<table>
<thead>
<tr>
<th>Area</th>
<th>Information related to question</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Can you share</strong></td>
<td><strong>with us your written guidelines?</strong></td>
</tr>
<tr>
<td>New York North</td>
<td>Yes, they are on the NYN website and are very detailed.</td>
</tr>
<tr>
<td>Maine</td>
<td>Attempted but unable to get information from Maine.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Yes</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Yes, they are on the NH website and are very detailed.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>No written CT guidelines beyond suggested guidelines from WSO. Records from previous years are available for reference.</td>
</tr>
<tr>
<td>California South</td>
<td>Yes, currently under review but have been shared. They are very detailed.</td>
</tr>
<tr>
<td></td>
<td><strong>Financial</strong></td>
</tr>
<tr>
<td><strong>2. Regarding</strong></td>
<td><strong>financial aspects, is your Area Convention part of your Area or does it operate separately/independently of the Area?</strong></td>
</tr>
<tr>
<td>New York North</td>
<td>A convention is held in conjunction with Spring Assembly with seed money from the Area.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>The Convention is financially sponsored by the Area, but the Convention Committee is autonomous in decision-making. Convention Chair reports to Area meetings on regular basis.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>It is part of the Area, operating as an Area Committee, with seed money from the Area.</td>
</tr>
<tr>
<td>Area</td>
<td>Details</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>No Conventions in RI, however the Area hosts two special days.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>It is part of the Area, operating as an Area Committee with seed money from Area.</td>
</tr>
<tr>
<td>California South</td>
<td>Because CA is so large, there are many &quot;boutique&quot; events that are separate and autonomous. There is only one Al-Anon Family Groups Convention that is part of the Area with a Chair who has voice and vote on AWSC and serves for one year.</td>
</tr>
<tr>
<td>New York North</td>
<td>Seed money ($1,000) is a line item in the Area budget and is given to hosting District $500 at a time.</td>
</tr>
<tr>
<td>Maine</td>
<td>Seed money of $4000</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Each Convention Committee sets a budget to stay within and how they are going to meet that budget. Seed money of $4000</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Seed money ($2,000) is approved by Assembly in Spring of the year prior to the Convention. It is released upon request to the Convention Committee, once formed that fall. The Committee establishes the budget.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>$400. is earmarked for the Special Days</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Seed money of $5,000-$6,000 is provided to Convention Committee by the Area. ($6,000 recently because cost effective to book hotel two years in advance.) Convention Treasurer uses accounts from past three years to estimate a budget, but the budget is understood to be flexible.</td>
</tr>
<tr>
<td>California South</td>
<td>There is a budget and a prudent reserve ($7,000).</td>
</tr>
</tbody>
</table>
## Information from Areas Regarding Convention Practices

### 4. How are excesses or liabilities handled?

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>Seed money and profits are returned to the Area after the event.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Excesses are donated to Area/ Liabilities are ultimately the Area’s responsibility.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Excess funds go to the Area; 50% of which (not to exceed $1,000) goes as a donation to WSO, if Area total expenditures for the year have been met.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Not an issue.</td>
</tr>
<tr>
<td>Connecticut</td>
<td>The Convention Committee pays back the seed money to the Area. Any surplus monies are donated, by Committee vote, to WSO, Area, and/or Literature Distribution Committee, etc. Have not had a liability.</td>
</tr>
<tr>
<td>California South</td>
<td>Dispersed equally among LDC's, AIS's, Area, and WSO</td>
</tr>
</tbody>
</table>

### Operational:

#### 5. What is the purpose of your Area Convention?

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>Provides an Al-Anon program to members who are not GR's attending the weekend.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Fellowship and enhance service.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>&quot;A yearly convention devoted to fellowship, sharing, and personal growth sponsored by the NH Area 35 Assembly.&quot;</td>
</tr>
</tbody>
</table>
### Information from Areas Regarding Convention Practices

