

# \* WICYPAA HOST PACKET \*

## CONGRATULATIONS!!!!

Your bid committee has just been awarded the next WICYPAA! Welcome to the world of being a WICYPAA Hosting City! On behalf of the Advisory Council, we are here for you with open arms.

This Host Packet is put together as a guide and is for your aid. It includes information and ideas based on the experiences of what has worked on past WICYPAA Host Committees.

This may all seem like a lot! Fear not, you have connected with the WICYPAA family and AA as a whole. We are all here to carry the message together. We encourage you to have fun, be creative, and think outside the box! This is your Conference, make it great.

As a Host Committee you are given complete autonomy except wherein the Advisory Council, as custodian of the Conference, has legal duties to carry out regarding WICYPAA. Please see the Advisory Bylaws section VI. A - I regarding duties involved with hosting the Conference. The relationship of Host and Advisory should fundamentally be the sharing of experience, strength, and hope. We look forward to connecting throughout the year.

In addition to this Host Packet, you will be receiving copies of the Advisory Bylaws and the Advisory Contact List.

Host Packet Contents:

1. After the Bid
2. Conference Committee Positions
3. Helpful Hints
4. Advisory Council Membership Guidelines

If you have any questions, problems or ideas please do not hesitate to contact anyone on the Advisory Council or check the website at [www.wicypaa.org](http://www.wicypaa.org).

Together in Service,

WICYPAA Advisory Council

(Updated 1.20.17)

## 2. AFTER THE BID

### Helpful Organization Checklist:

- Hold meeting with all involved in your successful bid
- Disband bidding committee
- Set new elections with group conscience generally to occur within 45 days of being awarded the bid. Outreach these elections making sure WICYPAA service is available to as many people in your area as possible.
- Have new elections for your principal officers. These elections are to be conducted by members of Advisory or trusted servants in your respective AA community per 3rd Legacy Voting (see AA Service Manual). Please invite the Advisory Council with 4 weeks notice to be present at elections. Open the elections to all. Read the responsibilities listed in the pages to follow as a guideline of what is to be expected by each position:
  - Chair
  - Co-Chair
  - Treasurer
  - Co-Treasurer
  - Secretary
  - Registration
  - Hotel
  - Events
  - Outreach
  - Merchandise/Graphics
  - Program
  - Security
  - Special Needs
  - Hospitality
  - Archives
  - Any other positions needed: Webmaster, Prayer Chair, Unity Chair, Liaison to Spanish-speaking Groups
- Committee heads should get their own Co-chair and sub-committee together as quickly as possible. Only Chairs have voting power but it is important for the entire sub-committee to be involved and to have as much participation as possible. We carry the message with the inclusive nature of Alcoholics Anonymous by having any one who wants to be a part of, to feel a part of the WICYPAA family.
- ***Have FUN!!!***; remember this is an opportunity to learn more about service work and how to work with other people.

## 2. CONFERENCE COMMITTEE POSITIONS

Here is a list of positions along with suggested descriptions of responsibilities. The listed duties are based on experience of previous Host Committees. The following is a guideline for you to use. Adding chair positions is not uncommon. The needs of the Host Committee change from Conference to Conference.

### Chair – *Executive Committee*

- Coordinates the elections of members to Chair various committees
- Calls committee meetings (time & place) per group conscience and prepare agendas, action items and current information updates
- Writes notes of appreciation to speakers before & after the Conference
- Keeps close check on all phases of planning & progress
- Participates in individual committee meetings as required
- Be one of **THREE** signatures on all bank accounts
- Have a vote on committee motions **ONLY** in the case of a tie
- Advises Conference Committee that all expenses are not to be incurred without approval of the Committee
- Insures Banner is in place for kickoff meeting Friday night
- Uphold and maintain the integrity of the Conference
- Of note: some Host Committees have operated with a Chair who does not voice an opinion during Committee meetings

### Co-Chair – *Executive Committee*

- In the absence of the Chair, shall accept the full duties and responsibilities of the Chairperson: Know what the chair knows!
- Is the liaison between the Conference & General Service
- Contacts Central Office or Intergroup Office and Grapevine (GSO) to list event
- List Events on Area 74 and Area 75 Calendars depending on where Event is located
- One of **THREE** signatures on all bank accounts

