



25th East Coast Convention of Narcotics Anonymous
Committee Meeting Minutes
New Dominion, Peninsula & Piedmont Areas
Held at Hatcher Memorial Church
May 14, 2022 @ 1pm
Quorum: 12

Jeff H opened the meeting with the Serenity Prayer

ECCNA purpose read by Greg F
Twelve Traditions read by Ed C

Executive Committee				
Chair	Jeff H	Present	804-512-6222	fcbcjeff56@gmail.com
Vice Chair	Greg F	Present	804-895-4850	ghfuller718@gmail.com
Secretary	Tina S	Present	804-439-7777	25theccna@gmail.com
Treasurer	Arnold S	Absent	804-868-6108	arnoldsiderg@yahoo.com
Site Liaison	Tee T	Present	434-242-1970	teetucker@hotmail.com

Subcommittee Chairs				
Arts & Graphics	Bob G	Absent	804-721-5964	gillagain4@msn.com
Auction	Chris T	Absent	804-239-5662	Christ5141982@yahoo.com
Convention Info	Ed C	Present	804-338-9477	ehc123@verizon.net
Enter & Fundraise	Bryan M	Present	757-635-7414	Bryanmiller486@gmail.com
Hospitality	Deb W	Present	856-323-4673	debwolfflcs@gmail.com
Marathon	Dan W	Absent	516-403-3756	dlw1890@gmail.com
Merchandise	Butch N	Present	804-357-1684	jlnorris1968@verizon.net
Program	Morris B	Present	804-997-6706	morocca67@gmail.com
Registration	Craig R	Absent	540-272-0113	reg.eccna@gmail.com
Serenity Keepers	Lee S	Absent	804-665-3841	Leeshepherd30@gmail.com

Area Representatives				
New Dominion	Chelsea R	Absent	804-735-3852	chelsearndana@gmail.com
Piedmont	Kermit O	Present		nvraine@aol.com
Peninsula	Dave H	Absent	757-207-1154	4dahall@gmail.com

Motion: to approve March Minutes

Mover: Butch N

2nd: Morris B

March Minutes Approved

Executive Committee Reports:

Chair:

Hello Family,

There is a lot going on!!! Tee and I have been working with VCU, Tee has been handling most of the correspondence with them. Main discussion around dorms, meals, meeting space. I have been trying to answer all host committee concerns. We have gotten all the info need for the event insurance, the AB will pay and sign for the event policy. VCU has asked for a final dorm room count, we need to discuss this in business today. We may need a deadline for dorm reservations.

I have asked Scott M to help with a few things, He is helping with the QR codes for parking, program, and points of interest and city maps. He has also been developing the program itself. We sent out a copy for review, it is still a work in progress. Thank you, Scott, for your help behind the scenes.

I haven't had any contact with A&G over the past few weeks, they were asked to start on the signage.

Auction is doing well, I talked to Chris, and he feels everything is under control.

I've been in touch with Convention information. They are working on final details and seem to have their duties under control.

Entertainment and fundings has been busy doing their last fundraiser. I have been in contact with Bryan about entertainment, we need to coordinate set up in the main ballroom of Friday with VCU.

Hospitality got me the agreement letter for the coffee vendor, it was signed and returned. Please make arrangement with Arnold in advance to purchase your supplies.

As far as the Marathon meeting, Tee is working on your space.

Merchandise has had a busy month, it was a lot of moving parts to get the merchandise ordered, but we finally got it done. Hopefully it will get here on time. We need to set prices on all the merchandise today in business. Please check the program for any correction.

Program has been trying wrap things up, Scott is working on the written schedule and the program QR code.

Registration has been swamped and needs help. Tee has been trying to get all the dorm information, but VCU is late getting us the info. We need to discuss room cutoff date in business today.

Serenity Keepers will need to have an orientation at the start of the convention to make sure we have all the entrances covered for the workshops and any other additional needs information.

