OCTOBER QUARTERLY REPORT
November 26, 2019

Hello, my name is Corey and I'm an Alcoholic. This report was noted by me at our District 60 Meeting on November the 25th. I formatted it into the following report. I hope it provides some help for those Districts bidding on future events. Thank you, Yours in service, Corey R. District 60 Treasurer & Alt-DCM

Lunch:

- Based on the number of people we expected to attend we agreed to have Catering prepare food for 250 lunches. By the end of Friday evening we only sold 85-90 lunches. By 10 am Saturday we only sold 130 lunches. We then nearly begged people to buy lunches and by noon we had 193 lunches.
- The problem that arose is we had a pasta lunch for vegetarians and a roast beef stew for others. Since we told Catering at 10 am Saturday we only had 130 lunches sold, they held one beef roast back from being made into stew. When lunch was served, people were allowed to help themselves, rather be served, and the roast beef stew ran out quickly so many people that wanted stew had to buy the pasta lunch. Fortunately there was enough pasta for everyone to get a lunch.
- We ended up paying Catering $2400.00 for 200 lunches at $12/plate.
- We charged $13/plate to generate a tip for Catering.
- We paid $150 tip to Catering.
- We concluded we had 319 people attending, so next time we plan for 100-150 lunches for 300 people.
- Next time:
  - We should had a cut-off at 10 am on Saturday for ticket sales rather sell tickets right up to lunch.
  - Sell different tickets for stew or pasta.
  - Have food served by Catering to avoid people taking double portions.
  - If you expect 300 people, have Catering prepare 150 lunches.
  - Make sure Catering is flexible in preparing less or more lunches to meet lunch tickets sale by the 10 am Saturday deadline.
  - Make certain people in charge of selling coffee and lunch tickets have a receipt book to give people receipts so they can be reimbursed by their Group\District.

Bidding on hosting an event:

- Make certain bidders have very detailed set criteria to review before they bid. They need to make sure they for example:
  - Can get a Fire Permit from Fire Marshall
  - Janitorial staff to clean-up during event
  - Get proper sized building

Coffee Ticket Sales & Coffee Brewing:

- The "Bottomless" Coffee tickets that we sold for $5 each for weekend was a huge success. It was due to the sale of these tickets that enabled us to cover all our expenses and make a slight profit.
- Its very important you supply decaf coffee and decaf tea.
- Have a minimum of two people selling coffee and lunch tickets. One person to take cash. One person to give out ticket(s). Due to a shortage of volunteers on the Saturday morning, it was very stressful for one person to do coffee and lunch ticket sales.

- One person selling lunch and cofee tickets was sufficient during very slow times.
- We only had 1 person making coffee on the Saturday morning and 2 large urns did not keep up. The 2 large urns of coffee were drained very quickly first thing Saturday morning.
- We only had one small urn for hot water so our coffee person boiled water on stove to dump in urn.
- Next time:
  - Have 4 people volunteer to sell tickets and have 2 people do sales each hour to give people a break from selling tickets, especially during the Friday evening and Saturday morning.
  - Have 4 people volunteer to make coffee and carry large urns out where people can serve themselves.
  - We suggest having 4 large urns, 3 small urns for decaf coffee, and 3 small urns for hot water. Have 4 large urns full of regular coffee ready to serve first thing Saturday morning.

Number of Volunteers:
- We had less than 20 volunteers from District 60 and we barely pulled it off.
- We had Districts Williams Lake and Kamloops offer their assistance to send volunteers to help and we did not take them up on their offer. If we had really been aware of how many volunteers we were going to need to make event run smoothly we would have taken their offer more seriously.