<table>
<thead>
<tr>
<th>State</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Do not have a mission statement, but the suggestion to consider one has come up.</td>
</tr>
<tr>
<td>California South</td>
<td>AFG Convention is an informal non-profit whose only purpose is to put on a convention once a year.</td>
</tr>
<tr>
<td>New York North</td>
<td>The convention is held in conjunction with Spring Assembly annually.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Annually</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Annually</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Annually</td>
</tr>
<tr>
<td>California South</td>
<td>Annually</td>
</tr>
</tbody>
</table>

**6. How often is your Area Convention held?**

<table>
<thead>
<tr>
<th>State</th>
<th>Convention Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>The convention is held in conjunction with Spring Assembly annually.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Annually</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Annually</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Annually</td>
</tr>
<tr>
<td>California</td>
<td>Annually</td>
</tr>
</tbody>
</table>

**7. How is your Convention Committee brought together - Election? Volunteer? Appointment? By whom? How long is the term?**

<table>
<thead>
<tr>
<th>State</th>
<th>Committee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>There is a NYN Convention Coordinator elected to the AWSC, as well as a Host Committee Chair.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>All participants are on a volunteer basis. Any co-chair positions are a 2 year position where the &quot;co&quot; is expected to move to primary chair position the second year.</td>
</tr>
</tbody>
</table>
## Information from Areas Regarding Convention Practices

<table>
<thead>
<tr>
<th>State/Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hampshire</td>
<td>Convention Coordinator (like all Area Coordinators) appointed by Area Delegate and Alternate Delegate acting jointly, subject to approval by AWSC, after November Assembly, for upcoming Convention year. Convention Coordinator establishes the Committee. It is suggested that Committee members serve for 2 years, first year to fulfill duties, second year to serve as an angel or mentor to incoming members.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>All co-chair positions (Convention chair itself and Convention committee chairs) are for two years, where the co-chair is expected to move to primary chair position the second year. Co-chair (1st year) positions are volunteer, but the co-chair for the Convention itself is voted on by Area.</td>
</tr>
<tr>
<td>California South</td>
<td>Chair elected from the entire Southern CA Al-Anon membership at large and serve for one year. Those eligible must have served on the AFG Convention Committee prior to election as Chair or Co-Chair.</td>
</tr>
<tr>
<td>New York North</td>
<td>Different Districts host in different locations. Host Committee Chair and Co-Chair take the lead. Planning begins at least one year in advance.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>The site chair picks 6 locations that are then presented to the Convention Committee. The Convention Committee select 3 of the 6 that are then presented to Assembly to make the final choice. This is done more than a year in advance of the convention.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Convention Committee selects location. Location is selected after Convention Coordinator &amp; Committee formed.</td>
</tr>
</tbody>
</table>

8. Regarding Convention location, is it the same each year? Who chooses? When is it decided?
### Information from Areas Regarding Convention Practices

| State                  | Details                                                                 
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>The Convention is usually held in the same location at the same hotel. It is the co-chair's duty to &quot;shop around&quot; for other prospects. The usual location is central in the state and the hotel big enough to host the Convention (600-800 attendees); therefore that's the default location.</td>
</tr>
<tr>
<td>California South</td>
<td>GL indicate location is in central Southern CA location.</td>
</tr>
<tr>
<td>New York North</td>
<td>Host Committee Chair reports regularly to the NYN Convention Coordinator who reports to the AWSC on the status of planning.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Convention Chair does a status report at all Area meetings, approx. 7-8 meetings.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Convention Coordinator attends AWSC &amp; Assembly meetings and presents a written report to keep Area informed of progress: i.e. site selection, theme, speakers, cost, etc. The Convention Treasurer submits a quarterly financial report to the AWSC.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Convention Chair attends AWSC meetings and provides a basic update, no official report.</td>
</tr>
<tr>
<td>California South</td>
<td>The AFG Convention Chair is asked to report twice a year to the AWSC and also to two Assemblies.</td>
</tr>
</tbody>
</table>

