

OHIO STATE
CONVENTION
PLANNING
COMMITTEE
GUIDELINES

Rev. November 09, 2008

Printed 10/31/2011

PROLOGUE

These guidelines are revised and adopted by the Ohio State and Southeast Michigan Planning Committee composed of the four (4) General Service Areas in the State of Ohio

Previous versions of these guidelines have included State Advisory Committee, information, minutes, and actions; this information, explaining the formation and development of the Ohio State Convention Planning Committee may be found in the Ohio State Archives and is available upon request.

NOTE: The Ohio State Conference was renamed the Ohio State Convention at the November 11, 1995 meeting of the state planning committee.

NOTE: Meetings of the Ohio State Convention Planning Committee are indicated in the Composition on page 4. Additional meetings held at the Delegates Past & Present Conference and the Annual Ohio State Convention are informational meetings to keep all Areas aware of the host Area's planning and progress. Distribution of Convention flyers and registrations may occur, but these meetings are not considered business meetings. These meetings may conduct business when each Area Committee has been notified in writing of an agenda item to be addressed not-later-than 30 days before the meeting and five (5) of the seven (7) members are present.

Effective Date

These CONVENTION PLANNING GUIDELINES became effective 11/11/06 upon the acceptance and adoption by the Ohio State and Southeast Michigan Convention Planning Committee. Revisions through 11/09/08 have been inserted.

Amendments

Amendments to these CONVENTION PLANNING GUIDELINES shall be effective upon majority approval and acceptance by the Ohio State and Southeast Michigan Convention Planning Committee.

Revised by sub-committee – winter 2005-06

Revised November 09, 2008

Minor format changes July 20, 2009

8/15/2010 Added archives revision (5/6/10), updated conference statistics

Ohio State Convention Planning Committee Guidelines

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Ohio State Convention Planning Committee Guidelines

SCOPE

The scope of this planning guide is based on previous convention experiences. Except where otherwise noted, it is meant to be **suggestive only**.

In the sense of Unity and Service, this document is tempered by the Twelve Traditions and applicable portions of the Twelve Concepts of Alcoholics Anonymous. Strict adherence should be used where action touches on the above.

Your attention will be alerted, (* = **Adherence Alert**), when these areas are formulated.

Final approval of the content of each Ohio State Convention agenda and all gratuities allowed rests with the Ohio State and Southeast Michigan Planning Committee.

STATEMENT of PURPOSE

The Ohio State Convention of Alcoholics Anonymous is an open, annual service convention hosted on a rotating schedule by one of the four Ohio General Service Areas comprised of Area 53 – Central & Southeast OH; Area 54 – Northeast OH; Area 55 – Northwest OH & Southeast Michigan; and Area 56 – Southwest OH.

The purpose of the convention is to carry the spirit of the General Service Conference to *individual A.A. members of* the districts and groups in Ohio and Southeast Michigan. This is accomplished by fostering cooperation among the four Ohio Areas, highlighting and celebrating the General Service Activities of Alcoholics Anonymous in these areas and through sharing experience on AA's legacies of unity, service and recovery.

The goal of the convention is to support and strengthen the General Service Conference structure in Ohio & Southeast Michigan, helping us to stay sober to help other alcoholics achieve sobriety.

COMPOSITION

The Ohio State and Southeast Michigan Convention Planning Committee meets twice a year on the 2nd Saturday, in May and the 2nd Saturday, in November (*unless a vote is accepted to change the date.*) These meetings are considered closed business meetings of the Ohio State Convention and provide custodial oversight to the host Area for each convention. The following individuals form a committee to oversee the planning of the convention. Membership is restricted to the current area officers of our four areas plus past delegates of these four areas and the current Ohio State Archivist.

Interested AAs and members of the host convention Area committee are encouraged to attend and participate in developing this convention with an active voice, but no vote. Recognizing this is a State Planning Committee; membership is limited to those individuals currently or previously involved in planning beyond their given Area. All state planning meetings shall be non-smoking. The meetings shall be located at a convenient location central to the whole state, the Columbus area is suggested unless a vote is accepted to change the location. Costs for refreshments and/or rental shall be considered convention expenses.

Ohio State Convention Planning Committee Guidelines

CONVENTION OFFICERS – COMMITTEES

The hosting Area shall determine the Convention site approximate one year (earlier selection is encouraged) prior to the Convention date. Unless requested by the host Area to the Ohio State Planning Committee. The Ohio State Convention shall be held between the calendar dates of July 5th and September 1st each year. Please consider the 6-week window of The International Convention and other Regional activities when scheduling.

