

# 2018 Pacific Northwest Conference Final Report Packet

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## 2018 Pacific Northwest Conference Committee Members

<b>Name</b>	<b>Position</b>
Ben S.	PNC Secretary
Christine S.	Treasurer
Dan A.	Facilities Chair
Gary R.	Greeters Chair
Graham F.	PNC Co-Chair
Jamie S.	Everything
Janet H.	PNC Registration Chair
Kristen S.B.	Program Chair
Linda N.	Registration Co-Chair
Mark S.	PNC Chair/Webmaster
Mistie B.	Hospitality Chair
Tammy R.	Co-Treasurer
Thad N.	Business Mtg Chair

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

**Name:** Mark S. **Position:** 2018 Chair Report

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The committee member list is included in this report packet.

The team worked well and although we had some searching and calling trying to figure out what we needed to do, the fellowship within Area 18 really stepped up and helped make this successful. It would be helpful if we could layout a better section of the PNC guidelines to provide more information on setting up the event.

We used the Assembly and Convention guideline section from Area 18 to set our foundation.

Translation was a slow down for us, trying to figure out ASL translators and Spanish translators. We will recommend to Area 18 to help build a listing of folks or professionals we can use in the future to help eliminate the amount of searching we had to do.

We were able to keep our costs down through many generous members and groups within the fellowship.

Printing was a larger expense than we had imagined, especially for the Business Meeting Packet that was .11 per sheet, totaling \$152. The rate was low and provided by the Treasure Valley Intergroup Central Office. A member of the fellowship provided 175 programs at no cost for the registration packets. Total printing costs were \$244.25.

We printed a total of 225 programs to be handed out to attendees and had a printer available at the registration table to print more if needed.

We printed a total of 175 packets for the Business meeting, it consisted of 15 pages. We did forget to include the 2017 PNC Chair Report and Treasurers Report/Spreadsheet.

I had hoped to have the program and business packet out sooner to attendees.

We are passing on \$3,009.86 seed money to Area 58 for the 2019 PNC. The seed money will be sent when the last 3 checks clear the account, this may take until the end of July as one check has to go to GSO.

Although we are passing on \$3,009.86, please keep in mind that our team donated considerable resources for outreach out of their own pocket. We traveled to PRAASA, 2 assemblies and multiple home groups and district business meetings to encourage participation.

## 1. Attendance Numbers

Pre-registered – 144

Friday Walk Ins – 27

Saturday Walk Ins – 17

Attendance – 188

Area Representation (Some attendees did not identify the Areas they were from)

1 from Southern California Area 5

2 from California Northern Coastal Area 6

12 from Washington State East Area 92

25 from Western Washington Area 72

25 from Oregon Area 58

109 from Idaho Area 18

We presold 95 meals and bought a total of 117, all were sold.

We had 5 Delegates and 14 Past Delegates attending.

I was asked by the PNC Archivist to send in all registration forms to be included with the packet of information from the 2018 PNC. I have chosen not to send in any documents that contain full names, addresses and phone numbers. The reasoning is that the packets of information are laid out at the PNC and there are past registration forms in those items on display with this information. For the safety of all of those who attended, the registration forms will only be turned over on an individual basis upon request by an attendee.

We chose not to offer scholarships as tracking and awarding them would have been difficult with so many Areas represented.

We chose to have volunteers register for the event, the thought behind this was that it would encourage volunteers to stay for the event rather than just stop by for an hour or two.

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

**Name:** Christine S.                      **Position:** Treasurer

**Phone:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

We started with \$1,314.41  
We kept expenses low since since few of us had experience with a PNC and we weren't sure what our attendance might be due to the variances in attendance levels of past PNC's.

Area 72 met on July 7th and determined they would send the remainder of the \$1500 seed money to be included in the funds forwarded to Area 58 in the amount of \$185.59. We anticipate receiving the check during the week of July 9th.

We are waiting to have 3 checks clear and then we will send the seed money on to Area 58. We anticipate that it may take until the middle to end of July to clear as one check has to go through GSO.

The \$4 expense in July is the cost of the Cashier's check to send the money on to Area 58.