**9. How often does your Convention Committee report to AWSC? What is in the report?**
## Information from Areas Regarding Convention Practices

### 10. What works well? What are your challenges?

<table>
<thead>
<tr>
<th>Area</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>Current set up works well though they are discussing cost and affordability.</td>
</tr>
<tr>
<td>Maine</td>
<td>Pending connection with Committee Chair contact for additional information.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Well: members serving a couple years, members from different districts, having a timeline, monthly meetings with an agenda and minutes, avoiding &quot;double-headed management,&quot; letting chairs do their job, having records from previous conventions, having service sponsors. Challenges: Committee members who do not follow through or meet deadlines; although seed money is provided from the Area, it's stressful waiting for registrations and meal payments to arrive to cover expenses.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Well: members serving a couple years, members from different districts, having a timeline, monthly meetings with an agenda and minutes, avoiding &quot;double-headed management,&quot; letting chairs do their job, having records from previous conventions, having service sponsors. Challenges: Committee members who do not follow through or meet deadlines; although seed money is provided from the Area, it's stressful waiting for registrations and meal payments to arrive to cover expenses.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Well: having co-chairs not just for the Convention Chair but for all Convention committees (just this year the original Treasurer was not able to fulfill duties, so there was a co-chair prepared to step up); the active association in the state among Al-Anon, Alateen, and AA so that these other programs are well-represented at the Convention; working on online registrations and confirmations, which encourage early registration and sign-up for volunteering at the Convention. Challenges: remembering to apply placing principles above personalities--remembering that in challenges is then another thing that works well!</td>
</tr>
<tr>
<td>California South</td>
<td>The AFG Convention has applied for non-profit status. By-laws are being reviewed and new language may be included.</td>
</tr>
</tbody>
</table>

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Convention/Area Relationship Task Force
2/2017
### Information from Areas Regarding Convention Practices

<table>
<thead>
<tr>
<th>Accountability/Oversight</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11. Do you have a Go/No Go mechanism in place, conditions that need to be met at certain intervals to continue the planning of the Convention?</strong></td>
<td></td>
</tr>
<tr>
<td>New York North</td>
<td>Oversight by and communication with the NYN Convention Coordinator are crucial to success.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>No, they plan the conventions 11/2 - 2 years ahead so there has not been a need. They have ample time to address issues that come up.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>No formal mechanism from AWSC or Assembly; however Committee follows a timeline that keeps them on track. (Note: this very detailed timeline was shared with us.)</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>No, never had a situation arise. Only issue that might arise would be related to unexpectedly too few pre-registrations, but pre-registrations are usually very healthy.</td>
</tr>
<tr>
<td>California South</td>
<td>GL are very specific. Decisions are made by AFG Convention Committee.</td>
</tr>
</tbody>
</table>

<p>| <strong>12. Who makes decisions about the Convention?</strong> |   |
| New York North | The Host Committee makes most decisions but keeps the NYN Convention Coordinator in the loop. |
| Maine |   |
| Massachusetts | Convention Committee only |
| New Hampshire | All decisions are made by the Convention Committee: location, registration costs, theme, and all other arrangements. |</p>
<table>
<thead>
<tr>
<th>Area</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>All decisions are made by the Convention Committee: the Convention Committee Chair oversees all committees, but each Convention committee is generally autonomous in making decisions.</td>
</tr>
<tr>
<td>California South</td>
<td>The AFG Convention Committee.</td>
</tr>
<tr>
<td>New York North</td>
<td>The Convention Coordinator reports to the AWSC.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Pending connection with Committee Chair contact for additional information.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Committee reports to the AWSC do not need to be approved, but questions/comments are part of AWSC/Assembly minutes.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>The Committee Chair attends AWSC meetings and provides informal update. No approval is required.</td>
</tr>
<tr>
<td>California South</td>
<td>They are just submitted to the AWSC and Assembly.</td>
</tr>
</tbody>
</table>