The hosting Area's current Delegate shall be the Chairperson of the Convention.

Chairperson

- 1) Selects convention Co-Chairperson.
- 2) *Shall use, "Group Conscience", Concept to conduct business and actions.
- 3) *Where conflict arises, the Convention Chairperson has the "Right of Decision", subject to Ohio State & Southeast Michigan Convention Planning Committee.

Chairperson and Co-Chairperson (Are members of all Convention Committees)

- 1) Selects Convention Committee Chairpersons.
- 2) Prepares Preliminary Budget.
- 3) Determines quantity of flyers and programs needed – each Area is to receive not-less-than 1,000 copies of flyers — first 500 considered early-bird in February—final 500 not-later-than June of the year of the Convention.*
- 4) Invites GSO guest and Regional Trustee as participants.
- 5) Contacts Al-Anon and Alateen to participate in committee and convention.
- 6) Maintains open communication with all Convention Committees progress.

Secretary

- 1) Takes minutes of all Convention Planning sessions of the State Planning Committee, of the State Advisory Board, and of the Area Convention Planning Committee.
- 2) Sends meeting notices to the above committees.
- 3) **Sends minutes** to the State Planning Committee and the State Advisory Board to each committee member and to the Archives.
- 4) Sends Convention dates/contact information to Grapevine and Box 459.

Ohio State Convention Planning Committee Guidelines

Treasurer

- 1) Treasurer should be bondable.
- 2) Determines location of Convention PO Box.
- 3) Opens Convention checking account with seed money received from previous Host Area. Checks *should* require at least two signatures. Appoints person(s) for second signature(s) with approval of the Convention Chairperson.
- 4) Keeps records of registrations and meals
- 5) Deposits all monies received from registrations, etc., on a timely basis.
- 6) Pays bills, records all debits and credits for Convention.
- 7) Prepares preliminary financial report following the Convention.
- 8) Forwards seed money of \$3,000.00 to next year's Convention Host Area not later than November following the most recent Convention.
 - a. Make check payable to, "Ohio State Convention".
- 9) Prepares final financial report for the May meeting.
- 10) Disburses Convention proceeds in accordance with directions given by the Ohio State and Southeast Michigan Planning Committee. When contributions of proceeds are sent to A.A.W.S., each Area receives equal credit.

Coffee and Tea Committee

- 1) The Convention Chairperson designates person or persons, *as needed*, to be responsible for signing all coffee or tea deliveries from facility service personnel.
 - a. Keeps copies of all signed receipts.
 - b. Matches all receipts to the master hotel bill.
 - c. Make sure that hotel management is aware of matching procedure. Only matched receipts will be honored.

Ohio State Convention Planning Committee Guidelines

Archivist/Historian – term of office shall be four (4) years or until the successor is elected. [Next election scheduled for May 2014]. Succession should, as possible, follow the same rotation as the Conventions.

Purpose and Duties – to preserve the history of Ohio/SE Michigan General Service by acquiring, maintaining, and cataloging general service information and other items pertinent to our 4 areas including, but not limited to, minutes of Convention Planning Meetings, State Convention Planning Guidelines (for which they are responsible to maintain and distribute the current copy), Area minutes (as submitted), Convention flyers/programs/treasurer's reports; to ensure the State Archives rotate with the Host Committee as described in the Archives section; to create, as needed or desired, displays and histories to inform and inspire Convention registrants about our history and structure.

Archives

- 1) Obtain from the State and Regional Archivist the existing archives for exhibition.
- 2) Set work schedule for volunteers to set up archives, to be in attendance during the Convention and to remove the display following the Convention.
- 3) Add copies of local archives when available.
- 4) Return archives back to the respective archivists.
- 5) If desired by host area, obtain a set of recordings for the host area's archives.

Registration Committee

- 1) Establishes a schedule for volunteers at registration desk.
- 2) Prepares and distributes pre-registration envelopes.
- 3) Registers and keeps tally of registration and banquets from walk-ins and distributes Convention materials.
- 4) Deposits with the Treasurer all monies received from registration action.
- 5) Assigns banquet seating if desired. Arrange for seating of ushers.
- 6) Assigns greeters for each major Convention session.
- 7) Transfers registration files, after the Convention, to the succeeding Host Area Delegate.

Ohio State Convention Planning Committee Guidelines

Displays – Grapevine – Literature – Host Area Standing Committee(s)

- 1) Some areas have separate chairpersons, separate displays accordingly.
- 2) The Convention Chairperson will be responsible that **ONLY** items in the current A.A. World Services, Inc. and A.A. Grapevine, Inc. catalogs will be displayed and sold
 - a. Materials not included in the previous statement ***shall be removed from the Convention floor immediately*** by the Convention Chairperson or designee.
 - b. Do not include confidential items, i.e. World Directories, etc.
 - c. Contact previous Convention Chairperson as to quantities to order.

