

SOAR 8

Southeast Overeaters Anonymous Region 8



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I. SOAR 8 Service Directory

Board Members

Chair Viviana G. Caracas, Venezuela 786-457-0702 chair@oaregion8.org	Vice Chair Aleta P. Baton Rouge, LA 225-937-0566 vicechair@oaregion8.org	Treasurer Sam A. PO Box 40273 Saint Petersburg, FL 33743 727-458-3668 treasurer@oaregion8.org
Secretary Janet T. Winter Park, Florida 407-310-2284 secretary@oaregion8.org	Region Trustee Linda H. Madeira Beach, Florida 727 647 8280 trustee@oaregion8.org	Parliamentarian Judy K. Jacksonville, Florida 904-704-7004 parliamentarian@oaregion8.org

Committee Chairs

12th Step Within (TSW) JC Clearwater, FL 813-240-8572 tswchair@oaregion8.org	Technology/Website Michelle D. Little Rock, Arkansas 501-580-6120 techwebchair@oaregion8.org	Bylaws/Electronic Documents Marilyn T. Englewood, Florida 630-484-1426 or 941-460-0912 Bylawschair@oaregion8.org
Intergroup Outreach (IGOR) Andi S. Coral Springs, FL 954-295-1123 igorchair@oaregion8.org	Ways & Means Patti G. Delray Beach, FL 716-523-5442 waysandmeanschair@oaregion8.org	Unity With Diversity CiCi West Palm Beach, FL 561-396-7803 Unitychair@oaregion8.org
Public Info/Prof. Outreach (PI/PO) Bonnie V. Palm Beach, FL 561-733-9302 pipochair@oaregion8.org		

Other Service Positions

TSW Mentor List Neill M., N. Carolina 919-789-9402 Tammy P., SW Louisiana 337-370-1252 mentors@oaregion8.org	TSW Email/Sponsor List Julia S. 985-646-2593 Louisiana sponsors@oaregion8.org	TSW Speaker List Dianne B. 615-895-3177 Middle TN IG speakers@oaregion8.org
Region 8 Webmaster Mary Jane W. St Petersburg, Florida 727-954-7544 webmaster@oaregion8.org		

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II. Treasurer's Report June 2016

III. TREASURER'S REPORT JUNE 2016

- IV. INCOME:
V. DONATIONS:
VI.

GROUP NAME	CITY/STATE	GROUP #	AMOUNT
	Wikesboro, NC	47435	15.00
	Powder Springs, GA	20176	10.00
Mon OA For Today 10am	Florida	52828	56.19
		37164/31147	7.33
Monday OA	Hillsborough, NC		13.00
MIDTNOA	Nashville, TN		50.00
	NC	18237	19.00
Tuesday 6pm	Chapel Hill, NC	32098	13.80
Saturday Group	Columbia, SC	30235	7.00
Saturday 9:30am	Alberdeen, NC	48786	30.00
	Abbeville, LA	51895	7.14
Monday Night	Bradenton, FL	47485	30.00
Thursday Night HOW	Sarasota, FL	47166	30.00
	GA	16532	14.00
	Vestavia, AL		20.00
Central Florida IG		9016	400.00
Monday 7pm	Sarasota, FL	4059	16.15
North Florida IG		09089	33.00
	GA	50301	48.32
	Lake Placid, FL	45669	20.00
	NC	49525	67.96
	Fort Walton Beach, FL	06188	25.00
Tuesday 12:30pm	Fayetteville, TN	11665	10.00
Tuesday AM	Havelock, NC		25.00
	Nashville, TN	50742/50741/51734/49147	10.00
Sat. 8:30am	Peachtree City, GA	48507	34.72
Highlands Ridge IG			200.00
St. Andrew Tues. 6pm	Carrollton, GA	45694	7.40
Thursday 5:30pm	Knoxville, TN	52486	20.00
MIDTNOA	Nashville, TN		20.25
Sat. 11am	LA	53094	10.00
Mon/Thurs Mtg	Pawleys Island, SC	00244/53991	27.00
	Sarasota, FL	53836	12.26

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Village Pres. Mon 7pm	FL	29328	60.00
Chapel Hill Thurs Eve	NC	003-12897	30.00
Mon 7pm	Carrboro, NC		16.10
St. Andrew's Church	Peachtree City, GA	18976	35.00
Saturday OA	Fayetteville, NC		6.50
Tues Night	NC	04874	32.56/19.60
Space Coast IG	FL		27.40
	LA	39647	4.80

VII.

