

Amma 2024 NM Tour Meeting Agenda

June 15, 2024

1:30 – 3:30 pm

- I. Opening Prayer
- II. Entertainment – Amma’s 2019 Tour Video (<https://www.youtube.com/watch?v=e7Y7JJe-zUw>)
- III. Presentation – Feedback Summary from past AMMA NM tours and 2024 Tour Structure
- IV. Main Topics (important new updates for 2024 Tour!)
 - **AMMA’S NM TOUR VENUE:** Amma’s venue will be in Albuquerque. The location will be announced next week
 - **OVERFLOW HOTEL:** An overflow has been identified with an Amma rate and will be announced next week
 - **Amma’s NM Program Dates**
 - Public: Friday July 19: Times TBA
 - Retreat: Saturday June 20 – Monday June 22
 - Public: Monday June 22: Times TBA
 - **TOUR STRUCTURE:** The master tour structure handout was distributed to everyone at the meeting with the request to let the Tour Coordinators know if you have any additions or updates
 - **Retreat Registration:** Retreat registration will open sometime next week. Please note that after the venue for Amma’s Program and the overflow hotel is booked there will be a list of hotels in the Albuquerque area posted on the Amma Center of NM website if people are in need of accommodation.
 - Tour staff will be traveling by buses (some will fly).
 - **Donations and Program Guide:** We are grateful to announce that we have raised \$28,453 through program guide ads. Another \$6500 in donations has come in earmarked for tour totaling \$34,953. **Our goal is to raise a total of \$60,000 to support Amma’s NM program so donations are still being encouraged.** If you are interested in donating you can send a check made payable to Amma Center to Sam Cudney, 4223 Luz de Estrella Santa Fe 87507. You can also donate on line at <https://donate.amma.org/program-guide> To complete the online donation, check New Mexico as the tour city and choose “No ad \$” Indicate in the comment box, “Use as needed” A BIG THANKS to the program guide team, Patty, Vandana, Sam, Anne and Doug for all of their hard work. We are so grateful to everyone who participated by taking out ads and making such generous donations.
 - **Tour Truck Loading/ Unloading and Hall Set Up Schedule:** A lot of help is needed with the tour truck loading, unloading, set up and return to the Ashram. We will be loading the local tour truck on Tuesday, June 16th and unloading it at Amma’s venue hotel the following day Wednesday the 17th at 10 AM. We will be taking everything back to the Ashram on July 24th and unloading it at the ashram at 10:00 am The tour loading, hotel set up and return to the Ashram schedule follows:
 - Tuesday July 16th:**
 - 12pm, pick up truck and Carpet (red) from ashram storage facility in Santa Fe.
 - 2pm-5pm Load truck at ashram (need 6-8 people)
 - Wednesday July 17th :**
 - 8:30 am: Local tour truck departs for Amma’s venue hotel
 - 10 am – 12 pm: Arrive at Amma’s venue Hotel and unload local tour truck (need 6-8 people)
 - 2 pm: Drive to Storage Facility in ABQ to pick up pre-tour item , unload back at Amma’s venue Hotel (need 3-4 people)

- 5 pm – Evening: Hall set-up including stage, tables , chairs etc. (need 10-12 people)

Thursday June 18th:

- 3 am-4 am: Help unload National Tour Truck- INSERT organizes this effort.

Tuesday July 23rd :

- 1 - 3 am: start gathering and organizing (completed items and departments) outside of Hotel AV storage room
- End of Public Program Gathering and Loading local truck (after National buses depart)
- End of Public Program: CLEAN-UP (Many people needed)

Wednesday July 24th :

- 10am – 12pm: Unload local truck at Ashram (need 6-8 people)

Note: These times are subject to change, particularly the local set up and national tour truck arrival, and a detailed schedule will be sent the week prior to the program We will need ALL HANDS to help set up so appreciate your assistance in advance.