**13. Are Convention Committee reports to AWSC approved or commented on?**

<table>
<thead>
<tr>
<th>Area</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>The Convention Coordinator reports to the AWSC.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Pending connection with Committee Chair contact for additional information.</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Committee reports to the AWSC do not need to be approved, but questions/comments are part of AWSC/Assembly minutes.</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>The Committee Chair attends AWSC meetings and provides informal update. No approval is required.</td>
</tr>
<tr>
<td>California South</td>
<td>They are just submitted to the AWSC and Assembly.</td>
</tr>
</tbody>
</table>

**14. How does your AWSC and/or Convention decision-making work when there are conflicts?**

<table>
<thead>
<tr>
<th>Area</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York North</td>
<td>Having the Convention Coordinator working directly with the Host Committee means issues are noted and dealt with in a timely manner. There is also accountability to the AWSC and Assembly</td>
</tr>
<tr>
<td>State</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Maine</td>
<td>N/A Haven't had any issues.</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>The past 2 years the Committee agreed to made decisions and resolve conflicts according to group conscience. &quot;It worked!&quot;</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>The past 2 years the Committee agreed to made decisions and resolve conflicts according to group conscience. &quot;It worked!&quot;</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>N/A</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Depending on the conflict, they employ KBDM and/or group conscience. This works well.</td>
</tr>
<tr>
<td>California South</td>
<td>Following the Traditions are key to success.</td>
</tr>
<tr>
<td>New York North</td>
<td>* The bank account is set up so that The Area Treasurer reviews The bank statement so The AWSC is fully aware of convention financials. * A final report is given to the AWSC that includes financials, total attendance etc. * A booklet is compiled that includes all info and it is passed on to the next Hosting District.</td>
</tr>
<tr>
<td>Maine</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Chair and Co-Chair are certified AMIAS. Chair is voting member of AWSC</td>
</tr>
</tbody>
</table>
| New Hampshire       | "Most members report the Convention Committee is a great experience and a good entry into doing service beyond the group level. Also a nice way to meet members from another part of the state." (Note: the Convention Guidelines also include a "Making It Work" section: "Place principles above personalities; Practice the Al-Anon/Alateen program at every committee meeting; Presume goodwill; Nourish the spirit of cooperation; Remember there is always more than one good way to do everything; Use District structure to involve as many people as you can; Refer to Al-Anon Guidelines for guidance; Remember your Higher Power; Use common sense; Enjoy!!!")
### Information from Areas Regarding Convention Practices

<table>
<thead>
<tr>
<th>Rhode Island</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Connecticut</strong></td>
<td></td>
</tr>
</tbody>
</table>
Having 2-year appointments with co-chairs for all Convention committees is an essential structure. It is helpful when the Convention Chair cc's the Convention Co-Chair on all communications; that keeps the Co-Chair informed, helps that person learn how the process works, and provides records for reference in the following year. Pre-registration is already healthy, but should be improved further with online registration. They simplify the meal option by arranging for only one meal attendees can sign up and pay for, a Saturday evening banquet; otherwise attendees can pay separately to eat at the hotel or are welcome to bring their own food. The budget pays for accommodation in a specific room at the hotel for the Convention Chair to stay, which also has a large living area, which is a time-away space for Convention Committee members. Because there is active Alateen participation, Alateens are adept volunteers not just for leading Alateen meetings but for helping with electronic needs for the Convention: computers, A/V, mikes, etc. |
| **California South** |  
One of their issues is that the separate entities want to promote their events at regular AFG meetings which they see as a problem. These separate events have no accountability to the Area. |

### Information of interest:

- Some of the larger Areas have AIS's (Area Information Services) that handle outreach and conventions fall under their pervue.
- Attendance varies widely - MA 2000; CT 600-800; CAS 1000; NYN 200
- The size of the volunteer pool is a factor we need to consider as we think about this relationship going forward. The larger areas have many more members to draw from.