### Treasurer – *Executive Committee*

- *SHOULD BE EMPLOYED*
- One of the Post Office Box key-holders
- Opens Conference checking account, with 3/4 signatures required for each check (Treasurer, Co-Treasurer, Chair AND/OR Co-Chair)
- One of **THREE** signatures on all bank accounts
- Coordinates with Registration Chair to pick up mail, extracting checks & making deposits (always keeping copies of everything)
- Pays all bills. The Conference Committee should put any expenses to a vote (ie. DJ \$500 – vote on by conference committee, not just sub-committee)
- At conference, personally makes money drops with Registration Chair from registration table regularly during the time the registration desk is open
- Have in his/her possession at all meetings and events: all bank statements, deposit receipts & checkbooks balances all in order
- Shall be prepared to accept money & make disbursements of funds at all meetings & events present – Have change ready
- Shall prepare a Conference Budget based on information provided in the Hotel contract from the Hotel Chair, the Program Chair, the Entertainment/ Event Chair and the Registration Chair to determine a registration price adequate to cover the

- cost of the conference expense
- Submit final financials to Advisory Council after all expenses are paid

## **Co-Treasurer – Executive Committee**

- *SHOULD BE EMPLOYED*
- One of the Post Office Box key-holders
- One of **THREE** signatures on all bank accounts
- In the absence of the treasurer, shall accept the full duties and responsibilities of the treasurer – make sure to have extra checks on hand

## **Secretary – Executive Committee**

- Keeps meeting attendance records (name, addresses, phone numbers, and committee positions)
- Sends meeting minutes, notices and agendas to Committee members as well as Subcommittee members, together with updated Committee member list if necessary
- Sends copies of minutes and upcoming agenda to members of the Advisory Council
- Prepares and maintains the Committee list, including names, addresses, phone numbers, and committee positions.
- Handles correspondence (always with copies to the subcommittee chairperson concerned)
- Is custodian of all the Conference materials
- Furnish any records or information from the records to the committee head requesting it

## **Registration**

- Chairs the Registration subcommittee
- Works with the subcommittee on registration flyer design
- Gets comparison pricing, lead times, deadlines, and places orders for registration fliers
- Keeps a running record of registration by category: AA, Al-Anon, & Alateen. Reporting separate numbers for each person registered under each program
- Keeps a running record of meals ordered: Banquets & Breakfasts
- Contacts pre-registrants regarding specific addendums including meals, special needs, and hotel date and location
- Keeps tallies of registrants by when they register and at what price point for treasury and organizational purposes
- Submits copies of registration flier to Outreach for distribution
- Provides Hotel Chair with running tally until Banquet cutoff time
- Coordinates placement and seating of hearing impaired with the interpreter
- Prepares registration packets-name badges, lanyards, banquet status, program, and other special Conference items
- Staffs Registration table at the Conference
- Coordinates with Treasurer to make each money drop at the Conference
- Provides Treasurer with completed budget of expenses for registration packets
- Work with Program Chair to see that Al-Anon participation will be at the conference and have their totals for registration kept separately

## **Hotel**

- Acts as liaison between Conference hotel & Committee
- Books Hotel Walk-Throughs, keeping in mind to give 30 days notice to Advisory for attending Walk-Through
- Facilitates signing of Hotel Contract by Advisory Chair and Advisory Co-Chair

- Arranges for set-up of each of the alkathon rooms, banquet rooms, literature, panel, hospitality rooms, and location of the Registration desk and discusses various needs with Program Chair, Registration Chair, and Events Chair
- Makes sure that any special needs that can be foreseen can be met by the hotel (ie. Wheelchair accessibility, service animals etc.)
- Keeps hotel informed of attendance throughout the Conference
- Work with the facility staff throughout the Conference
- Select menu for banquets
- Schedules with hotel all walk-through or any other business that the committee heads deem necessary
- Provides Treasurer with completed budget of expenses for hotel costs

## Events

- Chairs the Events Sub-Committee
- Holds regular events prior to Conference to spread the word & have fun
- Obtain bids from and make final selection of DJ for the Friday & Saturday night dances at the Conference
- Shall coordinate and plan all events at the Conference that are not program (ie. Scavenger hunt, water volleyball, nature hikes, big book jeopardy, family feud, talent shows, skits, campfire games, etc)
- Coordinate with Registration, Treasurer & Security to insure admission security is covered at dances after Registration desk is closed
- Plan & arrange for all decorations; including Saturday night table decorations (*consult with hotel chair*)
- If there is to be bid city rivalry at any event during the conference, obtain volunteering city names and phone numbers prior to the conference
- Provide Treasurer with completed budget of expenses for any event costs during the conference