We will be able to send \$3,009.86 on to Area 58 for the 2019 PNC in Portland Oregon.

To provide details on the payment to GSO, this was due to our limited funds and some confusion on our part. Our Speaker Kathi F., Pacific Regional Trustee expensed her trip to GSO to come visit us. However, with the amazing support of the fellowship, our committee is now able to pay for all of her expenses.

## 2018 Pacific Northwest Conference Financial Report

	November	December	January	February	March	April	May	June	July
<b>INCOME</b>									
Seed Money from Area 72	\$ 1,314.41								\$ 185.59
Bank Balance (Per Month)		\$ 1,314.41	\$ 1,314.41	\$ 1,276.41	\$ 1,180.41	\$ 2,283.62	\$ 3,166.16	\$ 5,055.50	\$ 2,828.27
PayPal Payments					\$ 931.00	\$ 930.00	\$ 1,285.00	\$ 1,650.00	
Square Payments							\$ 55.00	\$ 1,225.00	
Mail Registrations							\$ 605.00	\$ 665.00	
Walkins								\$ 1,030.00	
Hospitality Room					\$ 205.00			\$ 50.00	
Donations								\$ 204.00	
<b>Total</b>	<b>\$ 1,314.41</b>	<b>\$ 1,314.41</b>	<b>\$ 1,314.41</b>	<b>\$ 1,276.41</b>	<b>\$ 2,316.41</b>	<b>\$ 3,213.62</b>	<b>\$ 5,111.16</b>	<b>\$ 9,879.50</b>	<b>\$ 3,013.86</b>
<b>EXPENSES</b>									
Wyndham Garden								(\$3,284.35)	
Banquet Meals								(\$2,033.76)	
Speaker Expenses								(\$840.23)	
Hospitality								(\$467.76)	
Registration									
Paypal Fees					(\$32.79)	(\$32.46)	(\$45.15)	(\$57.75)	
Square Fees							(\$1.51)	(\$32.13)	
Printing						(\$15.00)	(\$9.00)	(\$220.25)	
P.O. Box			(\$38.00)						
Weebly Website				(\$96.00)					
Refunds								(\$115.00)	
Treasurer									(\$4.00)
<b>Money forwarded to Area 58</b>									<b>(\$3,009.86)</b>
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>(\$38.00)</b>	<b>(\$96.00)</b>	<b>(\$32.79)</b>	<b>(\$47.46)</b>	<b>(\$55.66)</b>	<b>(\$7,051.23)</b>	<b>(3,013.86)</b>

Balance    \$ 1,314.41    \$ 1,314.41    \$ 1,276.41    \$ 1,180.41    \$ 2,283.62    \$ 3,166.16    \$ 5,055.50    \$ 2,828.27    \$ -

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

Name: Janet H. Position: Registration Chair

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

We combined mail in registration with on-line registrations. It was slow going at first.

Next time I would turn over all hard copies to the on-line data base, however we had some registrations we caught by having two copies and comparing.

Used email a lot.

The badges were printed twice, one for a name tag and one for the packet tag.

We presold 95 meals and ordered an extra 20 meals to sell to walk ins

Be prepared to check and recheck registrations with the webmaster reports and other lists you may keep.

The gluten free option is not an actual option for a stand alone meal, we should have asked them to select a meal along with the gluten free option.

**Name Badges:**

- We used the Brother QL-700 Thermal printer for name tags, this allows for one badge to be printed at a time and there is no ink involved. The printer was owned by a member of the committee.
- The name badge size was 2.4" X 3.9". The badge paper for this was ordered from Office Smart Labels as they are Brother compatible and alot less expensive. The badge paper was donated by a member of the committee. The cost is \$5.57 (includes tax) a roll which has 300 labels.
- We were able to use the name badge holders that were passed on, saving us on expenses.

**Payments.** We did not take in to account the service fee when calculating costs for the event.

- We used Paypal for on-line registration, at 2.9% plus \$0.30 USD of the amount you receive
- We also used the Square to take payments at the event, at 2.75 percent per swiped transaction.
- PayPal takes 2 days to deposit to the bank account.
- The Square posts immediately to the bank account.