VIII. ATLANTA 2016 SOAR 8 CONVENTION: \$2020.37

IX.

X. EXPENSES:

Monthly Webmaster Fee	100.00
PIPO Chair – Reimbursement - Supplies	58.50
W&M Fundraising Supplies	322.81

XI.

XII. **CHECKING ACCOUNT TOTAL AS OF JUNE 30, 2016: \$ 28519.77**

XIII. **PRUDENT RESERVE: 64% (40%-60%)** (to be discussed at the next board meeting)

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XIV. Committee Reports

Public Information/Professional Outreach (PIPO)



SOUTHEAST OVEREATERS ANONYMOUS SOAR 8

ALABAMA - ARKANSAS - BERMUDA - CARIBBEAN - CENTRAL AMERICA - PUERTO RICO - FLORIDA - GEORGIA
LOUISIANA - MISSISSIPPI - NORTH CAROLINA - SOUTH AMERICA - SOUTH CAROLINA - TENNESSEE

PROGRESS REPORT – FUNDED COMMITTEE CHAIRMEN

COMMITTEE: PIPO PERIOD COVERED 6/12-7/15/16

BUSINESS ASSEMBLY St Pete Beach, Florida

Specific objectives for the period (Numbered List)

1. Development of Military resource letter submitted to board for approval
2. Press Release
3. Ordered the Material for PIPO from World Service. Picked up it with free shipping

Actions /Activities conducted toward objectives (List by Objective)

1. Waiting for final approval of letter from board
2. Completed – Generic press release written with changes reflecting the local details of St Pete Beach convention
3. Picked up it with free shipping

Projections for the next period

1. Will remind Board of approval needed
2. Will contact St Pete Beach convention and make PIPO board for the convention
3. Facebook, Media - website question – talk to committee about in the future from World Service approval of use.
4. Work on final approval of the body image – young people letter we have developed and submit to board after next assembly
5. Check with IGO and Web Committee about drop downs of forms that need to be used plus help with getting everyone to our website

Expenditures for the period: \$0

Committee Chair: Bonnie Sue Date: 6.15.16

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XV. Final Report of Hosting Committee- Atlanta GA-March 2016

March 4-6, 2016 SOAR 8 Business Assembly & Recovery Convention

Atlanta, Ga.

The Greater Atlanta OA Intergroup offered to host the March 2016 OA SOAR 8 Business Assembly & Recovery Convention after no other intergroup submitted bids. The region board agreed in April 2015 and a four-member group from the Atlanta IG began searching for hotels that met the region's criteria. We were on a compressed time frame of less than a year to plan the event.

We found the Crowne Plaza Atlanta Airport best met the requirements for accessibility, guest room price and ability to provide the meeting room specifications (in particular the assembly meeting room setup: classroom style for 75 people) desired by Region 8.

The region board designated the first weekend in March as their preferred dates, and the hotel contract was approved and signed in July. It specified our group needed to book 80 percent of a 45 guest room block to get the meeting space specified in the hosting manual. (We ended up with more than 70 rooms booked.)

Our planning committee was 12-13 people, but we were never able to fill some subcommittee chair positions (fundraising, hospitality, PIPO) and other committee leaders had to step down for personal reasons (committee co-chair, entertainment.) Despite repeated calls for assistance to intergroup meeting reps, we didn't get those positions filled. Our committee treasurer was our intergroup treasurer.

In addition, some committees were handicapped by not having adequate volunteers (registration, Ooo-Ahh Boutique, programs).

Subcommittee chairs were asked to read and follow the SOAR 8 Hosting Manual as to the region's overall requirements, their responsibilities and task timelines. The committee held both face-to-face meetings and conference calls about once a month. Communication otherwise was by email and phone (a lack of computer skills can be a handicap for doing this work.)

