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)

District Committee Chair

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.

Planning Committee Chair (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

Sub Committee Chairs

1. Accommodations
2. Billeting
3. Clean up
4. Concession
5. Decorations
6. Greeters
7. Lunch
8. Registration
9. Restaurants
10. Transportation

Sub Committee chair suggestions

1. Accommodations Chair

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.

2. Billeting Chair

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. Clean up

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.

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.

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.

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.

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.

Please note: 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

April 2026 Pre-Conference Event Planning
Final Report

Nikkei Centre, April 2026

Event	BC/Yukon Area 79 — April 2026 Pre-Conference
Venue	Nikkei Centre, Burnaby, BC
Event Date	April 2026 (weekend)
Attendance	318 people in person, 138 online, for a total of 456
Hosting Districts	District 40 (lead), District 30, District 32, District 34
Planning Period	July 2025 – May 2026
Planning Meetings	13 planning meetings and a post-event debrief (14 in total)
Report Date	June 2026
Prepared by	Pre-Conference Planning Committee — Districts 40, 30, 32 and 34

> *This report is for BC Yukon Area 79 shared experience. It records how the event was planned, how the finances were handled, and what each committee learned, so future planning committees can build on this experience.*
>
> ***A note on names of products and services:*** *References to details such as "Square" for electronic payments, Costco, Google Drive and WhatsApp are based on our experience and what we used. They are not intended as endorsements of any brand, product or service, in keeping with our Traditions. Tradition Six: "An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose."*

How to Use This Report

If you are looking for…	Go to
A quick overview of the event	1. At a Glance
The Area guidelines and the districts that took part	2. Background
How the planning meetings unfolded, step by step	3. Planning Timeline & Discussions
How money was handled: banking, floats, budgets and surplus	4. Finance
What each committee would repeat or change	5. Wins and Learns
The venue and the event weekend	6. The Event
How this report and related documents are shared	8. Documentation & Distribution

1. At a Glance

The April 2026 BC/Yukon Area 79 Pre-Conference was held at the Nikkei Centre in Burnaby. Four districts planned it over nine months. Attendance was 318 in person and 138 online, a total of 456 — one of the larger Pre-Conference Assembly turnouts.

Item	Detail
Attendance	318 in person + 138 online = 456
Participating districts	4 — District 40 (lead), District 30, District 32, District 34
Planning meetings	13 planning meetings (July 2025 – April 2026) and a debrief on May 7, 2026
Financial result	Net surplus of $999, returned to the districts by their share of the float

No significant issues occurred during planning or at the event. Decisions were made with the Traditions in mind, including a 7th Tradition question about donated supplies (see 3.3).

2. Background

2.1 Area Guidelines

The event was planned under the BC/Yukon Area 79 Bidding & Hosting Guidelines (March 2025). Key points:

- Area 79 pays for the main meeting facility. Any additional rentals (kitchen or other space for lunch, coffee or concessions) are the hosting districts' cost, and the districts sign those contracts. For this event, the kitchen rental was covered by Area 79's insurance, so it was not a committee expense.
- All venue contracts must be signed by the Area Chair; site inspections must be completed by an ASC member before signing.
- Venue capacity: 350–400 for assemblies. Required: 27 display tables, 4 registration tables, a head table for 12 ASC members, AV equipment, Wi-Fi and full wheelchair accessibility.

2.2 Planning Document

The DCMs of District 40 and Districts 32/30 presented the bid at the 2025 pre-conference in Vernon. The District 40 DCM then prepared a basic planning document, to be used alongside the Area guidelines, and passed it to the planning chair once elected. Each committee then set its own agendas and task timelines, and committees met at regular intervals to share information.

2.3 Participating Districts

District	Roles
District 40	Lead district; venue liaison, secretary, co-treasurer and most committee leads
District 30	Co-chair, co-treasurer, registration co-lead, setup & strike co-lead
District 34	Planning chair, registration co-lead
District 32	Treasurer (later stepped down)

3. Planning Timeline & Discussions

Thirteen planning meetings were held from July 2025 to April 2026, followed by a debrief on May 7, 2026. Meetings were monthly, then weekly in the final month, in a hybrid format (Zoom and in person). From January, meetings were held Tuesdays at 7:00 PM on Zoom.

