serenity Prayer

II. APPROVAL OF MINUTES FROM LAST MEETING

III. UPDATES

1. Co-Chairs (Evie & Dottie)
2. Secretary (Jeannie)
3. Activities Scheduler (Jeannie, Shari, Evie & Beverle)
 - a. Is there a chair for this position?
 - b. Review Program draft – attached (Shari)
4. Registration (Carol, Evie)
 - a. WEB
 - b. Sign in sheet review
5. Contracts (Jeannie)
6. Treasurer (Dottie)
7. Publicity (Evie, Carol & Jeannie)
 - a. Call for Workshop review
 - b. Website page post
8. Literature (Carol)

9. God Can (Dottie)
10. Raffle (Dottie)

Open positions

1. Speaker Getter
2. Location Point Person
3. Hospitality
4. Food

IV. OLD BUSINESS

- a. Who would like to purchase the medical kit?

V. NEW BUSINESS

VI. CLOSING

1. Next meeting date
2. Unity prayer

Registration		9:00 AM	9:30 AM
Icebreaker/ Welcome		9:30 AM	10:30 AM
Meeting/ Workshop	Room 1	10:45 AM	11:45 AM
Meeting/ Workshop	Room 2	10:45 AM	11:45 AM
Lunch		12:00 PM	
Crafts/Games		1:00 PM	
Meeting/ Workshop	Room 1	2:00 PM	3:00 PM
Meeting/ Workshop	Room 1	2:00 PM	3:00 PM
God Boxes/7th Tradition		3:15 PM	4:00 PM
Auction/ Drawing		3:15 PM	4:00 PM
Evaluations		3:15 PM	4:00 PM
Closing Meeting			4:00 PM

Sign-in sheet at retreat for 10/6/2024

Fill in emergency contact information below:

	Name	Paid via		Emergency Contact Name	Contact phone	Relationship	Init
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Sign-in sheet at retreat for 10/6/2024

Fill in emergency contact information below:

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Sign-in sheet at retreat for 10/6/2024

Fill in emergency contact information below:

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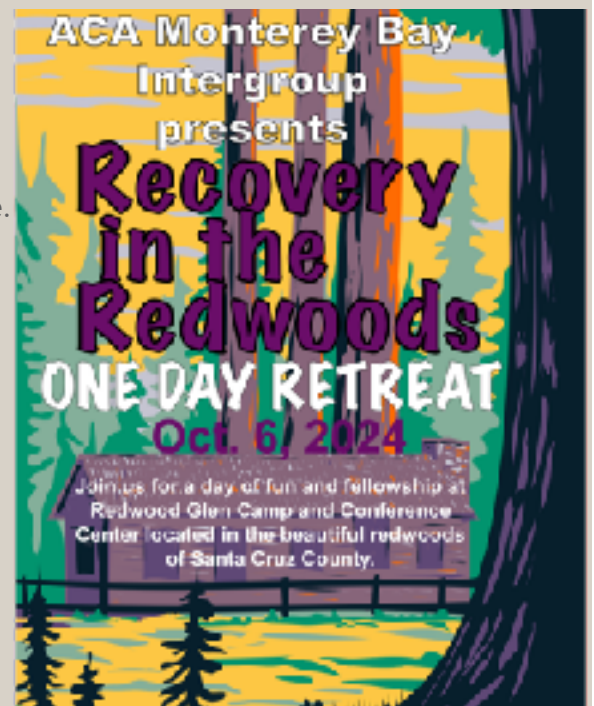
Call for Workshop Facilitators



The Adult Children of Alcoholics and Dysfunctional Families, Monterey Bay Intergroup welcomes facilitators for an opportunity to present at our upcoming retreat supporting our theme. Some examples:

- ★ Boundaries
- ★ Courageous Communication
- ★ Meditation and Mindfulness
- ★ Art for the Inner Child
- ★ Non-Dominant Handwriting for the IC
- ★ Bill of Rights

If you or someone you know is interested in this opportunity, please contact us at mbacaretreat2024@gmail.com or let us know at a meeting.



