



ACA Monterey Bay Intergroup
Retreat Committee Meeting
Wednesday August 23, 2024 3:00-4:00 pm
Via Zoom 898 9797 7526 passcode 792214

Present:, Beverle, Carol, Dottie, Jeannie Mac, Shari

Missed: Evie, Jamie, Renée, Rosa

Visitors: None

Dottie opened meeting with Serenity Prayer

The August 16, 2024 Retreat Committee minutes were approved as submitted by motion made by Carol and seconded by Jeannie and passed unanimously

UPDATES

Co-Chairs (Evie & Dottie) Dottie – No Updates

Secretary (Jeannie) – No Updates

Activities Scheduler (Jeannie, Shari, Evie & Beverle)

- Shari screen shared second revised Program timeline (previously circulated)
 - ◆ Discussion regarding times shown and no revisions made
 - ◆ Carol received facilitator workshop interest from Mary Anne
 - Improv workshop – bringing fun and laughter
 - Carol to invite Mary Anne to Retreat Committee meetings
 - ◆ Carol also volunteered to facilitate boundaries workshop
 - Four workshops now covered
 - ◆ Shari asked if audio visual equipment was available for use – Jeannie to find out

Registration (Carol, Evie)

- Carol and Evie have been working very hard to get prototype together
- Carol screen shared test registration page
 - ◆ Registration site on Intergroup website up by next weekend
 - ◆ Retreat site picture and map will be used on the page
 - ◆ Credit card portion currently not operating
 - Problem with ability to provide proof of non-profit status for credit card plugin use
 - Determined it was better to have cash/checks paid the day of the retreat
 - Use of Venmo account as well
 - ◆ List of registrants will be generated for registration payment information
 - ◆ After registration is complete last page is generated which can be used as proof of payment
 - ◆ Email confirmation also being worked on
 - ◆ Sentence regarding facilitators will be removed
- Suggestion made to have a welcome letter emailed prior to retreat
 - ◆ Would include lunch menu
 - ◆ Parking instructions
 - ◆ Suggestions to bring sample/photo of creative endeavors
 - ◆ In case of emergency site contact info (listing Location Point Person)



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Contracts (Jeannie)

- Went through the answers to questions sent to Julia 8/19, including
- Need to have site staff assistance when visiting site confirmed
 - ◆ Committee would now like to visit on Friday September 13 between 12:00-3:00 pm
- Cell phone service
 - ◆ It isn't the best but Wi-Fi in several meeting spaces and dining hall
 - ◆ Also landline in main office which can be used in emergency if Wi-Fi is down
- Tea is part of coffee service and hot water and teabags are provided
- Drinking fountain in hallway outside of meeting space
 - ◆ We can also bring our water dispensers and place inside meeting room
- Lunch normally served from 12:30-1:00 – site facilitator will ask for 12:15 start time if we need
- Bonfire will now start at 4:40 as listed on current program timeline draft - staff would start the fire at 4:20 pm
- There will be a group checking out on Sunday morning
 - ◆ Retreat will be the only group in the dining hall and on site after 12:00 pm.
- Jeannie purchased mandated insurance - \$171.42
 - ◆ original quote \$119.92 – \$51.50 difference
 - ◆ Purchased fearing another price increase
 - ◆ Will ask Intergroup for a motion to pay the \$51.50 difference at next meeting
 - ◆ Dottie has reimbursed Jeannie for the full amount

Treasurer (Dottie)

- Has reimbursed Jeannie for insurance premium (per July Intergroup motion)
- Event Stripe (plugin to handle credit card payments) has been paid – Intergroup passed a July motion to pay for this (not from Retreat budget)

Publicity (Evie, Carol & Jeannie)

- Evie working on flyer to be sent end of next week reflecting registration information
 - ◆ Jeannie to send flyer with next edition of *Conscious Contact*

Literature (Carol)

- Discussion was held regarding the need to have literature and volunteers to handle payments

Motion to not have literature at the retreat but to have ACA tri-fold pamphlets only was made by Carol and seconded by Dottie passed

Raffle (Dottie)

- Discussion about need for flyer to solicit raffle prize donations from area meetings and individual members
- Dottie will draft flyer
- Will start mentioning raffle prize donations needed at meetings and will ask Intergroup Group Reps to announce at their meetings

God Can (Dottie)

- It will be a box and Dottie mentioned she would have paper and pens available

Food (Beverle & Evie)



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- Beverle and Evie will meet in September to determine what snacks will be provided
- Registration will inform registrants snacks will be provided but they might want to bring their own and/or bring individually wrapped snacks to share

Open Positions

- Speaker Getter - Shari volunteered to email Bob for speaker suggestions
- Jeannie volunteered to take on the Location Point Person position

OLD BUSINESS

- **Purchase of First Aid Kit**
 - ◆ A first aid bag was found on Amazon for \$45.00
 - ◆ Beverle determined it contained all the essentials necessary
 - ◆ Beverle will purchase it for Intergroup and bring it to the retreat

NEW BUSINESS

- Shari wanted to know more about the parking situation
 - ◆ Jeannie to confirm with site facilitator that there is ample parking
 - ◆ Mention was made that there would be some walking involved to get to the coliseum, the workshop site building and the dining hall
 - ◆ Jeannie to confirm with site facilitator the site is wheelchair accessible

Next Committee Meeting scheduled for August 30 at 4:15 pm

Dottie closed the meeting with the Unity Prayer

Submitted,
Jeannie Mac
August 28, 20204