3.1 Planning Flow

STEP 1
Jul – Sep 2025
Getting Organized

- Planning timeline and committee position list accepted (Jul 27)
- Call-out to groups in all districts for committee leads
- Committee leads filled (Aug 24) and confirmed (Sep 28)
- Float per district agreed, held in a dedicated bank "sub-account"

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STEP 2
Oct – Dec 2025
Roles, Budgets & Banking

- Roles reviewed against the Bidding & Hosting Guidelines (Oct 26)
- Preliminary budgets set; hotel outreach began
- First full round of committee reports; floats committed (Nov 23)
- Sub-account opened, Square set up, central ticket desk approved (Dec 15)

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STEP 3
Jan – Feb 2026
Confirming Commitments

- Budget estimated at about $3,500; lunch set at $12 per person (Jan 25)
- Hotel room blocks secured at three hotels
- Kitchen rental approved by motion (Feb 17)
- Venue access times and walkthrough date set

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STEP 4
March 2026
Walkthrough & Traditions

- 233 registrations; floor plan confirmed (Mar 3)
- Committee walkthrough (Mar 13) and review (Mar 17)
- 7th Tradition discussion on offered supplies (Mar 17)
- Motion to purchase the supplies at 20 cents on the dollar (Mar 24)

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STEP 5
April 2026
Final Readiness & Event

- All committees confirmed ready (Apr 7)
- Optional drop-in Zoom for last-minute questions (Apr 14)
- Event weekend at the Nikkei Centre — 456 attended

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STEP 6
May – Jun 2026
Debrief & Report

- Debrief with committee leads and DCMs (May 7)
- Funds returned to each district by its share of the float
- Final report prepared and distributed

3.2 Meeting Summary

Date	Focus	Decisions & Discussion
Jul 27, 2025	First meeting	Districts 40, 34, 30 and 32 met. Planning timeline and committee position list accepted. Openings to be announced in all districts. Each district to contribute a float (initially proposed at $1,000) to a sub-account linked to District 40's bank account. Kitchen decision deferred until the venue was confirmed; lunch options (sandwiches or BBQ) discussed.
Aug 24	Committee positions	Secretary, setup & strike and registration positions filled. Planning began for registration, hotels, coffee, lunch and concessions.
Sep 28	Committees confirmed	Planning chair, co-chairs, treasurer and remaining committee leads confirmed, with the $1,000 float per district. Attendance projected at about 300, based on comparative estimates.
Oct 26	Roles and budgets	Roles reviewed against the Bidding & Hosting Guidelines. Preliminary budgets set (see 4.2). Hotel outreach began. The position list was later corrected to match the shared Google Drive spreadsheet.
Nov 23	Committee reports	First full round of committee reports. Floats committed (see 4.1). BBQ chosen for lunch (burgers, no hot dogs; vegetarian and meat options). Hotels contacted included Best Western, Holiday Inn and SureStay. Drivers to be reimbursed at CRA mileage rates (available online).
Dec 15	Banking and pricing	Sub-account opened under District 40's bank account, with Square depositing directly into it. Motion passed to run ticket sales from one central desk. Concessions to use $1 tickets, roughly breaking even. Volunteer sign-ups tracked in a Google Drive document, with the secretary's email as the contact.
Jan 25, 2026	Budget and hotels	Meetings moved to Tuesdays at 7:00 PM on Zoom. Overall budget estimated at about $3,500. Room blocks secured at three hotels. Lunch set at $12 per person (burger and salad). Registration had 12 volunteers.
Feb 17	Kitchen rental	Motion to rent the kitchen passed unanimously (see 4.3). Treasurers authorized to advance funds to volunteers for approved purchases, with receipts. Venue access: Friday setup from 2:00 PM (Nikkei to set tables and chairs by 2:00 PM); kitchen 8:00 AM–11:00 PM Saturday; Sunday sink and fridge only. Walkthrough set for March 13.
Mar 3	Registrations and floor plan	233 registrations against a planning target of 350. Floor plan confirmed: stage, two AV screens, 28 display tables, 1 poster table. Kitchen deposit paid. Volunteer lists from two sources merged. Target of four coffee urns, donated by district groups.
Mar 17	Walkthrough review	Layout confirmed: long tables at the back and round tables at the front, for 350 people. Venue housekeeping on site throughout, signage plan, electrical outlet map and 36-inch minimum accessibility pathway confirmed. 7th Tradition question raised (see 3.3).
Mar 24	Traditions motion	Motion passed to purchase the offered supplies at 20 cents on the dollar (see 3.3). The lunch and concessions leads coordinated the BBQ food order and pickup.
Apr 7	Final planning meeting	All committees confirmed ready (see below).
Apr 14	Drop-in Zoom	Optional drop-in hosted by the District 40 DCM for last-minute questions.
May 7	Debrief	Held on Zoom with the committee leads and DCMs. Comments are included in Section 5.