Treasurer Duties & Report:
- Due to our Treasurer helping with many different tasks, a detailed leger of money coming in and money go out was not made. This was very unfortunate.
- Our DCM was run ragged making sure event went well and all loose ends were covered. The DCM did a lot of cash transactions, and was too stressed to even have time to make a leger. The DCM verbally told Treasurer about cash going in and out, yet the Treasurer was so busy doing other non-Treasurer duties a detailed leger during the event was not recorded.
- **Treasurer's Reort:** “Our finances were not recorded as carefully as they should have been done. I learned as the District Treasurer, from us hosting the October Quarterly, I should of been the one handling all the money and been more strict at keeping a detailed leger of cash going out and coming in during the event. Ted S., are DCM was handling a lot of cash and at the very least I should have been on his heels at all times recording figures on a leger and issuing receipts.” Corey R.
- **Next time:**
  - **Treasurer only does Treasurer duties**

Billeting:
- 5 people were billeted between 3 families.

Registration:
- Friday was busiest. 6 people minimum needed during most busiest time. We reduced it down to 4, then 2 for slowest times.

Smoking:
- Our Coffee Person did not have time to take on 2nd task for checking on people not smoking in non-smoking areas.
- Next time:
  - Smoking and non-smoking areas need to be policed.
  - Have a minimum of 2 volunteers to take turns policing smoking in non-smoking areas.

Sinage:

- Not near enough signs were prepared before event.
- We had a Printer in town make up 6, 14"x14" Coroplast parking signs, and 4, 12"x18", no vaping/smoking Coroplast signs for $131.04. This proved to be not enough therefore we made up **more** signs for parking and non-parking areas **and more** for no smoking signs.
- We ended up whipping up an additional 10-20 signs using markers and stiff poster paper (Bristle Board type paper I think its called).
- We used the Coroplast to resist rain and snow. Fortunately it did not rain or snow so the stiff paper signs worked.
- Our building was a high school with a partial court yard. Main school buildingwas surrounded by lots of other small building so it proved we needed lots of signs.
- Next time:
  - It may be cheaper to make many of stiff paper signs and have them laminated in case it rains\snows.

Floats:

- Our initial float was $250 for coffee and lunch tickets. This float should have been at the very least doubled. $500-600. On Saturday we sent a member to go get coins from bank, and all banks were closed on Saturfay. Luckily he ran into a fellow downtown that had $50 worth of coins.
- Main volunteer in charge of concession had her own float that turned out to barely keep up.

Concession Report:

- Main concession vounteer bought the following. This includes sold for prices:
  - 200 Water 1.00 each, 200 Assorted Pop 2.00 each
  - 200 Assorted Chips 1.00 each, 200 Assorted Chocolate Bars 1.50 each
  - 36 Apple Juice 1.00 eachI made 40 Bags of Candy 2.00 each
  - And the on top of that was purchased approx 50 Muffins and Donuts a day. Sold at 2.00 each
- Definitely buy more water, a little less pop.
- Coke, Pepsi and Diet Coke were by far the most popular.
- Candy bags and Muffins were popular.
- If you have more concession volunteers definitely recommend sandwiches, hot dogs and or hamburgers.
- We did not have enough volunteers to sell sandwiches, hot dogs and or hamburgers.
- Originally bottled water was at 2.00 but we reduced it, Definitely say 1.00 for water and pop you could do 1.00 or 2.00 each.

Bathrooms:

- Make certain you have signs made for an "LGBTQ" to put on a bathroom door if the building your using does mot have a bathroom already designated.

Committee's:

- We learned we should have had a committee of people for "Hotels & Bathrooms". Having one person in charge was a tremendous amount of work.

End of Event Questionnaire:

- Next time, in addition to Quarterly Questionnaire, have a Host District Questonnaire to be filled out be attendees to comment on improvements, compiments, etc., for District to have for next time they host an event.

Organizing Area Events (Suggestions from District 8)

<u>District Committee Chair</u>
1. Work closely with BC/Yukon Area 79 Chair on venue details
2. Schedule a meeting to elect Planning Committee Chair and Sub Committee Chairs
3. Once a list of Hotels and Restaurants, Billeting and Transportation contacts are finalized send to Area Chair along with a map including Venue, Hotel and Restaurants to be included with the agenda package of your event.

