

Guidelines for the Area 10 Area Assembly Meetings

1 The Purpose of the Area Assembly

The reason for holding Area 10 (Colorado) Assemblies is outlined in the preamble of the Area 10 Procedure Guide and the A.A. Service Manual.

While the Area encourages and supports the social activities associated with any gathering of members of the fellowship, our *primary* purpose in gathering at an Assembly is to conduct the business of Area 10 which should, in turn, be aligned with our common purpose as outlined in the 5th Tradition – to carry the message to the Alcoholic who still suffers. The focus and intent of the Area Assembly and Area Committee meetings should be aimed toward better accomplishing this business in our respective communities and Groups and achieving new levels of A.A. unity in Area 10.

1.1 Purpose of the Area Assembly Host Committee

The Assembly Host Committee exists for the purpose of making the arrangements and handling the logistics so that the assembly can run as efficiently and effectively as possible – we all desire that the maximum amount of communication can be accomplished in the short time we're together.

Past Host Committee Chairs, DCM's and Host Committee Members generally agree that while a great deal of work may be required, hosting an Area Assembly can be a unifying and supportive experience for a District and an A.A. Community.

2 Bidding for an Area Assembly

Bids for an Area 10 Assembly are generally taken a year in advance as new business. For a District to submit its bid, it should be in contact with the Area 10 Chairperson 2 months prior to the assembly so that their bid may be put into the agenda that goes into the High Country News. For example, the bid for the July Area Assembly next year would be submitted to the Area 10 Chairperson in May of this year. If no bids are submitted in advance, the Area 10 Chairperson may encourage a District which hasn't been active to host the assembly. In the past, we've found it to be effective to ask a couple of servants to travel to that district to solicit their interest and participation as well as offer help. In either case, the Area 10 Chairperson has the option to accept bids for future assemblies as new business from the floor.

A District, or a number of Districts working together, may prepare a bid. An exploratory committee should be formed to find a facility available on a proposed date and work up the expense numbers associated with preparing a bid.

Care should be taken to choose dates that are not in conflict with other important A.A. events. Generally, Area 10 Assemblies are held in March (except for the second and third weekends), mid-July and mid-November. Before submitting a bid to the Assembly, a DCM of the bidding District(s) should contact the Area 10 Delegate, the Area 10 Chair and the Area 10 Alternate Delegate to be certain the selected dates don't conflict with other A.A. Service meetings (e.g. Southwest Regional Service

Assembly, Delegate's Forum, Regional Forum, Special Forum(s), General Service Conference, etc.).

Minutes of recent assembly reports (contained in the Area 10 Area Committee meeting minutes) can be checked and/or discussions with recent Area 10 Assembly Host Committee Chairs can be held to determine current trends with regards to:

- Attendance – how many people are generally coming to assemblies? (Used for sizing meeting rooms)
- Coffee consumption
- Room nights accounted for credit against meeting rooms in hotels
- Al-Anon needs – how big a meeting room do they need? How many of their delegates are in attendance?
- Other general trends and needs.

Host committees should be creative to make the Assembly as inexpensive as possible. This will allow for more participation from small or poor groups and districts. If necessary, home hospitality in the local A.A. Community might be coordinated by a member of the Host Committee. Special allowances should be made for Assemblies in the far corners of the state where attendance might not be as great from all across the state.

To accommodate as many of our fellowship as possible, access to meeting rooms for those who are older or with special needs should be considered.

- At a minimum, a bid for an Assembly should consist of:
- The proposed dates. If possible, include alternate dates that the facility is available around the specific dates proposed (to provide for flexibility on the Assembly Floor if conflicts are discovered).
- The cost for the meeting facilities. If the meeting space is offered by a hotel free or at a discount based on the number of room nights, the basis for the cost should also be explained (e.g. "...the hotel meeting room will be free if we sell 150 room nights..."). If the need for additional funds is foreseen, please ask during the bid submission.
- Alanon accommodations. What sorts of meeting facilities are available for Alanon use at the same time as the Assembly?
- The cost for sleeping rooms. If the meeting is held in a hotel, what are the rates and discount terms (e.g. group rates for single, double, triple, quad)? If the meeting is proposed for a public place (e.g. school, fairgrounds), what are the rates we can expect at local hotels and how close

are they to the meeting facilities?