April 7 readiness check:

- **Registration** — all shifts filled; 14 volunteers; WhatsApp group for last-minute changes.
- **Setup & Strike** — volunteer spreadsheet sent; bathroom duty gap to be filled; reminder email 4–6 days before the event.
- **Lunch/BBQ** — food purchased; propane confirmed; BBQ pickup at noon Friday; overnight storage at Nikkei arranged through a Nikkei staff member.
- **Concessions** — Costco shopping done ($655, under the $864 budget); frozen items stored in a service volunteer's walk-in freezer.
- **Transportation** — drivers confirmed; one ride request received; signs to be posted at the venue.
- **Parking** — information sent to attendees: underground accessible stalls, street parking on South Oaks Crescent, and the breezeway from Kingsway to the rear street.

3.3 Key Discussion: The 7th Tradition

A personal contact of one of the committee members offered non-resaleable supplies (bamboo plates, condiments, square treats, aluminum trays) at no cost. The contact had no direct involvement or membership in the program of Alcoholics Anonymous. A co-treasurer raised the 7th Tradition: “Every A.A. group ought to be fully self-supporting, declining outside contributions.” The committee held a detailed Traditions discussion on whether accepting the supplies would be an outside contribution. The committee asked the two district treasurers to review AA's Finance Guidelines and consult the Area treasurer for guidance.

On March 24, the co-treasurer presented AA Grapevine and Finance Guidelines material on self-support and affiliation. The committee agreed that paying a real, if nominal, price is a purchase, not a donation. After considering 10, 20 and 30 cents on the dollar, a motion passed to buy the supplies at 20 cents on the dollar. Carried unanimously.

> *Future committees facing a similar offer can follow the same steps: consult Area, review the Traditions and AA's Finance Guidelines, and decide by motion.*

4. Finance

This section is for treasurers and planning chairs. District 40 documented a detailed financial breakdown, including itemized concessions and coffee expenses and the full event treasury report, and can share it upon request.

4.1 Banking, Floats and Surplus

- A sub-account within District 40's credit union account kept pre-conference funds separate from district operating funds. Square deposited directly into the sub-account, so all four districts could see the shared funds on a report.
- Access to the Square accounts was limited to the DCMs and the appointed treasurers, for security. Access was “deposit only”; with this set-up, any committee member at the event could operate the reader.
- The two co-treasurers came from different districts. This was intentional, so the treasury was represented by more than one district.
- Each district sent its float to District 40 by transfer or deposit.
- The treasurers were authorized to advance funds to volunteers for approved purchases, with receipts required.
- All non-district access to the bank and Square accounts was removed after the event.

District	Float	Share of surplus
District 40	$1,000	33.33%
District 30	$1,000	33.33%
District 34	$500	16.67%
District 32	$500	16.67%
Total	$3,000	100%

Each district's share of the total float was used to distribute the event surplus after expenses were paid. This let districts with fewer funds take part.

