**Secretariat Delegation Meeting #5**

**Week 5**

The countdown begins. We are 27 days away from the Summit. WOO HOO! We can’t say enough how blessed we are to be working with 80 amazing teens giving back to the middle school participants and the program they love. At our last Program Staff meeting, the feedback on the Secretariat was aMUNzing. Let’s keep up that momentum going into the Summit.

**Between now and Irvine**

Topic Preparation Guides are now available for those with specific topics for committees and NGO’s. You can find them on the MUN Resource page. <http://calymca.org/programs/model-united-nations/mun-resources/>

Please read these over to become familiar with your topics. All other Secretariat, if you need to know what to do between now and the Summit, let us know so we can direct you to the proper person.

**Roommates at the Summit**

Due by April 4th (one week from today), we need to know who you want to room with. Talk amongst your friends and have one representative of the group, email us the names of those in a room. If we haven’t heard back from you by next week, we will assume that you are ok rooming with anyone. We sleep 4 to a room just like in Sacramento.

**Staff Info**

Here is our contact information:

Richard Chapin 650.996.4155 [richard.r.chapin.ii@gmail.com](mailto:richard.r.chapin.ii@gmail.com)

Kim Brickely 951.533.7037 [kimberlybrickely@yahoo.com](mailto:kimberlybrickely@yahoo.com)

Melissa Lopez 408-569-3312 [melissa.lopez@ymcasv.org](mailto:melissa.lopez@ymcasv.org)

When texting us to get information, please state your name. We do not have you cell numbers programmed into our phones. If you have a concern, please please we are here to help.

**Program Fees**

An email was sent out to those that are behind on payments. Please take care of this ASAP. Your final payment is due on or before the Summit. If you need to know your balance, let us know. If you do not bring in the final payment, you will not be able to participate.

$172.50 due at or before MUN Summit

If you want to pay by Credit Card, it has to be done no later than April 18th because the staff will be in Irvine getting ready for the Summit and away from CC machine. Contact Rolf Davidson at 916-756-0230 X 102.

**Transportation**

**WHO NEEDS HELP?**

It’s time to secure your transportation needs to Irvine. If you need assistance, please let us know. Let’s make driving to the conference, the very last resort. We will do what we can to help you if plans fall through. Remember, there is no going in and out once you arrive at the conference. Get everything you need prior to getting to the hotel.

Nor Cal Secretariat- Most delegations fly down to the conference. You want to get on the same flight as they do, please contact them so you know what flight to book your tickets. Please do not book your return tickets before 12pm on the last day. The Sonoma County and Albany delegations will be taking the bus down to the conference. If you want to jump on that bus, your cost is $170.00 for round trip. Contact Sebastian de la Rosa at [sdelarosa@ymca-cba.org](mailto:sdelarosa@ymca-cba.org) for more details.

**Communication**

We had a conversation about communication and how highly important it is. When we ask for something, please respond in a timely matter.

A reminder, we communicate in three different ways:

1. Text Blast- please text @secretaria to 415-202-5780. We use this as reminders. You cannot reply to this text.
2. Facebook- please join our page for news, photos, and reminders *13th MUN Secretariat- California YMCA Y&G*.
3. Email- Please check your emails on a weekly basis
4. **NEW!!!!!-** MUN Resource page. <http://calymca.org/programs/model-united-nations/mun-resources/>

**Dress Code**

We’ve chatted about the dress code for Irvine. If you need some assistance about what to wear, contact any of us for help. Richard knows nothing about female clothing.

**Code of Conduct**

The Secretariat follows the ML/C Code of Conduct with one exception. There will be no 3-2 ration in effect with this program. Ladies cannot hang out in men’s room at any conference, and vice versa unless one of the staff is present. At the Summit, there will be a Secretariat Office for hanging out.

**Adjournment**

So we know that you have read this “meeting”, please send Richard an email let him know your travel plans to the Summit or I need help with…