



As of 1 December 2017

Record of Updates

Name	Date	Details
Jean F. Intergroup Chair 2016-17 Fall Conference Chair 2014	September 2017	Originated document
Steve C. Intergroup Treasurer 2016-2019 Sandy K Intergroup Chair 2017-2018 Fall Conference Chair 2011	November 2017	Updates

## A Checklist for Ottawa Conference Chairs

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## **Introduction**

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This service position is a wonderful opportunity to practice the AA program by coordinating the organizing of a marvelous event. This event not only celebrates AA, it also carries a powerful message to the still suffering alcoholic that AA is about more than one hour meetings in basements. Additionally, the connections you make with AA members on your committee will last a lifetime. Together you will experience God’s Will expressed through group consensus and put into practice AA spiritual principles.

The following guidelines are meant to help you fulfill your responsibilities as chair. They have been drawn from the AA principles as well as from the experience from past chairs.

It is hoped that they will help you carrying the AA message to the alcoholics who still suffer and ensuring that this message continues to be celebrated in Ottawa.

As chairperson, it is your responsibility to manage this event in a way that respects the Twelve Traditions and follows AA’s principles. Ultimately you are responsible for the overall planning, organization, information management, coordination, and motivation. And finally, for passing on your experience, strength and hope to the next chair.

### **First Things First: Learning From the Experience of Others/Gathering Materials**

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As vice chair of the previous conference, you will have seen how to organize this event. Review all records from the previous conference in order to have a good idea of what is needed for the event you will be organizing.

Ensure you have all the materials that were passed on from the previous conference (for example: lanyards, badges, ribbons, decorations, stationary supplies)

Once you have completed a review of the minutes, and financial transactions, pass these records on to the Ottawa Intergroup Executive Board.

### **AA as a Whole: Information from GSO**

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See Annex A for GSO’s Pamphlet on Conferences. In addition to the pamphlet, GSO offers a free package for AA event coordinators. You are encouraged to contact GSO to have the most up-to-date conference package mailed to you.

### **Have a Vision: The Conference Theme**

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It has traditionally been the responsibility of the Chair to pick a theme for the conference. If you require assistance coming up with a theme, the Archives Committee has a list of past themes.

The poster, the internet website and the panel discussion will all be influenced by the theme

### **Booking the Main Speaker(s)**

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Popular conference speakers often have to be booked at least a year or more in advance. This can be done while you are vice chair if you wish.

Give consideration to having at least one Canadian speaker. Identify a travel budget prior to prior to asking the main speaker(s).

Try to ensure that the out-of-town speaker(s) have not spoken in Ottawa within the last five to seven years – participants do remember.

Arrange hotel accommodations for the speakers in a location that is close to the conference venue. Work with the speakers on whether they would like you to pay for transportation or whether they are able to provide receipts that can be reimbursed. The Intergroup Board can assist with the former if necessary.

The conference has traditionally paid for the following for the main speakers

- Transportation to and from the event, but not transportation of their companion unless the speaker has a disability for which an escort is required.
- Hotel accommodations for all nights before and after then event, but not for more than one night before or after the event.
- Banquet dinner tickets but not for their spouse unless the speaker has a disability for which an escort is required.
- All meals from the time they arrive until they leave, including dinner and/or breakfast the day before or after the event occurs.

### **Practicing the Principle of Unity: Working with Intergroup**

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This event is sponsored by Intergroup who assumes liability for it. Working closely with Intergroup will ensure that you have the resources needed to put on this event. As per the Intergroup bylaws, the Intergroup Vice Chair or delegate is to attend all conference meetings.

#### **Conference Venue**

Ottawa does not have a large number of conference facilities and many of them are too expensive for an AA event. For these reasons, the venue usually needs be booked at least a year before the event occurs, ideally right after the previous conference. If you have an idea for a different venue than the previous conference, this will need to be discussed with the Intergroup Chair and/or Vice Chair as soon as possible.

Only the Intergroup Chair or Vice Chair can sign the contract with the venue as the contract is with Ottawa Area Intergroup. The reasons for this is that it is paid for by Intergroup and only Intergroup Directors are covered by the liability insurance that covers these transactions.

It is up to both the members of the intergroup board and the conference chair to establish whether a venue is suitable for an AA conference. Input from the previous conference committee on the previous venue should also be solicited at their last committee meeting.

