

2023 Hawaii Area Fall Assembly
Maui District Host Committee
DR./Host Assembly Chair-Person Report
Submitted by Sandy

Using the Al-Anon Family Groups Hawaii Area World Service Guidelines For Hosting Area Assemblies, Maui District formed the following Committees and performed them as noted below.

Committee Positions included the following:

1. Chair: Sandy and Jo-Anne were the Chairs along with Maui District. Our theme was “S.O.S. – Sharing Our Serenity (Through Service).
Sandy booked the Maui Beach Hotel and the Maui College one year in advance. We had to buy insurance to use Maui College. Maui District came together. Everyone took a coordinator’s position, and came together at each district meeting to plan the Fall Assembly on Maui.
2. Registration: Registration was implemented through our al-anonhawaii.org website by the Area Website Coordinator, Michelle. She included Google Forms for links

for registration, lodging, transportation, and the Friday Fellowship Event.

Jo-Anne. Hotel Arrangements started 12 months in advance. We were able to secure 10 rooms for Friday night and a total of 20 rooms for Saturday night, per guidelines from Area. A deposit of \$5195.68 (seed money) was paid by Area to secure rooms. Maui Beach Hotel required that we pay in advance by January 31, 2023 and have final payment by August 20, 2023 rather than let the individuals pay for their rooms at a guaranteed rate. This caused a lot of extra time and effort to collect the money in advance from members, frequently having to contact them several times. Also, since the arrangements were made so far in advance pricing changed at the hotel (lower than we negotiated). This was brought to our attention by members trying to make their own arrangements. Our DR negotiated a more favorable rate. However, some members had already paid, and we needed to keep track of those overpayments and use that credit toward their registration. Payments were made by check or venmo.

Recommendation: For future Fall Assemblies I would suggest the district work with a local hotel that would guarantee a rate and let the members secure their own reservations and pay individually. Feedback on the hotel was overall favorable.

Registration For Assembly: Jess. The Registration Committee was made up of Jo-Anne, Bob, Jess, Jaime, and Shannon. I found it easy to work with our Assembly Chairs. Michelle, our Area Web Coordinator, was also tremendously helpful in guiding us through the online lodging and registration process. Here are a couple ideas for next assembly:

- If possible, integrate the lodging, transportation, and registration questions into one Google Form and have an automated message confirming that the form was successfully received, payment is now due, etc. I'm not sure if this is possible, but I think it would alleviate any worries that a registrant might have and take the pressure off committee members to have to respond right away via email.
- Use the free version of [Canva](#) to create and edit flyers and the badges for assembly. It's easier to use once you understand the basics. Otherwise, I think everything went well in the end considering all the challenges faced by our Maui Assembly Committee!

3. Finance: Finances were done by Tom, our District Treasurer. (His report is included as a PDF).

4. Meals: Jo-Anne - Food was provided by “Catering Creations by Vasi”. The overall feedback for the food was positive, saying it was fresh, delicious, and substantial. Two lunches included a variety of sandwiches, cookie plate and chips were served. One dinner that included a Vegetarian entrée as well as chicken with accompaniments of vegetables, potatoes, and cheesecake dessert. One breakfast of both vegetarian and bacon egg cheese sandwiches and fresh fruit. We supplied water and coffee.

5. Lodging: See above under Hotel Registration.

6. Transportation: A separate Google Form was created for this. We asked if arrival was Friday or Saturday and for flight information that included Airline. Flight number and Arrival time. For Sunday departure the same requested. Dwight, Audrey and their team picked up members from the airport and took them to Maui Beach Hotel. (Maui Beach Hotel had a free shuttle that members could take also) Members were taken to Tante’s and members were brought to Maui College and back to the airport. Sunday Dwight made announcements about who would be driving the members to the airport.

7. Friday Fellowship Event: A separate flyer (created by Jess) and a google form for registration for the event were created. The event was at Maui Ocean Center and Dinner at Tante's Restaurant. (1 member went to Maui Ocean Center and 12 members went to Tante's). We requested members bring cash to pay for their individual meal.
8. Nametags: Jess made the name tags. It included name, district, and service position. There was an R for regular meals and V for vegetarians.
9. Audio/Technology – Tom and David set-up. A T.V. monitor was used in the room. Tom used his speaker and microphone, and David used his wireless microphones. We tried to use the Area Speaker System, but found it was not working nor could not be repaired so it was disposed of. David rented an additional speaker. Michelle and Kelsey arrived to help too.