- Coffee costs and terms. If we are buying coffee as part of a hotel deal, what is the price per gallon? If we are allowed to make our own coffee, what are the limitations (e.g. we can only have coffee in a hospitality room, etc.)
- Other incidental costs. Hospitality rooms, flyers, adequate sound system, etc.
- Local amenities (if any) recommending having the Assembly at that location (e.g. scenic areas, fishing, sports events, A.A. community needs, etc.).

The Assembly bid is presented by one or more DCM(s) from the proposing District(s). If there is more than one bid, our tradition is that a simple majority of the Area Assembly will determine which bid will be accepted.

Again, while a lot of work is required to prepare a bid and host an Area 10 Assembly, it can have a great, positive influence on the District(s) and the local A.A. community.

3 Assembly Format

The purpose and focus of the Assembly should be kept foremost in mind as priority is given toward time to communicate among the Area Committee and DCM's and GSR's from across Area 10.

There must be good communication between the Area 10 Chair and the Assembly Host committee. The Area 10 Chair will develop the agenda and format of meetings for the entire Assembly weekend. The Chair will also define the times for the Business meetings and the Area 10 Delegate's Sessions in accordance with the Area 10 Procedure Guide. The Assembly Host Committee may have knowledge of specific needs that can be addressed in meetings and/or workshops at the area assembly so they will provide significant input to the Area 10 Chair.

In addition to the standard workshop and round-table format meetings, the host committee might schedule a few regular A.A. discussion meetings over the course of the weekend but they should not distract from the business or communications of the assembly.

3.1 Friday Night Committee Meetings and/or Workshops

These meetings are called to allow the Area Standing Committees time to speak at some depth with those who have an interest in those areas (e.g. Corrections, Grapevine, Archives, etc.) or who have special topics or interests which might need to be addressed in their Groups and Districts. Workshops can also be held which deal with special group or District needs (e.g. increasing participation, dealing with outside issues, changing a meeting format, conducting a business meeting, etc.).

3.2 Saturday Morning Session

After a one-hour common sharing time for DCM's and GSR's, there will be a 30 minute Agenda Orientation for ALL members prior to Assembly. The Area 10 Procedure Guide outlines the

remainder of morning session.

3.3 Saturday Afternoon Business Meeting

The afternoon session will follow the Area 10 Procedure Guide.

3.4 Saturday Night Committee Meetings and/or Workshops

As in the Friday night meeting, this time should be devoted to workshops and round tables where information to and from the several Area Standing Committees, Area 10 Delegate, Area 10 Alternate Delegate, and GSR's/DCM's can be shared and discussed. All should have the opportunity to be heard and all should leave the Assembly having been offered the opportunity to become informed.

3.5 Sunday Morning Area Committee Meeting

This meeting is the responsibility of the Area Committee; the Area Committee Chairperson chairs it. This meeting is for members of the Committee, Committee officers, and interested GSR's and A.A. members. Any and all business, for which the Committee is responsible, is transacted at this meeting according to our Procedure Guide.

3.6 Sales of Items at the Area 10 Assembly

Area 10 has a policy on sales of non-conference approved items:

There shall be no sale or promotion of any merchandise, product and or facility by any outside enterprise at any Area 10 Assembly or Convention. This excludes AI-Anon or Alateen Sales Tables.

Area 10 has an exception for tapes of A.A. and AI-Anon speakers.

Also, coffee or meal tickets, room rentals, or other items necessary for the operation of the assembly can be sold where convenient in the Assembly.

3.7 Other A.A. Meetings

In the past, much effort was invested in having a large speaker meeting or other meeting. While not really a problem (this is, after all, A.A.!), it can be distracting to the primary purpose the Area 10 Assembly is convened. Occasionally, it may be in the best interests of the Area Assembly to have an A.A. speaker address the Assembly who has particular experience with a topic of contemporary interest to the Area Assembly.

Also, A.A. Discussion meeting(s) might be offered as a part the program.

Decisions on this (as well as all other items regarding the Assembly weekend format) should be made in concert with the Area 10 Chair).

4 Responsibilities of the Host Committee Groups

In general, the responsibility of the host committee is to arrange the logistics to support the assembly meetings.