<u>Planning Committee Chair</u> (can be the DCM, a member of District or an A.A. member in your district familiar with Area Events
1. Schedule and chair committee meetings

<u>Sub Committee Chairs</u>
1. Accommodations
2. Billeting
3. Clean up
4. Concession
5. Decorations
6. Greeters
7. Lunch
8. Registration
9. Restaurants
10. Transportation

<u>Sub Committee chair suggestions</u>

<u>1. Accommodations Chair</u>
1. Contact local hotels and motels to block rooms and get best rate possible possible.
2. Provide a link of airbnb and Vrbo in your area
3. Create a list to be posted on the Agenda
4. Refer to previous Agenda packages for ideas on what to include re. addresses, phone numbers etc.

<u>2. Billeting Chair</u>
1. Have members of groups to announce at meetings you are looking for volunteers to provide billeting in their homes. Have those members contact the Billeting Chair.
2. Include name and contact info of Billeting Chair on the Agenda.

3. <u>Clean up</u>
1. Form a committee to help with clean up at the end of each day (members attending the event are really good at chipping in)
2. Provide garbage bags

Have fun!!!

4. Concession

1. Form a committee to help with shopping, make a rotation schedule to man the concession table. Provide donations jars.
2. Needs: (Concession table)
a. 2 large coffee urns for regular coffee, one medium urn for decaf and one for hot water. Have second urn brewing so ready when 1rst urn is empty. Tea bags.
b. Bottled water, pop, coolers with ice if no fridge on site. (suggest a minimum $1.00 charge for water and pop depending on cost.
c. condiments, (coffee mate not popular)
d. chocolate bars, chips, fresh fruit at a charge optional (do not need a lot, members bring food for their tables.
e. Provide a float and cash box.

5. Decorations Chair

1. Form a committee to help with ideas, help put decorations together and place on tables at venue.
2. Cover all tables with white plastic except Area Service Committee and Area display tables.

6. Greeters Chair

1. Form a committee and ask for volunteers to greet people at the entrance of the venue. Greeters can direct members to the registration table and answer questions on washrooms, restaurants, sites to see in the area etc.
2. Have Greeters wear something of the same thing so they are easily identified.
3. Create a rotating schedule, every 2 or 3 hours?

7. Lunch Chair

1. Hiring a caterer is an option
2. Making homemade lunches taste better and a lot cheaper than a caterer.
3. If making lunches, form a committee to help and bring lunches to venue.

8. Registration Chair

1. Form a committee of volunteers to work registration tables and create a rotation schedule. Area Alt. Chair will have a meeting with members working the registration table before registration opens and provide you with all the materials needed and explain the registration process. Name tags and lanyards for attendees are provided by Area.

9. Restaurants Chair

1. Provide a list of recommended restaurants, coffee shops and fast food outlets with addresses and phone numbers to be posted on the Agenda. (see previous Agenda packages for ideas)

10. Transportation Chair

1. Form a committee of volunteers willing to pick up and return members to Airport or Bus Station.
2. Include name and contact number of Transportation Chair on Agenda.

Prepared by Sally R., District 8 DCM in 2023

SUMMARY FROM D45/D39 QUARTERLY PLANNING COMMMITTEE

Jan 2026 Chilliwack

We had 5 committees with a Chair position: Volunteer, Registration, Decoration/Hotel/Billet, Kitchen and Transportation. In the early stages, the committee met monthly and then we met on a weekly on Zoom. This was done to accommodate the meetings to include our co host – D39.

1.Volunteering

Each committee found most of the volunteers are their own. The Volunteer chair filled in the empty spots and organized the volunteers to the areas they wanted to be at.

2. Registration

A total of 60 volunteers supported registration. Peak times occurred on Friday from 5:30 PM to 9:00 PM and Saturday from 8:00 AM to noon. Volunteer training was held at 4:00 PM on Friday.

*A suggestion for improvement is to offer an additional training session on Saturday morning. Many volunteers, who had signed up for Saturday shifts were not able to volunteer because they were not able to be there on Friday.

