

**Convention Guidelines / Policies**  
**Indiana Area Al-Anon Family Groups**  
 Approved 11/09/2024

**General Area Convention Information:**

When forming a committee for an Area convention, the following information is available to support this activity:

- Al-Anon/Alateen Area Conventions (G20)
- Area Website
- Area Convention Coordinator
- Area Convention Guidelines/policies

**Rotation:**

Convention responsibility rotates according to the following schedule. Each district will help with a convention every 4 years.

**Districts**

10, 11, & 13	2025	2029	2033	2037	2041	2045	2049	2053	2057	2061	2065
1, 2, & 5	2026	2030	2034	2038	2042	2046	2050	2054	2058	2062	2066
7, 8, 12, & 14	2027	2031	2035	2039	2043	2047	2051	2055	2059	2063	2067
3, 4, 6, & 9	2028	2032	2036	2040	2044	2048	2052	2056	2060	2064	2068

**Convention Site Selection:**

District Representatives (DR) of the hosting districts are responsible for site selection prior to formation of a convention committee. If a deposit is required by the venue, then the Convention Treasurer, or the Area Treasurer if a Convention Treasurer has not yet been named, may write the check from the appropriate convention checking account.

**Information needed when selecting a convention site:**

- Date of convention avoiding the months of March and April.
- Conventions usually run from noon on Friday to noon on Sunday.
- Estimate of attendance (250–300) and rooms needed:
  - Hospitality (privilege of making our own coffee)
  - Alateen breakout room
  - AA breakout room
  - Main meeting room: Should accommodate literature, raffle tables, and audio recording service.
    - Workshops: Usually in main meeting room
    - Banquet (same as main meeting or different room)
  - Friday night committee and speaker banquet (50-60 persons)
- Estimate of sleeping rooms needed
- Room rates
- Meals to be offered (package possible)
- Menu selections and costs
- Raised platform for podium and one or two tables.
- Special equipment required? Charges (microphones, audio visual, hearing impaired, etc.)
- Coffee prices if purchased through the facility
- Are prices guaranteed or subject to change without notice
- How much is tax and gratuity for meals
- Is gratuity taxable?
- Accessibility by highway and airport (courtesy cars, cab fares)
- Cut-off dates for room reservations? Meals?
- Will the Venue provide identifying placards for meeting rooms?

**AFG Convention Parental Consent Form**

**Parents:**

Please read the convention parental consent form carefully, complete, date, and sign.

**Teens:**

This form must be presented to the Indiana Al-Anon State Convention officials with your registration form prior to you taking part in any convention activities.

**Parents Note:**

The undersigned parent/legal guardian of the teen listed here, hereby grants to the Al-Anon State Convention at \_\_\_\_\_ (location), while the convention is in session, the right to discipline such teen through any lawful means necessary to assure appropriate behavior in accordance with such uniform rules as the convention committee may agree to be responsible for, and save the committee harmless with respect to charge by the teen for room, or board, or any damaged rooms, or property done by him/her.

Teen's name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

During the convention the teen will stay at:

\_\_\_\_\_  
Name and phone # of parent/guardian: \_\_\_\_\_

Teen has: \_\_\_\_\_ does not have: \_\_\_\_\_ medical insurance

Company & Policy number: \_\_\_\_\_

Regular Medication is: \_\_\_\_\_

I further designate: \_\_\_\_\_ or \_\_\_\_\_ my lawful attorneys in fact to the intent that either of them shall have authority to obtain and consent to needed medical treatment for the child above named in case of accident or emergency, as fully as I myself do, releasing such person(s) from any liability in accordance with his/her best judgment at the time.