Some of the criteria used to determine suitability includes:

- Location (proximity to regular bus routes)
- Adequate parking

- Cost of room(s) rental and of meals
- Adequate seating
- Adequate facilities for
  - At least one large room for banquet and main AA speaker(s)
  - If possible, a room for the committee to meet
  - Space for service committee tables
  - Space for hospitality if permitted by the facility
  - Space for registration
  - Adequate space for members to congregate for fellowship
- If AIAAnon is participating, consideration for their event(s)

#### **Conference Date**

Holiday weekends are not optimal dates for conferences.

- Fall dates – previous conferences have taken place in September, October and November.
- Spring dates – previous conferences have taken place in April and May; however, May is optimal as the risk of bad weather is reduced.

#### **Venue Contract Negotiations**

Ideally the conference venue will be the same year after year. Maintaining the same location will encourage members to return and it is easier on the committee as unexpected things do come up with a new venue. In the past, some of the challenges associated with new venues have included:

- people have parked in the wrong place and gotten tickets,
- venues have charged an additional expense without indicating this upfront,
- there has been a significant charge to make the event accessible (at one event, \$500 was charged for a ramp to get on the stage), and
- inadequate space for service tables and people to mingle between panels.

If a new venue must be chosen, it would be best if either Intergroup or the conference chair find a member with experience in negotiating hospitality contracts. There is flexibility in hospitality and significant savings can be realized if one is experienced in negotiating. Both the Intergroup Chair and the Conference Chair would take part in these negotiations, as well as a member who is experienced in negotiations if required.

#### **Suggested Ticket Cost**

There is a fine balance between ensuring tickets are affordable and ensuring that a conference does not go into a deficit. The previous year's prices of banquet and admission tickets are to be taken into consideration, as well as the current meal costs and increases to the cost in the venue. As Intergroup provides the deposit and takes responsibility for any loss, it is important that a discussion be first held with members of the Intergroup Board. Ultimately the ticket price is the decision of the group consensus conference committee; however, the background information that the chair takes to the conference committee would be discussed with the intergroup board. Intergroup would be unable to support an event that is either too expensive for members or would obviously incur a deficit.

#### **Intergroup Webmaster Requirements**

The webmaster will post online the event poster, the registration form as well as event announcements or updates. He/she will also ensure that the conference chairs have their e-

mail passwords, and, depending upon the webmaster, will set up an online service to accept credit cards for the dinners and, group donations to the conferences.

#### *Working with Intergroup's Treasurer*

Conference expenses and revenues are managed through Intergroup's bank account and are coded in Intergroup's financial system accordingly. In addition to being more efficient this arrangement facilitates Intergroup's requirement to file an HST return for Revenue Canada

The conference treasurer collects the receipts, maintains a record of receipts, provides any required information to the registrar, prepares deposits to the bank, requests cheques for payment of invoices and expenses related to the conference from Intergroup and works to ensure that the conference remains on budget. The day to day procedures for the Conference Treasurer to follow are contained in Appendix "A" of this document.

#### *Working with Intergroup's Newsletter Editor*

The first announcement for any conference will ideally appear in the newsletter within a few months after the conference before yours (for spring conference chairs, this is after the fall conference, and for fall conference chairs this is after the spring conference). It is recommended that the chair submit an article to the newsletter as well as the poster for the event.

As conference chair, you are encouraged to ask members of the conference committee to submit articles in order to pass on experiences of this AA event. Suggested article titles include:

- My first conference
- My most memorable conference
- My favourite speaker
- Why this conference will be the best ever
- The best conference meal
- Interview with a former chair

#### *Attending Intergroup Meetings*

Immediately after the previous conference, as an officer of Intergroup, either you or a member of your committee is to report on the progress being made on the conference. This includes:

- Passing out posters/supper registration forms for intergroup reps to take back to their groups
- Passing out tickets for intergroup reps to ask their groups to donate to conferences by purchasing tickets for newcomers
- Reporting on how many banquet tickets have been sold
- Reporting on the financial status of the conference

#### *Intergroup on the conference agenda*

- Following the suggestion from an Intergroup Inventory in 2015, either the Intergroup Chair, Vice Chair or TAS Coordinator is to be scheduled to speak for 5-10 minutes at the conferences about Intergroup
- Usually this is scheduled before the main speaker.

