



ACA Monterey Bay Intergroup
Retreat Committee Meeting
Wednesday August 16, 2024 4:15-5:15 pm
Via Zoom 898 9797 7526 passcode 792214

DRAFT

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

Missed: Dottie, Renée, Rosa

Visitor: Jamie

Evie opened meeting with Serenity Prayer
Announced Jamie would be joining us

The August 9, 2024 Retreat Committee minutes were approved as submitted (after recognizing the initial revision didn't need to be made) by motion made by Beverle and seconded by Carol and passed unanimously

UPDATES

Co-Chairs (Evie & Dottie) – No Updates

Secretary (Jeannie) – No Updates

Activities Scheduler (Jeannie, Shari, Evie & Beverle)

- Evie asked if there was anyone willing to be Chair
 - ◆ Shari volunteered to be a lead and Beverle said she would be a lead with Shari
- Shari screen shared first revised Program timeline (previously emailed)
 - ◆ Extensive discussion regarding times shown and revisions made in real time
 - ◆ Shari to circulate second draft

Registration (Carol, Evie)

- Shari mentioned Renee is onboard to handle registration the day of the Retreat
- It was pointed out registration needed to be under a roof in case of inclement weather
- Evie has been working on the IG website coordinating registration information
 - ◆ Evie screen shared test registration page
 - ◆ Looks great – very professional
 - ◆ Evie used site picture on website
 - ◆ Credit card portion operating – working on other payment methods
 - ◆ List of registrants will be generated to be provided to site manager
- Discussion switched to lunch menu options
 - ◆ Jeannie to email potato bar option info to Carol for registration information

Contract (Jeannie)

- Jeannie went through the answers to the questions sent to Julia 8/12
- Need to find out if committee can visit site between September 13-18
- Jeannie to find out the following
 - ◆ Cell phone service – if not, what phone do we use to contact emergency contacts
 - ◆ Will hot tea and teabags be provided
 - ◆ Will there be water provided in the main room all day
 - ◆ For clarification lunch goes from 12:30-1:00 with 10-15 minute leeway – can lunch start earlier?
 - ◆ Bonfire will now start at 5:00 pm



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- ◆ Confirm we will be the only group on campus October 6
- Jeannie purchased the mandated insurance - \$171.42 – original quote of \$119.92 – \$51.50 difference.
 - ◆ After consulting with Dottie it was purchased with the additional premium since it might go up closer to the Retreat date
 - ◆ Jeannie to bring up the price differential at the next Intergroup meeting

Publicity (Evie, Carol & Jeannie)

- Call for Retreat Facilitator flyer in final form
 - ◆ Jeannie sent it to *Conscious Contact* recipients Wednesday
 - ◆ No response received as yet
- Evie mentioned it would be beneficial to have the Retreat Committee agenda and minutes and supporting documents on the IG website
 - ◆ Discussion held about benefit to supporting documents and it was determined it was not necessary
 - ◆ Jeannie to send minutes to Carol for uploading to the site
 - ◆ Jeannie mentioned that all minutes were on the IG Google site and it was pointed out not all have access to this site
- ◆

Literature (Carol)

- Committee will designate what literature to have at the Retreat at a later time
- Beverle volunteered to sit at the literature table and handle money

Raffle (Dottie)

- Mention made Dottie did a great job selling raffle tickets at the last workshop and she would be the only person selling raffle tickets at the Retreat

Food (Beverle & Evie)

- Beverle and Evie will 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

- Committee warmly welcomed Jamie who has graciously volunteered to be the Hospitality Chair
- Evie to send the Job Descriptions to Jamie
- Shari volunteered to email Bob for speaker suggestions
 - ◆ Jamie mentioned she would be on the lookout for a speaker
 - ◆ It was reiterated that the speaker would need to pay for their own registration

OLD BUSINESS

- **Purchase of First Aid Kit**
 - ◆ Beverle discussed purchasing contents individually
 - ◆ It was determined that a purchased Kit might be the way to go
 - ◆ \$50 budget from the Intergroup
 - ◆ Beverle to do some research



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NEW BUSINESS

- No New Business

Next Committee Meeting scheduled for August 23 at 3:00 pm

Evie closed the meeting with the Unity Prayer

Submitted,
Jeannie Mac
August 16, 20204