

## **1<sup>st</sup> PLANNING COMMITTEE MEETING**

WORLD SERVICE CONFERENCE NYC 2020

Our Theme is "TRUSTING OUR TRADITIONS"

### Time and Location

Tuesday May 21<sup>st</sup>, 2019

6:00 -7:00 pm

Ripley-Grier Studio

131 West 72<sup>nd</sup> Street, NY, NY

Meeting Space 2R (under the name World Service 2020 if you need to ask at the desk)

Between Amsterdam and Columbus- about in the middle and on the north side of the 72<sup>nd</sup> St. block

5 minute walk from 72<sup>nd</sup> Street 1/2/3 trains

### Topics to Cover

We need a logo

We need a venue (some work has been done here but we need more quotes)

We need an executive committee (Maureen C. is the Chair- we need Secretary, Treasurer and Vice Chair)

We need subcommittee chairs and committee members

Start reviewing the Host Committee Handbook

And most of all we need interest, energy, enthusiasm and willingness to do service at any level and time commitment!

### Possible Sub-committees include:

Conscious Contact Coordination / Convocation and Credentialing / Decorations / Fellowship Day Workshops / Finance / Fundraising / Gala / Hospitality / Internet Services / John H Scholarship Awards / Keynote Speaker Selection / Local Volunteer Coordination / Lodging (only necessary if the host committee chooses large scale lodging) / Logistics (Site-related and non-site related) / Marketing / Meals / Open 12-Step Meetings / Registration / Signage / Site Selection / Special Needs / Tear Down and Clean-Up / Technology

If questions text Maureen C. 646-841-4331.