

Roundup Committee Monthly Business Meeting Minutes

Meeting Date and Time: May 14th, 2025. Time of Meeting: 6:00 PM

Meeting Location: United Methodist Church 30 Carew St. South Hadley, Massachusetts 01075

The regular meeting of the Business of the 2025 RoundUp Committee was called to order Wednesday May 14th, 2025 at the United Methodist Church by the Roundup committee chair Jack.

Treasurer's Report:

- \$255.74 was withdrawn to pay for the DJ's suite.
- \$185.00 was deposited from registration payments.
- A total of \$995.00 in registration payments will be transferred from a committee member's Venmo and Paypal accounts to the RoundUp committee's money account.

Location Sub Committee Report:

- The committee discussed providing the Holiday Inn with an estimated number of banquet attendees (75-100 people).
- The committee discussed getting a total number of confirmed banquet attendees as of May 14th, 2025.
- The committee discussed selling banquet tickets at the RoundUp check-in booth on the Friday and Saturday of the RoundUp.

Registration Sub Committee Report:

- Registration sub-committee to confirm the total number of registered RoundUp attendees.
- Registration sub-committee to confirm the total number of registered banquet attendees.

Program Sub Committee Report:

- The RoundUp program is now available on the Area 31 website under the RoundUp webpage.
- Name badges and envelopes are ready to be packaged and to later be handed out to registered attendees.
- A committee member has acquired two gifts: a plaque and travel mug to be presented to the keynote speaker and area delegate.
- The committee has confirmed the name of the Al-Anon speaker who will be speaking at the RoundUp event.
- A committee member will be buying binders for the formats of each meeting at the RoundUp.

Hospitality Sub Committee Report:

- The RoundUp committee has voted to have a member lead the hospitality portion of the RoundUp.
- The RoundUp committee agreed on a budget of \$200.00 for the hospitality sub-committee.
- Supplies needed will include: coolers, snacks, water, and soda.
- Poster signs will be acquired by a committee member to inform attendees of the area where food/drinks are allowed at the RoundUp event.
- The committee discussed which committee members will volunteer in the registration process over the course of the RoundUp event.
- Big Books (x4) will be signed by attendees and be presented to speakers at the RoundUp.

****Notes****

- The RoundUp committee will be meeting May 21st to stuff envelopes with name badges, programs, and surveys for registered attendees.