## Outreach

- Chairs the Outreach Sub-Committee
- Maintains updated and completed mailing list
- Enlists all members of Host and Advisory to help Outreach WICYPAAs wherever possible
- Available to Bid Cities to connect and help with all current Host information
- Obtains from any committee, heads any additions to mailing list as occurring
- Shall be responsible for all aspects of spreading the word about the Conference that does not involve direct mail. **This includes, but is not limited to the following:**
  1. Sends flyers for events to members of mailing list and alano clubs
  2. Contact "The Grapevine" and ANY OTHER local AA newsletters in the state!!! (NOTE-many require Several months' notice for publication)
  3. Shall spend Conference year locating and contacting various newsletters and reporting upcoming conference in those newsletters
  4. Shall coordinate and organize any meeting "raids" that are to take place with other committee and sub-committee members and/or various other volunteers

## Merchandise / Graphics

- Chairs the Merchandise Sub-Committee
- Shall solicit and accept all submissions of ideas for T-shirts' logo or artwork which agrees with the conference theme and which will appear on the memorabilia (remember K.I.S.S. here)
- Conference committee shall vote on final design to appear on the t-shirt and any other merchandise (**Budget Approval Needed prior to ordering**)
- Gets comparison pricing, lead times, deadlines, and places orders for merchandise

- Make t-shirts, mugs, pens, buttons, hats, sunglasses, or any other printed objects available at all events prior to the Conference, and at the Conference itself. Keeps registration desk or designated area stocked with merchandise during the Conference
- Ensures trusted servants are staffed to sell merchandise at all applicable times and handle money. Responsible for merchandise and subsequent income
- Coordinates with Events Chair to sell merchandise at all activities

## Programs

- Chairs the Programs Sub-Committee
- Line up speakers and chair-people for all of the AA meetings at the conference
- Shall have alternate speakers available for emergency sake
- Plans the program format in consultation with other Committee heads, including Al-Anon and Alateen, if applicable
- Obtains information from the Activities Chair for events and information for program
- Designs topics and format and obtains volunteer chair-people from events at various cities in the state throughout the year for the Alkathons (smoking and non-smoking)
- Listens to tapes and contacts desired speakers
- Arranges for recording of main event and panel.
- Advises Bidding Cities of their part of the program if applicable, and obtains names and cities of those participating
- Arranges for panels, including topics, times and speakers
- Has program layout ready but holds as long as possible for changes, asking Registration for deadline date
- Contacts DCM's for volunteers from each district
- Use pamphlets, previous programs and personal suggestions for topics
- Provides Treasurer with completed budget of expenses for Program.
- Facilitates Program Printing; finding best price and quality; aware of anonymity in the Program itself careful not to use last names; has Host and/or Advisory look over Program before printing
- Includes WICYPAA Safety Statement into the readings at all main speakers, and as needed, into formats at alcahons, panels, and other activities

## Security

- Chairs the Security Subcommittee
- Shall maintain a sign-up sheet for volunteers for security at the conference and make this sign-up sheet available at events throughout the year (usually 8 volunteers per three hour shift – obtain name, phone number & city)
- Shall make sure the security team for each shift is present
- Shall insure that all security team AA's are informed about safety and how to handle potential situations and that the trusted servants are aware of the layout of the hotel and program to be able to direct participants
- Coordinate with Hotel Chair to see that all hotel rules & regulations are known and followed
- If the hotel has security of their own, Hotel Chair will coordinate a meeting with them & Security Chair to plan working together
- Assure respect for all guest areas, manners are expected AT ALL TIMES – we are guests
- Is responsible for making sure communication is smooth, effective and timely for security team (via cellphones, walkie-talkies, etc.)
- See that each person on security has some identification indicating they are security (while on duty) and able to help participants (ie. Ribbon on nametag,

serenity keeper t-shirts etc.)

