

## A How to Guide for the Nar-Anon Midwest Region Assembly

Respectfully Submitted 11-5-15

by: Janis, 6<sup>th</sup> MWA Committee Chairperson

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## A Summary Report of the 2015 Nar-Anon Midwest Region 6<sup>th</sup> Annual Assembly

Theme: Rising from the Ashes: Recovery through Spiritual Principles of Service; Logo: Phoenix

Harvest Time is a fitting season for Nar-Anon to gather. In gratitude we reflect on the past year's great "harvest" of our own Recovery and also of the newcomers who have come into the Rooms. This year, all Regional Service Committee members and 14 home Groups' Service Reps, from four of the five member states, of the Nar-Anon Midwest Region met for a full Saturday, October 24<sup>th</sup>, in Addison, IL, at the Hampton Inn & Suites. The success of this assembly included accomplishing all the tasks set forth on the business meeting agenda by our Chair, Cyndee. An audience of 40 people heard reports on; The State of the Midwest Region, Finances and Budget, Narateen, Website, Donations: Outreach and Step Materials, a "how to" on Step Meetings, as well as personal reflections by the Midwest Region Delegate and Alternate, on the significance and role of service in their lives. Regional Service Committee Elections were held; Regional Chair: Cyndee, Regional Vice Chair: Vacant, Secretary: Shannon, Treasurer: Rod, Convention Chair: Dian M., Outreach Committee Chair: Jim, Delegate: Ruth, Alternate World Delegate: Theresa C. Remaining focused through the afternoon, Workshop Speakers led us into Roundtable Discussions on spiritual principles and the 6<sup>th</sup> Tradition, in six small groups. By this time, we numbered 46. In a joyful and spirited exchange of tickets and monies, and with the 50/50 winner donating half of his winnings, we raised enough to offset costs, and then some; netting \$1,212.00. After dinner, we listened to valuable exchanges, conversations and rewarding fellowship at a family meeting. Areas that could be improved upon include signing up earlier to avoid additional expense for hotel rooms and registration fees. Also, Presenters with PPTs might feel more comfortable coming prepared with their own laptops. And for those who prefer to work from written notes, a podium and a microphone will be provided.

## **II. Budget/Finances/Record-keeping**

### **Budget**

The Assembly raised funds for the organization to cover the costs of sending delegates to the World Service Conference and for literature and newcomer packets. As of this writing, no specific amount has been set for the Assembly budget, regarding expenses. After my experience as committee chair, I would not encourage the RSC to do so because of the wide ranging disparities of this 5 state region's costs, combined with the uncertainty of revenue. For example, more registrants equate to higher income, as well, donations may come in that no could have predicted during the planning stages. Hence, each group ought to retain autonomy over Assembly expenditures.

Chain of Command:

The elected Midwest Region Treasurer of Nar-Anon pays for hotel and food charges, on the day of the event, with the Midwest Region's bank account debit card.

The GSR/Host committee arrives at decisions for expenses via home group conscience.

The GSR/Host committee communicates regularly with Midwest Region Treasurer.

### **Finances**

The Midwest Region Treasurer of Nar-anon advances an initial sum of money to

GSR/Host who is the MWA committee chair for initial outlay of expenses.

The GSR/Host Committee Chair maintains a detailed record of expenses & income;

fees for registration, donations and advances from the Home Group's treasury.

In terms of outlay prior to assembly, GSR/Host Committee Chair exercises prudence:

reviewing previous years' balance sheets to help guide decision making process.

After the Assembly's final accounting, the Home Group Treasury's advances will be paid back by the Nar-Anon Midwest Treasurer.

### III. Record-keeping

Registration Checks are to be made out to *Midwest Region of Nar-Anon*.

Mailing address: whether the Host Committee Chair's home or office, choose *one* destination.

Checks submitted are collected in one bundle to be hand-delivered, to the Midwest Region Treasurer, on the day of the MW Assembly.

Upon Committee Chair's receipt of payment for pre-registration:

1. Photocopy Check.
2. Record Check # on Registration Form
3. Assign number in order received.
4. File form with signature under "Registration" in Binder, in date order.
5. Record in Excel, on Master Registration List the following;  
Name, Home group, Address, Ph #, Email address, Amount & Date Received
6. Record in Excel, on MWA Balance Sheet; \$ Amount Received.
7. Email: "Confirmation of Registration: receipt of check # & \$ amount"

Cross-Reference Registrants who pre-register by mail with up to date listing in the

*Nar-Anon Midwest Region Registered GSRs and Alternate GSRs*.