#### *Working with the Venue / Visiting the Venue with the Committee*

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The Chair is to arrange a meeting with the Venue. Some committees have held a committee meetings at the venue itself after everyone has been shown around.

All members of the committee are encouraged to attend this meeting so that they know where everything is to be placed. Additionally, they are to ensure that there are sufficient electrical outlets, adequate Wi-Fi, and to identify the locations of water/coffee refills and garbage disposal

It is recommended that copies of room layouts be prepared so that the registrar knows the layout of the dinner tables, and service committees know where they will be located (Intergroup Literature, Intergroup TAS, PIC/CPC, CTF, Archives)

When meeting with the venue:

- Determine the number of settings at each table
- Determine where non-supper participants will sit for the main speaker. Depending on the venue, it is recommended that the non-supper seating is to the left or the right of the speaker, not right at the back.
- If possible, arrange to have a separate room where the committee can meet during the conference and the speakers can have a place to sign the waiver forms with the speaker coordinator
- Request easels for posters/large agendas to be located at the entrance(s)
- Confirm that no alcohol is used in food preparation
- Requirements (portable stage, a wheelchair ramp up the stage if necessary, a podium, tables for panels)
- If no food allowed at venue for a hospitality suite, can the canteen be opened during lunch? Ensure there is signage to direct members to hospitality and coffee
- Menu choices and process for identifying how the venue will address dietary requirements, coloured badges for food restrictions, coloured system for tables to be submitted to venue, confirm deadline for this
- Settle on menu (appetizers and dessert)
- Policy on electronic cigarettes
- Review emergency procedures
- Parking
- Locations for the following
  - Registration table
  - Greeters
  - Service Tables
  - Coffee Tables
  - Food Tables
  - Adequate space for the meditation meeting

## Building Your Support: Ensure All Responsibilities Are Assigned

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From the AA Service Manual: “A leader in AA Service is a man (or woman) who can personally put principles, plans and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job.”

The following are suggested committee positions; they can be combined if desired. Also, either you or the Vice Chair can also assume some of these responsibilities.

While recruiting members, review the below list of tasks with them to ensure they have a clear understanding of what they would be responsible for



You will want to encourage some of the coordinators to recruit assistants to them help with duties and to be a backup in case they are unable to attend conference meetings.

Each committee coordinator is responsible in reporting the activities of his/her own committee at each conference meeting and to proceed while respecting group conscience

*Treasurer*

It is recommended that the chair have a pre-committee meeting with the treasurer to establish the initial budget planning, based on the final financial records of the previous conference. The Treasurer:

- Maintains a cost/balance sheet of revenue/donations/expenses/deposits and provides an update at every committee meeting.
- Works with Intergroup's Treasurer to ensure that expenses are properly documented and paid in a timely manner and that revenue is also deposited in a timely manner.
- Works with the Registrar on banquet ticket sales and advises when checks have been cleared
- When estimated expenses are being discussed at committee meetings, checks them against the budget
- Oversees all financial transactions of all coordinators.
- Purchases Big Books for the countdown and ensures that the registrar has them signed by members as they come in.
- Engages a taping service

*Poster/Ticket designer*

It is recommended that the chair have a pre-committee meeting with the designer to come up with one or more drafts of a design for a poster to be used both online and paper. This design can also be used for the ticket. Designs are to be approved at the first committee meeting so that posters can be ordered, the website updated and the newsletter can use the poster. The designer:

- Provides several poster designs for approval by the committee, based on the theme
- Provides a quote for committee approval for printing out the poster, normally with the supper registration on the back of the posters.
- Has the posters picked up at the printers and provides the check written by Intergroup.
- Ensures that the supper registration form is printed on the back of the posters
- Provides this design in a format suitable for the internet to the webmaster
- Provides several ticket designs for approval by the committee, based on the theme
- Provides a quote for committee approval for printing out the **numbered** tickets
- Has the tickets picked up at the printers and provides the check written by Intergroup.
- Re-issues posters and tickets if additional quantities are required.
- Provides a design for the agenda
- Provide a quote for one or two large conference posters to be displayed at the entrance(s) of the conference.