**I certify my legal authority to execute this document on behalf of the above named child.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

- See Area Convention Coordinator position description

**Chair**

- Chooses members or asks for volunteers to head up the various work categories and committees.
- Calls committee meetings (time and place), prepares meeting agendas, leads meetings.
- Invites AA and Alateen representation.
- Keeps close check on all phases of planning and progress.
- Reviews and signs hotel contract, venue contract, and/or catering contract.
- Coordinates the activities of the subcommittees.
- Works with committee to choose an audio recording company.
- Signs a contract with the audio recording company and keeps in touch with them.
- Reviews venue, hotel, and catering expenses with the Treasurer, and Event Liaison, before payment by the Treasurer.
- Manages budget for the convention with the Convention Treasurer.
- Provides progress reports to the area.
- Directs activities during the convention.
- Arranges for blessing before banquet.
- Chairs the post-banquet activities:
  - AA countdown or acknowledge AA guests
  - Alateen countdown
  - Al-Anon countdown
  - Acknowledgments (Area officers by name and position, Area Past Delegates as a group, Area Coordinators as a group, Committee chairs and workers as seems appropriate)
- **Required:** that the ‘**Convention Summary**’ report is completed and forwarded electronically to the Convention Coordinator by the following Area Assembly. The form is located at the end of the Convention Guidelines on page 26.

**\*\*Note:** See the motion for Area Assembly November 14, 2009 under “Motions Made and Carried”.

Alateen		# of Registration fliers	
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**Co-Chair**

- Supports the Chair as needed and fills in when the Chair is not available.
- Coordinates room set up with Event Liaison to insure there are tables on the raised platform, a podium is on the raised platform, and tables are reserved for the Speakers and their Hosts.
- Contacts Literature Depot Coordinator for convention supply of Conference Approved Literature (CAL).
- Arranges for alternative handling of literature if the Area Literature Depot Coordinator is unable to attend:
  - Responsible for literature and people needed to help staff table;
  - Schedules hours of volunteer helpers (committee decides on hours room will be open);
  - Follows all instructions provided by Area Literature Depot Coordinator;
  - At end of convention, turns monies over to the Convention Treasurer to be earmarked for Literature Depot.
- Arranges for the Friday night Committee and Speaker dinner coordinating with the Event Liaison.
- Creates the invitation for the Friday night Committee and Speaker dinner making sure the Speakers, the Speaker Hosts, Committee Chairs, Area Officers, Past Delegates, and guests of the invitees are invited.

## **Secretary**

- Attends committee meetings and records the minutes of the meeting.
- Coordinates a replacement if she/he is unable to attend.
- Sends meeting notices to committee members.
- Prepares and disburses minutes of previous meetings prior to next meeting.
- Reads the previous meeting minutes at each meeting, notes any needed corrections, and files a corrected copy in the Secretary's records.
- Prepares committee roster (names, addresses, email addresses, phone numbers, and position on committee) for all members.
- Handles correspondence.
- Keeps a permanent record of meetings.

## Treasurer

### Setup

- Cooperates with Area Treasurer and Convention Coordinator to become a signatory on the appropriate Area Convention checking account.
- Asks for new debit card when making the signatory change.
- Sets up and uses a P.O. Box for registrations, (for anonymity purposes, not your home address).
- Assists in developing and monitoring a Convention budget.
- The convention registration fee is set by the Area Assembly. Requests to increase the registration fee requires Area Assembly approval.

### Registration

- Deposits ~~of~~ checks and sends registration forms to Registration Chair.
- Enters information as written on the registration form and compares address and phone with those on the check and envelope.
- Initials amount paid, date received, and check number, before passing along registration form to Registration Chair.
- Keeps running record of registrations.
- Keeps running record of meals ordered.
- Refunds banquet cancellations made before the deadline. Allows members to transfer their banquet reservation to another if they have to cancel after the deadline; inform registration of transfers.
- Asks Registration Chair, periodically, to confirm counts (total registered, registered in each program, banquets, etc.). Works out discrepancies as they arise. Registrations are nonrefundable but may be transferred.
- Sets up table next to the registration table for the Treasurer to collect the money and create a log for walk-in registrations. If payment is made with a check, the address and phone number will be required.
- Uses registration walk-in log to reconcile deposits.

### General Responsibilities

- Reserves speaker **hotel** rooms, authorizing charges to convention account.
- Signs requisition forms for hotel services incurred by the convention.
- Pays all bills from the convention account.
- Prepares monthly and final financial report for convention.
- Tracks expenses by category.
- Balances checkbook monthly.
- Keeps all bank statements, deposit slips, cancelled checks/images for audit.
- Keeps copy of committee treasury reports for audit.
- Creates an end-of-year report before each audit.
- Emails reports to the other officers, Registration Chair, and host DRs before or immediately following each committee meeting or provide them a copy at the meeting.
- Requires a receipt before reimbursing expenses. Notes on the receipt who requested reimbursement, total paid, date paid, check number, and purpose.
- Compares budget to actual expenses and projected expenses (based on approximately 200 registration paid registrations) as decisions are made. Adjust as needed. This helps to inspire fund-raising efforts.
- Gives Expense Reimbursement Request forms to speakers and committee members so they can mail receipts after they have returned home.