We still have walk through for the student commons May 19th at 12:30 pm, we were able to get Gladdings Dorm available for a walk through for 200pm

In Loving Service,

Jeff H

Vice Chair:

Hello everyone,

Since our last meeting I have been working with Convention Information, helping get the final assignments ready for the convention. By the chairs request, I added a comment on the Facebook event

link that we need everyone to register before Sunday May 15 to guarantee a room. I have also been in contact with Tee to get the latest information from the college.

I know we have a busy couple of weeks coming up in preparation for the event! We need everyone on board and also trying to recruit others to join the different subcommittees to fulfill staffing requirements. Although it has been stressful for all of us, it's also getting exciting to see the fruits of our labor. We have a lot of things to hammer out in today's meeting. Let's try to stay on point and get through this.

I have been periodically checking the PO Box and only received one registration which I will give to them today. I will also be filling in for Tina as secretary today, so speak clearly and slowly, lol. Thanks for letting me serve.

In Loving Service,
Greg F

Secretary:

All is well, sorry I could not be at the committee meeting today. I will be in Virginia Beach for the VRCC Retreat. Thank you, Greg, for pro-teming for me today. Just a reminder that our March minutes were not approved at our last meeting. I will also be sending out our minutes from our Zoom meeting on April 28th later this week.

In Loving Service,
Tina S

Treasurer:

Everything is going great. All checks have been sent and all deposits have been made.

In Loving Service,
Arnold S

Site Liaison

Hello family,

It has been a busy 3 weeks. The question on everyone's mind is "Do we have a signed contract?" and the answer is still no. Unfortunately we will most likely not have a contract to sign until after May 22 since they only have one person handling the overall summer events and she is training the summer staff from May 12-May 22. However, on May 30 I received a blank draft contract from VCU. This has most of the terms that **will be used**. **I shared the contract with the executive committee and we had an executive meeting on May 5** where we reviewed/discussed the contract, along with a couple other items. On Monday May 9, (I intended to start the morning Friday May 6, **(but HP had other plans for me)**, **I started and I am continuing to (as the** clarification/negotiate some of the terms of the contract. I told them once we have the contract we still will need at least a week to get it signed by our advisory Board.

I will list everything, in no particular order, that has been discussed/negotiated so far (as of Friday May 13) with VCU:

I have switched all rooms to suite style rooms. They gave us a deadline of May 11 for our final head count to stay in the dorms; I was able to get an extension to Tuesday May 17, citing COVID and the lack of them getting us anything looking like a contract until now. I agreed with our chair that we needed to put something up on the website **immediately** with the deadline of Sunday. We have 200 beds blocked off and at last count only 85 beds needed. I received a spreadsheet from VCU to assign rooms to people. It has been sent to our registration chair to fill out. I will

need to reduce the **amount of beds on the 17th**. We have several options and I would like **guidance from** the group on how we want to proceed. In the contract we are allowed to have an overage of 10% of the **beds we have reserve**. Anything above the 10% there is a \$20 extra charge. On top of that they will not guarantee any availability of beds **after we give them our final number on the 17th**. **Do you want me to reserve** an additional amount of suite style rooms/beds over the exact current count of 85 (number subject to change on the 17th) or just the exact amount of rooms/beds needed as of the 17th? Also **we need** to decide on the amount of reduction, to the linens. Currently I reserved 250 and we have only 27 sets of linens requested. Should I get extras and if so how many? | think we should **have extras on hand for those who registered** and didn't realize that linens were extra. I also need to **give them any special needs request as soon as possible**, so they can accommodate any special need.

In the contract there is no smoking or weapons allowed on the campus. When we tour the facilities on the 19th I will look for **a designated smoking area**. **In the contract there** also is a clause about no sexual offenders staying in the dorms. I will work discreetly with the registration chair on how to handle this.

VCU is also requiring that we get a medical release on every unaccompanied minor. More will be revealed on that clause.

