

Tips on Hosting Hawaii Area 17 Assemblies and Committee Meetings

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The index above is helpful. However, we kindly ask all those involved in hosting an area assembly or committee meeting to read this entire document. We trust it will provide answers to frequently asked questions.

Trust in God and volunteer to host an area assembly or committee meeting!

DCMs (District Committee Members) oversee and facilitate the hosting process for Hawaii Area 17 Assemblies and Committee Meetings. All DCMs who had hosted an assembly or committee meeting reported that initially, they were unsure how they would accomplish the task when they volunteered their district as host. However, they successfully brought the assemblies and committee meetings together!

What's the difference between hosting an area assembly and an area committee meeting?

ASSEMBLIES in the Hawai'i Area include all General Service Representatives (GSRs), District Committee Members (DCMs), Area Standing Committee Chairs (SCCs), Intergroup/Central Office Chairs (IGCOCs), and Area Officers. All other members are welcome to attend, but they do not have voting rights. The assemblies are a two-day event held on Saturday and Sunday with around **100 - 130 attendees**.

- **ASSEMBLIES** take place three to four times a year:
 - **January** (odd-numbered years) – **Orientation Assembly** for new GSRs and DCMs.
 - **January** (even-numbered years) – **Inventory Assembly**.
 - **April** (yearly) – **Inform The Delegate Assembly** (Not held on Big Island due to Merrie Monarch)
 - **August** (yearly) – **Budget Assembly**
 - **November** (odd-numbered years) – **Optional November Assembly**.
 - **November** (even-numbered years) – **Election Assembly**.

(These are general guidelines, but they are not set in stone, especially regarding timing.)

COMMITTEE MEETINGS in the Hawai'i Area include DCMs, Area Standing Committee Chairs, Intergroup/Central Office Chairs, and Area Officers. In addition, GSRs and anyone else may attend but do not carry a vote. Committee meetings are typically one day only on a Saturday with around **30 - 50 attendees**.

- **COMMITTEE MEETINGS (CM)** are typically held three to four times a year to set the agenda for the upcoming Assembly.
 - **February CM** – To set the agenda and plan the Inform the Delegate Assembly.
 - **May or June CM** – Delegate Report Back, set the agenda, and plan the Budget Assembly.
 - **October CM** – Set the agenda and plan the (optional) November Assembly or Election Assembly.
 - **December CM**: Set the agenda and plan the Orientation / Inventory Assembly. (*Note: We haven't held this CM in the past several years.)

(These are general guidelines, but they are not set in stone, especially regarding timing.)

STEPS FOR PLANNING ASSEMBLIES: DCMs: 1: Work closely with the Alternate Chair to arrange meeting places and hospitality for all Area Assemblies. 2. Regularly check their email account. 3. Promptly notify members when they receive their emails.

- **FLYER FOR ASSEMBLIES:** The Area Alternate Chair must approve the flyer. The district should send a draft flyer to the Area Alt Chair at least **one month before the previous assembly** to allow enough time for revisions and printing. (For example, the approved flyer for the Inform The Delegate Assembly in March/April should be ready by the previous Orientation Assembly in January.) Please be sure to include on the flyer all the information listed below:
 - Hawaii Area17
 - Type of Assembly (ex., Orientation, Inform The Delegate, etc.)
 - Hosted by (ex. Hilo/Hamakua, District 7)
 - Dates and Times: example only: (For adjournment times, speak with the Alternate Chair.)
 - Registration & Breakfast 8:00 - 9:00 AM
 - Saturday, January 20th: 9:00 AM - 5:00 PM
 - Sunday, January 21st: 9:00 AM - 4:30 PM
 - Registration & Breakfast 8:00 - 9:00 AM
 - Call to Order: 9:00 AM
 - Facility Name and Address (including a map and/or written directions on the back).
 - Homestay Deadline Date: Please ensure that the text is clearly visible and on the registration portion the member will retain. (The deadline is typically ten days before the event.)
 - CHAIR: DCM's Name, Last initial, email address, and assigned area assembly phone number **(501) 777- 8087**.
 - Registration Chair: registration@area17aa.org
 - Homestay Chair: homestay@area17aa.org
 - Transportation Chair: transportation@area17aa.org
 - Deadline for catered meals if applicable.
 - Please avoid including last names or personal phone numbers on the flyer. (The flyer is posted online.)

Flyer tear-off section for members to mail in the registration fee. Please include:

- Please Return with Registration Fee
- Name of Assembly (ex. Orientation, Budget, etc.)
- Registration Fee is \$35.
- Make check or money order payable to: (District name and mailing address)
- Members Full Name, Email Address, Phone #, District #, & Service Position
- Do you need Homestay?
- Do you need Transportation?
- Member Flight Info: Date, Airline, Flight #, Arrival, and Departure Information.
- Dietary Requests: ex: Vegetarian, vegan, gluten-free, etc.