### Convention

- Reimburses speakers and Alateen Sponsor, if transporting Alateen speaker, for travel expense (all expenses incurred for convention to be paid from convention proceeds).
- Supplies change-making “banks” to Registration, Literature, the Raffle table and to the Craft Table if applicable.

### Post-convention

- Verifies hotel charges, venue charges, and catering charges against counts kept by Convention committee.
- Prepares and presents Convention Treasury records to Area Alternate Delegate/Chairperson for audit as soon as convention books are closed.
- Provides detailed data to the Area Convention Coordinator on as many aspects as possible concerning costs and numbers.
- Keeps raffle proceeds separate from craft proceeds; deposits raffle proceeds into Area Raffle Checking Account per State requirement.
- Prepares and presents Convention Treasury records to Area Alternate Delegate/Chair for AWSC yearly audit.
- Forwards convention proceeds less seed money to the Area Treasurer after expenses and audit.

**Note:** Pay post-convention bills with money orders so the convention account may be finalized, audited, and reports made in a timely manner without having to wait for checks to clear.

- Develops an outline of each session including opening, announcements, who follows who (for Chair, speaker introductions, etc.), and closing.
- Maintains a folder containing copies of the 12 Steps, 12 Traditions, 12 Concepts and General Warranties, AI-Anon Declaration, and meeting openings and closings, in case Speaker Chair doesn't have them.
- Makes announcements at the beginning of sessions
  - Reads the Anonymity statement found in the AI-Anon/Alateen Service manual, under Anonymity section titled "Anonymity within AI-Anon."
  - Introduces the chairman of each session.
  - Makes announcements pertinent to the convention.
    - Wear badges;
    - Lost/found items;
    - Upcoming activities at each session-
- Be available and visible to receive messages. Be sure to check questionable messages with the Convention Chair before delivering to convention.
- Coordinates announcements and content for the opening session with the Convention Chair.
- Be aware of plans for special activities like AI-Anon countdown. Be sure of whom you follow and who follows you and exactly what you are responsible for at the times of those activities.
- Responsible for opening/closing the convention.
- Announces hotel guidelines/policies, namely, where or if smoking is allowed, coffee supplied by hospitality must stay in the hospitality area, etc.
- Announces locations of rest rooms, hospitality, banquet location, restaurant in hotel, etc.
- Announces what company is doing the audio recordings of the Speakers and where to find them.
- Be a little early for sessions so that committee and attendees can approach you with questions or information to be announced. Similarly stick around a few minutes after each session for the same reason.
- Creates a "flavor" of your own for the job—there is no right way or wrong way to do this.
- Does not volunteer for other duties during the convention.
- Be an example of how to "Truly Enjoy a Convention"; it will be contagious, and all attendees will have more fun.
- Other duties as assigned by the Chair.

## **Event Liaison**



- Obtains information from the facility event coordinator outlining dates, meeting room costs, room arrangements, food, coffee, and banquet costs, parking security, etc.
- Acts as *THE* contact between the convention committee and the venue(s).
- Works with the Treasurer to reserve hotel rooms for the speakers.
- Reserves the main meeting room, workshop rooms, AA, Alateen, and banquet areas.
- Works with the committee and venue(s) staff on arrangements for setup of registration, literature, audio recording person, archives, crafts, meeting rooms, hospitality, etc.
- Makes the arrangements for the coffee, tea, water, etc., set up outside (or in) the main meeting area.
- Co-ordinates room set up with Co-Chair to ensure there are tables on the raised platform, audio equipment, a podium is on the raised platform, and tables are reserved for the Speakers and their Hosts.
- Co-ordinates with the Co-Chair on where the Committee and Speaker Dinner will be held on Friday night.
- Acts as our trouble shooter—handles room changes, extra chairs, etc.
- Coordinates with the Convention treasurer to resolve final expenses.