The COVID guidelines were in the contract and they were forwarded to the Convention Information chair:

Conference Guests Recommended Testing

. It is recommended, but not required for each group coming to campus to have participants submit verification to the client of a negative COVID-19 test received within 72 hours of arrival. RLHCS will notify clients if this recommendation changes

- Clients will be responsible for collecting and maintaining COVID records.
- Virginia Commonwealth University Student Health Services will not be available to non students/conference guests. Summer conference groups will be advised to seek treatment from Virginia Commonwealth University Medical Center or other urgent care providers in the area.
- Short-Term Programs: The client should send any guest who displays COVID symptoms or tests positive home immediately (if they have driven on their own) or must be picked up within 2 hours (if they have been dropped off by a parent/guardian). During the 2-hour window, the guest should maintain no less than 6 feet of distance from other participants and should wear a KN95 or similar medical grade mask. Youth participants must still be under adult supervision while they wait to be picked up by their parent/guardian

VCU wants to approve all banners, so I sent them our banner.

In the contract VCU was going to charge us for the lobby in the Gladding residence, but I **negotiated and had the fee dropped**, so the room is now free. I also received **permission to set up** registration on Thursday night for 1-2 hours in the lobby of Gladding Hall. I am not sure if we will be able to have the marathon meeting in the Gladding lobby due to accessibility to the dorm for members not staying in the dorm. I am working with my contact to find alternate suitable location for the marathon **meetings**.

The linens are set to arrive between 10AM-12PM on Thursday. We will be able to put the linens directly into the rooms of the people that have reserved them on Thursday. I am still working on the details for collection of Linens on Sunday.

I am still working on the details for the meal cards vs. the meal coupons. At this point it looks like the guest staying in the dorm will have meal cards while all the rest will have meal coupons. I am still working on getting everything converted to meal coupons. I have requested we get 300 breakfast coupons and a total of 800 lunch and dinner coupons. I suggest we sell the breakfast coupons for \$10 each and the lunch/dinner coupons for \$13 each.

VCU will give us a QR code for parking. I am working on getting the QR code and once I have that I will forward it on to registration and convention info.

We are responsible for damage to the rooms. I will have to do a walkthrough of every dorm room we have reserved and document any prior damage. There is a whole residential guideline that I briefly reviewed. <https://housing.vcu.edu/media/housing/documents/GTRL.pdf>

Its mainly was common sense items and behavior. The only other items that stood out to me were they don't allow pets at all and as of July 1, 021 they require mask in the common areas of the resident hall. I will check on that mask requirement. They also have a 2 page list of items that aren't allowed in the rooms. It all mainly common sense items, but we need to make sure that everyone is aware of some of the items not allowed:

No hot plates, window fans (floor fans are permitted), desk lamps with USB charging ports, USB outlet adaptor/extender, electric blankets, candles, incense, plug in air fresheners, Hookahs, and tobacco or vaporized products.

I will attach the full list with my report.

My contact from the student commons building (location of the convention) hasn't gotten back to me on any of the items like police, an item for NAR-anon, details on the simulcast of the Saturday main speaker to the Rams lounge, etc. I also need to turn in the Student Common room sketch sheets at the Thursday May 19th meeting /tour at the Student Commons building.

We are scheduled to do a walkthrough of the Student Commons on Thursday May 19" at 12:30. I have also set up a tour, for a limited amount of people, of the Gladding Residency Hall for 2PM that day.

In Loving Service,

Tee T

Area Representatives

New Dominion:

Area did not meet last weekend, so I have nothing to report at this time. We meet tomorrow May 15 at 3:30.

In Loving Service,
Chelsea R.

Peninsula:

All is well will not be in attendance today.

