

Retreat Planning Committee Meeting Minutes

 **Date:** September 19, 2025

 **Time:** 10:00 AM

 **Next Meeting Scheduled:** October 10 at 10:00 AM

1. Attendance & Position Review

- Member Attendance: Shari, Evie, Renee, Beverle
 - Beverle announced that she can no longer be on the committee due to schedule changes. Group thanked her for her service.
 - Some key members were absent, including Jeannie (Secretary & Contracts) and Carol (Treasurer) and Dottie.
 - Group agreed to summarize positions under a "Review Positions" section.
-

2. Activity Scheduler

- Evie clarified she had not signed up as the scheduler but will assist Jeannie with project management, as needed.
-

3. Technical Advisor / Hybrid Option

- Discussion on whether to offer a hybrid (Zoom) option.
 - General **consensus: no hybrid**, due to registration, and equity concerns.
 - **Decision deferred** until more members are present.
-

4. Speaker Outreach

- No confirmed speaker yet.
 - Evie will draft an **email blast** calling for workshop proposals (similar to Mingus Mountain Retreat).
-

5. 🍽️ Food Coordination

- Planning to resume closer to the event.
 - Past coordination: Costco runs by Evie and Beverle
-

6. 💰 Treasurer & Registration

- Carol (Treasurer) was absent; updates expected at next meeting, if any.
-

7. 📣 Publicity & Flyers

- Flyer will be:
 - 📄 Posted to Facebook by Shari
 - 🌐 Uploaded to acamontereybay.org and WSO sites by Carol
 - Plan for two flyers:
 - 📅 ☐ “Save the Date”
 - 📄 ✍️ Main event flyer
 - Evie to design a moderately colored flyer for easier printing.
 - Committee supports **early distribution**, starting October.
 - ✅ New email threads will be used for flyer drafts and approvals.
-

8. 🚧 Signage

- Renee will handle signage coordination.
-

9. 🧢 Merchandise

- No new hats; previously used ones will be reused.
-

10. 📄 Contracts

- Jeannie (responsible) was absent.
- No urgent updates required.

11. 📖 Literature Table

- Caryn declined; no current volunteer.
- Possible groups (e.g., Thurs night / Tues 12:30) may take it on since they provide literature at their meetings.
- Decision to be made ~3 months before event.

12. 🍷 Hospitality

- No updates due to Jeannie's absence.

13. ✨ New Business

A. 🎵 Icebreaker Activity – Sing-Along

- Clarissa volunteered to lead a sing-along as opening icebreaker.
- Group excited about it.
- Additional sing-alongs proposed:
 - After lunch
 - During closing

B. 🎯 Games & Activities

- Proposed: “*Have You Lost Your Marbles*” scavenger hunt 🧩
 - Mixed interest; one simple game preferred
- Other activities available:
 - 🏊 Pool
 - 🎯 Laser tag / Paintball
 - 🎨 Crafts (in smaller room if needed)

14. 💬 General Discussion


- Balance structure + flexibility + fun.
- Music seen as a big connector.
- No extra icebreaker needed beyond sing-along.
- 📧 Email communication needs improvement:


- Clear subject lines
 - Don't mix topics in threads
-

15. Next Steps

- Evie to email flyer drafts for feedback, then submit final before October 10.
 - Use **separate threads** for major topics like flyer approval.
 - Final flyer may be posted before next meeting (if approved by email).
-

Next Meeting

 **Date:** October 10

 **Time:** 10:00 AM

Adjournment

Meeting concluded with a **closing affirmation** and expressions of **gratitude**.
