

# **PACIFIC NORTHWEST CONFERENCE (PNC) GUIDELINES**

Updated as of June 2019

Note: Changes from the last version appear in **underlined/bold** text.

The Pacific Northwest Conference (PNC) will include Oregon Area #58, Washington State East Area #92, Western Washington Area #72 and other Areas adjoining the Pacific Northwest that wish to participate.

## **PURPOSE**

1. The purpose of the Pacific Northwest Conference is to develop greater unity between the members, groups and Areas of the Pacific Northwest.
2. To encourage the exchange of ideas and experiences and provide an opportunity for members to discuss pertinent aspects of AA. Recovery, Unity and Service should always be the primary purpose for each Conference.
3. The thought of how we can better serve Alcoholics Anonymous should never be compromised.

## **PNC PROGRAM**

1. At each PNC, the program will include a minimum of nine of the themes, presentation, workshop or agenda topics discussed at either the most recent, or the next, General Service Conference, including items being discussed at the Board level.
2. The PNC program consists of speakers and panel presentations. Panel presentations will be followed by a question and answer session. A sample program is attached in Appendix A.
3. The PNC Host Committee will schedule all the panel presentations in one room.

## **BUSINESS MEETINGS**

1. The PNC conducts a Business Meeting at each Conference.
2. Business meetings should be chaired by the Host Area Chair or her/his designee. The person chairing the business meeting should have previous experience conducting business or committee meetings and should have attended at least two prior PNC Conferences.
3. The voting body consists of all AA members present at the PNC Business Meeting.
4. At the business meeting, voting members will take bids from Areas to host PNC and, after evaluation one will be chosen up to 2 years in advance.

5. The business meeting time will be published in the program and will be open to all AA members.
6. Binding commitments or agreements shall be made for more than two (2) years duration.
7. At the end of each Pacific Northwest Conference, after all expenses and debts have been paid, all monies are to be passed to the next PNC Chairperson, with the suggestion that the monies more than \$1500 be used for outreach, and to keep the registration and meal cost low. On years when there is no PNC due to the International Convention, sufficient monies will be forwarded to Oregon Area 58 to cover the cost of maintaining the website.
8. Financial responsibility for the Pacific Northwest Conference will rest with the Area that is the host for that Conference.
9. At future PNC business meetings, it will be the responsibility of the host committee to supply these Guidelines to present and future steering committees.
10. The updated Guidelines should be provided to the next PNC Chairperson within 45 days after the Conference.
11. These Guidelines have been compiled from various assemblies, and convention experiences, as well as the “AA Guidelines on Conferences and Conventions,” and are meant to be suggestive ONLY.
12. The PNC business meeting will be recorded and added to the PNC archives.

## **RECOMMENDED CONFERENCE HOSTING COMMITTEE STRUCTURE**

### **1. The PNC Host Committee Chair**

- 1.1. The Hosting Committee Chair should be a person with a good overall knowledge of Alcoholics Anonymous and should have attended at least two prior PNC Conferences.
- 1.2. Should be a person that is willing to devote a considerable amount of time and effort to the conference.
- 1.3. Must not make any commitments or agreements other than those necessary for the specific Conference for which they are Chairperson.
- 1.4. Shall ensure that all necessary files, reports, and other material pertaining to the Conference is sent forward to the next Host Committee Chair.
- 1.5. Selects a Conference committee, consisting of the following positions
  - a. Secretary
  - b. Treasurer
  - c. Hospitality Chair
  - d. Facilities Chair
  - e. Public Information/Outreach Chair
  - f. Registration Chair
  - g. Program Chair

- h. Webmaster
- i. Other committee chairs, as needed

1.6. Should maintain a file consisting of all reports, letters, printed material and other material pertaining to the Conference. This file and files handed down by previous Chairpersons should be turned over to each succeeding Chairperson.

1.7. All past minutes and past programs from PNC are to be added to a 'History' section of the PNC website by the committee Webmaster, after ensuring that last names, addresses and phone numbers have been removed.

1.8. Registration lists sent to the archivist from the event will be redacted to ensure last names, addresses and phone numbers have been removed prior to display.

## **2. Secretary**

2.1 The Secretary is responsible for taking minutes of and maintaining the record of the Host Committee meetings and the PNC Business Meeting. Those minutes and records, including financial records and registration lists, will be forwarded to the next Host Committee, PNC Archives and the Host Area Delegate and Chairperson within sixty (60) days of the conclusion of the Conference.