In Loving Service,
Dave H

Piedmont:

No report.
In Loving Service,
Kermit O

Subcommittee Reports

Arts & Graphics:

No report.
In Loving Service,
Bob G

Auction:

No report.
In Loving Service,
Chris T

Convention Information:

We met on ZOOM on Friday May 13th. John M, Seamus C and Greg F were in attendance. Thank ya'll for your dedicated service. John M made a great flyer with restaurant, gas station and convenience store suggestions plus a campus map and floor plan of the Student Commons. This will be posted on eccna.org and will be accessed with a QR code. I'll be in touch with Julie B to get it posted this week after its final edit. We discussed printing 200 copies of this for people at the convention without a smart phone. The Courthouse Freedom homegroup has agreed to pay for the printing with funds from their ECCNA BBQ fundraiser. Thank you, Courthouse Freedom!

We are on schedule with our May Timeline for re-contacting all the Regions and Areas and RCOs, Recovery houses, Treatment Centers, etc. We will be doing one more "snail mail" re-contact to 63 NA Areas we aren't able to contact any other way.

We will maintain a logbook at the Convention Information table for sign-ins from the RCOs and Recovery houses so there will be a registration record of all attendees.

We have a sign-up sheet to help at the convention. Anyone interested please call me at 804 338 9477.

The Fan Club/Winner's Circle homegroup has money it wants to use to help Healing Place residents attend the convention. I forwarded the Healing Place Program Director's contact information to Kelly M (a homegroup member).

Our next meeting will be Thursday May 26th 7pm on ZOOM. All are invited to attend.

In Loving Service,
Ed C

Entertainment & Fundraising:

No written report.

In Loving Service,
Bryan M

Hospitality:

NA Family -

The Hospitality Committee's most recent meeting was 4/20/22 with Dale C, Katherine A, Whitney S, Terri S, Laura H, Deb W, Greg F in attendance. In addition, some members met by phone and email in the weeks following to secure vendor agreement.

The Committee is happy to report that the vendor approved last Host Committee has provided their Letter of Agreement which has also been approved/signed by the Advisory Board and sent back to the vendor. The approved vendor is Espresso-A-Go-Go and the Agreement is attached to this report. The Agreement states that the vendor will offer coffee service on June 10, 12pm - 11pm, and June 11 8am - 11pm. Coffee will cost \$2, Lavender Lemonade is \$4, Cold Brew is \$4, and Bottled Water is \$2. The vendor understands and has agreed to accept ECCNA approved coffee vouchers for basic coffee and will be reimbursed at close of business Saturday night. The vendor will set up inside the Student Center. The committee will discuss location in the building after next Thursday's walk-through.

The committee's next tasks will be to create the coffee vouchers. As previously reported, the committee is using \$100 of its budget toward vouchers (equals 50 cups of coffee). We were made aware that there was money raised from the speaker jam that would also fund coffee vouchers. We are extremely grateful for all who donated.

At our next meeting, the committee will be choosing a day to go to Costco and do a food/paper items walk-through and draft of what we are purchasing. We have spoken to ECCNA treasurer and purchasing arrangements are being made. Purchasing the supplies will be scheduled for June 1 - June 9. Laura H will price snack cakes at the Little Debbie warehouse which also has inexpensive options.

Finally, we will be creating the shift schedule at our next meeting.

In Loving Service,
Deb W

Marathon:

No report.

In Loving Service,
Dan W

Merchandise:

Good afternoon family. Here are the minutes from our last meeting on 5/10/22. Attendees: Butch N. (Chair), Kurt D., Mary R. (Secretary), & Linda C., (Vice-Chair via Zoom). We met at River City Diner on Huguenot Road.

Merchandise sales schedule

Fri, 6/10 12 Noon – 7PM

9:15PM – 10:15PM

Sat, 6/11 9AM – 7PM

9:15PM – 10:15PM

Shirt order placed with High Peak Sports Wear.

Deposit \$3200

\$3150 Balance

Mugs – ordered 144 for a total cost of \$1056. A large portion of the cost is shipping. (Shipping from Fla).

Cost per mug is \$10.64. The majority voted to sell mugs at \$20 each. There is a limit of 3-each/per person. Patrons wanting to purchase more than 3, will be asked to return at a designated time and will be allowed to purchase additional mugs based on the available mugs at that time to increase the purchase limit per sale.

