

NA Convention Committee Meeting Minutes

Date: November 22, 2025

Location: JCRC

Time Called to Order: 2:49 PM

ATTENDEES

Members Present:

Kris B., Phil, Robin, Reggie, Angela, Amanda, Cheri, Leah, Ben, Steph, Rick, Cliff, Diane, Renee, Eddie

1. Call to Order

The meeting was called to order at 2:49 PM.

2. Approval of Previous Minutes

Previous meeting minutes were reviewed and approved.

Committee Reports

Treasurer Report – Phil

- Total Income: \$6,135
- Total Profit: \$2,940
- Regional Funds: \$26,711.09
- Total Expenses: \$13,450.42

Additional Financial Updates:

- *Tax filing status: In process (Kris)*
- *Name and address change submitted*

Fundraising Report – Reggie

- Review of leftover fundraising items
- Reggie announced stepping down from Fundraising position

Programming Report - Leah

- Speaker registrations completed (2 speakers):
- Speaker 1: \$348 (hotel & gas)
- Speaker 2: \$425 (hotel)
- Additional speaker signage needed
- Recommendation to prioritize out-of-town speakers
- Leah announced stepping out of Programming position

Hospitality - Cheri

- Transitioning to a different position and supporting Fundraising
- Leftover books (25) to be donated to H&I

IT & Consulting – Eddie

- Website registration currently not active
- Improvements needed in email communication
- Slack recommended for committee communication
- Funds to be directed into Convention account rather than Area account
- Hotel Liaison - Amanda
- Email sent regarding room block for next year
- Broken lobby light reported; no response received yet
- Meeting/walk-through with hotel to be scheduled mid-December
- Possible post-convention debrief with hotel

Registration – Angela

- Total Registered: 231
- 140 registered on-site
- Funds Turned In: \$8,705
- Estimated Total Attendance: 230–250
- Leftover registration supplies reviewed

Registration Recommendations:

- *Adjust budget to include meeting space rental and miscellaneous expenses*
- *Post a partial payment policy*
- *Registration committee should track registration only (not merch)*
- *Separate volunteers needed specifically for registration duties*

Merchandise – Ben

- Pre-sale T-shirts: 50 sold (\$1,180)
- Convention merchandise sales ongoing
- Vice Chair Report – Rick
- Need identified for a better communication platform
- Confirmed \$2,940 profit from merchandise sales

4. Old Business - Kris

- ♦ Motion proposed to allow Chairperson position to be held for 2 years
- ♦ Motion proposed to require 3 years clean time for handling finances
- ♦ Meeting to be scheduled to revise and clarify policy wording

5. New Business - Kris

Motion: \$2,102 reimbursement to Area

Moved by Amanda

Seconded by Angela

Vote: Passed (9 in favor)

Possible transfer of funds to CD account (Phil to review)

Taxes filed by Kris

Chair position transition:

Kris stepping down as Chair

Rick stepping into Chair position

Vice Chair position opened

6. Adjournment

Meeting adjourned.

Next Steps / Action Items

Schedule policy revision meeting

Activate registration website

Implement Slack communication platform

Finalize hotel meeting date

Fill Vice Chair and open committee position