3. Hotels

1. The Coast Hotel initially secured a 20-room block and later added 10 more rooms, with 27 rooms booked by December 10.

2. The Holiday Inn had a 30-room block that was fully booked.

3. The Hampton Inn had a 20-room block and 2 rooms were booked. Due to communication difficulties with this Hotel, it was a late addition to the Quarterly online Agenda which may have contributed to the low bookings

4. The Comfort Inn held a 20-room block; however, no rooms were booked there, likely due to higher pricing compared to the other options.

*A key challenge identified was a misunderstanding regarding hotel agreements. It is important to note that the host district—not the Area—is responsible for signing room block agreements and contracts.

Billeting

Three districts participated in billeting, with 45 members offering to host. There were five requests for billeting; three were successfully placed, while two individuals opted out at the last minute. Overall, there was a strong willingness to host, though follow-through on placements was slightly impacted by late changes.

Decorations

We used plastic table colors with homemade centerpieces- 3 small wooden mountains with snow covered peaks (given away as a draw prize). There were fairy lights and woodsy decorations for each table.

4. Kitchen

The kitchen provided food and beverages throughout the event, including:

1. Coffee available all day for $5

2. Chili lunch for $10

3. Additional items such as pastries, cold drinks, chocolate bars, and chips at nominal cost to members. (Protein drinks and bars also)

Financial Summary (Kitchen)

- Revenue: $2,032.00
- Budget: $1,500.00
- Total Income: $3,532.00

Expenses:

- Groceries: $1,448.71
- Kitchen Rent: $249.90
- Bank Fees: $18.16
- **Total Expenses:** $1,716.77

Net Position:

- Surplus: $1,815.23
- Less Budget: $1,500.00
- **Final Profit:** $315.23

The kitchen operated efficiently, with two POS machines that functioned well.

5. Transportation

Five volunteers initially signed up to provide transportation; however, two dropped out and one did not respond, leaving two active drivers. There was only one transportation request, which was successfully fulfilled.

*Challenges included a lack of an organized schedule and difficulty coordinating volunteer availability, particularly regarding willingness to travel longer distances such as to Vancouver airport.

*****Suggestions would be to use a shared spreadsheet to organize and assign driver shifts and to clearly identify how far volunteers are willing to travel and assign accordingly.
This was such a great learning experience. The biggest suggestion to a fun and successful committee is Communication.

This was such a great learning experience. The biggest suggestion for a fun and successful committee is Communication.

Yours In Service
Penny G
Chair of the 2026 Quarterly Planning Committee

HOSTING REPORT FOR JULY 2026 AREA 79 ASSEMBLY

District 54 — Smithers, BC

Our most serious concern was whether we'd have enough volunteers. District 54 has meetings in half a dozen small towns strung along 270 km of Highway 16. Of our out-of-town volunteers, only one was able to commute each day; all other non-Smithereens had to book rooms or camping spaces.

We pulled off the event with 17 volunteers. Seven of those were from outside of District 54 and we couldn't have done it without them. Most of those 17 spent the whole assembly at their various posts or helping out wherever needed; we really didn't have any set shifts. Bless those dedicated members!

Bidding

We knew we could only bid a summer event because roads and air travel to Smithers are unreliable from October to April.

We gathered venue, travel, accommodation and restaurant information.

The Prestige Hudson Bay Lodge in Smithers is the only hotel in our district that could handle an area event. We needed to use the hotel because we don't have the bodies required for a gym or hall: setup/teardown, concession, etc.

We had solid prices from the hotel, including for coffee (important, because people will ask).

The venue

The hotel's quote of $5024 for the weekend seemed so high, but we were advised to just let the fellowship decide if it was worth it. The quote did include sound system and microphones, valued at $150/day, and we were given some discounts on room rentals.

The hotel's event coordinator was very helpful in showing us around and providing a virtual walk-through of the main meeting room for the tech team.

There was a huge pull-down screen at the front of the stage. It would have been useless if the ASC had sat on the stage, but they chose to sit on risers on the floor and the screen was a real asset.

Committees

Our bimonthly district meetings over the preceding year, plus one extra meeting shortly before the assembly, served as the planning sessions. We didn't need a lot of meetings because so much of the work had already been done. We had been ready to host three times before, but were thwarted each time — twice by Covid and once by wildfires.