**Speaker Selection Committee  
Chair**

- Assigns Host/Hostess for each speaker.
- Arrange for Speaker Host (or substitute if needed) to pick speakers up at the airport when they arrive and take them to lunch (if necessary).
- Supplies Program Chair complete information on each speaker meeting chair and speaker.
- Advises Treasurer of speakers' names and addresses so room reservations can be made by the Treasurer for Friday and Saturday nights.

### **Committee Duties**

- Consists of a Chair and two to four members (Consider having one member from each district involved).
- Collects speaker audio recordings, check them against speakers of previous conventions, and distribute audio recordings to other committee members for listening.  
**Note:** It is suggested to not repeat a speaker within the last six years.  
**Note:** Foul Language is not considered appropriate.
- Listens to recordings to identify speakers that the committee agrees on, and contacts desired speakers EARLY.

### **Speaker Hosts:**

- Obtains speakers addresses, email, and cell phone numbers.

- Asks if there are any needs or questions, and ask if there are any preferred speaking times.
- Sends speakers a letter outlining what expenses the Area Convention covers, after making the initial call to request/confirm speaker. Make a copy of the letter for your records.
- Letters should include:
  - Exactly what we will and will not pay for.
    - Will pay for room, meals, travel (if by auto—match the current Area Assembly mileage rate).
    - They may bring a spouse/friend—but the spouse/friend must pay for:
      - Registration (send a form to them);
      - Meals;
      - Travel (unless by auto);
      - Room is free unless there is a special package deal, such as: State Park, etc.
    - Will NOT pay for any “extra” expense unless ok’d by committee.
  - Please note that we are unable to pay for first class airline tickets.
- Passes the speaker information on to the Speaker Selection Committee Chair and sends convention information to the speaker.
- Coordinates the speaker’s room registration with the convention Treasurer.
- Maintains periodic contact with the speaker:
- Arranges for transportation to and from the airport. Mileage is reimbursable. If a meal is warranted, the cost of the meal is reimbursable for the host and speaker.
- Acts as a good host/hostess so the speakers feel welcome, have a good time at the convention, and retain good memories of Indiana Al-Anon. Throughout the conference, makes sure to perform the duties of a good host/hostess—introduce them to other people, sit with them at talks and the banquet, keep them company, take them to meals with groups of other friends, and ask if everything is going okay or if they need anything. Introduces the speakers to the committee members and other speakers.
- Escorts the speakers to the Friday night speakers' dinner and joins them there to make sure they have company.
- Chairs the speaker meeting and chooses what is read, namely, the 12 Steps, speaker’s favorite page, opening, closing, etc. Also ask someone to do the readings.
- Sends note of appreciation to the speaker they hosted following the convention.
- Follows up with the speaker after the convention to ask if there are any additional expenses to send in; if so, forward those to the Convention Treasurer.

### **Publicity Chair**

Publicity is the key to increased attendance at state conventions.

- Designs a “Save the Date” flyer to be presented at current convention and posted to the website.  
**Suggestion:** “Save the Date” flyer could contain note to watch the website for updates.
- The plain logo without alteration may be used on flyers and the program. Refer to Symbols/logos in the index of the Service Manual.
- Determines quantity of “Save the Date” and registration flyers.
- Sends flyers to Al-Anon Assemblies in neighboring states: Illinois, Michigan, Ohio, and Kentucky.
- Submits to WSO the ‘Submit a Calendar Event to the WSO’ form 4 months prior to the event.
- Sends Area Website Coordinator the registration flyer approximately 6 months prior to the event.
- Responsible for the Convention Banner and makes sure it is passed to next year’s Publicity Chair.
- Creates Convention evaluation form or places suggestion/comments box on the registration table.
- Designs the registration flyer for the convention.
  - Convention theme
  - Location of convention, including address and phone number of venue. Conventions held at college campuses should make note of the buildings or halls being used
  - A map of the general and specific locations
  - Date of convention
  - Programs—time opens and ends
  - Start of registration on Friday
  - Early Bird meeting, if applicable
  - Special events (ice cream social at a nominal fee, dance, skits, etc.)
  - Guest speakers first name, last initial , hometown and State.
  - Contact current convention chair thru [9999ConvChair@indiana-al-anon.org](mailto:9999ConvChair@indiana-al-anon.org) (9999 = convention year) for questions or information.
  - Housing availabilities, if applicable
  - Convention room rates, dates available thru, make own reservation, event code for registration
  - Travel tips, if needed
  - All speaker sessions and Al-Anon workshops are open
  - Badges should be worn at all sessions
  - Registration covers all sessions
  - Parental consent form for Alateen on top back of flyer
  - Registration information:
    - Meal or meal package prices;
    - Note that registration fees are transferable but not refundable;
    - Note meal purchases are refundable if canceled before deadline and transferable after deadline;
    - Al-Anon, AA, or Alateen membership;
    - Deadline for ordering meals;
    - Tickets may be picked up at registration tables;
    - Note that Alateen registration is free;
    - Note to make checks payable to ~~correct name~~; Indiana AFG Convention-(1 or 2);
    - Convention mailing address (P.O. Box preferable);
    - Note asking that registration forms be printed clearly;
    - Lines for the name, address, email address, and phone number of the person registering;
    - Line for preferred name on badge;
    - Note for separate registration for all participants;
    - Line or check box for 1<sup>st</sup> time convention attendees.