*Publicity Coordinator*

- Sends notice of the conference to AA Grapevine and Box 459
- Writes an article about the conference to the Primary Purpose
- Goes to out of town meetings with posters, supper registration forms, and tickets
- Ensures that posters and supper registration forms are sent to the Kingston Assembly with one of Ottawa's three DCMs
- Attends the three Ottawa district meetings with posters, supper registrations forms and tickets for GSRs to ask groups if they would like to purchase. The chair and ticket coordinator can assist with this.

**Secretary**

- Identifies action items and ensures they are addressed at subsequent meetings.
- Records committee decisions
- Has a copy of all committee member's names, e-mails and phone numbers
- Distributes the minutes by e-mail to committee members and the Intergroup Executive Board
- Maintains all minutes and all financial reports in a package to present to vice chair after the conference
- Keeps track of action items and of time sensitive items

**Ticket Sales Coordinator**

- Keeps track of the distribution and sales of all tickets.
- Once the money from the tickets has been documented, passes on the money to the treasurer. Assists the Publicity Coordinator in attending meetings to gather tickets.

**Registration Coordinator** (suggested team: 1 assistant and 4-6 helpers)

- Receives all supper registration forms
- Keeps a copy of all names and groups and food allergies
- Purchases name badges for all participants
- Prints out name badges for people who have registered for supper
- Ensures there are adequate badges for people who will not register for supper
- Finds enough people to assist with registration on the day of the event for the full day (usually at least 5 people)
- For registrants paying by check, works closely with the Treasurer and the Intergroup Treasurer to ensure that these checks have cleared.
- Assigns tables numbers to registrants on a first come first served bases, ensures these numbers are on the badges
- If at all possible, tries to seat people together.
- Purchase ribbons for all committee members, greeters and all speakers to be attached to their name badges.
- Design Badges: Bold and readable, if possible conference schedule printed on back

**Fellowship Room Coordinator** (suggested team: one assistant and 3-4 members), if permitted by the venue

- Ensures that the publicity coordinator includes a request for food donations when he goes to out-of-town meetings and district meetings
- Ensures that a request for food donations is put into the newsletter and online
- Ensures that all who are selling tickets at groups, intergroup and districts announce a request for food donations
- Finds enough people to help out with ensuring the hospitality area is kept clean and food is presented and stored appropriately

**Greeter Coordinator** (suggested team: 1 assistant and 4-6 helpers)

- Finds and tracks volunteers, at least two per shift, to greet people as they are coming inside, ensuring that there are greeters throughout the event.
- Provides a folder to greeters so that they can answer questions about the agenda, washroom facilities, handicap entrances, smoking locations, and parking.
- Ensures that the publicity coordinator asks for volunteers and is prepared to take contact information.

**Panel Coordinator** (suggested team: 2-3 helpers from different geographic areas in Ottawa/Gatineau)

- Working with the chair, provides suggestions to the committee for panel topics to the committee, ones that are related to the main theme
- Once the topics have been finalized, picks chairs and speakers for all panels, trying to ensure that a large variety of people are chosen in terms of age, gender, age, culture, length of sobriety and geographic location in and around Ottawa
- Submit an initial draft of the agenda for the committee's review
- On the day of the conference, greet all panelists and speakers and ensure they know where they are going.
- Before the conference, ensure that **all** speakers and panelists know that they will be recorded and that they will need to sign a waiver indicating that they agree to being recorded.
- Prepare folders for the speaker chairs which include the following
  - Venue specific announcements (parking, smoking, hospitality)
  - 12 Steps / 12 Traditions / Preamble / Anonymity Statement
- Ensure that the chairs know that they are to pick people to read the Preamble, Steps and Traditions
- Purchases thank you cards for **all** the chairs and speakers (including the main speaker(s)) and ensure that are signed by all members of the committee
- Ensure that the podium and the speaker tables are kept tidy throughout the event and that water is replenished.
- All panelists and Chairs are expected to purchase their own tickets to the event.

**Out-of-town Speaker Escort**

- Speakers need to be picked up at the airport and driven to their hotel, and then taken back to the airport afterwards.
- In addition, speakers often come into town the day before the meeting. The escort can arrange to provide a tour of Ottawa to the speaker and take them out to dinner, with other members of the committee who wish, at a restaurant that is in a tourist area within Ottawa. All speaker expenses for food, accommodation and transportation are to be assumed by Intergroup. The escort would facilitate this and submit receipts to the conference treasurer.
- In consultation with the chair and the committee, purchase gifts for the main speakers. Large items are not recommended as speakers do not always have space in their luggage.

