

Location: Clubhouse 8744 New Falls Rd Levittown PA

Attendees Administrative Committee Group Representatives

Convention Chair: Bill S

Co-Chair: Chris M

Secretary: Lin D

Treasurer: Chris L

Co-Treasurer: Jenn R

Subcommittees

Hotel Liaison: Brian D

Fundraising: Open

Merchandise: Matt F.

Registration: Margaret K

Convention Information: Open

Arts & Graphics: Trevor N

Hospitality: Rachel L

Security: Ross

Program: Justin F

Treasurer: Chris L

Co-Treasurer Jenn R

Agenda Topics

Date of Meeting: April 13, 2014

Time meeting started: 2:15 pm

Open Meeting: Service Prayer Read

Review Meeting Minutes: Minutes read and passed

Quorum: 10 Group Reps present quorum met (6 voting members)

Sub-committee Reports:

Hotel Liaison: See attached report

Convention Info: See attached report

Hospitality: See attached report

Security: See attached report

Treasurer: See attached report

Fundraising: See attached report

Program: No report

Arts & Graphics: No report

Registration: No report

Old Business: No old business

Elections: Open positions:
Merchandise
Convention Information
Fundraising Chair
Program chair

Nominations: Nick F. nominated for Merchandising Chair, accepted, qualified and voted in. Willing to forego bidding on the work to ensure there is no conflict of interest; Justin F. nominated as Programming Chair, accepted, qualified, and voted in.

Open Forum: Convention logo, and preconvention logo

Motion: 1) Motion to confirm if the committee wanted to choose a second logo for the preconvention t-shirts made; motion passed. 2) Motion to pick preconvention logo voted on; motion passed. 3) Registration made Motion for \$106. For PO Box; motion passed.

New Business: None

Meeting ended at 3:25pm; next meeting May 11, 2014

Fund Raising

See report from Lauren.

Fund Raising Treasurer Report

See report from Lauren.

Convention Treasurer Report

Chris met with Dan H. to change bank account over. Chris L. was added and Joe B. and Danny M. were removed from the account. We received paper statements for the past 6 months. In reconciling the account, two errors were found in the hand calculations. One was a difference of \$1.00 from a deposit from 2/24 Bowling Night. Actual deposit = \$442 not \$443. The second error was \$118.11 that was added twice. After corrections were made, actual balance as of 3/19 is \$3893.10.

Mat L. setup the Pay pal account, and linked it to the convention account.

Chris L.

Security Report

Met on April 12, 2014.

Attendance was low however we do have ten solid committee members. The committee is designing a t-shirt and should be ordering them by next meeting. Discussed upcoming events, movie night and Memorial Day picnic and will attend.

We will be meeting again May 10, 2014 346 Barry Place.

In Loving Service

Megan

April 13, 2013

HOTEL LIAISON REPORT

Brian spoke with Sheraton contact; getting a lower price to \$35.00 a head would be better to work the flier at \$45.00 (current estimate with tax and hotel charges approximately \$48.00). Breakfast is \$20.00 plus tax and hotel charges. Will have more detail for the next meeting.

Any other committee that would like to see the hotel - give me a call @ 215-327-1542. Thanks.

In loving Service.

Brian D

Arts & Graphics Committee

Chair: Trevor N Co-Chair Jen Addict

Committee didn't meet last month. Convention logo voted on and selected at the meeting. Area now has a convention and preconvention logo 😊 .

ILS

Trevor

Convention Information

Met 3/11/14

Discussed putting together an official preregistration flyer and once that is done we will talk about distributing it. Less informational flyers (one with just basics to spread the word) were distributed at ECC spiritual breakfast.

Bucks County Convention is now multiple area, world and regional web sites and continually being spread.

Talked about making announcements about speaker tapes and letting them know where to send them but we need to resolve the PO Box.

Nina

Convention Info Co-Chair

Hospitality

Committee didn't meet in March. The committee met with Registration & Convention Information February. Hospitality is still waiting for logo to coordinate center piece and color scheme with the logo.