## Registration

- Receives registration forms from the treasurer after checks are removed.

- Keeps record of registrations received by categories of Al-Anon, Alateen, AA, and guests. Walk-ins are the responsibility of the Convention Treasurer
- **Registration records include basic information.**
  - Name;
  - Address;
  - Fellowship membership;
  - Phone number;
  - Email address (optional);
  - First time attendee;
  - Record of meals ordered.
- **Prepares registration packets.**
  - Tickets for meals;
  - Name tags for pre-registered attendees;
  - Convention program;
  - Additional information such as (Forums, venue/location information, Al-Anon word searches, additional information as wanted);
- Recruits helpers for the Registration Desk and coordinates the helpers.
- Distributes registration packets to attendees.
- Visits site and works with Event Liaison for set-up of the registration area.
- **Optional:** Print the ‘Common Misconception’, located on last page of Convention Guidelines, and place on registration table.

## **Program**

- Plans layout for printed program.

- The plain logo without alteration may be used on flyers and the program. Refer to Symbols/logos in the index of the Service Manual.
- Works with committee as a whole to plan times for speakers and workshops
- Gets final layout approval from Convention Committee
- Works with registration to determine number of programs needed.
- Gets program printed and ready for registration packets.

**AA Liaison**

- Works with the program committee to schedule open or closed AA meetings and times.

- Listens to recordings and contacts desired speaker.
- Sends letter to speaker confirming time, date, and what we cover monetarily.
- Provides a Big Book and a Twelve and Twelve Book in the meeting room.
- Asks AA members to help chair the AA meetings.
- Asks the voice to announce who the AA Liaison is, so folks know who to get in touch with about AA.
- Chairs the AA session of the convention.
- Introduces the AA speaker.
- Closes the AA meeting room during Al-Anon/AA speaker sessions.
- Workshops, if scheduled with appropriate topics, will be open to all participants of the convention.
- Arranges for AA speaker host.
- See duties of Speaker Hosts.

#### **Alateen Liaison**

- Works with Alateen Coordinator to ensure Alateen participation.
- Plans workshop and/or meetings for Alateens.

- Hosts the Alateen speaker.
- Chairs the Alateen speaker meeting.
- Closes the Alateen meeting room during Al-Anon/AA speaker sessions.
- See duties of Speaker Hosts.

**Crafts Chair – Optional Position**

- Requests donations of crafts.
- Requests that crafts be priced by donor.



- Recruits people to help staff tables.
- Schedules hours of volunteer helpers (Convention Committee decides on hours room will be open).
- Checks that items are marked with a price.
- Sells all crafts at half price on Sunday. Donors of crafts may take back any unsold crafts on Saturday night, if they do not wish them to be sold at half price.
- Boxes up leftover crafts and passes them on to next year's convention crafts chair or any member of next year's committee.
- Turns monies over to Convention Treasurer.

## **Raffle Chair**

Each convention committee must decide whether or not a raffle will be held during the convention. If a raffle is to be part of the convention, all raffle proceeds must be deposited to the Area Raffle Checking Account. All raffle activity must be handled through this account.