Sizes Cost Color options are red or blue

Women Shirts M-XL \$8.50-ea.

Tank Tops SM-XL \$8.65-ea.

XXL \$9.75-ea.

XXXL \$10.50-ea

Men's Shirts S-XL \$7.90-ea.

XXL \$9.40-ea.

XXXL & XXXXL \$10.50-ea

Majority of the committee were in favor of a sale price of \$20/shirt.

Merchandising will not be accepting cash. Payments with cash will be made to the Cashier's office and merchandise will be held until the purchaser returns with proof of payment. Raffle tickets will be used to claim purchases.

When the shirts are received, the committee will meet again to inventory, sort, fold, and label shirts in preparation for convention set up, display, and sales.

The decision was made to use 24 hr. Wristbands. I believe 900 black with pink writing were ordered and 100 pink with black writing were ordered.

In Loving Service,
Butch N

Program:

Good afternoon, Host committee.

Program is wrapping up on duties for convention. All speakers for workshops are confirmed with the exception of 1 person. We have chair people for all workshops.

I am in the process of getting readings for each meeting room.

2 cases of basic text have been purchased (1 hardback, 1 softback)

The recording company has been confirmed and they are ready to go.

I will be drawing up a final draft of schedule for speakers and sending it out towards the end of the week.

In Loving Service,

Morris B

Registration:

I am sorry I am unable to make it today. There was a family emergency earlier this week that requires that I be home with my family. The Registration Subcommittee met on Zoom on April 30, 2022. Jake, Heather, Alison, JT, Tiffany, and Craig were in attendance. We discussed registration hours and locations, the registration packet, and convention signage.

We have seen an increase in everyone's willingness to get involved with the convention and with registration in particular. We are very grateful to those who have signed up for time slots at the registration desk and we are now seeking helpers in the dorm lobby and possibly along the sidewalks between the parking garage, dorm, and registration desk in the Student Commons building. If anyone is interested in helping, please call or text Craig R. at (540) 272-0113.

I would like to extend a big thank you to Heather, Jake, and JT who have stepped up to head the second Registration desk that will be located in the lobby of the dorm. This will be the main location for those who have registered for a room to complete the check in process. Everyone who has registered for a Weekend package will be expected to sign an "Accommodation Contract". A draft of the contract is attached to this report. Please review and let me know of any requested revisions and I will update the contract accordingly.

Heather will be reaching out to everyone who has signed up for a room to find out when they will arrive and will set the desk hours accordingly. Consequently, I will have a better understanding of the dorm desk hours at the next Host Committee meeting.

At the last AB meeting it was suggested that Registration hours be extended until after the main speaker for those arriving late on Friday. Previously, we had suggested that the desk would not be manned, but someone would be on call until 10PM. Instead, we have adjusted the schedule to ensure someone will be at the main Registration desk after the main speaker until 10PM on Friday. The new main Registration desk hours are as follows.

- o ***Friday 12-7PM, 9-10PM for late arrivals***
- o ***Saturday 9AM-7PM***

As mentioned previously, the dorm Registration desk hours are to be determined, but will include:

- o ***Thursday 6-8PM (check-in), on-call until 10PM for late arrivals***
- o ***Friday (check-in)***
- o ***Saturday (key/ID card collection)***

o Sunday 9-noon (key/ID card collection)

The Registration subcommittee would like to extend big thank yous to Butch for handling the purchase of 160 pre-registration mugs on our behalf and to Debbie and Linda for providing us with three vendors for the silicone convention bracelets. Based on the email responses, we decided to go with 24hrWristbands.com and I am happy to report that I am now in possession of 100 pink bracelets with black writing for Friday Registration and 900 black bracelets with pink writing for all other registrations. I have also received 2,000 Hello My Name Is...name tags from Amazon. Butch might need to correct me here, but I believe the total cost for pre-convention mugs was \$1,022. The cost for the bracelets was \$200.70 and the cost for the name tags was \$37.07. This brings the total for Registration packets to \$1,259.77, \$59.77 **over** our requested budget.

