

2023 Hawaii Area Spring Assembly
Central District Host Committee
DR/Host Assembly Chair-person Report

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

Committee Positions included the following:

1. **Chair:** Delegates everything to avoid double headed management.
2. **Registration:** Registration was implemented through our al-anonhawaii.org website by the Area Website Coordinator, Michelle J. and the Host Committee Chair, Mary M. Initial registration through the website was followed by an email with links for specific information needed for lodging, transportation and our Friday Fellowship Event. Kate emailed the initial response with links to the Google Forms for lodging, transportation and the Friday Fellowship Event. See below for more information.
3. **Finance:** Collects payment, records money due, pays venue and caterer, and prepares reimbursement for District members. Usually this is best done by the District Treasurer. Central District was without a Treasurer or anyone who volunteered to take this on. This was done by the Host Committee Chair, Mary M. Using the registration Google Forms, registrants were emailed with their specific selections, amount due and payment options. Confirmation of payment was also emailed upon receipt. See below for more information.
4. **Meals:** this was part of the initial registration on the website. Meals were catered and Margaret H, coordinated with the caterer (O'Kims Korean Restaurant). The menu on the flyer was clear and contained vegetarian, vegan and gluten free options at no additional charge. Using the website to collect these choices made it simple to determine the count for each meal for the caterer. Central District also provided Saturday breakfast options at no cost and snacks available throughout the Assembly. Additional information below.
5. **Lodging:** A separate Google Form was used for members to select their room choices for Friday night and Saturday night. They could select from Sister Mary Gertrude Hall first or second floor and list their roommate, Rose Hill or if desired, they could email centraldistrictafg@gmail.com to request single occupancy. Keli'i provided a layout for room assignments and made sure that members received and signed for their key on Friday or Saturday and collected all the keys on Sunday for return to Sister Ivy. See below for more information.
6. **Transportation:** A separate Google Form was also created for this. We asked if arrival was Friday or Saturday and for flight information that included Airline, Flight # and Arrival time. For Sunday departure the same information was requested. Kirk C arranged with Central District members and coordinated all the arrivals and departures. See below for more information.
7. **Friday Fellowship Event:** This was coordinated by Akemi. A separate flyer and Google Form for registration for the Event were also created.

8. **Nametags:** printed and inserted in the name tag holders by the Hosting District Chair/Finance person once all payments had been received. A chart was created for meal selections using letters to designate the member's selections. These letters were printed on the name tags along with Name, District and position and a number for the Breakout Group during Workshops.
9. **Audio/Technology:** Coordinated between the Host Committee Chair and the Area Website Coordinator, Michelle J. The sound system at Saint Anthony's consisted of a couple of portable speakers and the Website Coordinator brought cordless mics to work with the speakers. The Area projector and a member from West Hawaii's projector (Kelsey) were both used to accommodate the width of the room, thus allowing for better viewing from anywhere in Bishop Libert Hall. A request was made to limit participant use of Saint Anthony's WiFi to insure that the Area Committee's use of the connection would not be hindered.
10. **Fitness Breaks:** Kate and Akemi planned Fitness Breaks scheduled in the agenda for one on Saturday and one on Sunday. There were additional breaks scheduled throughout the agenda not specifically as Fitness Breaks. Due to a change in the agenda, the Saturday Fitness Break did not happen.
11. **Greeters:** Keli'i and Helen made sure that as participants entered Bishop Libert Hall they were greeted, checked in for the Assembly, received their name tag and folder containing the agenda, specific "rules" pertaining to Saint Anthony's and if staying at Saint Anthony's, Keli'i provided their key and room information.
12. **Icebreaker:** there was no icebreaker planned since for the past several Assemblies a GR/Alt GR and DR Orientation are the opening item on the agenda.
13. **Decorations:** These were provided by Kirk from his own garden.
14. **Assembly Love Gifts:** Kate created the Assembly Love Gifts and they were placed on a table for all participants to choose from.
15. **Area Love Gifts:** Akemi mailed these to our Delegate, Penni, to take to the World Service Conference. We had a variety of cards collected for our 2020 Assembly that was canceled due to the pandemic.
16. **AI-Anon meeting Saturday Night and Sunday Morning:** Akemi organized someone to chair both meetings. Kirk chaired the Saturday night meeting and Akemi chaired the Sunday morning meeting.
17. **Speakers:** As Host District we were privileged to ask Michelle J to speak Saturday and Penni to be the Spiritual Speaker Sunday. This was kept secret until we introduced them.
18. **Housekeeping:** Keli'i created a flyer included in each participant's folder that detailed the "rules" of Saint Anthony's. This information was also presented at the Announcement time on both Saturday and Sunday so that all participants also heard these items.

Total attendees: 62

Evaluations received: 36

Total staying overnight: 24 Friday and 33 Saturday

During District Meetings leading up to Assembly, various people volunteered for the committees as noted above. Each Committee member provided their own unique skills, talents and experience to create the most enjoyable experience possible for each of our participants. I am so grateful for each one!