2.2 The Secretary will maintain a current list of Host Committee members names, phone numbers and emails.

2.3 The Secretary will provide Archives with all necessary information after the Conference.

## **3. Treasurer**

3.1 The Treasurer is responsible for all of the financial records and monetary transactions for the Conference. A sample budget template is attached.

3.2 The Treasurer will keep an accurate and current budget and spreadsheet of all financial transactions and keep the Host Committee informed of the financial status of the Conference at a minimum by reporting at each Committee meeting.

## **4. Registration Chair**

4.1 The Registrar is responsible for maintaining a current and accurate list and database of all registrants.

4.2 The Registrar will be responsible for communicating with and providing confirmation to pre-registrants.

4.3 The Registrar will coordinate and set-up the registration table at the Conference and obtain all necessary electronic equipment and other supplies necessary for the functioning of the registration table.

## 5. The Facilities Chair

5.1. Will locate potential appropriate locations for the Conference and report to the Host Committee. The final location will be by vote of the Host Committee.

5.2. Arrange for a floor microphone to be available for members asking questions of presenters and Delegates during their "Ask it" session.

5.3. Will be the primary liaison with the facility staff and management and will make regular reports to the Host Committee.

## 6. The Hospitality Chair

6.1. With concurrence of the full committee, determine how housing and transportation will be handled.

6.2. Set up and gather volunteers for the Hospitality Room.

## 7. The Public Information Chair/Outreach shall

7.1 While all Committee members should be involved in Outreach, the Chair is responsible for communication to and for distribution to all **PNC Area Chairs, local Intergroup, and Central Offices**, providing "Save the Date" flyers and other information to those participating Areas and to local AA districts and groups.

7.2 All flyers will be approved by the Host Committee and will be mailed **and/or emailed** out at least two times: one early mailing by no later than February 1st; and, a second mailing six weeks before the Conference.

7.3. Submit flyers to the following six months prior to the PNC

a. The Grapevine

b. Box 459

c. The original five (5) PNC Host Committee websites: Area 79 BC Yukon, Area 72 Western Washington, Area 92 Washington State East, Area 18 Idaho, Area 58 Oregon.

## 8. The Program Chair

8.1 The Program Chair is responsible for the design of the Conference program and coordinating the printing and dissemination of the program. The number of programs printed will be 2.5 programs per persons based upon the estimated attendance.

8.2 The Program Chair is responsible for obtaining and maintaining contact with speakers and panelists. He/she will arrange any necessary travel arrangements for speakers and provide the Treasurer with a request for funds to pay for the speakers' travel, room and registration.

8.3 He/she will coordinate the times and locations for the Conference events with the Host Chair and the Facilities Chair.

## 9. Webmaster

9.1. The PNC website address is [www.pnc1948.org](http://www.pnc1948.org). The PNC domain will be maintained by Oregon Area 58 who will be reimbursed by PNC.

9.2. Each host committee will ensure that the web **hosting** payment information is passed on to the next host committee during or immediately after the conference, so that the website stays up and running at all times.

9.3. Host Committee for PNC, on years prior to the International Convention, will be responsible to forward the Web **hosting** payment to Area 58 **to maintain the website**

**10. Archives:** Oregon Area #58 will be the permanent holder of PNC Archives.

## **11. Diversity Chair**

11.1 The Diversity Chair will be the liaison between the **PNC and the non-English** speaking communities and the **under-represented** communities in order to encourage attendance and provide information about PNC and its purpose.

11.2 The Diversity Chair will arrange for all necessary translation equipment, **interpreters** and translators/**interpreters** for non-English speaking participants and those needing ASL translation or **interpreters**.

11.3 The Diversity Chair will provide the Program Chair with a list of potential speakers and panelists from his/her contacts.

## **LITERATURE**

The Host Committee will provide literature as necessary. Selling or displaying of any literature other than that which is General Service Conference approved is not permitted at PNC.

## **SELECTION OF HOST AREA**

PNC Conferences will be hosted by participating Areas by rotation beginning in 2021. The rotation will be as follows:

2019 Oregon Area 58

2021 Washington State East Area 92

2022 Western Washington Area 72

2023 Oregon or any new participating Area

There will be no PNC in the years of A.A. International Conventions.