**Alanon/Alateen Representative**

- Ottawa Conferences have always included Alanon in their programs. The Alanon representative is a voting member of the committee.
- It is up to the conference chair to contact Alanon to request a representative
- The agenda, speakers, panelists and format for the Alanon part of the conference is decided by Alanon alone.

**Service Tables Coordinator** (suggested team: one assistant)

- All Ottawa Service committees are to be given an opportunity to have a service table at the fall conference, usually in the hospitality area or the main reception area depending upon the venue. The coordinator is to contact all committee chairs and determine whether they will attend the conference.
- Together with the chair, the coordinator will plan where the tables will be placed and which service committees will be seated where.
- Service Committees: Intergroup Literature Sales, Intergroup TAS, Public Information/Cooperation with the Professional Community Committee, Archives

Committee, Treatment Facilities/Correctional Facilities Committee, Grapevine Representative (if applicable)

- Acquire the 7<sup>th</sup> Tradition Boxes from the Intergroup Office, ensure that they are secured with a chain or cord to a table, and ensure that the Conference Treasurer has the key and that the boxes are emptied regularly. Ensure the boxes are returned to the Intergroup Office after the conference

**Saturday Night Entertainment Coordinator** (suggested team: one assistant)

- Ensure that the sound system located at the venue is sufficient for speakers in all rooms.
- Decide whether a DJ and/or a band will be hired for the event.
- Arrange the booking with the DJ and/or the band, ensure that the venue has the logistics required
- Present the cost to the committee prior to booking
- Normally the Banquet Dinner is purchased for these individuals.
- Present the Intergroup-issues cheque(s) to the DJ and/or band.

**Friday Night Entertainment Coordinator if desired** (comedy, AA plays, AA Trivia pursuit, Comedy Skit)

**Security coordinator** (suggested team: one assistant)

- Coordinate with building supervisor on emergency procedures
- Handle emergencies
- Verify emergency exits
- Ensure that smoking is done in the proper areas
- Ensure that building by-laws are obeyed

**E-mail Correspondence – Anonymity, Consistency, Timeliness**

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The Intergroup Webmaster will reset the password for the [fall@ottawaaa.org](mailto:fall@ottawaaa.org) mailbox. It is important that the same e-mail is used every year and that only this e-mail is used on posters. Personal e-mails should not be used as they could compromise the anonymity of a member or become invalid or corrupted.

It is important that any correspondence with the venue be included in this mailbox so that the next chair is aware of any issues.

This mailbox does need to be checked regularly and e-mails responded to in a timely manner. The fall conference vice chair and/or secretary and/or registrar can assist with the management of this function.

**Folder in the intergroup office**

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All checks and written correspondence is put in a folder in the intergroup office. You will want to check this folder regularly.

## Organizing Conference Committee Meetings

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Conference Committee Meetings can be held anywhere; people have held them in their own offices and homes. However, most committee meetings have been held at the Bronson Centre. Once members of your committee have decided on which day/evening of the week most people are available, contact the Bronson Centre to book a meeting room. Instruct them that this is to be charged to Ottawa Intergroup.

It is important to have an agenda for each meeting so that members know what items are to be discussed at the meeting, in addition to a round table. Including a list of upcoming items below the agenda will allow committee members to be prepared for these items.

When arranging the agenda and chairing committee meetings, try to keep meetings to an hour or just over. Longer meetings can impede people's ability to participate effectively.

## First Committee Meeting - Initial Priorities of the Committee

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Banquet Ticket / Admission Ticket /Dance only costs  
Registration form finalization (mailing address for banquet tickets)  
Review Budget  
Review Poster  
For the registrar: how many people per table? (8 or 10?)  
Review Ticket Design  
Initial thoughts on the theme and panel topic suggestions  
Ensure everyone has reviewed their responsibilities and understands them.

