

ACA MONTEREY BAY INTERGROUP RETREAT COMMITTEE AGENDA



Date: Jan.8 2025

Time: 10:00

Committee Members: Evie, Carol, Renee, Beverle, Shari, Jeannie, Dottie

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

Passcode: 792214

I. OPEN

1. Serenity Prayer
2. Welcome visitor / new committee member

II. APPROVAL OF MINUTES FROM LAST MEETING

III. UPDATES

Co-Chairs (Evie & Beverle)

Secretary (Carol)

Activities / Program (Shari)

Contracts (Jeannie)

Facility Coordinator (Jeannie)

Reservations (Carol)

Treasurer (Carol)

Publicity (Evie, Carol (web) & Jeannie)

Speaker Getter (Renee)

God Box (Dottie)

Future Updates

Hospitality (Shari)

Raffle (Dottie, Evie)

Signage (Renee)

Check-in Desk (Renee)

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Food (Beverle & Evie)

IV. OLD BUSINESS

1. Budget

V. NEW BUSINESS

VI. CLOSING

1. Next meeting date
2. Unity affirmation

ACA Monterey Bay Intergroup Retreat Committee Meeting Minutes

Friday, 1/3/25 10:00-10:47am

Present: Evie, Renee, Jeannie, Carol, Beverle, Dottie, Shari

Evie opened the meeting with the ACA Serenity Prayer

December 20 minutes were approved 5 in favor, 2 not arrived yet Motion by Beverle/Renee

Updates

- Co-chair Beverle suggests meeting often even if meetings are short, to keep the momentum going
- Co-chair Evie has created new email mbacaretreat831@gmail.com which Carol will put on the website
- Activities – Shari
 - Needs more info on capacity of workshop room, suggests we may need to limit registrations to less than 50. We had 50 at the previous retreat.
 - Speaker assumed to be 45 minutes / Renee suggests it be right before raffle
 - Probably 2 workshops (one after the other) in the morning
 - Icebreaker last time was good
- Registration is removed from agenda (replaced by ‘Reservations’ this time)
- Contracts / Facility - Jeannie hasn’t heard back from Julia yet, following up with her today. We need to know pricing and room capacity to solidify our plan. Will not buy insurance until we are sure.
- Reservations – Carol - no activity until we finalize financial plan
- Check-in Desk – Renee will do it the same way she did last retreat
- Treasurer – Carol – need 2025 facility pricing to update budget
- Publicity – Evie will finalize save the date flyer for distribution and posting.
- Literature –is removed from agenda as it adds unnecessary work (like last retreat)
- God Box / Can / Bowl – Dottie agreed to do this and we discussed some ideas to make it available for people to use, maybe without a fire
- Raffle – Dottie / Evie – nothing to report yet
- Food – Beverle / Evie – Beverle said if snacks are ordered from Costco earlier things should go smoothly this time; some snacks could be set up in craft room if allowed
- Speaker Getter – Renee will be asking some potential speakers, letting them know our theme is ‘Action Coming From Love’; assuming 45 minute talk before the raffle.
- Signs – add with Renee assigned; discussed maybe hats vs badges for committee

Next meeting Wednesday, January 8 at 10:00am

If Julia has not provided updated cost information and layout for one large room with hallway, we will instead meet Wednesday, January 15 at 10:00am.

Evie closed the meeting at 10:47 with the Unity Prayer.

Respectfully submitted, Carol G. January 3, 2025

Fwd: 2025 ACA Monterey Bay Intergroup One Day Retreat Saturday May 10, 2025
Redwood Glen Camp & Conference Center

From: Jeannie McCluskey (jeanniemac40@gmail.com)

To: vergaraevie@yahoo.com; dottie614@gmail.com; beverle.rorden@gmail.com; wrenhard@aol.com;
carolgeorge@sbcglobal.net

Date: Monday, January 6, 2025 at 09:28 AM PST

Let's have a meeting Wednesday 1/8n10:00 am! Jeannie

Begin forwarded message:

From: Julia Kleemann <julia.kleemann@usw.salvationarmy.org>

**Subject: RE: 2025 ACA Monterey Bay Intergroup One Day Retreat Saturday May 10, 2025
Redwood Glen Camp & Conference Center**

Date: January 6, 2025 at 8:56:44 AM PST

To: Jeannie McCluskey <jeanniemac40@gmail.com>

Hi Jeannie,

Happy New Year! I hope you had a lovely holiday season and that 2025 is off to a good start!
My apologies for missing your calls, I was out of office for a little while.

Let's get into some of your questions!

