

OCNA41 Convention Committee Meeting Minutes

3/24/2024

1. Chairperson Open the Meeting Serenity Prayer
2. Service Prayer: Cheryl L. _____
3. 12 Traditions: Jeanette S. _____
4. 12 Concepts: Jake B. _____

Introduction and Welcome

Attendance

Kevin C.	Kristina S.	Jeanette S.	Cheryl L.
Emily P.	Missy L.	Jake B.	Tyler S.
Mack M.	Abby	Leroy H.	Jake V.
Alex K.	Adam D.	Kellie R.	Michael C.

TOTAL VOTING MEMBERS: _____ 12 _____ (post discussion of who has privilege)

Reading of last meeting minutes

Vote to approve.

Trusted Servants Reports

Executive Committee

Agenda:

1. Hotels and update from Ellie, she has a couple pre/quotes - Marriot / Spooky Nook / Holiday Inn 2.
2. Logo/Theme - Get update from Missy and see how many submissions we have and what we can do invite more participation from the fellowship. Directly email other all areas, find social media (FB) to post our logo/theme flyer
3. F&E First Fundraiser
4. Inform Sub-Committees to make sure to communicate with Treasurer/Vice Treasurer on tracking/recording credit-debits, and if they have questions to simply reach out
5. Work on finding someone to take on role of Convention information - role responsibilities is to relay information/flyers/help track what other areas have going on in terms of fundraisers, we want to make sure we have representation at any events they host for us.
6. All should be helping and supporting any other committee.
7. Help F&E with supcoming function, help set up, kitchen, clean up, etc.

8. — Discuss later
9. PR/PI Event (Ad-Hoc)
10. NARANON - Maybe Kevin C to track local contact
11. New Business / Open discussion

Chair

not present

Vice Chair

Kevin C. Shadowing Adam. Helping to work on the June 8th fundraiser.

vote to approve report - passed

Secretary

not present

Treasurer Beginning Balance: \$0

Written report is on shared drive, and also has a hard copy.

Hello family. I am happy to report that Adam and I have set up a checking account for OCNA at Fifth Third Bank. The two of us were added as signers on the account and I am coordinating with Rachel to meet at the bank to have her added as well. With the opening of the account, Adam and I were both issued debit cards that we can use to tie our bank account to any payment methods we decide to utilize (Paypal, Cash App, etc.) and a checkbook was ordered and received. I also opened a PO box for OCNA at the Snider Road post office in Mason. The PO Box number is:

PO Box 971
Mason OH, 45040

I also created spreadsheets to record financial transactions by subcommittee and to prepare an income statement, balance sheet, statement of cash balance and a bank reconciliation. (please note the March bank

reconciliation was not balanced against a bank statement as we have not been issued one yet). PDFs of the final reports for March can be found on the shared drive as well as the spreadsheets containing the transaction details for anyone who is interested in reviewing them.

I also printed several blanket sales tax exemption forms that subcommittees can provide to vendors. This will allow us to purchase merchandise without paying sales tax. They just need to let me know the name of the vendor and have me sign the form.

At the last HAMASCNA area meeting, Adam requested a loan of \$1,000, which in addition to \$112 in donations has been deposited to our account. The PO box cost \$200 and the checks cost \$41.99. Our cash balance is \$870.01 and we had a net loss of (\$129.99) for the month of March 2024. Our total profit/loss for OCNA 41 is (\$129.99)

Thanks to the committee for giving me the opportunity to serve as treasurer.

In loving Service,

Jake B.

vote to approve report - passed

Vice Treasurer

not present

Welcoming

- All is well, no one showed up to the first committee meeting. Until we get the layout of the venue, can't really do much. We'll be strong when things get going.

Vote to approve report - passed

Programming

- 2nd subcommittee meeting was held. Finding speakers for the June 8th event and other 2 events, Springfield and Bell Fountain. Once we have venues, it's a good idea to visit to make sure they are

handicap accessible. Assisting Cheryl with these fundraisers, themes, potential speakers. We have 18 speakers for the June 8th event. Will take a lot of communication with Cheryl outside of the committee meeting to put these events together. Looking into topics for June 8th based on the theme. We should all offer help to Cheryl and her committee to put on the fundraisers.

