

## May 16, 2016 AZF Teleconference

Attendance: Anthony, Kim, Dee, Sherry V, Brandon C, Cheryl D, Merl S, Donna M, Zoe H, Cooper, Ryan S, John R, Eddie W, Clarence

Technical difficulties for the first 15 minutes. Zoe – GREATER PHILLY – facilitated.  
Main agenda item: The July Professional Event.

Started about 9:45 with a report from Zoe – I'm including her emailed report here:

Dear AZF participants and interested others,

The Greater Philadelphia RSC already has an existing rental agreement with Roxborough Memorial Hospital, proof of our insurance coverage, and no further rider is necessary. This facility has off-street parking, AC, tables, seats 80+, and hopefully will allow us access to Wi-Fi.

Estimated 80 people @ \$7 / person for finger food lunch is \$560.00 + 8% tax (Philadelphia) \$44.80 Food & tax \$604.80

Secretarial Supplies (poster, pamphlets, invitations, postage, stationery, copying, printing, including tax). \$200.00

Roxborough rent \$25

Total \$829.80 / 6 regions @ \$138.30 (100% Participation from all regions)

Clarence is coordinating program with Anthony W., C&P AD.

I have begun process for obtaining Pennsylvania Certification Board CEU's.

All checks can be mailed to me at: Zoe Holmes 915 Scattergood St Philadelphia, PA 19124 Please note name of event (AZF/PR Event) on bottom of check.

Please email me your questions / ideas. Remember 1st things 1st.

Thank you for all you do.

Grateful to serve, Zoe H., GPRSC RD Billy W., GPRSC RDA

New info: WIFI may be available

Wanting 30-day advance notice for CEU credits so probably can't add that info to invitations until the 2<sup>nd</sup> mailing on July 1.

First Invitational Postcard going out at 60 days – June 1st

Hopefully will have approval by 2<sup>nd</sup> mailing (July 1<sup>st</sup>) so the CEU credits info can be added to that.

3 hotels in area with rates and availability researched by Billy and will be emailed

Questions regarding who to make the check out to and why the cost of the event is so small. We don't have to pay for Saturday since Greater Philly will be hosting Saturday's meeting.

Anthony asked for a copy of the invitation... other discussion about meeting with Clarence? Copy of invitation will be emailed for input.

Zoe talked about the program and curriculum - asked Merle about whether or not she is talking to Jane.. Merle will talk to Jane this week. Craig, Clarence, Anthony, Merle, Jane will be the contact points for coordinating info for the program.

Trying to make continuing education credits an option so that it will be training session for the professionals so that she can get professionals to attend. Not easy since some agencies won't have the manpower to be able to send someone. First invitation going out shortly (60 days prior to)

The outline presented to Zoe by Clarence (Greater Philly - PR Vice Chair) is a rather lengthy set of questions:

For example: SubTopics - NA's image, the awareness of NA and NA in the community, Misconceptions, how can NA improve how NA is perceived in your field....

We briefly went over the possible themes again. The Theme we decide upon maybe can be discussed in another teleconference after Clarence, Merle Anthony make contact with the professionals. First invitation must go out June 1<sup>st</sup> so we don't need the theme yet, but we have to meet that deadline.

2<sup>nd</sup> reminder and possible notification at 30 days followed by emails and phone calls

Invite list - H&I listing - EPARNA - Jackie R, Clarence and Melvin and Zoe developing the rest of the list. Director of Nursing - will help with nursing schools around the area.

Anthony asking about inviting people/professionals from the local NA community who are interested in attending this Professional Day. Will give list to Zoe so she can add to invitation list.

SAMSA: Nationwide Registry of Providers might be a resource for the invitation list, too.

Does NAWS do training or presentations that involve CEUs - not to anyone's knowledge.

This could potentially be a brand new PR tool ...

- Could this be recorded? Cooper suggested using the Audio team that the local convention team. That could be first resource. Also ask Dutch. Merl will ask Michael J if he's available or if he knows of someone.

We will receive the tentative invite and need to approve via email instead of another phone call.

In order to get a number for the caterer this event will be invite only ... not an open invite to NA members so no flyer for Saturday needs to be made

- 1<sup>st</sup> invite June 1 – with RSVP of June 30
- 2<sup>nd</sup> reminder July 1 and send to B List with RSVP July 15

Suggested send 120 invitations if we are trying to fill an 80 person room

Anthony needs 4 reserves

Have invitations ask for emails so we can then do e-mailings.

Registration through website - will give name recognition – Zoe will get with Kim after she talks to Anthony/Clarence and give info for the online registration.

Need flyer for AZF meeting – Zoe will get with Kim

Adjourned 10:50 pm

[Recording from teleconference](#)

(if you need the mp3 emailed to you, let me know)

ILS,  
Kim A  
CARNA