4.2 Budgets

Item	Planning figure
Overall budget	About $3,500 (estimated January 25)
Lunch	Based on 2024 costs (1,300 lunches at $10, adjusted for inflation); set at $12 per person
Concessions	$700–$1,000 estimated; Costco shopping $655, under the $864 budget
Coffee supplies	$200 estimated
Decorations	$200 — enough

4.3 Venue Costs

Item	Detail
Main meeting facility	Paid by Area 79.
Kitchen rental (District)	Approved by motion on February 17. Approximately $600, reduced from the regular rate of $1,400 — a standard discount the venue provides to organizations like ours.
Damage deposit (District)	$300, paid and refunded in full after the event.
Insurance (Area)	Area 79's insurance covers the total event. The kitchen rental was covered, so it was not a committee expense.

4.4 Sales

- Tickets were $1 each, sold at a central Ticket Desk. Chips, drinks and bars were $1–$3 in tickets.
- Lunch was $12 per person.
- Coffee was by donation.
- Three Square terminals, on loan from District 40, were used: two at the Ticket Desk and one at concessions for coffee donations. Other concession items were paid for with tickets.

4.5 Result

Lunch, coffee and concession sales produced a net surplus of $999 (income – expenses). After the event, the sub-account funds were returned to each district according to its share of the float.

5. Wins and Learns

From committee reports and the May 7 debrief with the committee leads and DCMs.

Planning Committee

Wins — keep doing	Learns — to consider
• About a year of lead time gave room to form committees, set up the finances and work with the venue without pressure. • A hybrid meeting format (Zoom and in person) made it easier for more people to attend. • Members with prior event experience shortened the learning curve and brought skills such as food safe certification. • A planning secretary from the start kept minutes, sent action items and tracked volunteers. In our case, the secretary also chaired meetings. • A shared Google Drive folder from the first meeting held all documents, spreadsheets, position lists and contacts. • A WhatsApp group worked well for committee leads and DCMs. Committee leads communicated with their own teams for planning and organizing. • Asking Area for help when stuck; responses were quick and helpful.	• Plan for maximum capacity. • Meet monthly, then weekly in the final month. • Ask Area or other districts for advice early. • Document all processes as you go, for future committees.

Treasury

Wins — keep doing	Learns — to consider
• A dedicated sub-account kept event funds separate and visible to all four districts. • Co-treasurers from two districts gave shared oversight. • Square deposited directly into the sub-account, with deposit-only access for event volunteers. • Sharing the surplus by float let districts with fewer funds take part.	• Lunch and concession cash went into one cash box, so the two could not be tracked separately. Use separate cash boxes and ticket tables if you want to track categories more accurately. • Have each committee chair buy and track their own supplies, so costs are recorded by committee. • Give cash desk volunteers a short training session before the event. • Use e-transfer where possible so every transaction has a record. • Consider a flat weekend coffee donation ($10 and $15 were both suggested) to reduce transactions and simplify tracking.

Registration

Wins — keep doing	Learns — to consider
• Fourteen volunteers was the right number for Friday and Saturday. • Two to three volunteers at peak times (Friday afternoon and Saturday morning) worked well. • Coloured name tags and lanyards were used; the Area Alt Chair (ASC) supplied all registration materials.	• No Sunday volunteers were scheduled. Schedule one or two Sunday volunteers to collect lanyards, separate name badges and pack registration materials for the ASC. • If the registration chair is also a GSR, DCC or DCM, plan coverage so they can be in the assembly for discussions and voting.

Setup & Strike

Wins — keep doing	Learns — to consider
• The committee was present and visible from first setup to final strike each day.	• Some attendees did not know where the designated smoking area was. Communicate this early to volunteers and attendees. • Written notes on setup and strike improvements are available from District 40.

Decorations & Table Activity

Wins — keep doing	Learns — to consider
• The 36 centrepiece jars with origami cranes were well received and suited the Nikkei Centre. • The $200 decoration budget was enough.	• Table craft packages were mostly unused and were recycled; scale back or leave out. • Allow plenty of time to make centrepieces.

Lunch & BBQ

Wins — keep doing	Learns — to consider
• The BBQ ran smoothly: the lunch chair worked in the main kitchen, the co-chair ran the outdoor BBQ, and cooked items were brought in as they were ready. • Both the chair and co-chair held “food safe” certifications. • Chafing dishes with foil inserts kept food warm.	• Check the venue's food safe requirements early; some venues have restrictions. • Each committee should do its own purchasing.

