

This monthly report informs the Board of the recent work of the Committee. The report begins by listing some highlights of our activities and any recommendations being put forth at the conclusion of the oral report. The report is offered in the form of an overall outline.

Highlighted Sections. These inserts indicate the current work and focus of the Committee.

**Bold and underlined entries indicate more insight and direction from the WSO Board is desired.**

Strikeouts indicate that something is completed. **DONE this past month**

## The ABC Committee Report for June, 2017

Submitted by Jim R., the ABC Committee Chair.

### HIGHLIGHTS FOR JUNE:

- Participated in discussions about the Ballot Prep Committee and the concepts and contents of the Call for Proposals. Main concern – how the material fits into the Delegate Binders
- Face to Face meeting with the DTSC Chair, general discussion of Delegate Training
- Drafted an Application to Host for the 2019 ABC, for review by the Board.

### RECOMMENDATIONS:

- That the Board make available the Application to Host the 2019 ABC (without reference to the AWC), in order to gauge the response. Make the Application available to all.

There are 2 tracks of work for the ABC Committee

1. The planning of the 2018 Annual Business Conference to be held in Toronto, Canada.
  - a. Logistics
    - i. ~~Finding the conference space and lodging~~ See June report
    - ii. Assisting with conference/convention website and registration
    - iii. Advising on host committee structure / volunteers
    - iv. ~~Advising on theme see June Report~~ / logo / merchandising
  - b. Planning for the ABC
    - i. Developing the agenda
    - ii. ~~Coordinating with the Ballot Prep Subcommittee~~
    - iii. ~~Coordinating with the Delegate Training Subcommittee~~
    - iv. ~~Coordinating with the Service Structure Committee~~ – see June report
    - v. Producing the Delegate Packet
    - vi. The Binder
      1. The foundational documents
        - a. **Make OPPM print ready**

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The ABC Committee coordinates the efforts of planning the Annual Business Conference and the ACA World Convention.

- b. **Bylaws written twice**
  - c. **Straighten out Book of Motions/ABC motion progress report**
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The ABC Committee Chair is working with the OPPM Committee as they analyze the current state of the document and anticipate changes. As work on the OPPM Committee continues, attention will be given to the Foundational Documents and how they shall appear in the Delegate's Binders. They issue will be brought up in September.

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- 2. The Ballot Proposals
    - a. ~~Format to fit on a page—portrait layout—See June report~~
    - b. **Better suggestions for Proposal submissions**
    - c. ~~Review timetable—See June report~~
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Attention was given to the Call for Ballot Proposals. Suggestions were offered as to the wording of the letter and the method for collecting the proposals. Bonnie and Mary Jo are leading the efforts.

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- 3. Reports
    - a. Streamline Committee report section
    - b. **Add separate sections for:**
      - i. **Delegate Training Material**
      - ii. **Service Structure Committee**
    - c. Planning for the AWC
  - 2. Recommending a host for the 2019 ACA ABC
    - a. ~~Develop a timeline for the recommendation process—See June report~~
    - b. **Receive direction from the Board. Two possible options:**
      - i. Find a European host for the 2019 ABC/AWC
        - 1. ~~Review and revise the Application form—See June report~~
        - 2. Offer application/receive bids
          - a. May require additional information or guidance
        - 3. Assess the various bids
        - 4. Offer a recommendation to the Board
      - Or...
      - ii. Find a European host for the 2019 ABC
        - 1. ~~Create an Application form—See June report~~
        - 2. Offer application/receive bids
          - a. May require additional information or guidance
        - 3. Assess the various bids
        - 4. Offer a recommendation to the Board
      - iii. And find a North American host for the 2019 AWC
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1. Create an Application form
2. Offer application/receive bids
  - a. May require additional information or guidance
3. Assess the various bids
4. Offer a recommendation to the Board

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#### The Month Ahead - BINDERS

The ABC Committee intends to offer a critique of the 2017 Binder, suggesting improvements. Additionally, the Foundational Documents section of the Binder can be reviewed and prepared for print.

