

Tips on Hosting Hawaii Area 17 Assemblies and Committee Meetings

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 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 (IGCOs), 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 attendees**.

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 **40 attendees**.

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TIPS FOR HOSTING ASSEMBLIES

STEPS FOR PLANNING ASSEMBLIES:

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

TIMING LIGHTS AND SOUND EQUIPMENT: The **Alt Chair** is responsible for setting up the timing lights and sound equipment at an assembly, but the **Host DCM for the upcoming assembly is to take home the sound system, and other tech equipment: one large suitcase, two small suitcases, and one box of scrolls.**

● SECURE A LOCATION FOR AN ASSEMBLY AS SOON AS POSSIBLE:

- Experience has shown that it is best to start looking for a facility one year in advance.
- Assemblies must be able to hold 120 people and have restrooms and a place to facilitate meals.
- 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.
- The facility needs to be available at 7:00 for setup and through 6pm for Dinner Saturday and breakdown & cleanup Sunday.

- **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 by the Area to include on the documents table. There is a flyer template the Alt Chair will provide you with, but you are welcome to make up your own being sure to include the information on the template.

Note: the assembly phone number remains the same, it is a Google Voice number that will be forwarded to the host DCM to avoid putting a personal number on the flyer. Please meet with the

Webmaster Sunday of the assembly prior to the one your district is hosting to have this done. They will also forward the email accounts for registration, transportation and homestay to your DCM address at this time. Once you have established your committee chairs, contact the Webmaster to have them forwarded to the appropriate chairs.

- **SEED MONEY & REGISTRATION FEE:** The area will provide "seed money" before the assembly you are hosting to help secure the facility. Be sure to request "seed money from the Area Treasurer far enough in advance the rest of the funds needed will come from the registration fee sent you from groups sending their GSRs."
 - The "seed money" is calculated by multiplying the suggested registration fee for assemblies by the total number of Area Officers and Area Standing Committee Chairs. As of 2024, the suggested fee is \$35, so seed money would be \$595 ($\35×17). If your committee determines the suggested registration fee is not enough to meet expenses, please contact the alternate chair to discuss the amount you calculate you will need and adjustment of fee.
 - 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.
- **BUDGETING AND KEEPING COSTS LOW:** There are two major expenses when hosting; the location rent and the cost of food. Make sure you ask facility contact for the 501(c)(3) non-profit rate. To keep food cost manageable, we recommend having a food committee run by someone with food preparation experience and ask if any groups in your district to see if they would like to prepare a meal with or without food cost reimbursed. Avoid purchasing premade meals or catering if you can.
- **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 for registration 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 for members that have not already sent in registration, so have a receipt book on hand. Name tags are appreciated.
- **HOMESTAY CHAIR:** (Work closely with the Registration and Transportation chair.) 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 or they have health issues. While the district homestay chair usually helps arrange this as a courtesy, it is not mandatory.
 - Please provide your DCM with an email address of their choice. This will allow the area email account for homestay 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.) The Transportation Chair of the hosting district arranges rides to and from airports, assemblies, committee meetings, and homestays. Extra volunteers are advisable.
 - Please provide your DCM with an email address of your choice. This will allow the area email account for transportation, 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. and 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.

ADDITIONAL COMMITTEES:

- **Food Committee (groups can volunteer to do meals, best to have experienced person overseeing all meals):**
 - Five meals: Saturday breakfast, lunch & dinner, Sunday breakfast & lunch. Breakfast at 8 AM, lunch at Noon, Saturday dinner 5 PM.
 - Snacks
- **Drink Committee:** please provide lots of coffee and water.
- **Set-Up / Clean-Up Chair:** The chair gathers volunteers from the groups in the districts.

ADDITIONAL:

- 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.
 - 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!

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TIPS FOR HOSTING 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 your email account and promptly notify members when they receive their emails.
- **HOSTING DCM/CHAIR:** Submit the facility name and address to the Area Alt Chair at least a month before the previous 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.**
 - No flyer is created for committee meetings. Registration is online and 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:** The Transportation Chair of the hosting district arranges rides to and from airports and homestays. Extra volunteers are advisable Please notify members when you receive their transportation request.

- **SEED MONEY:** The area will provide "seed money" to your District Treasurer before the assembly you are hosting to help secure the facility. There is no registration fee collected for committee meetings. The "seed money" for committee meetings is \$595. Be sure to request "seed money" from the Area Treasurer far enough in advance. If the seed money is insufficient and your district needs help with the upfront costs, please contact the Area Treasurer and the Alternate Chair.
- **BUDGETING AND KEEPING COSTS LOW:** There are two major expenses when hosting; the location rent and the cost of food. Make sure you ask facility contact for the 501(c)(3) non-profit rate. To keep food cost manageable, we recommend having a food committee run by someone with professional food preparation experience and ask if any groups in your district would like to prepare a meal with or without food cost reimbursed. Avoid purchasing premade meals or catering if you can.
- **SECURE A LOCATION FOR A COMMITTEE MEETING AS SOON AS POSSIBLE:**
 - Experience has shown that it is best to start looking for a facility one year in advance.
 - Committee meetings must be able to hold 50 people and have restrooms and a place to facilitate meals
 - 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.
 - The facility needs to be available at 7:00 for setup through 6pm for breakdown & cleanup.

ADDITIONAL COMMITTEES:

- **Food Committee (groups can volunteer to do meals, best to have experienced person overseeing all meals)**
- **Drink Committee:** please provide lots of coffee and water.
- **Homestays for Committee Meetings** are not typically provided, although some can be provided for neighbor island attendees if the host committee so chooses.

Set-Up / Clean-Up Chair: The chair gathers volunteers from the groups in the districts.

ADDITIONAL:

- Have extra surge-protected power strips and extension cords.
- 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.
 - 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.

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