Double-check for name changes. This is an important step in the registration process. One vote is permitted per Nar-Anon Family Group. If the GSR is in attendance at the Assembly, he/she carries that vote. If not, the Alternate GSR has the authority to vote for his/her group. If neither, is present, the GSR may designate another group member as the group's voting member, for the purposes of the Assembly. Necessary signatures must be affixed to the "Group/Alternate Group Service Representative Substitution Form" then submitted and filed prior to the Assembly, in accordance with the *Nar-Anon Guide to Local Services*, (13-6).

#### **.IV. Agenda/ Program/Schedule of Events/ Forms and Flyers (See: SAMPLE page)**

The **Agenda** for the Business Portion of the Meeting is set by the RSC. The Theme is decided upon by a vote during a GSR Conference Call. Once established, a logo is created that reflects this theme; apply to notebooks, tote bags, **Flyers and Forms**. Upon creation of the Assembly Host Committee, which shall meet several times prior to the assembly, a schedule is arranged following the business meeting. Ideas may range from inviting guest speakers to workshops and roundtable discussions led by RSCs, GSRs, or Alt. GSRs. Addressing the spiritual aspects of Nar-Anon's 12 Step Program is integral to the plan. After a group conscience has been taken, set approx times for the **Schedule of Events**. Communicate these details to the RSC for approval, to be sure all is included and will be conducted in accordance with Nar-Anon Concepts, Steps and Traditions. Next, draw up a Registration **Form**; submit to RSC for approval.

What to include? See: *Sample Registration Form* on following page. Once approved, send **Registration Form** to the RSC Secretary responsible for mass-emailing to GSRs and Alternate GSRs. Do the same for further communication re: MWA since it is the RSC Secretary's role to disseminate information via the master regional distribution list; otherwise someone may miss out on important and timely info.

Periodically write **Flyers** to engage and enthuse, and then submit them to the Chairperson for review, and next forward to the Secretary for dissemination to all RSC and GSRs.

Create **Form** for *Home Group Volunteers*– Bring the form weekly to meetings; **type** in names.

Include: Date, Time, Task and Name – For Example:

*23-Oct. / 4-5 pm      / Meet, Greet and Welcome out-of-town Registrants / Nancy S.*

*24-Oct. / 11:30 – 12 / Help Set-up for Lunch / Sheila K.*

*24-Oct. / See: Janis / Donate Desserts; cookies, brownies, chips / Darren B.*

## **VI. Hotel/Food/Beverage**

**Hotel**            **Hold 30-40 rooms for Nar-Anon as a Block at reduced rate.**

**Book Conference Room for 40-50 people, LCD Projector, Screen, Podium, extra Tables**

No later than late January-early February reserve space for overnight guests. Depending on your location in the region, your home group's meeting place, and the proximity and ease of access for visitors from out of state, you may need to block rooms at a hotel. Make sure you get estimates from no less than 3 properties; Maybe more, but no less. Visit on-site, because you can't detect odors over the phone, or poorly maintained facilities. Assess the accommodations; Clean? Temp ok? Check out the guests to ascertain the "culture" of the place. Non-smoking? Re-negotiate whatever price you've been quoted; there are too many choices to settle. Don't go it alone: remember our slogans.....bring a buddy for a reality; don't sign for more than you need. Eat at the restaurant. Taste the **Food** especially if they offer a "free" breakfast or meal. A comfortable, spacious Lobby is a must for out-of-towners to gather in the evenings, apart from regularly scheduled meeting times. Check the Conference Room size (40-50). Ask about extra hidden charges; LCD Projector w/cart, screen, wireless connection, speaker, mic or podium?

**Beverages:** Is Coffee available, free, all day in meeting room? Cold Water? If there is a charge for drinks, can we bring our own? Are there refrigerators in the meeting room?

Tables and chairs set-up in advance? How many? Sizes? Tablecloths ought to be provided. And find out, up front, if there is a cut-off date for the reduced room rate; elucidate this information on all Flyers & Forms. Get the name of the Front Desk Clerks and Janitors who will be on duty the day of the event. Ask if it's ok to have food brought in by volunteers which will help to defray costs; pizza, etc. Holds on blocked rooms can be released at any time, so better to reserve 30-40 rooms. Additional **Food/Beverage** decisions are made at discretion of host group.

**SAMPLE**

**SAMPLE**

**SAMPLE**

**SAMPLE**

How are you?

Here in Chicagoland, I am thinking of you and of the the Nar-Anon Midwest Region Assembly, a day of meeting and greeting “family” members.

Why I am so interested in your attending this year’s events are two-fold.

First, your opinion is needed.

*Narateen* is on the agenda. As much as we all want to offer recovery to minors affected by a loved one’s drug use, we also want to assure teens that they are safe when they are with us. So, it is important that everyone who wants to weigh in on the “how-to” of starting up, and the smooth running of, a *12 Step Program* for youth will be heard.