Because we're such a small district, we had a hosting chair but no committees as such.

We did have coordinators for registration and transportation. Thanks to previous experience and the small turnout, registration was pretty much handled by two people.

We didn't have a lot of greeters, but hotel staff were helpful and the venue was pretty easy to navigate.

We were asked to help with literature sales so that the Literature and Grapevine committee DCMs could just be DCMs for the weekend. Two members spent the weekend doing that, bless their hearts.

Billeting

We weren't able to offer billeting, so were thankful there weren't many requests.

Transportation

We had a coordinator and six drivers to make sure attendees got where they needed to go, especially at peak airport times. The coordinator provided his phone number for ride requests. As far as we know, there were no complaints about our service.

Shredding

We were pleased to look after shredding for the ASC as a local non-profit offers that service at (if I remember correctly) $1/pound.

Table amenities
We provided colouring and scratch sheets (two of which were specific to the valley and this assembly) and crayons.
Attendance
A real factor in our success with a small crew was a small turnout. We optimistically hoped for about 150 attendees. As it turned out, there were only 111 in-person registrations.
Lunch/coffee tickets
We looked into payment systems and they weren't feasible, so we hoped we'd be okay just using cash. We soon realized we needed some tech. We ended up using the Bulkley Valley AA account for e-transfers, and then BVAA wrote a cheque to District 54 for the weekend's total.
Our float was $400 and that was plenty because many members e-transferred.
Lunch
We shouldn't have committed to lunches. We thought about half of attendees would go for the in-house option, so we committed to 75 lunches at $21. With last-minute encouragement from the ASC, we finally sold 55 tickets. That still left us with 20 lunches unbought, so we were on the hook for $420.
I mentioned that to one of the ASC and they asked if we'd be okay with them asking for voluntary contributions to cover the shortfall. We took a group conscience at the D54 table and agreed to accept the offer. I'm still not sure we should have agreed, but we heartily thank our wonderful fellowship who more than covered us.
<u>Please note</u>: the collection took in $331 more than we needed and we forwarded the overage to Area.
Coffee
$8/day for unlimited coffee/tea was a great price for Saturday, but not for Friday and Sunday, those being half days and Friday being evening. Over the weekend, we sold only 82 tickets. It was okay, though, because our agreement with the hotel was that we'd pay by tickets sold.
Urns ran short a couple of times, but hotel staff were very quick to top up when asked.
The hotel allowed us to bring in our travel mugs and didn't police us. At the end, the hotel's event coordinator said consumption was very reasonable for the number of tickets sold, so the honour system worked. In fact, what's goin' on?? I warned the coordinator that we drink a LOT of coffee, and apparently we weren't shocking.
Concession
The hotel had planned to run a concession at specified break times, but instead put out muffins for people to just help themselves free of charge. A nice touch.
A caution
Make sure you have a written contract for expenses the district will be responsible for. We didn't, and none of us thought to ask if the quoted coffee and lunches prices were the full prices. They weren't. There were event fees and GST on top of the quoted prices, so the $8 coffee actually cost us $9.68 and the $21 lunch cost $25.41. This isn't taken into account in the above financial reporting as it was absolutely our mistake and no one needed to bail us out.
We also didn't try to cover our few hosting expenses (e.g. volunteer bandannas, "54" balloons) through upping ticket prices.
Overall, we had a deficit of $421.36 for the weekend.
If your bid doesn't succeed, don't give up because:
You already know you have a facility that can handle an area event.
You know about local accommodations and travel considerations.
You know what you forgot to include in your first bid.
You've already made a presentation and can probably use it as the foundation for your next bid.

The fellowship has your back!
You will be loved and supported, and no one will beat you up if there are hiccups.
Go for it!

There is no way to express the joy of that weekend. We had people from our own and surrounding districts who may never have another chance to see an area meeting, and the first-timer sharing told of the power of it. As always, what we gave came back to us tenfold.

The love in that room was so big!

With love in service,
Lori W.,
July 2026 Assembly Host Committee Chair