



Midwest Region 3rd Annual Assembly October 20, 2012

Notes from New Choices NFG

Registration

2 types

Early Registration: Specific cut off date – should coincide with Hotel cut off date. (see item #2 under Hotel) This rate should be enough to cover all expenses (based on projected attendance) e.g. Location Rent, food, beverages, PA and recording system(s).

At The Door Registration: Should be higher than the Early Registration. The rate increase should be large enough to entice Early Registration. The more Early Registration that is received will provide much needed information on projected expenses that are based on total attendance.

We had 44 members in attendance, total members registered – 42; 1 Guest Speaker, 20 from the St Louis area (16 Early and 4 At The Door), 22 from Out of Town (12 Early and 10 Out of Town) and 1 person that chose to not register.

Hotel

Contact your local Convention/Visitor bureau for help selecting a hotel for Out of Town members. They may be able to help with info about various hotels and costs in your area.

Disabled accessible rooms needed by disabled members. Some members may not be able to use your hotel of choice without your paying attention to this concern.

We were able to arrange a hotel that was within less than 5 minutes walking distance from our location. Distance from your location should be considered. Cost of rooms is a major consideration. Amenities offered are also important. If the cost for a hotel close to the location is high, consider a reasonable travel time to the location versus the room cost.

Negotiate the room cost based on number of possible Out of Town members. The Hotel should offer a 'block' of rooms for Friday night and Saturday night. A 'cut off' date for Hotel registration should be the same as the Early Registration 'cut off' date. The Hotel will issue a 'Group Number or Code' that must be used to reserve rooms at the 'special' rate.

We found three contract areas that require particular attention. The intent of these changes was to protect Nar-Anon Midwest Region from any additional expenses.

- 1) Billing Arrangements. Some language may make the group (Nar-Anon) responsible for payment. We were able to negotiate a change to read:
"Method of Payment: Individual Pays Own"
- 2) Holding Block of Rooms: Some language may make the group (Nar-Anon) responsible for any of the 'block' rooms not reserved. We were able to negotiate a change to read:

"Any unused room will release after the groups' cutoff date of Friday, September 21, 2012 and the group will not be financially responsible for these unused rooms."

- 3) Liability and Damages: Some language may make the group (Nar-Anon) responsible for any damage done to the Hotel property. We were able to negotiate a change to read:



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"Each guest shall be liable for any damages to the Hotel caused by such guest. Subject to the limitation on innkeeper's liability under applicable law, the Hotel shall indemnify and hold harmless the group and its guests from and against any losses, liabilities, claims or damages that are the result of negligence, fraud or intentional misconduct of the Hotel, its management company or any of their respective employees related to the group's activities at the Hotel."

Location

The location concerns are availability, size, travel distance and accessibility.

AVAILABILITY: Is the location available on the 3rd Saturday of October?

SIZE: Various areas are needed. A large room that can be used for seminars, meals and the Annual Business Assembly Meeting. Other rooms that can be used for workshops. The number of rooms available dictate the number of workshops that can be held during a given time period.

TRAVEL DISTANCE: The location selection should also be based on the travel distance the various members of the Region may have to travel.

ACCESSIBILITY: Some members may be disabled and require accessible parking, a ramp or elevator to enter the location, disabled accessible restrooms, etc. The accessibility determines if some members may be able to attend or not.

Bank

Contact a local bank to open a Not For Profit checking account. Contact the Nar-Anon WSO for a copy of the Federal Not For Profit ID#. This is needed to open the bank account. Be sure to have the bank issue a Check Card that can be used to pay for various expenses.

Theme and Workshop Topics

The Region will want to provide the Theme and Workshop Topics. They will require Region GSR approval. Try to set a deadline date with the Region for Theme/Topic suggestion and approval.

The Workshop Topics should be provided by the various groups. Any Topic should have a detailed outline of the discussion of the Topic and the Name(s) of the group members that will be the moderator(s) of the workshop. The Host group has enough to do without having to create the workshops.

Flyer

As soon as your group has been approved to host the Assembly, create a SAVE THE DATE flyer and have it distributed to the Region by the Region Secretary.

NOTE: *All communications to the various groups should be sent through the Region Secretary to ensure that ALL the groups of record are included.*

The flyer should be prepared and sent to the Groups as soon as possible. It should include – Assembly Theme, Date, Time, Location, Member Information (Name etc) Registration costs and cutoff dates, Hotel information with required number for special room rate and cutoff date, Special Dietary Requirements.



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A modified flyer should be prepared to send to the WSO for publication on the Nar-Anon Events web page as soon as possible. It takes some time to be posted on the WSO web site.

Meals

Will your group want to provide Breakfast, Lunch and/or Dinner? The cost of these meals MUST be considered when deciding on a Registration Fee. Special Dietary Concerns (requested on the Registration portion of the Flyer) are important when planning menus.

At some point a Menu should be sent to the Groups through the Region Secretary.

Schedule (Agenda)

Determine start, end, meal and meeting times based on how many workshops and length will be offered. Send a suggested Agenda to the Region for input. When finalized, you may want to send the Agenda to the various groups through the Region Secretary.

Raffles

If you decide to hold raffles, use a numbered raffle ticket with 2 parts. Typical raffles are 50/50 (one half of the proceeds of ticket sale is used for prize(s) and the other half is sent to the Region), Gift Basket (baskets supplied by the groups as donations) with all proceeds sent to the Region. Another raffle that is held at some conventions would be an Advanced Paid In Full Registration for the next Annual Assembly.