

Area 92 2021 Virtual Pacific Northwest Conference Final Report

The purpose of this report is to share our experience on the planning and implementation of this event.

Name: Allen D
Position: **2021 Pacific Northwest Conference Chair**

Summary:

What a great experience serving as the 2021 PNC Chair. Switching from an in-person event to a virtual event was somewhat challenging but with the great group of Committee Chairs we had in place, it went amazingly well. This change came about in December of 2020. The initial contract with the facility we had chosen in Wenatchee, can be found in our information that will be passed on to the 2022 PNC Committee Chair.

I can't say enough about all of the hard work that went into this event from everyone, but mostly for myself, from Dave M. our Program Co-Chair, and Chris M., our Web Chair. Dave for his outstanding coaching skills/experience, and Chris for her work in putting the entire script together among other things like working behind the scenes the day of the event. This was a big relief off of my shoulders.

Our committee meetings all went exceptionally well with everyone in attendance throughout. Transparency is very important in keeping everyone on the same page throughout your planning. Check, check and check again. Also, with the facility contract, make sure that everything is discussed, no matter how small the question is, having it all clarified in your contract is very important. We had this in the beginning with the coming of the Pandemic. The "force de mejour" section of the contract didn't clearly have this stated, but in working with the facility it was amended to do so.

If there was anything that I would pass on to the next PNC Chair it would be to just have fun. Rule 62! It will all come together in the end especially with the great committee you put together for this event.

Please feel free in contacting me with any questions you may have.
Yours In Love and Service

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Name: Michelle W
Position: **Co-Chair/ Registration/Timer**

Summary:

Registration: In the beginning, I was the Registration Chair. At the end of December, the committee made the decision to make the PNC virtual. At that time there was no need for a Registration Chair.

In May it was decided that we would request the attendees pre-register (using google form) so we would have a better idea of how many people were attending and where they were from.

We asked participants if they "Would like to receive email instructions on how to access a free copy of the PNC audio recordings following the conference?" We also asked if

they “Would you like to be added to an email list for 2022 PNC?” that email list will be handed off to 2022 PNC for Outreach. **We would recommend continuing this in the future to help outreach the following years.**

On Sunday, during the Business Meeting, I gave a report of the stats for the event. We had 250 people pre-registered and 38 who registered the day of the event. We had 20 past delegates, 17 Spanish speaking members, 48 GSRs and 24 DCMs. Many states and countries were represented including, Alaska, Arizona, Canada, California, Florida, Georgia, Idaho, Ireland, New Jersey, Sweden, Pennsylvania, Texas, Utah, and many more.

Co-Chair: I was ready to take over responsibilities if the Chair was not able to make it to a meeting.

2 Minute Timer: During the event, I ran the 2-minute timer during the Q&A session following each Panel, What’s on Your Mind? and Past Delegate “Ask It Basket”. This was a simple task due to all of the practice we did at the PNC Planning Zoom Meetings for 3 months before the conference. I am grateful for all of Christina M.’s hard work and commitment.

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Name: Anna V (Area 92 Grapevine & Literature Chair)

Position: Secretary

Summary:

I volunteered as soon as I heard we were going to be hosting the PNC 2021. Because I had never attended this event before I was extremely excited. With the thoughts that I would be manning the literature tables at the venue selling and providing literature for all needs. During our monthly meetings Covid got aggressive and the state of whether we would be able to do this in person was in question. During this time, our secretary stepped down and I filled that position.

Eventually as a committee we decided with the “stay at home” order in effect for this area we would host this event virtually. Positions changed and our committee adjusted quickly. Some may think that changing to virtually would lessen the load, but I learned quickly that the planning that goes into events online or in person takes quite a team effort.

There was many ideas thrown around and eventually we decided we could do this with the team we had. With many working behind the scenes on zoom, pinning screens, running timers, etc.

We were able to successfully put this event on. We had fantastic speakers who were prepared with scripts for translations, and I feel that attendance was great. My position as secretary was not a hard one, taking notes, and building them to report updates was easy. With our meetings on zoom we were able to record meetings and then transcribe, which even made it easier. After compiling my notes from each meeting, I sent them off to our PNC Chair and the Alternate PNC Chair.

