

# NACONA Convention Committee Meeting

**Committee:** NACONA

**Meeting Type:** Convention Committee Meeting

**Date:** 12/13/25

**Location:** Prescott Library

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## Quick Recap

The meeting opened with a discussion on NA service concepts and leadership principles, emphasizing unity, effective leadership, and responsible financial stewardship. The committee then reviewed **NACONA 4** financial matters and operational decisions, including records management, registration procedures, and payment systems.

The group evaluated the successes and challenges of the recent convention, focusing on logistics, registration flow, financial accountability, and hospitality operations. The meeting concluded with planning discussions for upcoming events, particularly **NACONA 5**, covering branding, logistics, fundraising, and organizational structure.

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## Next Steps / Action Items

- Complete LLC annual filing by **October 5**
- Complete tax spreadsheet and send to appropriate contact by next month
- Run a **3-week logo contest** and select the final graphic for **Nacona 5**
- Create a **save-the-date flyer** with the Nacona 5 theme and the new logo
- Schedule a **Board of Directors meeting** to discuss LLC secretary position
- Set up a **new text message group** for committee communication

- Make **direct donations of \$200 plus books** to each Northern Arizona area
  - Develop a **new website (not Wix)** with integrated registration and merchandise database
  - Set up a **pre-order merchandise system** with direct shipping
  - Create a **full-package ticket option** for registration
  - Hold next meeting **January 10 (in person)**
  - **Dave (New Treasurer)**
    - Get added to the bank account
    - Remove Ray and Terry from account access
  - **Ashley & Johnny E**
    - Work on the Arts & Graphics committee to develop the convention logo and graphics
  - **Interested Members**
    - Submit **statements of willingness** for Board of Directors positions
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## **NACONA 4 Closing Activities Report**

Mo presented a detailed report on closing activities for NACONA 4, including:

- Unauthorized charges from China that were later reversed
- Requirement to complete tax preparations by January

- Completion of LLC annual filing by October 5

Mo announced she will not hold a position next year but remains available for support. The committee discussed whether to combine camp and convention in the same year and the need to cancel the camp reservation if not. The status of convention equipment and remaining merchandise inventory was also addressed.

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## Convention Review and Planning

The committee reviewed successes and challenges from the recent convention:

- Need to better balance ticket sales to avoid excess costs
  - Recognition of committee members' efforts
  - Discussion of finding or training a new program manager if continuing with Wix
  - The hotel report noted a shortfall in room reservations, but no additional charges
  - Recommendation to improve payment systems for clearer tracking
  - Discussion of digitizing older convention materials to reduce storage needs
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## Financial Record Backup and Management

Moina emphasized the importance of maintaining multiple financial backups:

- Paper records
- Flash drives
- Cloud storage

She clarified that the **LLC secretary** manages bank access and transactions, which is separate from the convention secretary role.

**Financial Overview:**

- Several checks remain outstanding
  - **Ending account balance: \$20,035.69** (pending clearance of outstanding checks)
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## Convention Financial and Logistics Review

- Discussion of outstanding checks and updating financial records
  - Feedback on registration flow, including:
    - Need for additional staff during peak times
    - Clearer tracking of attendees and purchases
  - Request for breakdown of registration, dinner, and entertainment costs
  - Acknowledgment that cash transactions limit detailed reporting
  - Recommendation to implement manual order/payment forms for accountability
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## Hospitality Review

- Hospitality room exceeded its **\$750 budget** but was considered successful
- Recognition of Deb and Chuck for their significant support

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## Nacona 5 Branding and Messaging

- Discussion of theme **for the upcoming convention**, with ideas including:
  - “Promise of Freedom”
  - “New Way of Life”
  - “Carry the Message.”

“New way of life” was chosen through votes.

- Review of NA traditions and messaging centered on hope and freedom, particularly in Tradition 5.
- Agreement to develop unified branding and graphics
- Pre-registration is planned to begin in **month 6**

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## Camp Vention Fundraiser Plans

- Decision to proceed with **Camp Vention** as the primary fundraiser
- Event date confirmed for **August 20, 2023**
- Activities limited to campfire format (no workshops)

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## Nacona Convention Planning

- Agreement to hold a **3-week artwork contest**
- Finalize save-the-date flyer using Nacona banner
- Explore non-Wix website options
- Consider direct links for hotel reservations and registration
- Plan donations of funds and books to Northern Arizona areas
- Next in-person meeting scheduled for **January 10**