

2027 RCA Convention Committee
Minutes April 24, 2026
(Generated by Zoom AI)

Date: 4/24/2026 6:00 pm EST

In attendance: Ruth & Debbie, John and Val, Anne and Scott, Deborah, Jennifer

Minutes from 3/27/26 meeting approved

Key Outcomes

The committee proposed a preliminary budget totaling **\$23,550** in expenses against projected income of **\$28,000** (80 couples at \$360 each), creating a **\$4,450 cushion**. Registration pricing was set at **\$330 early bird (until April 1st)** and **\$360 regular**, with **\$60 for virtual attendees**. The budget meets the Omni Hotel's **\$12,500 food/beverage minimum** (excluding service fees and taxes).

Decisions Made

- **Registration pricing:** \$330 early bird (through April 1st) / \$360 regular for in-person couples
- **Virtual attendance:** \$60 per couple for 3-day Zoom access
- **Preliminary Budget approval:** Total expenses \$23,550 with 80-couple attendance assumption
- **Continental breakfast** selected over buffet option (\$22.40 per person)
- **Plated dinner** chosen over buffet for Saturday banquet (\$54 per person)
- **Coffee/tea service:** 10 gallons for Saturday only (not Friday or Sunday)

Budget Summary

Total Income: \$28,000 (80 couples × \$350 base estimate)

Food & Beverage: \$14,000 (pre-tax/service fees)

- Saturday plated dinner: \$54/person × 160 people
- Continental breakfast (2 days): \$22.40/person
- Coffee/tea: 10 gallons Saturday

Other Expenses: ~\$9,550

- Supplies (lanyards, bags, pens)
- Gifts: \$2,400 budget

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- Entertainment/karaoke placeholder: \$250

Service charges & taxes: ~\$5,000 (bringing total to \$19,000+ for F&B)

Net cushion: \$4,450

Pending Confirmation

- **Omni Hotel contract:** Contact has health issue; dates held but contract not finalized
- **Secretary position:** Deferred to next meeting when more attendees present
- **Friday night event:** No budget allocated; dessert social vs. hors d'oeuvres vs. icebreakers under discussion
- **Scholarship program:** Discussed for both in-person and virtual attendees but structure not finalized
- **Convention theme:** "Bridging Our Recovery," "Coming Full Circle" (360° symbolism), and "Rivers of Recovery" proposed; final selection deferred

Key Planning Notes

- **Water stations** with reusable cups preferred over plastic bottles
- **Gift consideration:** Metal water bottles as takeaway instead of mugs
- **Tote bags/back packs:** Two per couple with RCA logo and convention name
- **Snack bags:** Include granola bars, chips, or similar for attendees between sessions
- **Virtual component:** 4-6 workshops plus 3 speaker meetings over 3 days
- **Tax exemption:** RCA is non-profit, but city hotel taxes likely still apply
- **Beverage upgrade option:** \$1,200 for full-day juice/soda/water service vs. \$880 for 3-day coffee/tea only

Recruitment & Outreach Strategy

- **Timing:** Major recruitment push after Denver 2025 convention to avoid competing for volunteer attention
- **Target groups:** Arlington (largest VA group), Ashburn, virtual participants, sponsees
- **Denver presentation:** PowerPoint or visual flyer recommended for July announcement

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- **Virtual outreach:** Trailblazers group and international couples who cannot travel to US

Action Items

- **Ruth:** Send Carol's spreadsheet with beverage package pricing to John
- **Ruth:** Update WSO bid with finalized registration prices and hotel details
- **Committee:** Prepare visual presentation (PowerPoint/flyer) for Denver convention announcement
- **All members:** Recruit additional committee members from home groups and virtual networks

Next Meeting

Date: Wednesday, May 27th at 6:00 PM (changed from Friday May 29th)

Agenda items:

- Theme and logo finalization
- Secretary volunteer selection
- Scholarship program structure
- Friday night programming decision
- Committee recruitment strategy