Planning and location selection in many ways began in 2020 when the Spring Assembly was canceled due to the Covid Pandemic. There was seed money with Saint Anthony's and a \$400 overpayment from the prior year by Windward District that Saint Anthony's would not refund (only apply as credit). The seed money \$300 and the \$400 overpayment by Windward have now been reimbursed to Hawaii Area.

True planning for this Assembly began in Spring/early Summer 2022. One of our committee members, Margaret H, sought pricing and availability of a few hotels in the Honolulu area. Results were that they would not provide any type of discount on meals sold or rooms booked. Also, the prices were higher than what we were seeing for the 2022 Fall Assembly for rooms. Our decision was to go with Saint Anthony's again.

There are a few differences at Saint Anthony's from before the pandemic. Saint Anthony's no longer provides any food service and there is no food preparation equipment in their kitchen other than a microwave, an ice maker, and a big commercial refrigerator and freezer (the freezer did not work). The fee to use the kitchen and dining room is now \$250/day. Additionally, Bishop Libert Hall's cost also went up, from \$300/day to \$400/day. Per Sister Ivy, there will be another price increase before next year's Spring Assembly.

Lodging: Considering how we saw an increase in Fall Assembly attendance, we asked about additional guest rooms and were given the opportunity to secure Rose Hill, a dorm-like arrangement where there are double and single occupancy rooms that all share 2-3 bathrooms. We were told there was another group also interested in Rose Hill for the same dates as our 2023 Spring Assembly. Initially, Sister Ivy frequently questioned me when we would know how many rooms we needed at Rose Hill. Since only two people selected Rose Hill, on May 2, Sister Ivy offered for them to stay in Saint Martin Cottage with single occupancy rooms and each had their own bathroom.

Registration: Opening of registration to the Area for our March 25, 2023 in-person Area Assembly Planning and Committee meeting took significant time to put together in a short period of time. A menu was needed from our caterer, clear wording for available room selections, transportation and a Friday Fellowship Event were all added to the flyer and the registration process. The Website Coordinator (Michelle J) and I discussed that separate forms for each item aside from food might be the best. This would allow one committee member to review one spreadsheet of information for all they were responsible for, rather than pulling out information from one giant registration spreadsheet. There will be links to the spreadsheet later in this document.

Not only did we need to create the means for all the registration items to be entered, using Google Forms, we also had to place the links in the places they would best be accessed. This

originally was in the confirmation that the web-site automatically sent when someone registered. Numerous people had difficulty finding this email since it went to their Junk/Spam folder. On March 26, to make corrections and change a couple things from the March 25 Area Planning Meeting, registration was closed. On March 30 Registration was closed again, to change the delivery of the emails from automatic to Central District sending the initial email with links to all the forms. Any changes take time, to ensure all the links in all the different places throughout all the flyers, website and email templates were working properly before going live again.

To my knowledge, this is the first Assembly where the Host Committee took responsibility for finding a caterer and coordinating room assignments, along with all the other responsibilities in the policy AI-Anon Family Groups Hawaii Area World Service Guidelines For Hosting Area Assemblies.

Kate K, Registration Chair reported:

Assistance with Registration Correspondence

The bulk of the registration process was conducted on the front end by the District Representative and Web Page Coordinator. They collaborated in creating google surveys and links which were then organized and uploaded to the Fall Assembly Registration section of the Hawai'i AIAnon webpage. Therefore, when people registered (through the webpage link) there were a series of google surveys the registering person would complete so their preferences/needs were accounted for (such as the member's name, position and/or group they're representing, if the member was attending the Friday event, their meal package, need for transportation, room accommodations and such). The information from the google surveys was then automatically populated into various google sheets based on what was filled out. Therefore if the person needed transportation that info was on the corresponding google sheet, or if the person was staying at St. Anthony's that info would be populated on a separate corresponding sheet. All registered members' necessary info would be populated onto a Registration google sheet. All google sheets were regularly checked, by the District Representative and/or hosting District member responsible for that service commitment, to account and plan for the various events, requests, or accommodations.

In respect to the registration process in particular, as soon as a member registered and their info was populated into the registration google sheet they were meant to be sent an email confirming they registered. The registration confirmation email was through the central district gmail by the district member responsible for the assembly registration service commitment. Because of this it is recommended to check the Registration google sheet daily so emails can be sent as close to when the member registered as possible. Once that email was sent the person who sent the confirmation email would then insert a comment into the registration google sheet that they had sent the email on the date it was sent and include their initials.

When members registered the central district email was included as a way for members to ask questions about the assembly to the hosting district. Therefore, when accounting for registration and utilizing the central district email for this process it was likely that the person responsible for the registration service might also correspond with members through the central district email to answer their questions. It was typical that if this was done that correspondence would be communicated to the District Representative, by the person in service for registration, so the

District Representative was aware and did not duplicate info or the correspondence would be captured in an inserted comment in the registration google sheet.

