

2010 Illinois State Conference Planning Committee

April 19th, 2009 meeting minutes

Meeting began at 3:15 P.M.

Introductions:

Chuck T.
Tony H.
Dale H.
Dean G.
Dan M.
Linda L.
Justin S.
Rich H.
Ryan L.
Brendan O.
Hugh O.
Frank G.
Clarence J.
Chuck W.
Don S.

Review of March meeting minutes

Motion made to accept March minutes: Motion passed unanimously

Brief guide to parliamentary procedure was presented on overhead and reviewed by all with comments from the Chair

COMMITTEE REPORTS

Secretary: add contact info if new on the sign-in sheet, and please provide written reports

Treasurer: AMcore Bank explored for business checking account includes 500 free transactions per month, no minimum monthly balance, \$100 minimum opening deposit, no monthly fee, Located in McHenry/ ALSO looked into post office box in McHenry and Ringwood, cost of \$47 pre-paid, 24 access in McHenry but limited in Ringwood

Registration: Nothing to report

Hospitality: Nothing to report

Coffee: cost was \$28/gal in 2008 and will be \$29/gal in 2010 for coffee supplied by hotel

Motion made and passed unanimously to not provide coffee at Planning Committee meetings

Dance: Nothing to report, asked about past Dance Committee reports Dale has report from 2007 available

Public Information: Made reservation for Registration outreach at 2009 State

Conference

OLD BUSINESS

ELECTIONS:

Literature Chair: Don S. stood for position and qualified himself (6+ years sobriety, Lit chair @ Soberfest)
elected unanimously

Grapevine Chair: Frank G. stood for position and qualified himself (5+ years sobriety, current GV Chair @ District 11)
elected unanimously

Archives Chair: Clarence J. stood for the position and qualified himself (9 years sobriety, current Archives Chair for D-11)
elected unanimously

Program Chair: Rich H. reluctantly stood for position, then withdrew until May meeting to see if anyone else wants the position. Rich is already the PI chair, but is willing to take responsibility to get speaker CDs out to the Planning Committee so that a group decision can be made in May. 2 or 3 speaker are needed, group conscious agreed to focus on speakers from the geographic Mid-West or East-Central Region

OPEN POSITIONS: Program Chair, Printing Chair, Decorations Chair, Special Needs Chair

TIMELINE:

Tony presented the timeline for when various duties need to be completed for each committee. This was made using what Dean presented last month as a starting point. Realistic dates need to be set by committee chairs - those on this timeline are for example only. Committee chairs are to submit dates/deadlines to Tony to enter into the timeline document. Tony will keep the timeline document updated as a way to facilitate task completion in a timely manner.

SEED MONEY:

A motion was made to ask District 11 for \$500 to open the bank account, Post Office box, and pay for printing costs of 1000 early bird registration flyers with the understanding that the money will be paid back when the IL State Conference seed money is forwarded to the 2010 Planning Committee after the 2009 IL State Conference books are closed. The motion will be presented by the Treasurer at the May District 11 business meeting. **PASSED UNANIMOUSLY**

Meeting Adjourned at 4:45 P.M.

next meeting will be May 17 at 3 PM

Accountability Guidelines for the Planning Committee

- 1) Persons elected to Chair positions agree to submit a current written & verbal status report at each planning meeting.
- 2) If unable to attend, a Chair will notify the Planning Committee Chair and send a report in advance.
- 3) Failure to meet #2 above for 2 months in a row will result in automatic disqualification from Chair position.
- 4) Post meeting minutes (w/o last names) and flyer for Planning Committee meetings on the District 11 website
- 5) Planning Committee meeting agendas are to be published on the District 11 website 1 week in advance.