As chair, I was very grateful to have the help that I did. I thought my committee members did their best to achieve their goals and recruit help to their projects. We would have liked to have had more hands on deck, but we are not sure what other outreach methods would have achieved better results (we used email, distributed paper sign-up sheets, talked about needs in meetings and at intergroup). As chair, I meant to take the time to talk to past planning committee chairs at other intergroups for advice and tips, but I never did. I also intended to visit some meetings that didn't attend intergroup regularly to talk up the event, but ran out of time to do that. Those efforts, however, may have helped alleviate some of the challenges.

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One of the biggest hurdles was that many of the guest rooms were not booked until less than three weeks before the event. The hotel wanted to plan space six weeks out, but none of us had an accurate idea of what the bookings were going to be until very close to the date. Our hotel liaison had difficulty getting the hotel to answer her questions about whether we could have extra space for the boutique, auction and hospitality suite, as well as access to rooms for early morning meditation and late night meetings (these programs were listed as optional in the hosting manual so they were not brought up as space needs with the hotel until the region vice-chair asked about them near the date of the event.) This is one of the reasons why the hotel space was crowded and disorganized.

In other areas, miscommunication and misunderstanding seems to have been at work. For example, the assembly room was not set up for the March 4-6, 2016 Region 8 Business Assembly and Recovery Convention as specified in the Hosting Manual and approved hotel contract.

The week before the convention, on Tuesday, the planning committee hotel liaison sent me the BEO's and I saw that the assembly room was not set up classroom-style to accommodate 75 as both the Region 8 hosting manual and the hotel contract specified. I asked the hotel liaison about it and the person said the extra space for the assembly was unnecessary as we did not have that many people (75) registered for the assembly. I told the hotel liaison that this space was not attendance-driven; we had a requirement and a contract specifying that setup (and it was the sole reason for choosing this hotel.) I asked the hotel liaison to get the assembly room setup plan changed ASAP.

I don't remember another conversation with the hotel liaison about the assembly room setup; I assumed the change back to the contract specifications (classroom style for 75) was taken care of.

The assembly room setup was finalized the afternoon of Friday, March 4 just before the convention started. I was not present so I asked our hotel liaison and intergroup co-chair to summarize what happened. Their reports are below.

Other issues:

The EventBrite registrations were sent to our registration chair by the publicity chair who was pinch-hitting because she was familiar with Excel and the registration committee chair was not. (This is also mentioned in both their reports.) This was probably the reason for the huge undercount of the luncheon registrations resulting in the last-minute scramble at lunch on Saturday and possibly also for missing some late online registrations which were mentioned in the evaluations. We do not know exactly what happened.

Also:

-- We had 188 registered attendees, including six scholarship recipients.

-- Hotel room bookings were:

Thursday March 3 - 16 rooms

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Friday March 4 - 72 rooms

Saturday March 5 - 70 rooms

Sunday March 6 - 1 room

-- We discussed but did not sell 50/50 raffle tickets. My recollection is that we have been advised that it is illegal in Georgia (our intergroup does not have its own nonprofit status, which is a contributing factor, again based on my recollection.) We discussed other fundraising possibilities but weren't convinced we would raise enough money to make the expense worth it.

-- We combined our only fundraiser, the silent auction, with the Oo-Ah Boutique. We would probably keep these separate in future (see boutique report). The auction made \$200 and the boutique \$864.

-- I helped registration with the printing of the program and meal tickets. I investigated prices at several printers in person and on-line. Because of our anticipated attendance, just printing the program was going to be very expensive. So I tried to hold printing costs down by using my home printer and ink and paper from the OA office for the meal tickets. One evaluation form remarked negatively about that; I still feel that the expense of pre-printed tickets to show a waiter that you ordered fish or chicken is not a good use of OA's resources.

-- Our Hospitality chair attended the convention Saturday but left early due to illness. No committee report.

-- The last-minute decision to hire a DJ for a dance Saturday night seems to have been a success all the way around. This was handled by our committee member Sander B.