I feel blessed to have been a part of this group and to have attended my first PNC virtually. The future only knows whether we will have this experience again, but I cannot wait for my next one. Thank you for letting me be of service. Please if my assistance is needed for future events please contact me, even if just with questions.

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Name: Doug Mc
Position: Treasurer

Summary:

When we initially started the planning process, we planned on holding a live event. It soon became evident that due to Covid we could not have a live event. The committee then started thinking about a Zoom event. This would be a first, but we thought better than not having a PNC event.

So, this made my job as acting Treasurer really simple. I wrote 4 checks during the whole event. So, it would be well advisable to look at the 2019 treasurer documents and spreadsheet.

Final Financial Report 2021 Virtual PNC

Income		
Seed Money from Prior Committee (A58)	2964.66	
Voluntary Contributions (Pay Pal)	<u>691.09</u>	
Total Income		3655.75
Expenses		
Translation	1280.00 (2 interpreters at \$40/hr.)	
Bank Fees	10.00	
Website (domain pd to A58)	30.16	
Zoom cost	<u>50.00</u>	
Total Expenses		<u>1370.16</u>
Bank Balance to forward to Next Committee (A72)		<u>\$2,285.59</u>

If I can be of any help, service please don't hesitate to contact me.

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Name: Dolores E and Dave Mc
Position: Program Committee Co-Chairs

Summary:

It was an honor to co-chair the 2021 PNC Program Committee w/Dave Mc. Each of us brought our own insights into the process and I feel we complimented each other. We also included the Diversity Committee onto the Program Committee, thus increasing our ability to provide a diverse well-rounded program. Since we had to develop a program that fit into a shorter timeframe, we did make some modifications from the historical PNC Program format. Due to the technical aspects of Zoom we felt it best to have one moderator instead of a different moderator for each panel. We also moved the Saturday afternoon PNC business meeting to Sunday morning. Prior the PNC, I was going to suggest the following in our final report.

1. In retrospect it would have felt a more manageable process to recruit and select all panel participants prior to assigning anyone a role. Assign them a topic and don't ask them what they would like to talk about?

2. More specifically identify panel sub-topics that fall under the overall panel topic. This will reduce the chance of more than one panelist presenting similar information.
3. Leading up to PNC maintain ongoing communication with the presenters.
4. Hold presenters to time frames and deadlines.
5. Have a backup plan in the event a panelist is unable to make it at the last minute.

However, having reminded myself many times that God is in charge and listening to the presenters of the 2021 Virtual PNC, I offer the following suggestions:

1. Leading up to the PNC, maintain ongoing communications with the presenters.
2. Have a backup plan in the event a panelist is unable to attend at the last minute. We did and we needed him.
3. Remember that God really is in charge! We just need to do the foot work.

I am in Western WA often and I will be happy to deliver the following to a member of the 2022 PNC Host Committee. Just let me know who and where (preferably somewhere in King, Snohomish or Skagit Counties);

1. 3-Ring Binders containing detailed information for both the 2019 in person PNC and the 2021 virtual PNC. This will provide information on the process of doing one or the other or both.
2. The green, yellow and red timing light board

Thank you for allowing me to be of service.

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Name: Carole N
Position: Facilities Chair

Summary:

What started out to be a normal process for the position of Facility Chair ended up being anything but!

The task of securing a venue to provide lodging, meals, an area for registration, hospitality, and Archives, as well as a large enough ballroom for meetings, the main banquet, breakout sessions complete with microphones, tables, podiums and video screens was perfectly normal.

I met with the Director of Sales at the Red Lion Hotel in Wenatchee, and we were able to negotiate a contract that met with the approval of the PNC planning committee. There were several meetings and our PNC chair attended two of the meetings at my request to ensure all bases were covered.

With that my job was done. Literally. When it came time to sign the contract the committee was faced with the fact that the world was still facing the COVID Pandemic and how that might impact our ability to raise the funds required to cover the overhead we were committing to once we signed the contract. After much discussion and consideration, the committee voted unanimously to make the 2021 PNC the first ever Virtual PNC. There was no longer a need for a facility chair.