Concessions & Coffee

Wins — keep doing	Learns — to consider
• Nearly all concession stock sold. • Two 45-cup urns running together kept up better than one 80-cup urn; smaller urns brew faster, and one failure does less harm. • A mini fridge kept items colder than coolers. • A mat under the coffee station helped with spills.	• The 80-cup urns took about an hour to brew, and running several urns at once tripped the breakers. Test the coffee service and power supply before the event. • Start brewing early. It always takes longer than expected, and large urns take time to fill. • Plan one coffee urn per 50–75 attendees. • Scale concession quantities to expected attendance, with extra decaf and cream.

Transportation

Wins — keep doing	Learns — to consider
• Drivers were confirmed and available for last-minute requests, and signs at the venue gave the transportation contact.	• Requests were very few in our urban setting; districts in more remote areas may see more demand.

Accessibility

Wins — keep doing	Learns — to consider
• The accessibility pathway (36 inches minimum) was marked with painter's tape before doors opened, with help from the Area committee.	• Check with the venue what may be used to mark pathways.

AV & Walkthroughs

Wins — keep doing	Learns — to consider
• The March 13 walkthrough confirmed the layout, signage plan, outlet map and accessibility pathway.	• Hold at least two walkthroughs: an AV walkthrough about two months before, and a general walkthrough for committee leads about one month before. • Committees using power should get the venue's electrical information from the chair, especially for coffee urns.

Venue

Wins — keep doing	Learns — to consider
• The venue suited the event, with housekeeping on site throughout. • The coffee and concession area was placed with anonymity in mind.	• Venues are often open to the public during the event, as ours was. Plan the layout and announcements with anonymity in mind. • Book the kitchen early.

6. The Event

6.1 Venue — Nikkei Centre

The Nikkei Centre, a Japanese cultural centre in Burnaby, worked well. The main hall held the stage with AV screens, 28 display tables, 1 poster table, delegate seating (long tables at the back, round tables at the front) and registration. Venue housekeeping staff were on site throughout. Decorations reflected the centre's Japanese heritage.

The hallway between the kitchen and the main hall was narrow, and other activities at the centre (including a taekwondo class) added traffic during coffee service. The committee managed the flow and there were no complaints. This is the largest Area event of the year, and the hall was comfortable but full.

6.2 Attendance

Measure	Figure
Final attendance	318 people in person, 138 online, for a total of 456
Pre-event registrations (as of March 3)	233
Planning target (set by the Area Chair)	350
Venue capacity	Up to 400
Lunch meals planned	200 (maximum)

7. Key Themes

- **Lead time** — Starting about a year ahead gave time to form committees, set up the finances and work with the venue without pressure.
- **Unity across districts** — Four districts shared the financial responsibility and committee leadership. When members stepped down, members from other districts filled the gaps.
- **Guided by the Traditions** — Decisions followed the Traditions and AA guidelines: consulting Area before financial commitments, deciding by motion, and keeping all districts informed.
- **Service** — Members described the planning meetings as unity-building and the year of planning as a meaningful service experience.
- **Documentation** — This report, the minutes, position spreadsheets, checklist and financial records are a starting point for future committees.

8. Documentation & Distribution

Actions agreed at the May 7 debrief:

Action	Responsible
Compile high-level post-event summary (no personal info, no detailed financials)	Planning Secretary
Review and approve draft summary before group distribution	District 40 DCM
Distribute final summary to full committee and post to District 40 Google Drive	Planning Secretary / District 40 DCM
Send final summary to DCMs of all districts and to Area (for experience binder)	District 40 DCM
Restrict general sharing access to District 40 Google Drive; grant access as needed	District 40 DCM
Sanitize registration spreadsheet and any documents with personal contact info before sharing or archiving	District 40 DCM / Registration Lead

> *Any documents containing personal information — including the registration spreadsheet — must be sanitized of contact details before sharing or archiving. This applies to all distribution channels, including the Google Drive folder.*

Acknowledgements

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Prepared by the Pre-Conference Planning Committee from the record of 14 planning meetings (July 2025 – May 2026).

— End of Report —