Here I am including our hotel liaison's report, which will discuss the meeting space setup issue along with other items, followed by our intergroup co-chair's summary of the meeting space issue:

Hotel liaison

I show that one week out we had 48 registered for the assembly and based on that info the hotel event planner and I decided that we could get the assembly in the room we chose. At that time we still had no place for the boutique and due to a cancellation we were able to have a room at all. Believe me it was a little scary.

The hotel stood on its head for us and overall I was pleased with outcomes. I can certainly understand and appreciate the frustration that the Region 8 people had. I felt that I had to do the best I could with what I had. Handicap access was certainly an issue.

The contract did not have any mention of space for the boutique, hospitality or audio-visual. I knew that I had to come up with something for the boutique and hospitality but the audio-visual was a blindside. I had assumed that they would just have their things in the rooms where they were recording did not anticipate all the space they needed, again, not in the contract the hotel and I were working from.

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I show that two weeks out we had 57 rooms. It was already too late to get more meeting space as the hotel had already rented it out to other events.

Of course this crowded our literature and registration areas too.

My take away from the convention is:

1. Hotel guidelines/requirements need refinement to include, boutique, hospitality and audio-visual space.
2. Registration needs better merging if we continue to do online and mail registration. Still can't find how the 37 people were missed for the luncheon.
3. Somehow get people to register before the last minute, I think that had a significant bearing on the last minute planning..
4. All rooms need to be on one floor. Major implications for not having it, especially handicapped access.

The hotel event planner and I made the decision about the assembly room because we could not see another way out. We figured that since 48 were registered we could make the fit. So that is on me and I accept full responsibility. At that moment we still did not have a place for boutique and hospitality and it was one week out !!!

Intergroup Co-Chair (also a planning committee member):

To the best of my memory I arrived at the hotel at about 2:30 PM on Friday. As I was checking around to see what assistance people needed I meet (hotel liaison) and asked how things were going. She indicated that the Region Vice-Chair had requested that the rooms be reset moving the assembly from the medium size room where it had been set up into the larger meeting room as the set in the room as it was did not meet the requirements for the assembly. The reset had started before I arrived.

(Hotel liaison) indicated that she had done the sets based on the latest information on registration. I looked like the convention might have nearly 200 people if the normal Saturday walk in rate happened. The two smaller rooms would only seat around 75 each comfortably. Neither could be set for the anticipated possibility of 100 – 120 people for our quest speaker. So we needed the large room for the convention. The registration for the assembly was under 50 so the room set she had created seemed ok for them. She had tried to investigate other possibilities with the hotel, but none presented themselves as all other meeting rooms were fully booked. I agreed with the hotel liaison on how she had set the rooms and that some variation of her set was going to be required.

I went and got the Vice Chair to discuss our problem. I apologized that clearly we had made a planning mistake and did not have adequate room space to meet what the assembly had requested and to also be able to seat everyone for the convention. We had a problem that needed a solution and not a rehash of what had happened

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or who was to blame. We had less than an hour to get whatever we were going to do done. The Vice Chair, hotel liaison and hotel discussed options. They focused on the solution and the Vice Chair came up with some ideas that the hotel agreed they would do in the assembly room. The Vice Chair also came up with the idea on how to combine the convention and the assembly for the Friday night evening speakers without doing a major reset of rooms. I was really pleased to be able to just step back and watch them work out the logistical room sets that allowed for both a successful convention (we are about carrying the message) and a successful although a little cramped assembly. The main problem with the assembly set was that although there was plenty of seating (70) there was not adequate aisle space for handicap access on the center aisle. Although stressful for all, a solution was developed that resulted in no additional room set fees being charged. Great work.

For me the main lessons:

You cannot expect the hotel to accommodate last minute changes.

It is better to negotiate for larger rooms right up front. Scary for people to do, but necessary to plan on rooms that will work if you meet your stretch goals.

The hosting manual should be a little more specific on space requirements with examples from past assemblies.

Need for space to audio visual

Boutique should be a room in the contract along with specification that it be on the same floor.

Maybe have a mentor reviewer from one of the recent assemblies look over the planned hotel set up
Might be able to use the number of meals as a major part of the negotiation for space as I saw in some assembly contracts more effectively than the number of rooms.