## Special Needs

- Is the liaison between the Conference and the Interpreter(s) (i.e. Sign Language, Spanish)
- Work with Hotel Chair for special seating arrangements & wheel chair accessibility
- Coordinate with Registration Chair to make sure special needs are put on flyer and that all needs requested are met
- Arranges for the interpreter for the hearing-impaired at main speakers. Coordinates seating of hearing impaired with the interpreter
- Is aware of someone on hand who knows CPR, confirms that an AED is on the premises and has a familiarity with any emergency procedure the Hotel has in place

## Hospitality

- Chairs the Hospitality subcommittee
- SMILE, SMILE, SMILE!!! Find volunteers to greet your guests for hours in which areas of the Conference are open
- Have a desired number of people near the Registration Table and in hallways to greet attendees, answer questions, give directions, etc. Allocate hours of service for each helper
- Coordinate with the Hotel Chair to set up a WICYPAA hospitality suite, following their guidelines
- Invite other Bidding City Committees, Conferences, or Groups to help host a Hospitality Suite slot at WICYPAA, following our guidelines
- See that each greeter has a ribbon or some identification indicating they are greeters and able to help participants
- Greeters can also help the Events committee at the dance, etc.
- Invite donations of food and drink from respective Bid City Committees, Conference Committees, or Groups
- Prepare sign-up sheet for hospitality room staffing throughout the Conference, request volunteers. Obtain other volunteers from your community to get them involved!
- Shall act as a liaison between the Conference and groups using other hospitality suites if applicable
- It is suggested that the hospitality suite post location/hours in the program

## Archives

- Chairs the Displays/Literature/Archives subcommittee
- Work with Hotel Chair to insure a room is made available during the conference for literature sales & displays
- Staff literature room at the conference with ALL conference approved literature available for sale
- Responsible for displays and posters and having AA literature available to all. The literature committee at GSO does have a convention kit display available
- Contact Archives member of the Advisory Council to obtain all displays for separate Archives room, if available
- Obtain any information throughout the Conference preparation year to be donated to the archives display (For Example, one mug, one t-shirt, program, photos, etc.)
- Staff separate archives room if it is made available, or incorporate archives material into a separate half of the Literature Room
- Assist with any AV needs if any Archive-related material is displayed at main meetings (example: video showing the fun in service throughout the year, with permissions from AAs granted)

### 3. HELPFUL HINTS

Over the years, experience has found several simple things very successful in increasing involvement with WICYPAA. We would like to share these experiences with you. The following are just suggestions. We encourage you to use your own creativity in holding this Conference.

1. Use Advisory's experience and support
2. Rely on Advisory as members of the Outreach Team - They can literally Outreach across the state when they receive Registration flyers and Event flyers
3. Keep the webmaster informed with Hotel and dates of Conference, Registration flyers, links to online Registration, Events and Event flyers, etc.
4. Solidify your theme early
5. A "kick-off" dance is a great way to get people on board with WICYPAA
6. Consider having a Wisconsin-wide Logo Contest; perhaps unveiling the winner at an Event
7. Be consistent with your Conference's Logo; consider having a color scheme to Unite Around (WICY XIX - Blue and White, WICY XXI - Yellow and Red)
8. Include your Logo on Merch and all flyers to build familiarity
9. With Unity and Outreach in mind Co-Host Events throughout the state - joining with Bid Committees or interested Groups or cities. Of note: plan early for this.
10. With Unity in mind Co-Host Events with other Hosts (WICY XXII joined with MNYPAA)
11. Print Registration Flyers as soon as Hotel Contract is signed
12. A good idea for continuity is to have either the Pre-registration Deadline or price increase (whichever is appropriate) the same date as the Hotel Registration Deadline. People remember it easier if it is the same date
13. The Registration flyer represents the Conference previous to it. If the flyer looks thrown together people tend to perceive the conference will be as well. Have the flyer be easily recognizable, make it pop so it doesn't get lost in the flyer shuffle
14. Plan events prior to the conference as soon as possible. Experience has shown that joint events and a "Last Chance Dance" (held the Saturday prior to the Hotel Registration Deadline and/or WICYPAA Pre-Registration Deadline and/or pre-registration price increase) are very successful, however the further away the conference seems, the easier it is to take your time and the closer the conference gets the more difficult it can be to plan and promote pre-events. The earlier you can start promoting the dates, the better turnout you will get.
15. Have Host Committee function with some version of Robert's Rules and include Minority Opinion per Concepts
16. List a spot for your WICYPAA Conference in AA newsletters
17. Procure a recording company to record speakers and panelists; recording