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

Name: Ben S Position: Secretary

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Being able to serve as secretary for the Pacific Northwest Conference on Alcoholics Anonymous has been a treat! As always, I'm grateful for any opportunity to serve the fellowship that continues to save my life and the people I know and love within it.

The job of secretary has been a rather simple task to fulfill for this committee due in no small part to the excellent committee members I have been blessed to serve with. Each of my fellow Host Chairpersons have been organized and accountable, making my task rather simple. This is especially true of our Committee Chair, Mark, who is a particularly efficient and motivated individual. It truly has been a pleasure to serve with these fine folk!

On a more personal note, I am particularly grateful to have been a part of a PNC Host Committee that was a joint effort between my own Boise Area Committee of Young People in Alcoholics Anonymous (BACYPAA) and our local Treasure Valley Intergroup. I absolutely love our fellowship here in Area 18 and the unity I am so blessed to be a part of.

In Loving Service,  
-Ben S

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

Name: Kristan S.B. Position: Program Chair

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hello Area 58,

I hope that you have as much fun and growth as I have enjoyed acting as the Program Chair for the 2018 PNC in Boise, ID. This is a brief report of my significant milestones, helpful and non-helpful and difficulties that arose during the event. Don't forget to have fun!

Generating the Program:

I started by rereading most of the conference approved literature from Sept, 2017 through January, 2018. This included The Language of the Heart, AA Comes of Age, Dr. Bob and the Good Old Boys, and most of the AA pamphlets reviewed and updated in the past five years. In addition I reviewed historical standard material such as the Jack Alexander Article and wire tapes of the 1952 AA General Conference. Finally, I studied the PNC guidelines carefully to assure compliance with them. With this information about where we started and where we are now; I started ruminating excessively on what the PNC should address and what goals we should have.

The program could not be generated until after the General Service Conference April of 2018. Also important was attendance at PRAASA with several of us focusing on different panels closely and bringing the information back to the Program Chair. I have to note that although I invited seven knowledgeable people to be on the program committee but all preferred to consult but not serve. It was a very challenging service position without a supporting committee.

The draft program was generated one Tuesday morning after prayer and meditation and seemed to just flow out. It was like God dictated and I wrote it down. That is how it felt; I don't have a better way to describe the experience. With minor changes that program endured. I did not pay enough attention to the mix of presenters among the four areas, so I had to rearrange four presenters to increase those from areas 92 and 72. The response of members to the invitations to serve on the program was amazing. As a result everyone got their first choice of presentation topic and associated service. I sent out invitations with the draft program and a request for a first, second and third choice on Memorial Day weekend. I determined to have program participants set (presenters) by four weeks out from the conference and it was 92% complete by that time. The remainder of trusted servants were in place three weeks prior to the event. I sent email confirmations to everyone at that time. I constructed two identical program notebooks and had two other host committee members review them for completeness. It was a fabulous experience and I both learned and grew in several ways; as well as having a great deal of fun.



### Program Concerns at PNC 2018:

On Friday, I learned that alcoholics show up to their promised service when they feel like it. Those presenters experienced in General Service asked me how long before their time they should be in place. Those without experience tended not to check-in as requested; I had to go and find them and they tended to be just on time or late to their panels. I do not know what the solution to this behavior might be, but maybe you will figure it out.

I found it helpful to rehearse the moderators, timekeepers and readers prior to their panel time. I had to remind the moderators not to step in and add to comments during open mike times. Finally, we had difficulties with an appropriate dais and podium arrangement in the conference room. The front needed to seat seven people but that was not possible with our chosen facility. Whatever arrangement you settle on; please assure space, freedom of movement, and safety.

With regard to the program notebook; when the reading is sandwiched into the moderator's script, the moderator never finds their second page. So it would be useful to put the reading on the back of the previous page=facing page to the moderator's script. Additionally, we failed to set aside appropriate space for the PNC Archives.

That is all I have at 4 pm Saturday. All program documents are on a thumb drive and will be put in a drop box for you. Additionally, all of the program documents from PNC 2017 are in a drop box. [pnc2017program@gmail.com](mailto:pnc2017program@gmail.com) password "PNC2017!" All the best and thank you for participating in PNC 2018.