Secondly, enthusiasm for recovery is strong here in our small section of the world; the DuPage County Coroner reports, “...One in three deaths is related to heroin overdose,” therefore, the need for Nar-Anon is great. Ever increasing numbers of addicts has created a “gap” between those whose lives are in chaos, and those who have never been affected by the disease of addiction.

Nar-Anon is our Safe Haven.

Please consider joining us, on Saturday, October 24, 2015, here in Addison, IL.

**SAMPLE**

**SAMPLE**

**SAMPLE**

**SAMPLE**

## **Workshop following the Business Portion of MWA**

Plan for the Nar-Anon Midwest Region Assembly, Saturday, 10/24/15

1:00-4:00 pm

1. 10-15 min. Lead on a Spiritual Principle of Service. by 3 members: 1 pm, 2 pm,& 3 pm
2. Based on theme, leader asks 2 questions to continue the conversation in smaller groups  
(Sent to Janis who will type up and cut out to distribute among individual members)
3. Large group splits into 4 groups by numbering off so that people can meet w/new people.
4. 30-45 min time of effective sharing and discussion of our ESH
5. On the hour, come back together to hear another speaker, and then repeat the process.

DALE

Speaker 1: “Trust and Honesty”

THERESA

Speaker 2: “Faith, Inclusiveness and Humility”

RUTH                      Speaker 3; "The 6th Tradition and Gratitude"

4:00-5:00 pm

Raffle of Gift Baskets and Silent Auction

Items also available for purchase, such as hand-crafted Book Covers

5:30 - 7:00 pm

Dinner altogether at Famous Dave's (within walking distance from hotel)

7:30-9:00 pm

Family Group Nar-Anon Meeting

Following Group, you may want to move to a more comfortable seating area in the lobby.

The Meeting Room is located off the lobby, on the 1<sup>st</sup> fl, with outside access: 1,400 sq '.

## **VII. Log                      Midwest Region Assembly on October 24, 2015**

**Post-Assembly** period leading up to the Saturday, GSR Conference Call

Gather notes and write one page summary of the Assembly.  
Organize folders; review and discard all but pertinent documents.  
Adjust records accordingly.  
Be prepared to report on results, success and areas for improvement.

### **Tues., Oct. 27 Post-Assembly**

Communicate with Midwest Region Treasurer re: Balance Sheets  
Communicate with Home group Treasurer re: Balance Sheets  
Communicate with Chair re: Feedback & Materials to be saved for 7<sup>th</sup>

### **Mon., Oct. 26 Post-Assembly**

Write "Thank you" letters to:  
Sales Manager, hotel and General Manager  
Managers of both restaurants that accommodated group; Fri & Sat dinners  
Owner of Pizzeria  
All RSC, GSRs  
Anyone in attendance who contributed service at MWA

Reply to emails received with comments by attendees.



**Sun., Oct. 25 Post-Assembly** --Morning after the Event, Members' Breakfast, departure

**Sat., Oct. 24 Day of the Event**

7:30 8:30 am

1. Arrive Hotel, Front Desk mgr. to unlock Conference Room doors
2. Erect self-standing Nar-Anon signs; post at front and rear entrance (early birds)
3. Meeting Set-Up     Decorate in "Harvest Theme"

Connect Laptop with battery charger cord loaded with Presenters' PPTs to LCD Projector

On Display: Hay bale with 2 large potted mums, large and small pumpkins & gourds.

4 hanging wall plaques; "Welcome, Thanks, Blessings, Harvest"

Table top decorations; small fake pumpkins, gourds, scarecrows

Set of 50 clear plastic cups to hold mixed salted nuts, M & M, etc. (3 to a table)

Set out 50 individual bags of assorted chips – in 2 large, plastic Harvest décor bins

Fill 2 cup holders with surplus "Serenity" Pens

"Emergency Kit:" scissors, tape, Sharpie Pens in variety of colors, Plain Labels

Sat., Oct. 24    7:30 8:30 am

**Day of the Event**

(cont'd.)

3. Meeting Set-up (cont'd.)

Side Table:

Tote Bags marked with 6<sup>th</sup> MWA Logo (Phoenix rising)

Contains; Gift Journal, Serenity Pen, Restaurant Menu for Sat pm dinner,

2 pocket, 3-hole punch folder: Agenda, Ballots, & Nar-Anon RSC & GSR Reports

Name Badges attached to Tote Bags w/Name, home group and Nar-Anon Logo

Additional Blank Name Badges & Sharpie pens for "walk-ins" not pre-registered.