- companies can be a resource for good speakers as well
18. Have a mass snail-mailing party to Alano clubs, Intergroups and Groups around the state. Be careful not to mail to a Church or
  19. Send out emails to contacts interested in Wicypaa being sure to maintain anonymity with BCC.
  20. Utilize secret online YPAA groups to rep the Conference and Events
  21. Perform Meeting Raids organized by Outreach to physically go out to Groups and connect, wearing Committee t-shirts and taking Registration and Event flyers
  22. Think outside the box regarding Events: speaker-dances are irreplaceable, but from carnivals to murder-mysteries to panels with General Service, get creative
  23. Travel! If members are able catch neighboring states YPAAs, ICYPAA or the regional YPAAs. Also don't forget connecting with District and Area events, and at said events see if you can get a table to set-up with registration flyers
  24. Outreach to established groups and find contacts already connected
  25. List and check YPAA Calendars, Area 74 and Area 75 Calendars
  26. Carry Registration flyers with you in your car in case you run into an interested AA
  27. Keep it classy - WICYPAA generally requests or just reads the 12 steps and 12 traditions and discourages any call and response
  28. Budgeting looks different for each Conference, make sure each Sub-Committee can smoothly function
  29. The vision and work of the Conference is often done outside of the Committee meetings and at Sub-Committee meetings or small get-togethers/Unity events, when people have a chance to talk openly about what they all see
  30. Regarding Group Conscience versus Trusted Servant: experience has shown that bigger-ticket items and actions which represent the whole (and may be a substantial expenditure) should be voted on (Main Speakers, Registration Flyer, Theme, etc.) while each Committee Chair is reasonably given the right to conduct their specific business (Panelists, Event location and time, etc.)
  31. Open and close meetings with different prayers (3rd Step, 7th Step, Set Aside) or the Responsibility Statement
  32. Have theme read in context at opening and closing of meetings and panels at the Conference
  33. Of note: traditionally Host Chair facilitates Main Friday Meeting and Programs Chair facilitates Saturday Main Meeting.
  34. Get as many Host and Advisory eyes to proofread both Registration Flyer and Program Flyer before sending to print
  35. Consult previous Merchandise Chairs so as not to incur the cost of over-ordering

## 4. ADVISORY COUNCIL MEMBERSHIP GUIDELINES

### Suggested Election Guidelines:

- Elections should not be held earlier than one month prior to the actual conference.
- When possible, the conference committee should wait until at least one member of the existing Advisory Council is present before starting election proceedings – 2 advisory council members works best to conduct the elections 3<sup>rd</sup> legacy (Ref. Service Manual pg. S21).
- Each conference Host City will elect **FOUR MEMBERS** to the Advisory Council and **THREE ALTERNATES** who will become members upon the resignation or dismissal of any of the original members from that Host City, and will serve on the Advisory Council until the term for that Host City has ended.

### Requirements for Nominations:

- It is suggested nominees have served on the Conference Committee continuously for a minimum of six months prior to the conference.
- **Nominees should have at least one year of sobriety.**

### ***PLEASE READ PRIOR TO ELECTION PROCESS:***

#### Duties and Responsibilities of the Advisory Council:

- Acceptance of an Advisory Council position is a continuous **five-year** commitment.
- Members are expected to attend all necessary Advisory Council business meetings. The group reserves the right for voting procedures with simple majority of those in attendance. Though usually the Advisory Council only meets once between conferences, meetings MAY be held on a quarterly basis.
- **Financial Responsibilities:**
  - A. Five consecutive conferences must be attended, regardless of location.
  - B. Attendance at special business meetings may be necessary.
  - C. Special travel to assist a faltering conference may be necessary. The above expenses will be paid for the members themselves.
  - D. The Advisory Council will pay for telephone calls, concerning conference problems.
- Missing two consecutive conferences will result in automatic resignation. Drinking alcoholic beverages and/or abusing drugs will result in resignation from the council.
- Because much of the time spent at the conference may be taken up by the council business, members should not participate on the conference program.

*In the event significant financial problems arise on an individual conference committee, the Advisory Council reserves the right to make sure the problems are resolved in a manner keeping with the accepted AA Twelve Traditions and the Twelve Concepts of World Service.*