We discussed convention signage, but having not seen the facilities, were unsure about what will be needed. Our consensus was that we think there should be a map clearly identifying the location of the parking garage, dorm, and convention space with arrows to show the most direct routes between the 3 locations. A digital copy should be easily accessible on the website and printed copies should be located on each level of the parking garage, in the dorm lobby, and near the entrances and exits of the convention space. Within the Student Commons building, we would also like signs with directional arrows and the NA service symbol to direct people to Registration/Convention Information, but noone in attendance at our last meeting had seen the interior of the building, and we are not sure what exactly is needed.

This week I was informed by the Host Committee Chair that VCU wants final headcounts for the dorm rooms on Monday, May 16. That means Weekend Package options will be removed from the webstore this weekend. At the time I am writing this report, it is not clear if the Thursday night add-on and the linens options will be removed as well, but I suspect they will. So for anyone at this meeting that has yet to complete their registration and is planning to stay in the dorm...THIS IS YOUR LAST OPPORTUNITY TO REGISTER FOR A WEEKEND PACKAGE! It is my understanding that registrations (Full, Friday, and Saturday/Sunday) will remain available through the webstore and will be available for purchase at the convention. Registrations are still coming in and as soon as the Weekend Package options are removed from the webstore, I will provide Tee and Jeff with final headcounts for the dorm rooms. We will then begin the process of assigning rooms.

25th East Coast Convention Registrations as of Friday 5/13/2022

Count

Early Bird Full Package-Single 16
Pre-reg Full Package-Single 7
Full Package-Single 25
Early Bird Full Package-Double 33
Pre-reg Full Package-Double 5
Full Package-Double 41

Full Registration 66
Friday Registration 2
Saturday Registration 6
Thursday Lodging 48
Linens 27
Donations 363

Attendance Total: 191 Men: 106 Women: 85

Rooms: Couples: 13 Male Single:32 Male Double:16 Female Single:16 Female Double:12.5 Needs

- None

Budget

1. Registration Budget- \$2,550 / **Remaining \$384.70**

a. Mailings - \$180 / **Remaining \$138.66**

b. Fliers- \$960 / **Remaining \$95.81**

c. Packets- **-\$59.77**

i. Coffee Mugs - \$1,022

ii. Name Tags - \$37.07

iii. Bracelets - \$200.70

d. Misc.- \$150

e. Tickets- \$60

Receipts

- Receipts for Name Tags and Bracelets were sent to Arnold.

Our next Subcommittee meeting is scheduled for one week from today May 21, 2022 from 11-1 on

Zoom. In Loving Service: Craig R.



ACCOMMODATION CONTRACT

VCU will charge \$75 for each room key and \$25 for each ID card that is not returned by the end of the convention. There will be an additional fee of \$30 if all items in the linens set are not left in the room.

We are not charging a deposit for these items, but you agree to pay up to \$130 per person if you don't return the key(s), ID card(s), and linens at the end of the convention.

It is your responsibility to ensure that room keys and ID cards are returned to a member of the ECCNA 25 Registration Subcommittee by 11:30AM on Sunday, June 12, 2022. NO EXCEPTIONS. Beds should be stripped, and the contents of your linens package should be left on your bed.

I agree to return the room key(s) and ID card(s) to a member of the Registration Subcommittee and return the complete contents of my linen set(s) or pay the aforementioned fees.

Print

Name Signature Phone

In Loving Service,
Craig R

Serenity Keepers:

No report.
Loving Service,
Lee S

QR Codes:

I will not be able to print the QR codes until I have the final information for it, I am supposed to call Julie the webmaster, to give her an idea of what I am going to need.