Other Flyer Info: Prudancy, copyright - trademark, and social media:

- To help us be more **prudent with 7th tradition contributions**, please limit ink usage by refraining from using background color. Keep it simple.
- If using clip art, please do not use the "Blue People" or anything similar because it is a **copyrighted design and registered trademark** of A.A.W.S., Inc., and consider refraining from using the circle and triangle for affiliation reasons.
- The **area does not use social media** to inform its membership about area events; instead, it relies on the area body to do so.

Continued: **STEPS FOR PLANNING ASSEMBLIES...**

- **HOSTING DCMs ASSIGNED AREA PHONE NUMBER & ASSIGNED AREA EMAIL ADDRESSES:**
 - DCMs: At the assembly before the assembly you are hosting, have the Area Webmaster forward the **area's assigned assembly phone number to your phone, 501-777-8087**.
 - Please arrange for a registration, transportation, and homestay chair right away. DCMs should provide the Area Webmaster, webmaster@area17aa.org, with the email addresses of their chair's choice so that area email accounts can be forwarded to their email accounts.
- **SEED MONEY:** The area will provide "seed money" to your District Treasurer before the assembly you are hosting to help secure the facility.
 - The "seed money" is calculated by multiplying the current registration fee for assemblies by the total number of Area Officers and Area Standing Committee Chairs. As of 2024, this comes to \$595 (\$35 x 17).
 - If you wish to secure a location far in advance but have not received the seed money, contact the Area Treasurer at treasurer@area17aa.org.
 - If the seed money is insufficient and your district needs help with the upfront costs, please contact the Area Treasurer.
 - Past Delegates are exempt from paying a registration fee.
- **SECURE A LOCATION FOR AN ASSEMBLY AS SOON AS POSSIBLE:**
 - Assemblies must be able to hold 100 - 130 people (hopefully in chairs!) and have restrooms and a place to facilitate meals (refrigerator). On-site parking is preferred, but street parking is acceptable if necessary.
 - Attain the name and full address of the assembly facility.
 - If the facility requires a **Certificate of Liability Insurance (COI)**, contact the Area Treasurer at treasurer@area17aa.org.
 - Ask the facility if they offer a **501(c)(3) discount**. If they do, contact the Area Treasurer, who will complete the paperwork.
 - Is wifi available at the location? If so, email the login information to the Area Alt Chair.
 - The area would like access to the location by 7:00 AM for the setup. Please inform the Area Alt Chair when everyone needs to be off the premises.
- **REGISTRATION CHAIR:** (Work closely with the Transportation and Homestay chair.)
 - Please provide your DCM with an email address of your choice. This will allow the area email account, registration@area17aa.org, to be forwarded directly to your email account.
 - It's crucial to check the email account regularly, especially as we approach the assembly. Please notify members that you received their emails.
 - Forward information from the registration slips to the Homestay and Transportation Chair.
 - The hosting districts collect registration fees at the assemblies. Name tags are appreciated.
- **HOMESTAY CHAIR:** (Work closely with the Registration and Transportation chair.)
 - Please provide your DCM with an email address of their choice. This will allow the area email account, homestay@area17aa.org, to be forwarded directly to your email account.
 - It's crucial to check the email account regularly, especially as we approach the assembly. Please notify members that you received their emails. (Also see page 5.)
- **TRANSPORTATION CHAIR:** (Work closely with the Registration and Homestay chair.)
 - Please provide your DCM with an email address of your choice. This will allow the area email account, transportation@area17aa.org, to be forwarded directly to your email account.
 - It's crucial to check the email account regularly, especially as we approach the assembly. Please notify members that you received their emails. (Also see page 5.)

- **ATTN DCMs: Assembly TIMING LIGHTS AND SOUND EQUIPMENT:**

- The **Alt Chair** is responsible for setting up the timing lights and sound equipment at an assembly.
- The **Hosting DCM for the upcoming assembly** is to take home the sound system, light system, and scrolls—one large suitcase, one small suitcase, and one box of scrolls.
- The sound and timing lights are not used at Area Committee Meetings.

STEPS FOR PLANNING COMMITTEE MEETINGS: DCMs: **1.** Work closely with the Alternate Chair to arrange meeting places and hospitality for all committee meetings. **2.** Regularly check their email account. **3.** Promptly notify members when they receive their emails. **4.** Provide the webmaster, webmaster@area17aa.org, with your Transportation Chair's email address. This will allow the area email account, transportation@area17aa.org, to be forwarded to their email accounts.