Being The Facility Chair was an extremely rewarding experience and I am grateful to the Chair and the committee for the opportunity to serve.

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Name: Virginia R and Lisa G

Position: Diversity Co-Chairs

Summary:

Last year I was asked to be on the PNC Diversity Committee by Diana, our Area 92 Chair. I said I was in, and the rest is history. This was my first PNC, and it was a great new experience! Lisa G and I were Co-Chairs of this committee, and it was great to serve with her. From the beginning, we met jointly with Program Co-Chairs Dolores and Dave. Meeting this way was immensely helpful in planning the diverse participation of under-represented and non-English speaking members. The PNC Committee decided it would be best to have a professional translation in Spanish available. Lisa S. Language Chair for Area 72 helped arrange services for our event, with the two professional translators that do their events. Lisa G., Chris M. our Webmaster, and I worked closely on the translation of the program, readings, PNC Flyer, and registration materials. Lisa and I stayed in touch with the Spanish-speaking participants, and I reached out to the Spanish-speaking groups and districts. Dolores, Dave, Lisa G., and Chris were my main constant contacts, thank goodness.

My thoughts in reflection are that it is helpful to meet jointly with the Program Committee throughout. PNC 2021 was awesome! Higher Power must have been involved throughout, as all the participants seemed to be in just the right spot.

Being a part of the PNC 2021 Committee was a privilege, and an opportunity to give back and to grow. I am incredibly grateful.

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Name: Brande G and Nikki M

Position: Outreach Co-Chairs

Summary:

We sent out a "save the date flyer" approximately 6 months before the conference to the local intergroups, central offices, districts, and groups. We also reached out to delegates, past delegates, current area chairs, The Grapevine, Box 459, and the original 5 original PNC Host Committees.

- Area 79 BC Yukon
- Area 72 Western Washington
- Area 18 Idaho
- Area 58 Oregon
- Area 2 Alaska

We sent out the official flyer in early February and sent out again in late May.

There is an electronic email mailing list on file, for the PNC 2022 Outreach Committee. We collected the emails (with permission) from our registration form.

There is also a spreadsheet saved in the drive for the 2022 PNC Outreach Chair, listing our contacts and the dates we reached out.

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Name: Diana M
Position: Ask It Basket Host

Summary:

We had 9 past delegates available for the Ask It Basket Session and we received 22 questions. I chose 19 questions and combined several into one question, therefore asking the past delegates at least 2 questions each. The 3 questions I avoided were not appropriate to the event.

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Name: Christina M
Position: Web Chair

Summary:

PNC Website: www.pnc1948.org

Weebly.com: Username: XXXXXXXXXXXX
Password: XXXXXXXXXXXX

I took over from Jennifer W (Area 92) in July 2020, after a few PNC Planning Meetings.

We were in the midst of COVID-19 restrictions. We began planning as an in-person event, as time passed and it was nearing the time to put money down on a facility, we watched the Washington State Health news, and decided that June 26, 2021, was too close to call, and in late December 2020, we voted to go virtual before the first flyer needed to go out.

Because of my experience with Zoom Hosting, I mostly planned and Hosted the Zoom aspects of PNC and kept the website updated (see a screenshot of the website below).

Just wanted to share, some benefits of having a virtual PNC on Zoom, it was especially helpful to do Run-Throughs on Zoom. It helped to have the practice with a timer and small audience. We also found who might be reading way too fast for interpreters. I think it was helpful to meet the committee members and get familiar with other people on their panel. I understand some of our decisions reduced how many volunteers we could involve but we really liked the consistency, and having fewer volunteers to train - we thought it ran smooth.

Some of the decisions we made to facilitate a smooth **Virtual** Conference.

1. We did shorten the program to All day Saturday 9am-9pm
2. Then we held the Business Meeting and Wrap-Up on Sunday 9am-Noon.