Speakers Committee – *to listen to and recommend appropriate speakers from recordings to the Convention Host Committee*

Make early contact with chosen speakers for confirmation.

Follow up with confirmation and informs the speakers of the expenses that the Convention will reimburse; including travel, room, meals, and registration.

Audio

The Convention Chairperson shall be responsible to hire someone to record the Convention. The Chairperson will inform the audio/communication person that ***only audio material made of the Convention will be sold on the Convention floor***. Any other audio material shall be ***removed from the Convention floor immediately***.

Prepare for possibility of multiple sessions to be recorded simultaneously.

The audio/communication person will be responsible for any expenses incurred to set up equipment, equipment rentals, or charges made by the Convention site to enable recording of the Convention.

Video Materials

Make arrangements with GSO, New York, for video materials not available in the convention area.

Make sure that necessary equipment is available and in working order.

Coordinate the showing schedule with Program Chairperson.

Set up work schedule for volunteers.

Ohio State Convention Planning Committee Guidelines

Printing

1) Flyer heading will be:

***“(Year) Ohio State Convention of A.A. Hosted by Ohio and S.E. Michigan
General Service”***

2) Include information for: Speakers, hotel rates, plus applicable taxes, registration fees, banquet cost, *facility smoking policy*, site of Convention, a directional map, telephone contact numbers, cut-off date, early bird date, statement that all convention attendees must be registered to attend.

3) ***Do not*** use full names on the flyers; get the best price for printing; printer must meet deadlines.

Program Committee

Develop a theme for the Convention.

Plan a format that includes presentations on the theme.

Invite the East Central Region Trustee. Make plans for the trustee to give a report on GSB activities and events and be one of the speakers.

Contact the General Service Office in New York for a staff member to give a report on GSO activities and events and be one of the speakers.

Committee should depend strongly on the Chairperson and **on any Past Delegates** available for substance or direction.

Meeting Chairpersons

8:00 pm – Friday – opening meeting of the Convention will be chaired by the Delegate of the previous Host Area.

8:00 pm – Saturday – chaired by the Delegate of the Host Area of this convention.

10:30 am – Sunday – chaired by the Delegate of the next Host Area

Saturday Morning Meeting – time to be announced – will be chaired by the Delegate of the remaining Area

Ohio State Convention Planning Committee Guidelines

Mailing Flyers

Establish group to handle preparation of envelopes, the labeling or addressing.

Mailing is generally made to previous Convention attendees.

Delegate Areas also mail to their Area General Assembly mailing lists.

Determine, with Convention Committee, *if* second mailing of flyer is necessary.

Usually, Al-Anon and Alateen will handle their mailing needs. Check for quantities of flyers needed.

Make sure that flyers, etc., are sent or given to all Delegate Areas in the East Central Region.

Entertainment Committee

Handles details for entertainment chosen by Convention Committee.

If there is a dance, check for local union requirements.

Hires music available, keeping costs within budget established by the Convention Chairperson.

- a. Make arrangements with entertainment chosen for reservation down payment.

Hospitality Rooms

- 1.) All Areas are expected to contribute \$200.00 to hospitality, based on past practice.
- 2.) Offer hospitality rooms to other Areas, if available.
- 3.) Has responsibility for coffee or other refreshments and people needed to handle services.
- 4.) If making own coffee, buys necessary supplies, borrows urns, etc.
- 5.) If hotel furnishes coffee, work through the Coffee Committee Chairperson for signature requirements and payment arrangements.
- 6.) Oversees good housekeeping practices **KEEP IT CLEAN**

Committee Meetings & Miscellaneous Topics

- 1) Meetings should be scheduled regularly, but not so often that they become a burden
Secretary sends notices a week or so ahead of time and includes a copy of previous meeting's minutes *and agenda if available*.

