**Secretariat Delegation Meeting #7**

**Week 7**

The countdown begins. We are 8 days away from the Summit. WOO HOO! We hope you have been able to read over your TPG’s and other necessary information to prepare you for the Summit. We had to make some last minute switches in positions due to drops in the program. For those who stepped up and switched, thank you very much.

**Youth & Government Office**

The Y&G office has a new number:

(916) 287-9622

Please get rid of the old number if you have it in your phones.

**Between now and Irvine**

Hopefully for those of you all have been reading up on your topics and other information to prepare yourself for the Summit. If you haven’t, please give it a good read. 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.

**Program Fees**

Your final payment is due on or before the Summit. I would suggest that you take care of the final payment, if you can, and send it off to Y&G before the Summit so we won’t have to worry. 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 916-287-9622 X 102.

**Transportation**

There seems to be a bit of confusing with some of you about transportation to and from the conferences. We think we’ve made clear that it is your responsibility to arrange transportation. We as staff will assist you as much as you can but you need to be the lead on this. As stated in the Secretariat Fact Sheet that you’ve received in Sacramento, it does state that you may incur a fee if you are able to ride with a delegation. Your fee of $395.00 covers the conference fees, not transportation. MUN Delegations are doing us a nice service by transporting Secretariat, but if their bus does not have room or cannot accommodate in any other way, it is on you to be responsible and take the lead. A good suggestion is to contact your fellow Secretariat that might be in your area to find out how they are getting to the Summit. We have contact information if need.

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.

**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/>

**Activities Secretariat**

Please make sure you are at the hotel by 6:00PM. You need to help with the Parade of Nations. Please let me know if that is a problem.

**Dress Code**

Start putting together those outfits for the summit. We will be having dinner as a group at the Sec-Gen’s Banquet. If you want to get into fancy clothes, please do so. But make sure our dress is appropriate for middle school eyes. If you have any questions about our dress code, please email us.

**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 (Salon B) for hanging out.

**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 and will do the best we can to assist.

**Adjournment**

So we know that you have read this “meeting”, please send Richard an email ccing Kim and Melissa your favorite sweet thing to eat or drink today or I need help with…