- **HOSTING DCM/CHAIR:** Submit the facility name and address to the Area Alt Chair at least a month before the previous committee meeting. (Ex. the approved information for the May Committee Meeting would need to be available at the previous February Committee Meeting.)
 - At the committee meeting before the committee meeting you are hosting, have the Area Webmaster forward **the area's assigned committee meeting phone number to your phone: 501-703-0480.**
 - No flyer is created for committee meetings. Registration is online.
 - The **committee meeting online registration form** will forward member requests **to the DCM**, who will forward them to the Transportation Chair's email address of their choice.
 - **Transportation Chair:** Please notify members when you receive their transportation request.
 - Committee meetings are typically on Saturdays: 8:00 AM - 4:30 PM. Check agenda.
 - Registration & Breakfast 8:00 - 9:00 AM & Call to Order: 9:00 AM.
 - Communicate the deadline for catered meals if applicable.
 - The district collects no registration fees for committee meetings.
- **SEED MONEY:** The area will provide "seed money" to your District Treasurer before the assembly you are hosting to help secure the facility.
 - The "seed money" is calculated by multiplying the current registration fee for assemblies by the total number of Area Officers (7) and Area Standing Committee Chairs (10). As of 2024, this comes to \$595 (\$35 x 17).
 - If you wish to secure a location far in advance but have not received the seed money, contact the Area Treasurer at treasurer@area17aa.org.
 - If the seed money is insufficient and your district needs help with the upfront costs, please contact the Area Treasurer.
 - DCMs and Past Delegates are exempt from paying a registration fee for committee meetings.
- **SECURE A LOCATION FOR A COMMITTEE MEETING AS SOON AS POSSIBLE:**
 - Committee meetings must be able to hold (30-50) people (hopefully in chairs!) and have restrooms and a place to facilitate meals (refrigerator). On-site parking is preferred, but street parking is acceptable if necessary.
 - Email the name and full address of the committee meeting facility to the Alt Chair and Area Webmaster at webmaster@area17aa.org.
 - If the location requires a **Certificate of Liability Insurance (COI)**, please contact the Area Treasurer at treasurer@area17aa.org.
 - Ask the facility if they offer a **501(c)(3) discount**. If they do, contact the Area Treasurer, who will complete the paperwork.
 - Is wifi available at the location? If so, email the login information to the Area Alternate Chair.
 - The area would like access to the location by 7:00 AM for the setup.
 - Inform the Alt Chair of the time everyone must be off the premises.

ORGANIZE GSRS TO HEAD UP COMMITTEES AS COORDINATORS:

- **Food Committee:** There are two options: hire a caterer or have home groups responsible for preparing and serving meals.
 - Assemblies:
 - Have five meals: Saturday breakfast, lunch, dinner, and Sunday breakfast and lunch.
 - Dinner is served on Saturday night only. (No dinner is served at committee meetings.)
 - Committee Meetings have two meals: Saturday breakfast and lunch, NO dinner.
 - Breakfast is served from 8 AM - 9ish for assemblies and committee meetings.
 - If possible, there should be two lines for food.
 - Snacks for tables.
- **Drink Committee:** lots of coffee, tea, and water.
 - Having too much water is better than running out of water.
 - You can sell soda, juice, and bottled water between meals.
- **Transportation Chair:** The Transportation Chair of the hosting district arranges rides to and from airports, assemblies, committee meetings, and homestays. Extra volunteers are advisable.
 - Please notify members when you receive their transportation requests from your hosting DCM.
 - Make announcements and gather volunteers from the district's groups.
 - Have a list of rides needed to the airport on Saturday after committee meetings and on Sunday for assemblies.
 - For the return trip, gather volunteers from the district's groups and members at the assembly or committee meeting.
 - Have volunteers at the meeting early in case we adjourn early.
- **Homestay for Assemblies:** The Homestay Chair gathers volunteers to host overnight visitors from off-island, mainly on Saturday nights. However, some guests may need to arrive the night before, especially when:
 - Traveling from Maui, Lanai, Kauai, Moloka'i, or the Big Island in which flights may not allow members to arrive early enough on Saturday.
 - Guests have health issues.
 - While the district homestay chair usually helps arrange this as a courtesy, it is not mandatory.
- **Homestays for Committee Meetings** are not typically provided, although the homestay chair may arrange accommodations for guests for the same reasons stated above.
- **Set-Up / Clean-Up Chair:** The chair gathers volunteers from the groups in the districts.

A FEW THINGS FOR THE HOSTING SETUP COMMITTEE AND MEAL COMMITTEE FOR BOTH ASSEMBLIES AND COMMITTEE MEETINGS:

- Have extra surge-protected power strips.
- A smoking area should be designated downwind from the meeting place, as smoke bothers many attendees. Additionally, butt cans should be provided.
- Other Tables needed:
 - 3 - 4 tables for Officers, depending on the size of the tables. (7 officers in total)
 - 2 - 3 tables for registration. 1-2 for the hosting district and 1 for the Area Registrar.
 - 2 tables for Standing committee chairs.
 - 1 table for Transportation and Homestay.
 - 1 table for printed documents.
- If the event has picnic tables, please ask members of the hosting district to bring chairs for those needing back support.

Relax; God is in charge!