Registration

First of all, I would recommend that someone with better computer skills than I be the registration chair, even if they don't manage the online registrations. It would be best for one person to handle both the snail mail registrations and the online for continuity. I don't know if we will ever know what happened about getting the wrong number for meals ordered, but having one person do everything may help that problem. We are so blessed and I am so grateful that the hotel came to our rescue and was able to add the missing meals.

I think it is helpful for the registration chair to study the Hosting Manual. I tried to do this, but should have referred back to it more. I really appreciate the planning committee chair doing the meal tickets and packets, but again it might be best to have one person do it all for continuity. It felt like a big job for me, just handling the snail mail registrations and on-site tables. There were so many late registrations and questions about registration that I didn't get a chance to stuff the name tags early as I had planned. On the last few days before I went to the hotel on Thursday, I spent every spare minute at the computer emailing with people. It was great having the intergroup co-chair print the nametags and I picked them up on Monday. I thought I would have plenty of time to stuff them before I came to the hotel, but it took a lot longer than I had thought with the ribbons for those attending the business assembly. I so wanted to be organized and ready at 1:30. I really

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appreciate those who stepped up and helped. On the evaluation forms, fortunately, most people were ok with the registration process.

I think that our whole committee was at a disadvantage starting late to plan for the event. On the whole, I think it went very well and people were mostly pleased. There were a number of people who expressed a desire to have a map with the location of meetings, boutique, etc. We had considered that, but thought it wouldn't be necessary since the rooms were all pretty close together.

It was very helpful to have members signed up ahead of time to work at the registration table. It would have been better if I had found sub-committee people to do the meal tickets and folders and then work more closely with them and the hotel liaison. I know that Jessica had enough to do with being chair of the whole thing.

Programs

The Convention Program went as smoothly as possible. Friday evening did get off to a bit of a slow start due primarily to AV set up delays, but we got it together, and the AV team was excellent as always. Track 1 was largely self-sufficient due to having an experienced speaker taking the whole weekend to do a BB study. There was some confusion about workshop start times on Friday evening, and next time I would be more communicative with the guest speaker on an ongoing basis rather than leaving that part of the program on auto pilot. It would have been great if the BB speaker could have started earlier on Friday, but I am also certain that it worked out exactly as it was supposed to. The guest speaker certainly had a very long day on Saturday, and I am grateful that he was willing to do whatever it took to share the message.

I am also thrilled that the track 2 workshops went so well. We had a full room, often standing room only, on Friday night and most of the day on Saturday. Attendance started flagging around the 3pm mark. I do wish that I had gotten the program schedule out sooner, and I appreciate all the support and nudging from the program chair. I would recommend that the schedule be posted three months in advance, so if the next convention is in March then we should have the schedule at least roughly outlined and available in December. This may be overly ambitious since so many things changed so many times, but the workshop topics pretty much stayed the same.

I had a lot of help from one program person who had been on regional committees before. I'm not sure if a bigger committee would have yielded more rapid results, but I can see the value of having more than one person and then assigning and dividing tasks of workshop descriptions and finding speakers. I will say, though, that I feel very fortunate to have found wonderful speakers and facilitators. The facilitators were invaluable as far as keeping the workshops on track. I was able to leave the room and deal with other issues, thanks to all who served.

I do want to report that I only had one facilitator and one speaker not show up. The speaker was for the "Friends and Family: Gratitude in Recovery" workshop. I had a hard time getting traction behind this topic, and I wound up being the leader when the planned speaker did not arrive. I was prepared for this, though, and it probably

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was going to go that way from the beginning. We had the smallest crowd for this workshop, and it was the last workshop on Saturday. The positive feedback that I got from the attendees, though, was phenomenal. One person who had sat silently through every single track 2 workshop came up to me at the end and said that I should keep doing this every opportunity I had. I was floored by the support. I would definitely do it again.

I have made a few recommendations for changes—having the schedule fleshed out and published sooner, delegating some responsibilities to a committee of perhaps four people rather than two, and, as always, the more communication the better.