## Practicing Principles: Decisions/Discussions for Subsequent Meetings

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- Out-of-town speakers - Where will they stay?
- Will they be given a tour of Ottawa/brought to dinner?
- Budget for gifts for out-of-town speakers (suggestion: AA coffee cups with coffee gift certificates, many speakers only have carry-on luggage so a large gift is not recommended)
- Will the Conference committee purchase banquet tickets for one guest each of main speakers (including Alanon) if applicable?
- Conference Schedule (Meditation, Panels - how many? Family panel? Service Panel?)
- Countdown (how many Big Books to purchase?)
- Decide on whether to close meetings with the Lord's Prayer or the 3rd step prayer - there is a 3rd step prayer banner available to borrow in the intergroup office
- Thank you notes and wording
- Fellowship room set-up - location of food and of service tables
- Are greeters to hand out programs?
- Update of Registration guidelines for volunteers
- Programs to be printed in Primary Purpose - no charge - delegation and number of, note: primary purpose will be bring copies to conference
- Decision: Banquet ticket sales cutoff date
- Signage for coffee hours, registration tables, canteen
- Decide on how many # banquet tickets to have on reserve (i.e. purchased by committee for people who want to purchase banquet tickets the day of the conference)
- print out committee names (CFTF, CPC, Intergroup, Archives, etc) to put on fellowship room tables Display and Literature for service groups
- Should the alanon workshops be taped?
- Conference survey, do we need one?

- Finalize agenda by first week of April for publication in primary purpose
- Conference website update on Stats and paypal transactions

## □ The Main Event

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- Chair to open the conference
- Intergroup be provided with 10 minutes to speak (either chair, vice chair or TAS)
- Chair to introduce the main speaker
- On the day of the event, it is best if *only* the chair speaks with the representative of the organization so there are no conflicting requests.
- All speakers and panelists will need to sign a waiver indicating that they agree to being recorded.
- At the end, Chair to introduce the Vice Chair
- Vice Chair to coordinate the countdown and to close the conference

## □ Final Tasks...

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- Get feedback from your committee on the venue – should it be the same or different next year? Get feedback from your committee on what worked and what didn't.
- Give all materials purchased to the incoming conference chair, such as lanyards, stationary, decorations (if applicable)
- Note: decorations cannot be stored at the intergroup office as there is insufficient space due to financial records, service committee meetings, and archive materials.
- Pass on your own experience by improving and updating this manual
- Surplus/deficit – any surplus is to be given to Intergroup only, as any deficit is assumed by Intergroup only.
- Write an article on your experience for the Primary Purpose
- If there is a member of your committee that has shown a lot of enthusiasm for this event, suggest that they stand for the position of Vice Chair if they are qualified (2 years sobriety and a member of an Ottawa AA group).

### **Disbursements**

- 1) All invoices must be approved for payment by the Conference Treasurer and/or Chairperson. An initial or signature on the invoice will be sufficient evidence of approval.
- 2) The Conference Treasurer and/or Chairperson may record the invoice in their own spreadsheet if they are maintaining one. It is recommended that a spreadsheet be maintained but it is not mandatory.
- 3) Once the invoice is signed for payment, the Conference Treasurer and/or Chairperson will leave the signed invoice in the Intergroup Office in the Treasurer's file folder (top drawer of the desk in the front office) for the Intergroup Treasurer to pay.
- 4) The Intergroup Treasurer will charge all conference invoices to a single expense line for the conference.
- 5) In the event that the Conference Treasurer and/or Chairperson requires a cash float for their out of pocket expenses, or for out of pocket expenses of any of the committee members, the Intergroup Treasurer will issue a cash advance (not more than \$500.00). This advance will be the personal responsibility of the Conference Treasurer and/or Chairperson to repay and/or submit vouchers to account for the advance.

### **Revenue**

**The Conference Treasurer, Registrar and/or Chairperson are responsible for maintaining a list (spreadsheet) of all banquet registrants for the conference. All cheques must be payable to: *Ottawa AA Intergroup – Conference*.** Registrations for the conference may come in two forms.

a) **On-Line Registrations through the Intergroup Web Site (banquet, meetings/dance, and Donations)**

- i. All on-line registrations and donations will be recorded by the Conference Treasurer, Registrar and/or Chairperson using the logon ID and procedures supplied by the Intergroup Treasurer and/or the Intergroup Web Master.
- ii. Once the registration is recorded, the fees associated with the registration or registrations will be transferred to the Intergroup Bank Account, using the on-line facility, as per the instructions provided.