- We are in need of people who are certified in CPR/ First Aid and are willing to be on an “on call” list to assist with any emergency situations that arise during the program. If you are certified in either CPR and/or First Aid and are willing to be on this list contact Jonathon Crews at 505-982-1144 or JonCrews@aol.com
- **Seva Updates: We need your help.** The vast majority of sevas will be scheduled through SignUp Genius. We will be assigning people to one or more of the following groups, Greeting, Line Enter, Small bag attendants, Amma Shop security, Water station, Hall cleanup after afternoon and evening programs, Truck loading and unloading, Darshan hall set-up and Final cleaning at end of programs. Everyone is encouraged to let the seva team know which groups they are interested in. The team will be sending out invitations to everyone in each group to schedule their seva in the next two weeks. **There are also critical sevas. We are looking for 12 more people to do staff laundry, 2 hardy people to fill 5-gal water bottles and massage therapists.** Please contact Jagrati McGraff, jagrati1000@gmail.com or Anne Smith, annedoug1945@comcast.net if you can do any of the critical sevas or want to be in a particular group.
- **Reimbursement Process:** In order to get reimbursed for items you are purchasing for the Tour you will need the following:
 - Approval for the purchase from one of the Tour Coordinators or your Area Coordinator.
 - Please contact San in advance if a purchase is greater than \$500 so she can ensure there are enough funds in the account.
 - The original receipt (a copy will not suffice).
 - Turn in the receipt **within 14 days of purchase** to
 - Robert Cudney 4223 Luz de Estrella Santa Fe 87507; 808 464 1501
 - If any of these stipulations are not met, you will not be eligible for reimbursement.
 - If you need money for a Tour related purchase and Sam or Anne is not available, Jonathan Crews will be able to issue checks or cash.
- **Hotel Requests:** If you need to visit the hotel prior to the program to prepare for your seva, please contact Kristen Speakman (kristenspeakman@hotmail.com, 505-400-6174) or Tripura Fernandez (maya@mayasfernandez.com, 505-203-8631) or and they will facilitate the meeting with the hotel. The hotel has requested us to establish this communication structure to minimize confusion and streamline the process for people who will need to come to the hotel prior to the program.
- **Children’s Program Donations Needed:** Amma’s NM Tour Children’s Program is in need of volunteers and snacks. If you are able to volunteer or donate snacks please contact Sivapriya (971-219-9114).
- **Meeting with Teams:** Amma will be in North America in less than a month, an important reminder to all Area and Department Coordinators to please meet with your teams on a regular basis to prepare.
- **Tour Comm:** Tour Comm 2024 has a new website and is in the process of being updated and Area/ Department Coordinators should be checking it at least once a week from now until Amma’s arrival. Specific instructions on how to access tour comm follow:

TourComm can be accessed at

NEW TourComm Site Link: us.amma.org/tourcomm

User Id: tourcomm@macenters.org

Password: AmmaTour@2024

- **Greening the Tour:** Amma continues to stress the importance of environmental protection and awareness.
 - Many changes were implemented on the tour in the past years of the tours based on Amma's guidance to reduce the environmental footprint of the tour. The changes incorporated will be implemented again this year.
 - Tour Cities are responsible for waste management in their cities. Although New Mexico has been a leader in implementing recycling and composting at our venues, it continues to be a challenge.
 - **Public Relations:** The main focus for the PR team is distributing digital content through various social media platforms. In addition, we will be printing a limited number of posters that will be shared with the various regions. If you are interested in helping with PR, please contact the coordinators Nancy/ Bhagavti and Israel at nancyjanemurray@gmail.com or isushman@gmail.com.
 - **General Announcements**
 - Retreat entertainment: If you are interested in performing at the retreat entertainment night please contact coordinator, Rio Fernandez (ammasrios@gmail.com)
 - Pet Policy: Only service animals will be allowed in the venue once again this year. The pet policy will be posted throughout the venue
 - There will not be local staff security badges this year
- V. Next Tour Meeting (at Hotel Venue) – Tentative Monday July 1 late afternoon. Exact timing will shared soon
- VI. Question & Answer
- VII. Closing Prayer
- VIII. Area Breakout meetings