3. We thought it really helped to keep consistency by assigning only:
 - 1 Moderator
 - 1 Q&A Host (also hosted “What’s on Your Mind”, and the “Ask-It-Basket”)
 - 1 2-Minute Timer
 - 1 12-Minute Timer
4. We asked panelists to Email in transcript for Interpreters by June 15, that gave us 2 weeks to schedule run throughs on zoom
5. We scheduled Run-Throughs on Zoom after the scripts were due
 - a. Spotlight them and run through an actual panel
 - b. We had them read their scripts at that time (with a 12-Minute Timer)
 - c. Included: Moderator, Q&A Host, Timers, Tech
 - i. Monday, June 14th 7pm Speakers and Readers
 - ii. Tuesday, June 15TH 6pm Panel I
 - iii. Thursday, June 17TH 5pm Panel II
 - iv. Tuesday, June 22ND 8pm Panel III
 - v. Thursday June 24th 4pm Panel IV
 - d. **Checklist/Reminders**
 - i. Speak slowly, we do have Interpreters that have a hard time if we are speaking too fast.
 - ii. Program Chair’s cell number, in case anything comes up
 - iii. Program Chair’s Email to send in script for Interpreters
 - iv. Can I include your email address on a program, in case participants have additional questions?
(Not to be posted on the website – but we would share the program w/emails at the event).

Weebly is a simple and free platform for creating a website this size and requires no coding, although code can be added if needed to embed a registration form (see notes below on how to create a registration form using wufoo.com and link it to a payment portal such as PayPal).

In March 2021, we decided to accept voluntary contributions, our Treasurer set up the PayPal account and gave me the code to add a button to our website.

How to create a registration form using wufoo.com and link it to a payment portal such as PayPal (notes from the 2019 PNC Web Chair, Theron B, Area 58)

Use Wufoo.com to create the registration form - they give you lots of options to add banquet, mugs, t-shirts, extra donation, whatever. WuFoo does not accept payment but they integrate easily with PayPal, so the committee will need a PayPal account.

There are other online registration form services and other payment portals but using PayPal and WuFoo Registration forms is what we've been using in Area 58 for some years now for our quarterly assemblies and it's worked well.

A WuFoo account is free until you hook it up to PayPal, then they start charging \$39/month (I think). WuFoo keeps a running list of registrations that can be downloaded. You can add your PNC logo to the form and do a little styling if you're so inclined. Weebly allows form creation with a free license, but a “Pro” (paid) license is required to link it to a

payment portal. This means the form can be created and reviewed linking to PayPal, so WuFoo payments don't start until the form goes live on the website.

As the web person, you will need a PayPal account ID to plug it into WuFoo so they talk to each other but that's about all it takes. They may want to give you the PayPal login information but that's not necessary. Some information doesn't transfer over from WuFoo to PayPal so whoever is keeping track of registrations needs to have access to both sets of records.

Using WuFoo to create the registration form was mostly intuitive but we found that removing a paid selection, such as meals after they were sold out, can sever the payment link with PayPal for all the selections. The link can be rebuilt easily enough, but if something is removed from the form that was a paid item, test the remaining form selections to be sure they still work.

2021 PACIFIC NORTHWEST CONFERENCE

[PNC 2021](#) [Current Guidelines](#) [History](#) [Contact](#)



Saturday, June 26

9am-9:30pm (Panels, Speakers, What's on your Mind?, Ask it Basket)

Accepting voluntary contributions below (no registration fee).

Due to the uncertainty of COVID restrictions in Washington State, PNC will be virtual and shortened from our traditional program, we are excited to have a whole host of speakers and panelist from all over the PNW and Canada! Join us on Zoom, in the Fellowship of the Spirit, We can trudge the Road of Happy Destiny. **May God bless you and keep you – until then.**

Sunday, June 27

9:00 AM Business Meeting

10:45 AM Wrap Up Meeting

& Pass on to next PNC host (Area 72 Western Washington)

No Registration Fee, but Voluntary Contributions Appreciated

Donate



[Register HERE \(English\)](#)

[Regístrese AQUÍ \(Español\)](#)

2021
Virtual

Zoom ID: **936 7321 9809**

Password: **pnc2021**

or [click here](#)

[Flyer \(English\)](#)

[Volante \(Español\)](#)

Contact Us:

Chair: Allen D

Past Delegate Panel 68

pncchair@area92aa.org

[Program \(English\)](#)

[Programa \(Español\)](#)