- Requests members to staff raffle.
- Sends the Convention Coordinator the names of raffle volunteers 8 weeks prior to the convention in order for the Convention Coordinator to complete the Indiana State Gaming Commission licensed event application or exempt event application forms.

**Note:** Only workers listed on the state application form may sell raffle chances and work at the raffle table.

- Sets up raffle table and items.
- Gets tickets for the raffle items (roll of tickets).
- Determines timing for raffle drawings in association with Convention Committee.
- Turns raffle proceeds over to the Convention Treasurer for deposit into the raffle account.
- Works with the Convention Coordinator to file the financial report with the state of Indiana, if the convention applied as a licensed event.

**Note:** No financial report is necessary if the convention applied as an exempt event.

Realizing that coffee costs can wreak havoc with a convention budget, the following guidelines are provided. The Coffee Liaison is the only person allowed to order coffee refills.

- Orders coffee from the venue.
- Reminds conventioners that coffee is available in hospitality room.
- Orders coffee through the facility, figuring 22 cups per gallon when using 5 ounce cups. Estimate 7 cups per person for the weekend.
- Coordinates with the Convention Committee the times when coffee is to be available near or in the main meeting room.

- Ensures that workshops are done only with the Al-Anon focus.
- Involves all hosting districts with planning and providing workshops and workshop leaders for the convention.
- Responsible for deciding on workshop schedule in association with the Convention Committee.
- Uses only Conference Approved Literature (CAL) in each workshop unless the workshop is planned as a joint workshop with AA. AA CAL may be used if introduced by the AA person jointly conducting the workshop.
- Works with workshop leaders to determine what materials will be needed at the workshops.
- Asks the Co-Chair to supply any CAL needed workshop materials. Returns unused materials to the Co-Chair.
- Submits a “Request Permission to Reprint” form if copies of CAL are to be used in a workshop. It must be processed by the WSO if the committee wants to reprint any material. This form can be found on the WSO website.
- Asks Literature Depot Coordinator or Co-Chair if Literature Depot Coordinator will not be present at the convention, to have available for sale any literature related to workshops.
- Identifies equipment needs for each workshop and obtains equipment.

### **Hospitality**

- Sets up the hospitality room.

- Coordinates donated refreshments.
- Coordinates helpers for the hospitality room. (Convention Committee decides hours hospitality room will be open.)
- Buys coffee and other supplies needed in the hospitality room.
- Oversees good housekeeping practices in hospitality room.
- Establishes a message board.
- Provides a “kitty” or coffee can for donations.
- Encourages donations of food, snacks, and drinks from Al-Anon members to keep the expenses of buying supplies down.
- Passes extra supplies—cups, plates, and dry goods that will keep—to any member of the next year’s committee.

### **Welcoming**

- Responsible for speakers’ gifts.
- Works with Event Liaison to ensure that signs are available to direct participants.

- Provides gift baskets in the hotel room for the speakers.
- Provides the item the convention committee chooses to use to recognize first-time convention attendees.
- Coordinates volunteers to work as greeters.

### **Decorations**

- Provides all decorations in accordance with the theme of the convention with help from the committee as a whole.
- Decorates these areas:
  - Table centerpieces that do not obstruct the view of the raised platform
  - Table or tables on the raised platform
  - Base of the podium
  - Registration table if applicable
- **Note:** Creative centerpieces can be sold as a fundraiser.

### **Entertainment Chair**

- Works with Convention Committee as a whole, as to what type of entertainment is desired.
- Works with Event Liaison to ensure needed equipment is available.
- Arranges for entertainment as decided.

## **Motions made and carried concerning Al-Anon State Conventions:**

### **Area Assembly July 15, 2023**

- Raise the convention registration fee from \$25.00 to \$35.00 and the late registration fee from \$35.00 to \$45.00

### Area Assembly July 9 2022

- Assembly approved amendment to site selection criteria to avoid the month of March and April and remove the 3<sup>rd</sup> week of June date.

### Area Assembly July 13, 2019

- Make early state convention registration \$25 but increase late registration to \$35. Increase to be effective between 45-60 days at the discretion of convention committee – Mark L (9) made motion and Terri (9) seconded, motion passed.