1. Since we have not yet had a chance to discuss our 2025 rate increases, we will contract you for our current rates. This would be \$12/person for the day-use fee and an additional \$12/person for lunch.
2. Thank you for the confirmation, I will contract you for a minimum of 40 and maximum of 50 guests.
3. The maximum capacity of guests for Lower CE with no dividers up is 100 guests. With the dividers forming one big room I expect it decreases quite a bit, especially with tables set up. My estimate would be around 50-60 guests fitting comfortably with tables and chairs. Unfortunately, I do not have table configurations for Lower CE with all three rooms combined.
4. Coffee and Tea service would remain at \$10/gallon
5. Yes, confirming that there is a door to Lower CE that closes the room off from the hallway bathrooms.
6. I can knock the price of the crafthouse down to \$100 if that works for you!
7. Confirming use of campfire pit in the morning and afternoon 😊
8. Confirming use of gazebo for registration 😊

9. The requirements for the COI are still the same; let me know if you need the informational documents again.
10. The lunch choices are still the same; lunch is served at 12:30 and usually wraps up around 1-1:15.
11. There is no problem at all with having snacks in the crafthouse!

I hope this is enough information to get you through your committee meeting. I will work on a contract for you so that I can get you the deposit amount.

Please let me know if you have any questions; I'll be in my office all week if you need anything!

Kindly,



**Julia
Kleemann** (She/Her)
Guest Service Manager
Friday- Tuesday, 7-3:30

Email: julia.kleemann@usw.salvationarmy.org **Phone:** (831)-461-2001
Address: 3100 Bean Creek Road, Scotts Valley, CA 95066

From: Jeannie McCluskey <jeanniemac40@gmail.com>
Sent: Friday, January 3, 2025 11:09 AM
To: Julia Kleemann <julia.kleemann@usw.salvationarmy.org>
Subject: Re: 2025 ACA Monterey Bay Intergroup One Day Retreat Saturday May 10, 2025 Redwood Glen Camp & Conference Center

Hi Julia - just left you an voicemail this morning - I'm sure you are enjoying your holiday break. As mentioned in the voicemail, our committee will be meeting again on Wednesday, 1/8 contingent on whether we get your revised price per participant/lunch.

We found the Lower CE set up configuration per room as requested in #3 below - however, we would like to get a set up configuration of the Lower CE with all three rooms combined if one is available.

Also, questions came up about the following:

- a. We are thinking of setting up snacks in the Arts & Crafts Room - is that permitted; and
- b. Lunch time - can you please provide the time window(s) for lunch. We are also wondering

if the lunch menu has been revised or if we should be looking at the one provided last year.

Happy New Year Julia - thank you for all you do!

Jeannie Mac
Contracts/Facilities Liaison
2025 ACA Monterey Bay Intergroup Retreat Committee
jeanniemac40@gmail.com
650-380-5254

On Dec 20, 2024, at 11:48 AM, Jeannie McCluskey <jeanniemac40@gmail.com> wrote:

Good Morning Julia!

Our Retreat Committee had a meeting this morning and was excited to learn we are on your calendar as tentative for Saturday May 10th.

1. We need to go to our Intergroup with budget numbers and deposit/insurance amounts. We understand you should know the per person rate increase soon. Hopefully you'll know the increase in our next phone talk Thursday January 2nd.
2. We would like to confirm 40 participants in our contract with up to 50 participants as we did last October.
3. We understand we would only be using the Lower CE - please confirm maximum capacity and can you please provide table configurations (both round and skinny long) - We are thinking of extending the workshop space and not having our raffle behind the room as previously set up.
4. We would want the same corridor setup, having snacks and coffee/tea outside the workshop area. (Coffee and tea provided again at cost - Please let us know if there is a price increase.)
5. We believe there is a door that can be closed so people using Upper CE can have access to the restrooms without going through the corridor where our coffee/tea is set up. Please confirm.
6. We are very interested in the Craftroom again - because of tight budget constraints we are inquiring if the \$125 price could be discounted. Many thanks for your anticipated assistance.
7. We would like the same use of the Amphitheatre in the morning between 8:15-9:15 am for icebreaker/opening ceremony and around 4:30-5:00 pm for our bonfire closing ceremony (I am assuming this - would need to be confirmed by the Committee.)
8. The Gazebo worked well for our Registration area and we would like the same space (also an assumption would need Committee confirmation.)
9. We will be providing the requisite Certificate of Insurance as previously required. Let me know if anything has changed with this requirement.
10. We have your lunch menu choices - please let us know if these have changed.

Happy Holidays Julia to you and your Staff. Enjoy your Holiday break and talk to you upon your return!

Jeannie Mac
2025 ACA Monterey Bay Intergroup
Contracts/Facilities Liaison
650-380-5254
jeanniemac40@gmail.com