

**WSNAC Host Committee Date: February 4, 2018**

**Meeting called to order: 10:18am**

**ATTENDANCE**

Alice H, Howard P, Charles E, Allison Z, Ron J, Steve F, Paul W, Becky S, Paula M, Joe U, Chris O

**COMMITTEE REPORTS**

**Chairperson: Becky**

Don't have a lot to report at this time other than keep up the good work!

**Vice-Chairperson: John B**

Not Present; Reported that he would not be here

**Secretary: Paula M**

Not a lot to report. I apologize for not getting the minutes out on time last month. I have been going through some personal health issues and have not been serving at the level I would like to be.

**BOD Liaison: OPEN**

See attached report from fill in BOD Liaison, Alice H

Discussion

1. Will the Budget be ready for the March Meeting
  - a. Will be ready for the March meeting
2. How often will we have to be in contact with the Hotel
  - a. Hotels and Hospitality has guidelines for that
3. Will letter writing actually be successful?
  - a. This is what the hotel staff is suggesting so that the hotel ownership understands the situation
  - b. Create templates so we make sure that we are being successful in getting our actual message through to the facility
4. Who sets up the March Meeting?
  - a. March meeting needs to be set up by Hotels and Hospitality

**Liaison to Area: Matt Cr**

Matt Cr has submitted a resignation for this position

### **Arts & Graphics: Joe U**

Don't have much to report. Did make the flyer that he was requested to make.

### **Awareness & Entertainment: Howard P**

See attached report

Meets 3rd Wednesday of every month @ Southport Lighthouse Recovery Club 6pm

Discussion:

1. How many Jackets are we having made?
2. What logo will be used?
  - a. This is in the development stage and is intended to be a money maker. More will be revealed.

### **Convention Guides: Steve F**

Not much to report at this time. We have been discussing clever convention guide T-Shirts.

### **Convention Information Rachel H**

Not present; no report

### **Hotels & Hospitality: David B**

Not present, no report

### **Merchandise: Allison Z**

Not a lot to report. Will be meeting the last Friday of each month at SLRC. Reached out to Ellsworth about the contest for the Logo. The only issue is that they cannot accept the prizes. Will be focusing on pre-reg design for now until there is a convention logo. Do have a number of ideas including Coffee mugs with the "musts" on the inside, stained glass or suncatchers, etc.

Discussion:

1. Deferred gift for Ellsworth
2. Too many coffee mugs left over from last year, maybe use the insulated mugs?

### **Programming: Phil C**

See attached report

Discussion

1. Does every sub committee have a liaison
  - a. They are in the process of elections
  - b. Check [www.wsnac.info](http://www.wsnac.info) and follow the link for contacts to see the WSNAC BOD and contacts.

## **Registration: Alice H**

Sought clarity from the BOD and there is not a lot that we need to do at this point.

Discussion:

1. Pricing - Who sets it?
  - a. The Host Committee decides and it is generally based on the cost of the hotel, etc.

## **Break: 11:25am**

## **Called to order: 11:36am**

## **OPEN FORUM**

Is there a new position?

1. Treasurer
  - a. Not a money handler
  - b. Will keep track of the funds
  - c. Keeps track of receipts

Discussion:

1. Do we need 2 person accountability
2. Does this person need bank access?
  - a. No to both because this is more of an admin role and will not involve money handling

## **NEW BUSINESS**

Open Positions

1. BOD Liaison
  - a. Steve F is still interested -> Elected
2. Treasurer (Fiduciary Admin)
  - a. No nominations
  - b. Take to the groups
3. Convention Guides
  - a. Paul W Nominated -> Elected

What to do when a Committee Chair is not present for multiple meetings?

1. Previous discussion was to follow the same policy as area
  - a. After 2 times not present without report, chair reaches out.
  - b. If they do not show for the next meeting they will be considered as having resigned.

Motion By Paula M to follow ASC Guidelines as listed above when Committee Chairs are not present without report.

Seconded By: Howard P

Votes: Consensus reached

**Break: 11:24am**

**Called to order: 11:34am**

**NEW BUSINESS**

Area Liasion

Chris O Nominated ->Yes

PO Box

Becky will call the BOD Liasion to get more info.

Letters to the hotel

Multiple people will draft a letter and we can discuss at the next meeting

**Next meeting is March 4th @ 10AM at Delta Marriott Hotel Racine, WI**

**Closed 12:00pm**