

# Events Retreat Practice Meeting

## Agenda and Minutes -

### March 23rd, 2021

Events Committee is inviting you to a scheduled Zoom meeting.

Topic: Events Meeting March 23

Time: Mar 23, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96240808506?pwd=NWNTNIBjRHFSU2RuYjg3czBkMnQ4QT09>

Meeting ID: 962 4080 8506

Passcode: 096937

One tap mobile

+13017158592,,96240808506#,,,,\*096937# US (Washington DC)

+13126266799,,96240808506#,,,,\*096937# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 962 4080 8506

Passcode: 096937

Find your local number: <https://zoom.us/u/adiapV7Xld>

**Attending:** Kevin, Shaf, Jeremy, Barbara, Danielle, Carole, Florence, Kathy; regrets: Lorraine

## **Opening Readings: (5 min.)**

**CoDA Opening Prayer:** In the spirit of love and truth, we ask our Higher Power to guide us as we share our experience, strength, and hope. We open our hearts to the light of wisdom, the warmth of love, and the joy of acceptance. - together

**Minute Recorder:** Carole

**TIMEKEEPER:** Danielle

**Round Robin:** Kevin, Shaf, Jeremy, Barbara, Danielle, Kathy, Carole, Florence

**Feelings check in.** (1min)

## **Recording to Cloud – start**

**APPROVE MINUTES:** March 9th minutes in April meeting.

**Round Robin:** Kevin, Shaf, Jeremy, Barbara, Danielle, Carole, Florence

**Items for Discussion:** -

## **Registrar Update:**

- 595 tickets (some donations)
- \$1907 gross donations
- \$1822 Net
- \$85 fees
- Geff's numbers: 819 registrants. Duplicates for donations removed gives a total of 672

## **Workshop Coordinator Update:**

- Practice invite sent out to presenters, interpreters and CEC
- Shaf, Danielle, Barbara, Carole, Kevin, ?Lorraine, Florence

- Regrets Jeremey, Kathy
- 10am start for CEC

### **Interpretation Coordinator Update:**

- Opening and Closing script requested for Interpretation use
- Some countries not available due to religious holiday, connection problems, overlap of dates with assembly/workshop
- WCC member has been helpful with troubleshooting, supplying VPN, and will attend practice and half hour before retreat for support
- A restart may be needed for connection purposes before letting participants into the Main room
- Fyi, they do not have awareness of listeners except through chat. A message will need to be written to participants about the interpretation feature and to use chat to connect to interpreter with their questions, ie during Q&A
- 12&12 for opening and Promises at closing, give heads up to Interpreter to use their own language versions

### **Virtual Notes from ICC in November**

[https://nonprofit12steorganizational.sharepoint.com/:w:/g/personal/eventschair\\_coda\\_org/EX3IyUgyA3VNi4DcpCjYaoAB7WO\\_m-6u3m8yYkckJU-AZQ?e=FDyuze](https://nonprofit12steorganizational.sharepoint.com/:w:/g/personal/eventschair_coda_org/EX3IyUgyA3VNi4DcpCjYaoAB7WO_m-6u3m8yYkckJU-AZQ?e=FDyuze)

### **Practice Breakout Rooms**

- Only Host can assign
- Instructions on screen to find the breakout room icon and how to surf to room of choice;
- WhatsApp committee communication group
- CEC members are cohosts
- Zoom chat to everyone, or to host or cohost or individuals

- CEC to monitor members chat
- There isn't a main hub to intercept people entering during
- CEC members 'admit' in;
- cohost send in chat to Host person's preference to workshop/speaker room,

**Round Robin:** Kevin, Shaf, Jeremy, Barbara, Danielle, Kathy, Carole, Florence

**Assignments for Retreat:**

- Chat monitoring – Jeremy, Danielle
- Room monitor, screen share as needed, monitor raised hands for Q&A, and the chat there, record the presenter to your computer then send audio file to CEC email – all
- YouTube of main room only, as backup for recording; not for public use
- Help room – scrapped
- text/chat Host name and room of preference
- Main room and Interpretation – Carole, Florence
- Choose the workshop and email CEC your preferences

**Practice date with presenters and interpreters:** Wednesday March 24<sup>th</sup>  
6pmEDT, 3pm Pacific;

Closing with Serenity prayer: 8:30pm EDT