Thank you for letting me serve,
Rachel

Registration

Committee Meetings 3/11/14

Registration Meeting:

Attendance: Dave, Larry, Bill, Matt, Nina, Brian, Maggie

Old/new Business:

- Talked about taking credit cards and online and at the convention, - ideas: paypal for preregistration – also option to mail a check or to call to give a credit card number- and Bill's credit card company for day of and merchandising
- Preregistration deadline set as 12/31/14- new discussion on possibly extending that as time gets closer; taking hotel accommodations into account.
- Started conversation about Indigent/Newcomer fund: possibly put requirements on it and creating a sign or guide highlighting things like clean time, income, etc. Bill S. made motion to create sign – passed
Came up with ideas such as no job or low income, low clean time, or possible discounted rates – will be brought up at convention committee mtg in april
- Talked about Saturday Night Dinner - price on original contract with hotel was \$37.95 + 28% tax = \$48.50 –

tentative pricing \$50 for dinner and \$20 for comedy show (that would come in after dinner is served) – We also talked about possibly lowering Dinner to \$45 tentative on what price Brian can negotiate with the hotel.

- Pre-Registration Flyer was completed by Nina, everyone liked all the information on it with the exception of removing the “limited T shirt with pre-registration night” line

- Entertainment Discussion: talked about open mic night, what night having a dance, etc.
Bill S. made motion to have an entertainment event after main meeting on Friday night, and also Saturday night to be included with registration (after the main meetings) – motion passed

Sherri made motion for Friday Night Mic Night – Passed

Sherri made motion for Saturday Night Dance – Passed

- Web Domain registered by Matt – www.buckscountyareaconvention.org registered for two years
- P.O. BOX- by the next meeting we should have one, job assigned to Maggie & Tracy. Should cost \$120 for one year at a Post Office and should be able to be reimbursed from Convention Committee Budget
- Sunday Spiritual Breakfast is \$20 – which is the same as our cost, to promote fellowship
- Had discussion about merchandising, suggestions of what we should have made (jackets, pens, lanyards, magnets, other merchandise) and also suggestions on have a few pre-merchandising items available via the shopping cart on the website for pre-registration
- ASSIGNMENTS:
- Matt will make rough draft of website
- Maggie/Tracy get a PO Box

- Nina will make revisions to flyer, and start working on registration flyer
- Brian is working with hotel to iron out exact prices, or possibly getting them lower

HOSPITALITY MEETING

- Nothing new to report, still waiting on logo

INFORMATION MEETING

- Our convention is now on multiple area/world/region websites, and is continually be spread
- Flyers are being worked on, and will be spread at BCANA area and also at the upcoming ECC Spiritual Breakfast
- Also talked about making announcements about speaker tapes for world, and letting people know where to submit them however we need to wait until the PO Box situation is resolved.

Bucks County NA Convention 2015

Merchandising Committee Quotes for Pre-Convention Tees

Nick F.

Tees

To get the best pricing and quality for bids, I decided to select a local guy, a company, and a national company. Each of the three have their advantages and disadvantages, as far as the profit end goes, and timing end – I believe the company in New York State would best fit our requirements and price/profit as well as timing.

1. Steve's Tees - LOCAL
 - a. Said 60-100 shirts would be "roughly" \$8/each with set up cost (about \$60). Benefits of local guy, also does mugs and hats.

- b. \$8 can be a little too high. However, I've known Steve for almost two years and he produces quality work.
2. Upstate Merch. - COMPANY
 - a. Price guide sent listed 100 prints to be 5.25/each, with the opportunity to add female fit shirts and fast shipping.
 - b. The downfall is he is in New York state. However, he is willing to adhere to a "must have" date. Said we can do female and male shirts too for the same cost and no garment change fees.
 - c. Has outrageous sales of 25 one color shirts for 150, 50 one color shirts for 225, and 100 one color shirts for 375.
 3. Custom Ink – NATIONAL COMPANY
 - a. \$8.07 a shirt for 100, for a three color image
 - b. Nationally recognized company
 - c. Great customer satisfaction

MUGS/CUPS & Etc.

1. Vistaprint – 20 White mugs with convention logo for \$156.99, \$7.85 each
 - a. Pretty good pricing (sell for \$15) profit \$143.01
 - b. Added goods, 5 keychains – \$18.74, \$3.75 a keychain (sell for \$7) profit \$16.26
 - c. 5 hats, \$56.85, \$11.37 a hat (sell for \$15) - \$18.15 profit
 1. Total Profit - \$177.42
2. Custom Ink – 75 Stadium Cup (big plastic cup) one color image for \$2.08 a cup, \$156.00 total
 - a. Great pricing for cups, they could be \$4 each and we'd double. Also, they would be able to be carried over into the actual convention if there is extra.
 - b. Also would be able to add one cup to each order over \$40, or 50, etc.
 - c. 22 oz. Plastic Beverage Mug – White, 50 for \$170, \$3.40 each, could be sold for \$7 easily.
3. Steve's Tees
 - a. Still waiting on response for key chains, mugs and pens and any other small promotional good prices.