### Area Assembly November 11, 2017

- Motion made to have only the Area Chairperson and Area Treasurer on the Convention Raffle account eliminating the Area Alternate Delegate/Chairperson: Sherry D (8). Second: Larry (14). Motion approved.

### Area Assembly July 8, 2017

- Motion to have only the Area Chairperson and Area Treasurer on the Convention Raffle account eliminating the Area Alternate Delegate/Chairperson: Tom O (10). Second by: on Ginny J (12). (Please reference November 2009 Assembly minutes). Motion did not pass by a vote of in favor 10, opposed 12.

### Area Assembly November 14, 2009:

- **Motion:** As of January 1, establish a single charitable gaming checking account with the established Area 17 signors, Roberta Huitsing, Area Chairman, Tom Osgood, Area Alternate Delegate/Chair, and Nan Schulze, Area Treasurer, with the minimum balance required: Anita Madsen, Dist. 1; seconded JoAnn R., Dist. 10  
*Note: If we qualify as an exempt event no financial reporting is required, otherwise Form CG9 must be filed with the Indiana Gaming Commission within 10 days after the event. This form can be downloaded from <http://www.in.gov/igc/webfile/formsdiv/45388.pdf>.*
- **Motion:** Revise Indiana Area Convention Guidelines on recording speakers to:
  - 1- The Convention Committee (CC) should arrange for a professional audio recording service.
  - 2- The CC will provide space for the recording service in exchange for services.
  - 3-The CC will advise the recording service that they may only display, advertise, and sell speaker recordings.
  - 4- The CC will instruct the recording service to showcase AIAnon speakers in the display.
  - 5- The CC may locate the recording service on the conference floor or any area where the craft and literature tables are located.
  - 6- The CC will provide attendees with notice that the recording service is an “Outside Enterprise”: Nan S., Dist. 9; seconded Barbara R., Dist. 9. Motion carried.
- **Convention Speaker Travel Expenses:**  
**Motion:** Convention Speaker travel reimbursement mileage will be at the rate of the current area reimbursement per mile or air fare, whichever is lower: Mona P., Dist. 12; seconded, Melinda W., Dist. 2. Motion carried.
- **Area Convention Seed Money Allocation:**  
**Motion:** Increase convention seed money from \$1,000.00 to \$1,500.00 for both convention accounts: Ann D., Dist. 14; seconded, Patricia J., Dist. 9. Motion carried with one nay.

### Area Assembly February, 2007

**Signage for Assembly:** AWSC moved to bring to Assembly the motion to have all signage changed from AFG to “AI-Anon Family Groups” at all Area level functions. Discussion ensued related to pros / cons of change.

**Motion:** AWSC moved to bring to Assembly to have all signage changed from AFG to “AI-Anon Family Groups” at all Area level functions. Karen B., seconded, Mike. Motion carried unanimously.  
(The motion does not address ribbons but it does address signage.)

### Area Assembly November 13, 1994

After considerable discussion, Mari Lee, District 8, moved and Jeanne B. seconded that the convention be centrally located to lock in the facility for a 5-year period and have it the same weekend. The motion did not carry.

Charlie, District 9, moved and Jeanne B. seconded that the State Convention be held the third weekend in June starting in 1997. The motion carried.

### Area Assembly February 13, 1994

Patti G., District 11, moved that when a date and place has been set for our Indiana State Convention, it cannot be changed unless it is brought before the State Assembly and voted upon. Faye F., District 9, seconded the motion. Motion carried. This motion will be added to the “Convention Guidelines.”

## Common Misconception

One of the most common misconceptions regarding conventions is that they are Al-Anon meetings. Because “There are no dues for membership,” there should be no fees to attend. Conventions are special events, NOT regular meetings. They require months of planning, preparation, and substantial money to produce. Because the convention is held at a contracted venue, there is a charge for the use of the venue. Additionally, the venue may require minimum purchases. Other expenses include travel, room and board for the speakers, printing, postage, and supplies.

A convention is self-supporting. The total cost is paid through the registration fees. However, baskets may or may not be passed. Attendance is voluntary. As responsible Al-Anon/Alateen and AA members, we “pay our own way.”