Finance: three payment options were provided, check by mail, Venmo and PayPal. This was done without a District Treasurer. Much followup was required in order to get payment, even though the pricing was clear on the flyer, also stating Payment due at time of Registration and providing all three payment options. Finance Report below.

Love Gifts: Kate K reported

60 Love Gifts were inspired and crafted around the Fall Assembly theme/slogan, "love, laugh, and grow together". Individual love gifts included a small planting pot, tissue paper, and 1 seed packet with a printed label of the Fall Assembly theme/slogan. Total cost for seeds (~2\$ per packet), pots (~5\$), and tissue paper (~1.50\$) was about 144.00\$. Printing labels was at no cost.

Set up/clean up: Set up at Saint Anthony's required numerous volunteers from both District and Area. A total of 12 6' tables were initially available with some smaller tables that would not seat all our participants and also allow for tables for Public Outreach, Literature, Love Gifts, etc. We requested and received an additional 10 6' tables. Although we had asked for permission to begin set up at 10am on Friday, we were asked to leave Bishop Libert Hall in the afternoon, "since we had not paid for the use for Friday". I made sure my communications with Sister Ivy were either by email or followed with an email, so as to document everything. Area assisted with setting up the speakers, projectors and screens used to project on. Michelle J was incredible in assisting with the room set up of tables and chairs and the idea to put the tables in arcs to better see the screens. She also made sure all technology worked and had the appropriate cords and connections. I thank all who assisted in setting up Bishop Libert Hall! We couldn't have done it without your help!

Cleanup was done by numerous participants not needing to depart to the airport. What an awesome sight and quickly completed. My thanks to all!

Meals: As noted above, Margaret H secured our caterer, O'Kims. Additionally, Central District had to provide everything for serving, cutlery, plates, napkins, etc. Margaret and Kirk researched all that we needed and what they could either borrow or donate to keep costs as low as possible. Also, Keli'i assisted with the food deliveries, all the cleanup between meals and I cannot acknowledge this team enough for all they did to make this portion of Assembly absolutely incredible!

Transportation: Kirk secured a team of drivers that insured each person was picked up/dropped off in a timely, considerate and loving way. He took this challenge and performed along with those who assisted him. Although not named here, I am grateful for each of you. Transportation was somewhat difficult to plan until close to the last minute because many participants waited until the very last couple of days to provide their arrival information.

2023 Hawaii Area Spring Assembly Financial Report prepared by Central District			
Income:			
Registrations			\$2,170.00
Meals			\$4,940.00
Rooms			\$3,295.00
Total Income:			\$10,405.00
Expenses:			
O'Kim's catering +tip		\$5,080.00	
Saint Anthony's		\$4,850.00	
*Bishop Libert Hall (\$400X2)	\$800.00		
*Mother Alexandrine Dining Hall (\$250X2)	\$500.00		
*Sister Mary Gertrude Hall	\$3,255.00		
*Saint Martin Cottage	\$195.00		
*Sound System (\$50X2)	\$100.00		
Central District Expenses:		\$717.88	
Kirk: Food supplies & Snacks	\$312.59		
Margaret: Meal supplies & snacks	\$274.56		
Mary: folders, tablecloths, leis, acronym cards	\$130.73		
Total Expense		\$10,647.88	
Total Income-Expenses:			-\$242.88

Evaluation Summary: Evaluations are reviewed by the Host District in order to identify the items they can/could do something about. Then they are forwarded to the Area Committee, including an overall report. Following is the report for Central District as Host Committee.

1. Meals were complimented on almost every evaluation!
2. Accommodations: Saint Anthony's, some noted it was good because it reduced cost and knew what to expect, while others took issue with certain things in their room.
3. Many positive comments about the registration process.
4. Many positive comments regarding the Saturday Night Al-Anon meeting specifically, but both meetings were appreciated.
5. Requests for more breaks, especially the Fitness Break - dance, movement. This was a change in agenda that did not allow for our Saturday Fitness Break.
6. Transportation, although not an item on the evaluation, many commented their appreciation and thanks.
7. Friday Fellowship Event and dinner afterward were appreciated for the early arrivals.

Link to registration (includes tabs for transportation and lodging):

[+ 2023 Hawaii Area Spring Assembly \(for Area Committee\)](#)

Thoughts to consider for the next Host Committee

- 2-3 volunteer members to “man” the dining hall. This will allow Host District GRs to stay in the Assembly rather than setting up prior to and cleaning up after meals, keeping water, tea and coffee prepared. GRs, Margaret and Kirk assisted member, Keli'i in this effort.
- A different method for who purchased special meals (vegan/vegetarian/gluten free). Members who had not selected special meals chose to “try” these selections - when they were for specific members only.
- Possibly specify transportation pickup times for arrivals. If someone arrives earlier or later, they may make other arrangements (especially arriving late on Friday, after 9pm).