

## Information from Areas Regarding Convention Practices

Area	Information related to question
<i>1. Can you share with us your written guidelines?</i>	
New York North	Yes, they are on the NYN website and are very detailed.
Maine	Attempted but unable to get information from Maine.
Massachusetts	Yes
New Hampshire	Yes, they are on the NH website and are very detailed.
Rhode Island	N/A
Connecticut	No written CT guidelines beyond suggested guidelines from WSO. Records from previous years are available for reference.
California South	Yes, currently under review but have been shared. They are very detailed.
<i>Financial</i>	
<i>2. Regarding financial aspects, is your Area Convention part of your Area or does it operate separately/independently of the Area?</i>	
New York North	A convention is held in conjunction with Spring Assembly with seed money from the Area.
Maine	
Massachusetts	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.
New Hampshire	It is part of the Area, operating as an Area Committee, with seed money from the Area.

## Information from Areas Regarding Convention Practices

Rhode Island	No Conventions in RI, however the Area hosts two special days.
Connecticut	It is part of the Area, operating as an Area Committee with seed money from Area.
California South	Because CA is so large, there are many "boutique" 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.
<b>3. Do you have a budget? Prudent Reserve?</b>	
New York North	Seed money (\$1,000) is a line item in the Area budget and is given to hosting District \$500 at a time.
Maine	
Massachusetts	Each Convention Committee sets a budget to stay within and how they are going to meet that budget. Seed money of \$4000
New Hampshire	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.
Rhode Island	\$400. is earmarked for the Special Days
Connecticut	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.
California South	There is a budget and a prudent reserve (\$7,000).

## Information from Areas Regarding Convention Practices

<i>4. How are excesses or liabilities handled?</i>	
New York North	Seed money and profits are returned to the Area after the event.
Maine	
Massachusetts	Excesses are donated to Area/ Liabilities are ultimately the Area's responsibility.
New Hampshire	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.
Rhode Island	Not an issue.
Connecticut	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.
California South	Dispersed equally among LDC's, AIS's, Area, and WSO
<i>Operational:</i>	
<i>5. What is the purpose of your Area Convention?</i>	
New York North	Provides an AI-Anon program to members who are not GR's attending the weekend.
Maine	
Massachusetts	Fellowship and enhance service.
New Hampshire	"A yearly convention devoted to fellowship, sharing, and personal growth sponsored by the NH Area 35 Assembly."

## Information from Areas Regarding Convention Practices

Rhode Island	N/A
Connecticut	Do not have a mission statement, but the suggestion to consider one has come up.
California South	AFG Convention is an informal non-profit whose only purpose is to put on a convention once a year.
<b>6. How often is your Area Convention held?</b>	
New York North	The convention is held in conjunction with Spring Assembly annually.
Maine	
Massachusetts	Annually
New Hampshire	Annually
Rhode Island	N/A
Connecticut	Annually
California South	Annually
<b>7. How is your Convention Committee brought together - Election? Volunteer? Appointment? By whom? How long is the term?</b>	
New York North	There is a NYN Convention Coordinator elected to the AWSC, as well as a Host Committee Chair.
Maine	
Massachusetts	All participants are on a volunteer basis. Any co-chair positions are a 2 year position where the "co" is expected to move to primary chair position the second year.

## Information from Areas Regarding Convention Practices

New Hampshire	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.
Rhode Island	N/A
Connecticut	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.
California South	Chair elected from the entire Southern CA AI-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.
<b>8. Regarding Convention location, is it the same each year? Who chooses? When is it decided?</b>	
New York North	Different Districts host in different locations. Host Committee Chair and Co-Chair take the lead. Planning begins at least one year in advance.
Maine	
Massachusetts	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.
New Hampshire	Convention Committee selects location. Location is selected after Convention Coordinator & Committee formed.

## Information from Areas Regarding Convention Practices

Rhode Island	N/A
Connecticut	The Convention is usually held in the same location at the same hotel. It is the co-chair's duty to "shop around" 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.
California South	GL indicate location is in central Southern CA location.
<b>9. How often does your Convention Committee report to AWSC? What is in the report?</b>	
New York North	Host Committee Chair reports regularly to the NYN Convention Coordinator who reports to the AWSC on the status of planning.
Maine	
Massachusetts	Convention Chair does a status report at all Area meetings, approx. 7-8 meetings.
New Hampshire	Convention Coordinator attends AWSC & 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.
Rhode Island	N/A
Connecticut	Convention Chair attends AWSC meetings and provides a basic update, no official report.
California South	The AFG Convention Chair is asked to report twice a year to the AWSC and also to two Assemblies.

## Information from Areas Regarding Convention Practices

<b>10. What works well? What are your challenges?</b>	
New York North	Current set up works well though they are discussing cost and affordability.
Maine	
Massachusetts	Pending connection with Committee Chair contact for additional information.
New Hampshire	Well: members serving a couple years, members from different districts, having a timeline, monthly meetings with an agenda and minutes, avoiding "double-headed management," 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.
Rhode Island	N/A
Connecticut	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!
California South	The AFG Convention has applied for non-profit status. By-laws are being reviewed and new language may be included.

## Information from Areas Regarding Convention Practices

<u>Accountability/Oversight</u>	
<b>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?</b>	
New York North	Oversight by and communication with the NYN Convention Coordinator are crucial to success.
Maine	
Massachusetts	No, they plan the conventions 1 1/2 - 2 years ahead so there has not been a need. They have ample time to address issues that come up.
New Hampshire	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.)
Rhode Island	N/A
Connecticut	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.
California South	GL are very specific. Decisions are made by AFG Convention Committee.
<b>12. Who makes decisions about the Convention?</b>	
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.



## Information from Areas Regarding Convention Practices

Rhode Island	N/A
Connecticut	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.
California South	The AFG Convention Committee.
<b>13. Are Convention Committee reports to AWSC approved or commented on?</b>	
New York North	The Convention Coordinator reports to the AWSC.
Maine	
Massachusetts	Pending connection with Committee Chair contact for additional information.
New Hampshire	Committee reports to the AWSC do not need to be approved, but questions/comments are part of AWSC/Assembly minutes.
Rhode Island	N/A
Connecticut	The Committee Chair attends AWSC meetings and provides informal update. No approval is required.
California South	They are just submitted to the AWSC and Assembly.
<b>14. How does your AWSC and/or Convention decision-making work when there are conflicts?</b>	
New York North	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

## Information from Areas Regarding Convention Practices

Maine	
Massachusetts	N/A Haven't had any issues.
New Hampshire	The past 2 years the Committee agreed to made decisions and resolve conflicts according to group conscience. "It worked!"
Rhode Island	N/A
Connecticut	Depending on the conflict, they employ KBDM and/or group conscience. This works well.
California South	Following the Traditions are key to success.
<b>15. Do you have any information you think woud be helpful to us?</b>	
New York North	*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.
Maine	
Massachusetts	Chair and Co-Chair are certified AMIAS. Chair is voting member of AWSC
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 <i>Al-Anon Guidelines</i> for guidance; Remember your Higher Power; Use common sense; Enjoy!!!")

## Information from Areas Regarding Convention Practices

Rhode Island	N/A
Connecticut	<p>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.</p>
California South	<p>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.</p>
<b>Information of interest:</b>	
	Some of the larger Areas have AIS's (Area Information Services) that handle outreach and conventions fall under their purview.
1)	
2)	Attendance varies widely - MA 2000; CT 600-800; CAS 1000; NYN 200
3)	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.