**b) Mailed or in Person Registrations (banquet and meetings/dance), Group Donations and Seventh Tradition**

- i. The Conference Treasurer, Registrar and/or Chairperson will record the registration(s) and will prepare a deposit for the Bank of Montreal Intergroup bank account using the deposit slip and/or deposit book supplied by the Intergroup Treasurer.
- ii. The Conference Treasurer, Registrar and/or Chairperson will maintain all deposit slips until the end of the conference and will return the deposit slips and/or the deposit book to the Intergroup Treasurer at the end of the conference.
- iii. For **each** deposit the Conference Treasurer, Registrar and/or Chairperson will also complete a deposit summary (next page) and will leave the deposit summary in the Intergroup Office in the Treasurer's file folder (top drawer of the desk in the front office) for the Intergroup Treasurer.
- iv. The Conference Treasurer, Registrar and/or Chairperson are responsible for maintaining a detailed list of group donations should this information be required. The Intergroup Treasurer will not maintain a list of group donations related to the conference.



## DEPOSIT SUMMARY FORM

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**Alcoholics Anonymous  
Conference Deposit Summary Form  
Ottawa Area Area Integroup**

**Use for a mailed or in person registrations, group donations and seventh tradition ONLY. DO NOT use this form  
for On-Line Registrations/Deposits**

Date of Deposit: \_\_\_\_\_

Total of Group Donations	\$	-
Total of Individual Donations	\$	-
Total Seventh	\$	-
Total Banquet Registrations	\$	-
Total Meeting Registrations	\$	-
Total Deposit	<u>\$</u>	<u>-</u>

Please forward a hard copy or electronic version of this form for EACH deposit.  
The email address is: [treasurer@ottawaaa.org](mailto:treasurer@ottawaaa.org)

## SUGGESTED REPORTING TEMPLATE (END OF CONFERENCE)

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### Financial Reporting Template Ottawa Area Conferences

as at \_\_\_\_\_

	Budget	Actual
<u>Revenue</u>		
Banquet Sales		
Meeting Sales		
Group Donations		
Individual Donations		
Total Revenue	\$ -	\$ -
 <u>Expenses</u>		
Banquet Meal		
Room Rental		
Coffee		
Hospitality		
Printing		
Speakers (includes travel & accommodation)		
Supplies & Stationery		
Audio & Visual		
Other		
Total Expenses	\$ -	\$ -
<b>Net Profit/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>

#### **Fund Reconciliation**

Advanced from Intergroup		\$ -
Advanced from District ??		\$ -
Advanced from District ??		\$ -
Advanced from District ??		
Total Amount Advanced		\$ -
Net Profit or Loss (Above)		\$ -
<b>Less:</b> Cash Advances Not Yet Repaid or Expensed		\$ -
<b>Balance of Funds on Hand</b>		<b>\$ -</b>

Deposit SLIP (to be completed using Excel or another spreadsheet Application)

FOR CONFERENCE USE				BMO Bank of Montreal				Deposited by:							
Branch Transit				Date				Branch Transit				Date			
2444				D D M M Y Y 0 0 0 0 0 0				2444				D D M M Y Y 0 0 0 0 0 0			
Account Number								Account Number							
8 0 8 7 - 0 5 9								8 0 8 7 - 0 5 9							
Account Name								Account Name							
Ottawa Area Integroup of Alcoholics Anonymous								Ottawa Area Integroup of Alcoholics Anonymous							
Cheque Particulars				Amount				Cash Count				Amount			
1								\$5.00	X		0		\$0.00		
2								\$10.00	X		0		\$0.00		
3								\$20.00	X		0		\$0.00		
4								\$50.00	X		0		\$0.00		
5								\$100.00	X		0		\$0.00		
6								\$0.00	USD	X		0	\$0.00		
7								USD Exchange Rate			0.0000		\$0.00		
8								Total				\$0.00			
9															
10															
11								Coin Count				Amount			
12								\$2.00	X		0		\$0.00		
13								\$1.00	X		0		\$0.00		
14								\$0.25	X		0		\$0.00		
15								\$0.10	X		0		\$0.00		
16								\$0.05	X		0		\$0.00		
17								Coin				\$0.00			
18															
19								Total Cash				\$0.00			
20															
21															
22								Mastercard				Amount			
23												\$0.00			
24															
25								Cheques Deposited				Amount			
26												\$0.00			
27															
28								Total Cheques and Mastercard				Amount			
29												\$0.00			
Transfer total															
Total Amount of Cheques Deposited												\$0.00			
Number of Cheques								Total Cheques, Mastercard and Coin				\$0.00			