Ohio State Convention Planning Committee Guidelines

Estimate Attendance – consider past Convention attendance records:

CINCINNATI AREA 56	CLEVELAND AREA 54	COLUMBUS AREA 53	TOLEDO AREA 55
1979 – 872 Encounter with Sobriety	1980 – 581 A Vision for You	1981 – 618 Sharing the Promises of Recovery	1982 – 734 AA Principles: Guides to Progress
1983 – 948 Independence From Bondage	1984 – 457 How It Works	1985 – 712 Growth Through Love & Service	1986 – 815 You Need Not Stand Alone
1987 – 898 A Common Solution	1988 – 768 A Shared Experience – A New Life	1989 – 928 Back to Basics	1990 – 1102 Freedom through Acceptance
1991 – 813 Carrying the Message: How and Where	1992 – 429 Unity equals Sobriety	1993 – 555 What Shape is your Triangle	1994 – 1050 Happy, Joyous, and Free
1995 – 250 Sharing 12 th Step Success	1996 – 438 It All Started with a Nickel: AA Then and Now	1997 – 501 Service: Our Legacy Our Future	1998 – 647 Sobriety: The Gift of Living
1999 – 438 Sharing the Language of the Heart Into the 21 st Century	2000 – 190 Taking AA into the New Millennium	2001 – 401 Love & Service	2002 – 619 Joy of Living through the 12 Steps
2003 – 300 Happy Joyous & Free	2004 – 119 Experience, Strength & Hope – the Changing Face of Sponsorship	2005 – Inside AA	2006 – 283 For Those Yet To Come
2007 – 412 Service Is The Key To Happiness	2008 – 298 Service, Our Legacy, Our Future	2009 – 275 I am Responsible...	2010 – 557 Unity
2011 –	2012 –	2013 –	2014 –

A conservative break-even figure should be established for each convention site and used with the preliminary budget to set the registration fee. When hosting the Regional Convention (dates **bolded** above) along with the State Convention add between 10% and 15% to break-even figure.

Registrations - Cancellation and Refunds

The flyer should designate a reasonable time before the Convention date as a deadline for refund requests. For requests received after this date, consideration should be given for hardship cases and for sickness.

Ohio State Convention Planning Committee Guidelines

I. D. BADGES

Registration Chairperson will obtain economical plastic holders. Badge inserts will show:

“(year) OHIO STATE AND SOUTHEAST MICHIGAN CONVENTION.”

The badge insert will be completed by the registrar, by committee decision, or have pens available for individuals to complete at registration table.

Gifts - Flowers and Decorations

- 1) Decide if gifts and/or flowers are to be given to guest speakers.
- 2) Make arrangements for platform decor.
- 3) Decide if head platform table should have flower pieces.

Banner and Flags

- 1) When Ohio hosts the East Central Region Convention, the Regional Banner will be placed behind the speaker’s platform to the speaker’s right and the Ohio State banner will be placed behind the speakers to the left.
- 2) For the Ohio State Convention, the banner will be centered behind the speakers.
- 3) If there is an American flag already prominently displayed in the Convention Assembly, and it cannot be removed, **do not place our American flag**. Otherwise, our American flag will be placed **to the right of the speaker on the platform**. All State flags will always be placed to the right and lower than the American flag as you face the platform.
- 4) The Convention Chairperson is responsible for turning the Ohio State Convention banner over to the incoming Convention Host Area.

Banquet Head Table – The Area Host Committee decides if this is desirable.

Smoking Policy

Given the current state of our society regarding smoking or non-smoking the Convention accepts that all or most all facilities are non-smoking. Should any exception occur to this acknowledgement – notification shall be made on all flyers, announced at each meeting.

Distribution of Fund Balance

- 1) Following each year’s Convention, the Convention Treasurer will prepare a final detail Convention Financial Report after all outstanding bills are paid.
- 2) Responsibility for distributing excess monies, after seed money is transferred to next Convention Area, is the Ohio State & S.E. Michigan Planning Committee.
- 3) In the event of a loss occurring for a State Convention, the State Planning Committee shall determine the extent of responsibility of the loss to be accepted by each of the Ohio Delegate Areas.

Ohio State Convention Planning Committee Guidelines

Al-Anon and Alateen

- 1) *State and/or local representative should be extended an invitation to participate in all the Committee Planning meetings. The representative shall advise what participation Al-Anon/Alateen shall have. *Historically, Saturday afternoon has been available for Al-Anon/Alateen speakers, every effort to maintain this cooperation will be made.*
- 2) Check for Convention and hospitality room requirements.
- 3) Program schedule should be given to the Convention Chairperson and the Program Chairperson as soon as possible.
- 4) There will be no registration fees for their speakers. Any other costs will be Area Autonomy.

A.A. Guidelines – Conferences, Conventions and Roundups

Since A.A. Guidelines can be changed by GSO at any time without notification, they have been separated from this document. The current version is: 1/08 (PS). It was obtained from web site:

http://aa.org/en_pdfs/mg-04_conferenceandconv.pdf

OHIO STATE & SOUTHEAST MICHIGAN

GENERAL SERVICE AREAS