Again, a huge thank you to all who helped make the SOAR 8 convention a success. I know that I had a lot of help behind the scenes, especially since I was only able to attend one face-to-face planning meeting. In the past we have had more conference calls and fewer face-to-face sessions, and that helped me participate more fully.

Boutique & Silent Auction

The boutique earned approximately \$863 and had expenses of approximately \$122.

Thoughts and recommendations:

1. This job really needs co-chairs if at all possible. That way some of the tasks could be divided and decision-making could be shared.
2. In hindsight, I realized that forming a committee and meeting even once or twice before the convention would have been helpful. Tasks could be divided and assignments for the convention made and agreed to beforehand.
3. Due to lack of volunteers to staff the OA boutique during the convention, we relied on the honor system part of the time, and on volunteers. Again in hindsight, I realized that having volunteers signed up for different time slots prior to the convention would have been helpful - even if there were no-shows, we would have had a skeleton crew.
4. Pricing will always be a topic for debate, but it did work well to set low prices for the Friday afternoon through Saturday morning, and then starting after Saturday lunch everything was a dollar. Initial prices were based on 75% of Goodwill's prices, lowered to a dollar figure (for example, skirts at Goodwill are \$5.75. 75% is \$4.31, which we lowered to \$4.).
5. The times for the availability of the boutique space during the convention need to be determined and communicated to the chair prior to the convention. It would be helpful to have access to the space the evening before the convention opens (for storage or set up) and through Sunday morning if possible (so the boutique can stay open during and after the banquet and broken down Sunday morning).
6. We did not have many silent auction items, but even so, the silent auction raised approximately \$200. So the silent auction is a good idea; we just need more items. I'm told that in the past, every meeting in Intergroup has been encouraged to put together and donate at least one gift basket - the gift baskets that were donated did sell very well.

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7. All sorting for the boutique was done at the hotel, mainly due to my time constraints due to my own work schedule. In the future I would recommend two sorting work sessions:
 - a. the first at the OA office so that items not suitable for the boutique can be bagged up and donated to charity prior to the convention (or left there and donated shortly afterwards)
 - b. the second sorting session could be held at the beginning of set up for the actual boutique at the convention.
7. A truck or van rental is absolutely necessary in my opinion to transfer boutique items to the convention site. I believe this is also the opinion of the person who chaired the OA boutique at the May 2015 convention (at least as shared with me).
8. Ideally the boutique space needs to be bigger than what we had for this convention. We needed more space for racks, to sort and display pants and sweaters, and for the miscellaneous and silent auction items.
9. The boutique needs to be on the same floor or closer to the other meeting rooms.
10. Sales can be boosted by creative display and pairing of boutique items. A volunteer spent most of Saturday in the boutique and transformed it - displaying items outside and around the boutique in a way that was amazing.
11. Volunteers for the task of breaking down the boutique need to be identified and signed up prior to the convention if at all possible.
12. There needs to be a plan for transporting items such as racks and storage bins back to the OA office.
13. Multiple volunteers are also needed to transport unsold items to a charity after the boutique closes. For this task after this convention, multiple people took items and each could donate the items to a charity of their choice at a location convenient to them. This worked well but it would help to have volunteers agree to this task prior to the convention.

Publicity Committee

We created two videos, one of which was put on both atlantaoa.org and oaregion8.org.

Created short audio of big book speaker.

Posted event on multiple online event sites.

Submitted public service announcements (PSAs) to multiple radio stations. Although submission is available, there is no guarantee or confirmation of posting.

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Submitted press releases to local newspapers and to press release distribution site. After the fact, I tried to determine if the press releases were actually published. Unable to find evidence of the ones I looked for.

Created tear off flyers for posting. The team posted at office building, multiple Whole Foods stores and multiple AA club houses. Since intergroup reps also took flyers, I assume they were posted elsewhere.

Sent promotional emails to ALLSOAR8 list, to intergroup reps via GAOAIG secretary, region intergroup contact list (list obtained March 2014) and forward to personal lists.

Got some publicity translated into Spanish and Portuguese to encourage attendance from outside the United States.

Announcements and Press Releases and also posted tear-off flyers.