Michelle suggested the following:

mics and mics stand x 2

projector x 2 (or TV and 1 projector)

screens x 2 (or TV and 1 screen)

big clock (AAA batteries, I think two)

HDMI cables x 3 for the projectors (TV) to computers and

HDMI splitter (Area has two HDMI cables and the 3rd

HDMI cable and splitter I own and will bring)

Actual electrical extension cord 10' x 1(not just power strips with longer cords)
power strips x 3, we used one extension cord and three power strips. Blue painters' tape was also very important to tape the cords down for safety.

10. Fitness Breaks: Per Gary: I really wanted to thank everyone for the opportunity I had to do the fitness break. I have been led to believe that it was so fun! I was prepared to do two separate breaks but as the real agenda of the day happened it turned out that there was only time for one break. Well, I ended up doing both fitness breaks back-to-back and it added up to a real fun energy session! I encourage anyone to sign up to do this activity for their assembly. By the time I researched, practiced and developed my energy break, I found it easy to start doing a morning stretch routine that I still do to this day. Good self-care learning experience through service.

11. Greeters: Members were greeted at the Registration Table.

12. Icebreaker - Did not have.

13. Decorations: Blue and white tablecloths, life savor candies, candy goodie bags and bag centerpieces. They were Nautical in design keeping with our S.O.S. theme.

14. Assembly Love Gifts: Ethel made Lei's (2) for the speakers. She made anchors, bracelets, bookmarks, and book bags. (70 each).

15. Area Love Gifts: Fall Assembly did not have any. They were given out at the Spring Assembly.

16. Al-Anon Meeting Saturday Night and Sunday Morning:

Saturday Night. Sophie chaired the late-night meeting. The theme was Step 11 and practicing living a spiritual life. She read out of "As we understood..." pp. 229-231. She meditated for 5 minutes. She shared her experience, strength and hope and opened the meeting for sharing from everyone. It was a wonderful way to wrap up the day and there were 16-20 people.

Sunday Morning. Ethel chaired the Sunday Morning Meeting. It was about Gratitude. The Maui fires encouraged Al-Anon meetings all over the country to send books to Maui. In one box a metal was included by mistake, and I sent it back. The sender sent a letter of Gratitude for returning the metal so I thought with all the difficulties we had planning the assembly we should all express our gratitude for our blessings. We had 16-20 people.

17. Speakers: We selected Saturday night and Sunday morning speakers from the Hawaii Area Committee (Officers, DR'S, Area Coordinators) As host district, we were privileged to ask Kauai to speak Saturday Night and Tamara to be the Spiritual Speaker Sunday. This was kept a secret until we introduced them.

18. Housekeeping: We were able to have our Assembly in the classrooms (Room 236 &237) We arrived on Friday from 12noon to 4pm. We set up the room and tore it down on Sunday. We had 21 tables and 70 chairs. They were supplied by the College. Sandy made announcements on Saturday and Sunday about housekeeping rules. Everyone helped with cleaning up the room. We brought paper towels, wipes, and cleaning supplies. We left the rooms in better condition then they were found.

19. Tailgate Breakfast: Dwight and Audrey had the tailgate breakfast from Dwight's truck. Items included, Eggs, Yogurt, Pumpkin Flax Granola, Butter Croissants, Variety of Muffins. Paper plates, Napkins and Spoons.

20. Scholarship Fund - Ethel made cards and book covers.

Total Attendees: 63

Total Registration with Full Meal: 51

Total Registration without Meal: 12

Total Staying Friday Night at Maui Beach Hotel: 15 (8 rooms)

Total Staying Saturday Night at Maui Beach Hotel: 30 (17 rooms)

Registration Only: \$25.00

Meals: \$150.00 (No Al Carte)

Total Package: \$175.00

Maui Beach Hotel: Room \$245.00. Amenities \$20.00. Taxes are \$46.15. Total \$311.15 per night.

Evaluations Received: 30

The Evaluations will be uploaded later for the Hawaii Area and Spring Assembly to Review.

David took a great group photo for all of us to enjoy.

A map of the college and Maui Beach Hotel were made available.

The HAWSC Fall Assembly Pass-Down Book is updated, and it will be given to the Hawaii Area Alt Delegate who will review then give it to the Fall Assembly 2024 Hosting Committee.