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

**Name:** Dan A.                      **Position:** Facilities Chair

**Phone:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

The job as Facilities Chair for the 2018 PNC conference went smoothly due to the valuable, coordinated assistance of all other Host Committee members and this proved to be a meaningful experience in service to the fellowship of Alcoholics Anonymous.

The agreement with the facility/location regarding dates conference rates had been arranged by the time this chairperson began service to the committee, so that part of this obligation had already been fulfilled.

This chair-person took part in and on-site planning meeting with the facility representatives two and a half weeks prior to the event with 3 other host committee members where the menu was confirmed, and the logistics for the conference seating arrangements, the hospitality room set up, and banquet layout were completed.

The schematics were drawn out and we had agreed to seating for a hundred and fifty attendees for the conference and 120 banquet attendees in a separate meeting room for that purpose on Saturday night. There were tables set up for Spanish translation and for recording equipment in the main conference room, as well.

This chair-person then agreed to meet again with the program chair at 10 a.m. the day of the conference to be sure the hotel had followed through with the agreed-upon room schematics. This proved very helpful, because upon arrival, it was determined that the hotel had not made room for a hundred and fifty attendees due to space constraints, so there was of a challenge to rearrange the room in order to add additional seating to get us to 140, not counting those chairing, presenting, moderating, and timing the panels. This seating number was based on our approximation of around 150 conference attendees.

Our total paid attendance turned out to be 185, but the seating 140 turned out to be perfect as not all paid attendees were present for each panel, and there were also paid attendees participating in service at the registration table, hospitality room, etc.

One particular challenge for us were high temperatures in the main foyer where registration tables were set up and where the archives were on display. This was due to HVAC difficulties the hotel was experiencing so was out of our control, but we did the best we could with the placement of fans and trying to keep outside entrance doors closed.

Signage passed on to us from the 2017 PNC were useful, and will be passed on to the 2019 Host Committee.

This chair-person also benefitted from an attentive and responsive hotel staff whom I remained in contact with throughout the conference to keep up on water stations, coffee, etc. They also provided us with freezer space to store two 3-gallon tubs of ice cream for the ice cream social on Friday night, which we had left-overs and they stored for us again until Saturday night when we used the rest.

We also made arrangements with the hotel staff to stage 40 additional chairs in the banquet room (stacked in the corners) to be set up for additional seating during the open meeting portion of the banquet – the sobriety countdown and the featured speaker which was recorded. As soon as everyone was finished eating, hotel staff distributed the chairs throughout the back of the room, and the number of chairs proved to be the right on the mark, as well.

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

**Name:** Mistie B.      **Position:** Hospitality Room Chair

**Phone:** \_\_\_\_\_      **Email:** \_\_\_\_\_

The Committee voted to just have snacks, coffee, and tea in the hospitality room.

We had groups/people sign up for 2-hour increments and to bring homemade goodies if they could!

We spent about \$400 on everything, including the ice cream social (but the toppings were donated). and we received about \$165 in donations.

The coffee vendor agreed to buy back any leftover coffee to assist with costs, but we went through almost all of it not leaving enough to be returned.

We were happy with the way things turned out.

The only thing I would have changed was having my volunteers arrive at 7am and not having the hospitality room open until 8, so the coffee was ready and no one had to get down there at 6am to get it started.

**CHAIR REPORT FOR  
2018 PACIFIC NORTHWEST CONFERENCE**

**Name:** Mark S.                      **Position:** Webmaster

**Phone:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

We looked at using Woofoo to do registration, however, it appeared we had to pay and with our limited resources, we chose to use Intergroup's Registration Magic and then moved to WooCommerce due to a conflict with another event running at the same time.

Generating reports with WooCommerce proved a challenge, however working closely with Registration the bugs were worked out.

I would recommend the PNC look to purchase Registration Magic as it is a program that makes registration so much easier and works with PayPal

I have read that Weebly is also easy however, I am a novice at it and found it frustrating. Word Press has been very easy to use in my past experience.