4.1 Arrange for:

1. AA meeting room or rooms – should be of adequate size with the facilities to accommodate the Assembly. Friday – 200-300 persons, Saturday – 300-400 persons, Sunday morning – 200 persons (Numbers are subject to discussion but run 400 - 500 as of 1/00). Rooms should be conducive toward discussion and sharing. Most assemblies will have round table discussions as well as potential breakout sessions – these needs must be coordinated with the Area 10 Chair in accordance with the general needs of the program.
2. Alanon meeting room – should be able to comfortably seat approximately 50-75 around tables and be within easy walking distance to the AA meeting rooms. The Alanon chair will need to be consulted to verify any special meeting room needs.
3. Refreshments – coffee, usual A.A. meeting fare. A means for paying for refreshments (tickets, honor system, etc.) is developed. Be extremely careful (especially in hotels where coffee can be expensive) that beverage sales are self-supporting or that there are other means for paying for beverages. The sales of these items are for the purpose of creating a welcoming and comfortable environment, not for funding the business functions of the Area Assembly. Therefore, any overages made trying to recover the costs of refreshments (or any other “social” functions as outlined in Section 4.3) should be allocated as per the conscience of the host district.
4. Collections - Please don't pass the basket during business meetings. If you do elect to pass the basket during a non-business meeting (such as the Saturday evening speaker), please make it clear to the body that the meeting space has already been paid for and the collection will not go to pay for the Area Assembly. The Area Assembly is not intended to generate money for the Area. If the host district has overages from social events, please allocate those overages per the host district's conscience.
5. Raffles – *In accordance with our tradition of self support and based on Colorado state law, Area 10 has decided not to hold raffles or allow raffles to be held at our assemblies.* This includes all forms of door prizes, lotteries, bingo, etc. – the Area could face severe liabilities and penalties if we violate this law.
6. Registration – of all persons attending the assembly. Space will also need to be provided for the Area 10 Records Coordinator for the official registration of those voting in the Area Assembly or Area Committee meetings.
7. Chair people – for the open A.A. meetings (if offered on the program).

8. Publicity – creation of fliers with directions and relevant housing information.
9. Handicap access – provision should be made to allow handicap access to meeting rooms. A microphone should be easily accessible for those desiring to speak before the Assembly.
10. Smoking accommodation – the establishment of designated non-smoking and smoking areas for meeting areas. Many meeting places will not allow for smoking in the meeting halls (due to hotel or local regulations or at the option of the host committee). In those cases, designated smoking areas should be provided and well marked. If possible, locate these smoking areas away from meeting hall common entrance areas.
11. Signage – work with the hotel or meeting area for adequate signage and information displays. Try to limit the use of “A.A.” as a part of the public signs to protect the anonymity of those in attendance.
12. Display area(s) – a place should be provided for each of the Standing Committee Chairs (e.g. CPC, Corrections, Grapevine, etc.) for displays and information handouts. This usually involves tables with at least 3 feet of space for each Committee. Check with each committee in case of special needs.

4.2 Cooperate with:

1. Area 10 Chair – for all format questions and special needs for meetings.
2. Al-Anon and Alateen – officers and delegates as regards items listed above.
3. Area Standing Committees – for special display or program needs (e.g. A.V. equipment).
4. Area Treasurer – as regards to financial obligations.

4.3 Maintain:

1. Financial records – complete the Area Assembly Finance Worksheet with financial data, attendance data, and other pertinent information. This information will provide the financial information to the Area 10 Treasurer and also will provide other valuable information to be made available to districts in the future to use when making a bid for Area Assemblies. Furnish copies to the Area 10 Treasurer and the Area Archives within 45 days after the Area Assembly.
2. Financial responsibility – the committee is expected to make reasonable financial commitments, but not obligate the Area Committee, without prior approval, for excessive rental or other costs (such as tables, chairs, podium, electric/power cords, flyers, A/V equipment, Assembly Committee Chairs set up, etc....). It is suggested that the Area Committee approve any rent over \$600.00 prior to making commitments.