vote to approve report - passed

F&E

- Last meeting 3/19/24 Gathering activities chairs. So far Springfield 7/27/24, we have flyers. Theme is our message is hope. Will have a different theme for each fundraiser. All theme ideas are welcomed. PUASCNAs fundraiser will be 9/14/24. MOASCNAs fundraiser will be May 2025 Psychedelic 60s. FRASCNA always does Halloween OCNA fundraiser. Still waiting for a response from the other areas. June 8th, Relationships in recovery. Emily has been asked to make merchandise. Will have 2 shirts and 2 hoodies for raffle, auction. Some will be open auctions. Donation jar, 1 cent for every day clean. Food has been tabled until the next meeting. Did discuss having members bring side dishes. Brainstorming on other functions to have in this area in addition to the other areas fundraisers. Please announce at meetings, the June 8th event. Would like to get flyers to Motorcycle clubs. Need flyers to get out in the Cincy area. Need ideas for fundraising. Will need huggers.
- Still need more NA t shirt donations for the quilt to auction

vote to approve report - approved

H&H

- If we hold in Butler county, there are only 3-4 venues that can hold us. Spooky Nook, Holiday Inn Union Center, Full service Marriott, Oxford University, no hotel rooms, would have to partner with other hotels in the area
- Proposals: Spooky Nook (Hamilton) - 80 rooms 40 rooms Fri, 40 rooms Sat \$159. Meeting space is \$8,000 food and bev min is \$10,000
- Holiday Inn - \$170 can probably get down to \$159. Meet the ask of the amount of rooms. Banquet space is \$5,500. Asking for a fee of \$350 any time to change the room for a different event. Food and beverage is \$12,000 minimum. They may come down on that, possibly \$10,000. Offering a brunch coupon for \$14.95. Coffee price is \$175 for 5 gallon
- Full service Mariot (Marriott North) - 10 rooms THurs, 40 FRi and Sat, 175 rooms total, \$169. Offered meeting space Fri 5-11pm, total of 350 guests, \$1700 for meeting space before adding the breakout rooms. Coffee is \$75 a gallon. Link to view. \$2350 total for all banquet space. Food and bev min. is \$5,000. Onsite tour with Jessica on 3/25. Will drill down on the event space and banquet details. Their menu is customizable.

Registration

- Just emily and one other addict, did not meet last week. Communicating through text right now. Just organizing who is going where to sell pre-registration. Talk about what can be in the packets. Willing to help out in any other committees.

vote to approve report - passed

A&G

03/24/24

Good morning family,

The ARTS AND GRAPHICS SUBCOMMITTEE had our first meeting via zoom due to my being home bound from Covid. We met for approximately 30 minutes or so since there were only 2 of us. During this short time, we began to cultivate some possible theme ideas, as well as software programs that will assist in creating some amazing designs for not only our theme, but for merchandising, registration, etc. (More will be revealed).

We do have some submissions. I have e-mailed the committee about the current submissions so far. The subcommittee will be making a decision at the next OCNA committee meeting of the submissions we decide to keep for voting.

We are off to a good start and feel confident we will continue to receive potential theme ideas/designs and will have an amazing theme/design by April 20, 2024.

In loving Service,

Missy L.

OCNA 41

Arts and Graphics Subcommittee Chair

vote to approve report - passed

Merchandise

- meeting 2nd Wed of every month, no one showed up to the last meeting. Come up with a t shirt design to pre order.

vote to approve report - passed

Special Needs

- Missy designed a flier, location to have the meeting is missing. Either zoom or will meet at Ability to Thrive. At venues, we should find out if there is a stipulation on how many rooms could be handicap accessible. By next month will have the subcommittee meeting will be set up. Will need support on how to set up a zoom meeting.

vote to approve report - passed

Serenity Keeper

not present

New Members - Nominations - Elections

TOTAL VOTING MEMBERS: _____

Convention Information Nominee	FOR	AGAINST	ABSTAIN

OCNA Guidelines	FOR	AGAINST	ABSTAIN

New Business

- What is the cutoff date for logo/theme? 4/20/2024 until midnight
- Convention information role still needs to be filled.

Request for Funds

- F&E \$225 total for F \$125 for rubber bracelets, \$100 shirts for relationships in recovery

15 for 0 object 1 abstain

Please send reports to ocna41@gmail.com

OCNA41 Meeting Schedule

4th Sunday of the month @ 1 pm West Chester Nazarene Church

7951 Tylersville Rd

Zoom: 812 0627 9360

West Chester Oh 45040

Pwd: OCNA41

Sunday March 25, 2024

Sunday March 25, 2024

(Meeting list Updated 2/23/2024)

Sunday April 22, 2024

Sunday May 27, 2024 ??????

Sunday June 24, 2024

Sunday July 22, 2024

Sunday August 26, 2024

Sunday September 23, 2024

Sunday October 28, 2024

Sunday November 25, 2024

Sunday December 23, 2024

Reading of something Spiritual _____

End with the Serenity Prayer