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
Chairperson Also Co-Chairpersons <i>Evie and Dottie</i>	<ul style="list-style-type: none"> • Manages retreat planning; oversees all other retreat committee positions; follows-up and sends reminders as needed • Finds replacements for committee positions that become vacant • Schedules and acts as Chair for all meetings held to coordinate the retreat • Prepares agendas for each committee meetings • Prepares reports for Intergroup – given at the IG meetings after each retreat committee meeting • Sends thank you cards to retreat leaders (If leaders are scheduled)
Speaker Getter	<ul style="list-style-type: none"> • Collates a list of potential speakers for the retreat occurring 1 year following term of service • Contact those speakers to determine availability and obtain their background information (e.g., length of time in program, potential topics if applicable) • Present all above information to the committee to determine the retreat leader and topic for the retreat
Secretary <i>Jeannie</i>	<ul style="list-style-type: none"> • Develops and maintains list of committee members, positions, email addresses and phone numbers for distribution to the committee • Works with the chair to set meeting dates and sends out agendas provided by chair • Takes minutes at committee meetings and distributes same to committee members at least two weeks prior to the next committee meeting for approval • Works closely with the chair
Activities Scheduler Chair Jeannie, Evie, Shari <i>Beverle Assistant to Chair</i>	<ul style="list-style-type: none"> • Works with the retreat leader (if scheduled) to set the retreat time schedule • Drafts Welcome Letter and Retreat Schedule on Back • Drafts, revises and prints the retreat formats for committee approval • Responsible for providing all readings at meetings • Assists Hospitality Chairs with volunteer positions from registration forms

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<p>Registration Chair and Registration Co-Chair</p> <p>Renee (contingent on retreat date)</p>	<ul style="list-style-type: none"> • Acts as mentor to Registration Co-Chair • Oversees online registration process • Reports to committee on registration numbers • Registers those who are unable to register on-line themselves • Oversees scholarship process (if any) • Oversees cancelation process • Provides a list of volunteers and contact information to Program Chair and Hospitality
<p>Contracts</p> <p><i>Jeannie</i></p>	<ul style="list-style-type: none"> • Signs contract with retreat house and ensure deposit paid for retreat in timely manner • Acts as prime point of contact with facility Prior to retreat (e.g., discusses menus, submits "Needs Request Form", provides room guarantee to facility • Obtains final bill and arranges payment by the Treasurer
<p>Treasurer</p> <p><i>Dottie</i></p>	<ul style="list-style-type: none"> • Arrives 1 hour before check-in • When final facility invoice has been approved by registration, makes final payment in full to retreat facility • Oversees online banking • Drafts/maintains/updates retreat budget • Reconciles monthly bank statements • Provides financial reports at each committee meetings • Provides refunds and reimbursements as needed • Collects the 7th Tradition donations during the retreat
<p>Location Point Person</p>	<ul style="list-style-type: none"> • Arrives 1 hours prior to check in • Meets facility host, confers on duties and contact information • On day of event during check-in, stays in lobby area, available to attendees and facility staff • Point person during the retreat to help with questions or complaints re facilities and kitchen • Coordinates with facility host re any necessary announcements

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	<ul style="list-style-type: none"> • Provides Sunday lunch count to retreat house, as well as any other information that may be required
Publicity <i>Evie, Carol, Jeannie</i>	<ul style="list-style-type: none"> • Responsible for producing and distributing retreat marketing material, including flyers to IG representatives to distribute to meetings, and information to WSO and Intergroup Websites • Coordinates with Chairperson to gather pertinent information
Hospitality	<ul style="list-style-type: none"> • Arrives at least 1 hours before check in • Provides informal orientation to those who need help • In charge of any attendees mail/bags and nametags • Buys necessary craft supplies and sets up fun area • Buys necessary decoration supplies and sets up area • Coordinates with leaders providing meditation/journaling/yoga, etc. activities
Literature <i>Literature IG Chair</i>	<ul style="list-style-type: none"> • Arrives 1 hour before check in • Purchases and brings literature and notebooks to retreat to have available for sale • Arranges with treasurer to have petty cash available for purchasers • Keeps track of literature sales and reports to Treasurer
Food <i>Jeannie?</i>	<ul style="list-style-type: none"> • Purchases and transports beverages for consumption outside dining room hours to proper facility location • Maintains the location with beverages and coffee • Provides coffee and tea and water during retreat
Bonfire (if facility can accommodate)	<ul style="list-style-type: none"> • Works with retreat liaison to find firepit and wood source • Responsible to light and maintain the fire

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Position	Duty Descriptions and Approximate Time Participation
God Can Dottie	<ul style="list-style-type: none">• Explains what the God Can Is and location at the beginning of the meeting• Provides a vessel to be used as the God Can and arranges to the paper and pens for use at the God Can site• Lead the ceremony for burning God Can content at the end of the retreat
Raffle Dottie	<ul style="list-style-type: none">• Gather raffle prizes• Raffle setup• Run raffle drawing

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