

**URMRCNA VI, PLANNING MEETING  
MINUTES 10/16/04, HOLIDAY INN, CHEYENNE, WY**

- **OPENING: 1:20 PM** Began with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Followed with the Serenity Prayer, Kathleen L. read the Twelve Traditions.
  - In attendance: Rex M., Kathleen L., Gail D., Karen L.
  
- **READ MINUTES:** Reviewed final minutes from post-convention, May 2004. All agreed it was helpful that sub-committee reports reflected what worked and what didn't work. Discussion on the following:
  - Hotel Report- needing a single point of contact, and having hospitality room next to marathon meetings would work better. Discussed at this next convention how the coffee tables will be positioned by the meeting rooms.
  - Activities- really appreciated the candor on what worked and what didn't, especially the convention attendee's feedback on certain programs such as the comic.
  - Hospitality- needing a microwave is a great suggestion.
  - Registration- needing to have extra everything is a good reminder.
  - Programs- remembering smoke breaks, setting up the tape guy and merchandise guy separately, having good communication with the hotel on setting up rooms were all good points for us to remember.
  - Having a no refund disclaimer on the registration packets.
  
- **ELECTION AND APPOINTMENTS OF OFFICERS AND SUBCOMMITTEE CHAIRS.** Will elect and appoint vacant positions when more interested parties fulfilling clean time requirements get involved. Decided to combine Registration with Convention Information. Also, this secretary will make copies of final sub-committee reports and place them in binders for this year's committee members. For example, the Registration Chair will receive final copy and any other pertinent information regarding registration from last year in order to assist that committee.
  - **OFFICERS- CHAIR- Rex M.**
    - **VICE CHAIR- Kathleen L.**
    - **SECRETARY- Gail D.**
    - **TREASURER- vacant**
      - **SUBCOMMITTEE CHAIRS**
        - **HOTELS AND HOSPITALITY-vacant**
        - **FUNDRAISING AND ENTERTAINMENT-vacant**
        - **CONVENTION INFORMATION/REGISTRATION-vacant**
        - **ARTS AND GRAPHICS-vacant**
        - **MERCHANDISING-vacant**
        - **PROGRAMS-vacant**
  
- **NEW BUSINESS-** tabled everything else on agenda until next month's meeting being held November 21<sup>st</sup>, 2004 at same place, same time.
  - **DISCUSSION ON VISION AND GOALS FOR THIS YEAR'S CONVENTION**
  - **LOGO AND THEME**
  - **BUDGET-** still need to get officers in position to get signature card signed.
  
- **CLOSED MEETING WITH THE THIRD STEP PRAYER-** at 2:30 pm