In Loving Service,
Scott

QUESTIONS/CONCERNS ON REPORTS

- Chair- We need to get a list of all the signage we will need, for arts & graphics.
- Greg F- We ordered books for Morris, and it was taken out of our account.
- Kermit O- suggested adding something to the website stating no pets allowed.
- Butch N to Site Liaison- I heard that VCU has dropped all mask requirements
- Seamus to Site Liaison- the contract states no tobacco/vape in the building? (Site Liaison-VCU is a tobacco free campus)
- Chair- We are only responsible for the effort; we will need signage on tobacco/vape.
- Chair to Convention Info- In registration report, they have newcomer donation of \$365 that will be given to Convention Info for newcomers/indigent at the convention. There will also be a donation jar at the cashier stands.
- Convention Info- will we be charging the indigent the discounted rate? (Chair-we will need to talk about that in new business)
- Kermit O to Chair- Have we reached out and found out about hotel discounts? (Chair-I have reached out but they wanted a guarantee with a 10-room block contract)
- Ed C to Program-Convention Info would like 200 copies of schedule for those that do not have access to a phone.
- Chair to Arnold- Can you find out through Debbie about tax exemption on coffee.

OLD BUSINESS

NEW BUSINESS

Dorm Rooms:

- Chair-Advantage of having a cut off date, will help with linens count, assigning rooms.
- Chair-Final number will be given Tuesday May 17th to the university that we are going to pay for. Then we get 10% over above that.
- Tee T- as of Wednesday there are 89 full packages.
- Greg F-We need to get ahold of AB Webmaster to publish cutoff date on the website.

Motion #5-1-22

Motion: add a 5-bed padding then round up to the nearest 10

Intent: to provide enough beds to accommodate any late registrations

Mover: Butch N

2nd: Arnold S

Motion passed

Motion #5-2-22

Motion: June 1st final cutoff date for package request upon availability.

Intent: set timeline

Mover: Kermit O

2nd: Arnold S

Motion passed

Cashier Receipts:

- Arnold S- Registration, Merchandise and Auction will be taking money through card readers (square)
- Arnold S- for cashiers we will use a 3-carbon copy receipt, for those who use cash, use blank ones, will be more affordable.
- Straw poll to use 3 carbon copy receipt, the committee approved.

Cashier Positions:

- Qualifications-3 years clean time and past convention experience.
- Kermit O appointed as a cashier.

Merchandise Pricing:

- Coffee Mugs \$15
- T-shirts \$20

Meal Tickets:

- Jeff H-Working on having weekend package to be uploaded on the card.
- Tee T-Day registration meal ticket prices- Breakfast \$10, Lunch/Dinner \$13
- Straw poll to charge \$10 breakfast and \$13 for lunch/dinner, the committee approved.

Coffee Tickets:

- Arnold reached out to Hospitality Chair to find out if the coffee is tax free, Debbie will reach out to vendor to find out.

Linens:

- Jeff H- Only 27 have reserved linens so far.
- Straw poll to reserve 40 sets of linen, the committee approved.

Helping Hands (Convention Info):

- Ed C-with the donation money will we be charging the RCO price? (Committee agreed \$10)

Arts & Graphics signage:

- Jeff H- we will need directional signs, signs for the dorms, merchandise, food etc.
- Kermit O- suggested that each subcommittee needs to email Bob what signage they will need.
- Jeff H- suggested if Bob can not make to walk through to send a subcommittee member.
- Ed C-past experience with signage is the colleges do not like anything stuck on the wall.
- Seamus- suggested using easels.
- Ed C-QR codes will show map

Open Forum:

- Meet Friday morning June 10th @9am Virginia room A
- Kermit O- suggested putting a limit on t-shirts 2 per person.

Upcoming Meetings:

- VCU Walkthrough May 19th @ 12:30
- Zoom Host Committee Meeting May 25th @ 6pm
- Last Host Committee Meeting June 4th @ 1pm

Announcements

- Announce that we have open positions for cashier, qualifications 3 years clean time and past convention experience.

Jeff closed the meeting with the Serenity Prayer

Next Scheduled Business Meeting: May 25th on Zoom @ 6pm Meeting ID: 874 7538 4946

Passcode: 777726