3. The Area Committee is not responsible for “social” aspects of assemblies such as coffee, ice cream socials, hospitality suites, luncheons, banquets, and dances. If individual groups in the host district want to commit to this type of activity, separate and apart from the A.A. Assembly function, then it is their sole responsibility for funding or financing, etc. Area Committee funds should not be used or committed for this purpose.
4. AA Tradition – in keeping with the Sixth Tradition, every effort should be taken to encourage other 12 step programs or outside vendors to display their literature in areas other than the vicinity of the A.A., Al-Anon & Alateen meetings and literature. A spirit of cooperation but not affiliation should be maintained at all times. In hotels, motels, etc., the Host District should request the management allow others to set up literature tables or signs in areas other than the vicinity of our meetings.

5 Area Committee Responsibilities

5.1 Arrange for:

1. An agenda and program -- the Area 10 Chair should lead the Area Committee in making the agenda, facility and special program needs (e.g. AV equipment) known to the Host Committee as soon as possible.
2. Financing - Adequate financing should be provided to the Host Committee for the Area Assembly. The Area generally provides \$1,250 at least 3 months prior to Area Assembly. These funds are meant to cover the business meeting expenses. If the Host District does not require the entire \$1,250 for the meeting expenses, please send the difference back to the Area, (e.g. If the business meeting expenses are \$800, please send \$450 back to the Area).
3. As it is the responsibility of Area 10 to pay for its business meeting, this money is allocated as an expense and is not seed money or an advance. The Area Assembly is not intended to generate money for the Area. If the host district has overages from social events, please allocate those overages per the host district's conscience.
4. Communication - The Area 10 Chair should ask clarifying questions regarding the quality and thoroughness of the bid when districts are submitting bids for inclusion in New Business in the Area Assembly agenda. Soon after the Area Assembly when the bid is awarded, the Area 10 Chairperson should meet with the winning host committee chairperson to be of help and assistance, to answer any questions and provide any needed direction. The Area 10 Chairperson should also take 3-5 minutes before bids at the Area Assembly to discuss the bidding process, such as how to get Area Assembly bids on the agenda (by contacting the chair prior to the submission of the agenda to the Hi-Country

News), things to watch out for, considerations, etc.... The Area Chair should also briefly discuss what qualities have been important to the Area in selecting an Area Assembly location (e.g. we'd prefer to attend an assembly in a district that has been relatively inactive or who hasn't hosted an assembly in a long time rather than attending an Assembly in a location that merely has tourist-type accommodations).

6 Possible Workshop Topics

The following list is simply provided as examples of workshop topics that will have some general interest to the fellowship. Feel free to draw from this list or add your own. In general, it works best if you ask someone to prepare a brief discussion of experience around the topic to lead off the meeting.

An alternative to a topic oriented workshop might be to have an “Ask-it Basket” which would allow individuals to arbitrarily ask questions of a panel of selected A.A. leaders.

Possible topics:

- How do you collect a group conscience?
- How do you hold group business meetings?
- What is a “group inventory”? How do you do one?
- What is a “district inventory”? How do you do one?
- How do you deal with addicts in A.A. meetings?
- What do you do with smoking as an issue in Group and District meetings?
- How can we increase participation in our district meetings?
- How can we improve the participation in our group?
- We have some “bleeding deacons” in our group – what should we do?
- How can we be sure we're in accordance with our group conscience's desires?
- What is <name an Area 10 standing committee> doing and how can my group or district help them?
- Why do we do business in Area 10 the way we do?
- Why is the minority opinion so important? Can it be misused?

Area 10 Assembly Financial Worksheet

Assembly Date:		Assembly Location:		Type of facility: (e.g. hotel, school, etc.)	
Committee Chairperson:				Chair Phone:	
Numbers		Expenses		Income	
Attendance:		Publicity:		Area Business Contribution	
	Fri	Sat. Day	Sat. PM	Sun. AM	Flyer Printing
AA's					Postage
Alanon					Miscellaneous
Others					Deposits:
Consumption:		Beverages:		Financial Results	
Regular Coffee (gals.)		Coffee		Total Income:	
Decaf. Coffee (gals.)		Tea		Total Expense:	
Other Drinks		Soft Drinks		Results	
		Other Beverage			
		Meeting room(s) rental:			
Room Night Commitment		Public Address:			
Hotel Room Nights Credited		Miscellaneous exp: (chairs, furniture, etc.)			
Comments for future Assembly Chairs:					