4. Raffle Basket Set-up requires 3 separate 6' tables (21 baskets in total)
  - Set out Raffle Baskets spread out across 2 visible tables (on display all day)
  - Select 4 most valuable for Silent Auction, place on a 3<sup>rd</sup> 6' table, with sheets of lined paper, pens to record Name and \$ Bid
  - Raffle Tickets; 2 rolls of different colors; (1.) Baskets (2.) "50/50"
  - Brown Bags, marked & numbered for each Home group in attendance = basket donated
  - Attach Matching Labels and numbers to each basket as Members bring into Conf. Room
5. Food and Beverage: 2 Set-ups for AM business meeting, off to side & towards back of room
  - Sharp knife to cut "coffee cake" and "Danish"
  - small napkins, (seasonal) plastic forks and spoons in cups nearby Coffee Set-up

Coffee Set-up: Check that hotel has provided; Regular and Decaf, dairy and non-dairy creamers, sugar, stirrers, cups with lids  
2 cases bottled water; and canned sodas placed into 2 half-fridges (refills under tables)

6. Lunch Prep (Keep in a clean, clearly marked, covered bin, under the serving table until noon)

Orange plastic tablecloths (3 cover the tables for serving)  
Plastic sets of fork-spoon-knife wrapped in orange napkin, tied w/brown ribbon  
Orange Dinner Napkins (extras in piles)  
White foam Dinner Plates (for Pizza)  
White foam Salad Bowls  
Pizza Cutters (in case the slices stick together)  
Cardboard Cut-up, stand-alone, Halloween scene décor resting upon serving table  
Small-sized orange plastic bins of wrapped candies

7. Additional Table for;

Outreach Materials and Literature (manned by Home Group)  
Book Covers for Sale by Home Group; tabletop stand for Info/pricing

**Fri., October 23, 2015                      (Get a good night's rest!) 1 day Prior to Assembly**

1. Friday Group Dinner                      6:00 PM: local restaurant in close proximity to hotel  
Between 4 - 5 pm, ascertain headcount (asap you know)  
Confirm with Maitre'd of Restaurant approx number for reserved tables  
5:45 pm, Arrive at restaurant before group to check Reserv/accommodations met  
Fri. Dinner Invitations – RSC Chair prepares, prints & brings w/envelopes; To be addressed asap hotel provides the list of Guests reserved Blocked rooms.
2. Confirm with Hotel:  
Guests Names Registered – Cross-reference Registration Master List  
Request that Front Desk hand deliver Fri. Dinner Invitations as guests arrive  
Conf Room: 10 tables with white cloths, arranged classroom style; chevroned  
LCD Projector in working order; screen up, all electrical hook-ups ready  
Conduct "Run-through:" project PPT presentations from Laptop: Rehearse times.
3. Confirm Pizza delivery time = Noon, Sat., Oct. 24<sup>th</sup> & place= Back door of Conf room
4. Brown Bags: fold over rough top, label & number for each of 14 Home groups.  
(Task could be done anytime prior to event, once a member registers.)

**Thurs., Oct. 22<sup>nd</sup>                      2 days Prior to Assembly**

1. All registrants' names recorded; all have printed ID Badge in plastic sleeve.
2. Photocopy all checks received; seal in envelope; hand deliver to MWR Treasurer.
3. Photocopied expense receipts sealed in envelope; hand deliver to MWR Treasurer.

SAMPLE

SAMPLE

SAMPLE

SAMPLE

6th Nar-Anon Midwest Region Assembly Attendee Registration Record 2015						
Name	Home Group	Address	Cell	e-mail address	Paid	Date
Janis	Tuesdays Together IL	862 W Heritage Dr. Addison 60101	973-462-5817	aldridge.janis@gmail.com	20.00	8-Sep
Allen	Tuesdays Together IL	862 W Heritage Dr. Addison 60101		<u>aldridge.allen@gmail.com</u>	20.00	8-Sep

**(Other Reports are posted on the Website.)**

#### **Floor Motion:**

**We, the Midwest Region of Nar-anon accept and adopt the Narateen Safety Guidelines, as approved by the World Service Organization, and as delineated in the Report to the 6<sup>th</sup> Annual Midwest Assembly by the ad hoc Committee of Narateen, October 24, 2015. The process will be as written on page 6 of the Narateen Report. We propose the ad hoc committee continue to assist with and provide materials for facilitator training and guidance. We propose the RSC select a member to be the Narateen Process Person (NPP) to manage certification and communicate with the WSO and that person annually be elected at the Midwest Region Assembly.**

*APPROVED: 10/24/15*

Respectfully submitted by Janis A. October, 2015 For details, See: *Report to the 6<sup>th</sup> MWA on Narateen*