Lessons Learned (not necessarily publicity related):

Proof of non-profit status, i.e., non-profit letter, is required to submit some Public Service Announcements (PSA). Letter was obtained from World Service Office and shared with IG secretary and PIPO chairperson.

I feel the amount space allocated to convention@oa.org was inadequate. Webmaster was asked for more space, but only a small amount was added. I thought it would be a good idea to leave a copy of all convention emails for future reference. But, since space was so limited, I constantly had to delete emails.

In order to send emails to the ALLSOAR8 distribution list, you must be subscribed to that list. So convention@oa.org was subscribed. I plan to unsubscribe this email since I will no longer be monitoring it to clean it out.

It seems that some of our IG reps have limited view of what they pass on. For example, some did not take flyers for posting. My assumption was that even if the rep was not going to post a flyer, that they would take at least one to see if someone else in their group was willing to do so.

Roommate option should be on both paper and online registration.

There needs to be a person to handle roommates, perhaps hospitality.

Would be better to have earlier publicizing of meal cut off and room cut off dates.

Vice chair approval is needed for all publicity, but to put video on region 8 also requires trustee approval.

Good idea to let everyone participate in creating love notes.

Eventbrite can be used for onsite credit card registration.

People don't always open emails and if they do, they don't click links to videos and audios. This info was obtained from my own personal survey of people who did and did not attend the convention.

Issues with clarification of roles:

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Someone, I believe registration, printed and distributed the first set of brochures. When more brochures were requested, it was assumed that publicity was in charge. Since I was unaware of this expectation, I had not budgeted for brochure printing. However, since I greatly underspent my budget, I was able to print brochures while I was printing tear-off flyers for posting.

I volunteered to set up Eventbrite because I needed the url to use in promotions. And I set it up with the convention@atlantaoa.org email. Suzanne's email was listed as the contact. But since Eventbrite sent emails from the convention email and since I was the only one monitoring this email address, I got pulled into non-publicity conversations sent to the convention email. I decided it would be helpful to send Eventbrite reports to the convention team. But despite the fact that I kept saying I was not doing registration, I was assumed to be doing so.

Literature Committee

Prior to the convention, we determined only to sell on-site Big Books (AA) and "surplus" literature from the OA Region Office. In addition, we had samples of other OA literature. If anyone was interested in any of the samples, we referred them to the OA web-site and the Bookstore. Additionally, we had a computer at the table for people to be able to order. The computer was also utilized for people who wished to use a credit card for "on-line" registration.

Note: Registration should verify payment was received from people registering on-line Friday and Saturday!

Positives:

- Minimum "up-front" investment in literature.
- Very little literature leftover!
- Flexibility for registration table
- Minimal "training" for volunteers was required!

Negatives:

- Computer lost access to internet a couple of times and required rebooting and technical assistance from hotel staff.
- Needed to carry to computer and cashbox to Meetings when not "staffed".
- While not directly related to "Literature", the space was not available when registration was to "OPEN", being usurped by the "Packet Preparation" team.

We sold \$127.50 of literature during the convention.

In summary:

Utilizing the internet kept the upfront expenses to a minimum. Having a computer with internet access greatly assisted the registration process and pointed attendees to the OA.ORG web-site for the Bookstore.

2016 - Responsibility- To Carry The Message

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We recommend using this process in the future!

Decorations Committee

1. It's easy to get initial ideas for the decorations by looking up the theme words in the Big Book and the OA 12 & 12. Use lots of quotes in the decorations if you need some guidance!
2. You can use either an app on your phone, or your laptop's search engine, to look up the conference theme words to help you find the page numbers in the Big Book. It'll save you loads of time.
3. START EARLY, and plan to finish months earlier than you think you'll need to complete the tasks! Something will come up in life to get in your way and it'll all work out perfectly.
4. Remember to ask for help from the people at your meetings! Lots of individuals are willing to help, but may not know what to do.

Pages & Runners

There were 11 volunteers all total, some taking two shifts. Although there were three pages part of the time, really only two were needed. Everything ran very well and the delegates seemed pleased and satisfied as did the board. Consideration of the pages' recovery convention time and desires is suggested.