

COS Meeting Minutes 02-27-11

11:00am in Tulsa, OK at Jimmy's Place

Anita P opened the meeting with a moment of silence, Serenity prayer and a welcome to the 1st official Circle of Sisters XVI convention planning committee meeting.

Oklahoma's bid was accepted in Richmond, VA for the 2013 year. Anita has a CD of the bid process if anyone is interested in listening.

We had 22 attendees!!!

The COS XVI Host Committee is now an official committee!

All attendees voted to use consensus voting.

Pam P made a motion to begin by electing the 2013 COS XVI Chair. She nominated Anita P. The floor was opened for nominations and discussion.

By Consensus vote, Anita P was elected as our official COS XVI Chair!!!!

Anita P explained the hierarchy and requirements of the positions that are available and need to be filled.

Pam T gave a report of the COS XIV in Richmond, VA.

Clean Time Requirements for committee and subcommittees were discussed.

Members in attendance unanimously voted that host committee members, except treasurer, have 2 years clean time.

Members in attendance unanimously voted that the treasurer must have 5 years clean time.

Members in attendance unanimously voted that Subcommittee chairs must have one year clean time.

Advisory Committee - all previous COS convention chairs and/or vice chairs

Host Committee - our convention's Chair, Vice-chair, secretary and treasurer

Host Subcommittee Chairperson's -

Hotel Liaison - our direct contact with the hotel and aids in planning the use of the meeting facilities.

Entertainment Committee - responsible for planning, booking & facilitating the entertainment segments of the convention.

Hospitality Committee - responsible for the coordinating and staffing of the hospitality suite and arranging for the food and beverage services.

Program Committee - responsible for speakers and workshops.

Registration Committee -responsible for organizing pre-registration and on-site registration and works closely with our Treasurer.

Fundraising Committee - responsible for planning & facilitating pre-convention fundraising. Must be willing to travel to promote COSXVI.

Merchandising Committee -responsible for pre-convention and convention merchandise planning and sales and on-site merchant mall planning and staffing.

Web Master - works directly with the COS advisory board web master.

Serenity Keeper - volunteer coordinator is the liaison between all convention sub committees and attendees who wish to be of service. Responsible for recruiting money handlers and ticket takers and helping to staff convention services.

Attendance: All officers and subcommittee chairpersons are required to attend each Host Committee meeting. Subcommittee chairpersons may send a representative from their subcommittee with a written report. If someone cannot attend they must notify the chairperson or vice chairperson prior to each Host Committee meeting.

Subcommittees : All subcommittee chairs will provide the date, time, location, and major agenda items of their next meeting to the entire host committee to allow for participation by those interested.

For a full list of all COS suggested Guidelines, please go to www.circleofsisters.org

The COS XVI committee is presenting this list of intent to fill chair positions to the Eastern Area Service Committee later today. These positions will be voted on during our next meeting on March 27th in Bartlesville OK.

At the March 27th EASC meeting, COS XVI committee will request permission from EASC to initiate a bank account for purposes of this convention. This account is to be set up after election of a Treasurer.

All in attendance voted for the next COS XVI meeting to be held at 11:00 am at the next EASC meeting on March 27th in Bartlesville OK!

The 1st COS XVI committee meeting was closed with the Serenity prayer.