NOTE: This goal was taken directly from last month's report. More action needs to be taken.

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#### The Month Ahead - BALLOTS

The interested members of the ABC Committee intend to assist, as requested, with the development of the call for proposals and the implementation of the process of developing ballots.

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Last month's outline for an ABC Host Application form has been developed. It is offered here for comment...

The World Service Organization of  
Adult Children of Alcoholics and  
Dysfunctional Families  
2019 Annual Business Conference

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# Application to Host

The ABC Committee

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Jim R., Chair		
David McB., Board Oversight		
Angie	Bill D	Bonnie
Brody F	Denis	Duff
Laura	Marcia J.	Melani

## **INTRODUCTION**

Thank you for your interest.

The World Service Organization (WSO) of Adult Children of Alcoholics and Dysfunctional Families, convenes, each year, an Annual Business Conference (ABC), where delegates from groups and intergroups, world-wide, gather to handle much of the business of the organization.

To assist with the production of such a large event, WSO seeks the assistance of a Host Committee. This committee helps find a venue and lodgings, and arranges for meals and activities. The committee creates a website to disseminate information and support community. The committee also helps assemble the materials for the delegates, among other things.

The ABC Committee is the liaison between the Host Committee and the WSO Board of Trustees. The ABC Committee guides the process of producing the Conference and is the point of contact for the Board. Jim R. is the current ABC Committee Chair and David McB. provides oversight from the Board. A number of other volunteers round out the committee

The process of being chosen to host begins with this initial application. The Application is to be completed by Sept. 15, 2017, and emailed to [abc@adultchildren.org](mailto:abc@adultchildren.org). If your bid is chosen for further consideration, more detailed information (especially financials) shall be requested.

Thank you again for your interest in doing service in ACA.

Jim R.  
ABC Committee  
Chairperson

**APPLICATION**

Experience recommends the Host Committee be led by Co-Chairs, and that a knowledgeable Webteam be in place. Please fill out the following information:

**Host Committee Co-chair Information (1)**

Co-chairperson

Group or Intergroup Affiliation and WSO Number

E-mail

Phone Number

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Other contact info (optional)

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Personal recovery: *Years in ACA and Experience with 12 Step Recovery*

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Professional experience and Interpersonal skills

## Host Committee Co-chair Information (2)

Co-chairperson

Group or Intergroup Affiliation and WSO Number

E-mail

Phone Number

Other contact info (optional)

Personal recovery: *Years in ACA and Experience with 12 Step Recovery*

Professional experience and Interpersonal skills

## Host Committee Webteam

Website/Digital Director

Group or Intergroup Affiliation and WSO Number

E-mail

Phone Number

Other contact info (optional)

Personal recovery: *Years in ACA and Experience with 12 Step Recovery*

Online/Digital experience and skills

## Additional Webteam Members

Website/Digital Director	Group or Intergroup Affiliation and WSO Number
E-mail	Phone Number
Other contact info (optional)	
Online/Digital experience and skills	

Website/Digital Director	Group or Intergroup Affiliation and WSO Number
E-mail	Phone Number
Other contact info (optional)	
Online/Digital experience and skills	

**We propose** - that the ABC and AWC be held in:

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City and State or Country

*By submitting this bid to host the 2019 ABC, we affirm that we have the agreement and support of the Groups and/or Intergroup(s) listed in the following pages.*

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## Essay Questions

In a separate document, please write a one or two page essay explaining why your group would like to host the ABC. Please include the following information, as well as anything else you think will be helpful for us to know:

- Advantages to the WSO of hosting the ABC and AWC in your area. What is most special about your hometown?
- What, if any, unique challenge there would be for holding the event at your suggested location.
- What hosting the ABC/AWC would mean to your members.
- Beyond meetings, list the types of additional ACA activities that have been offered to your local membership – such as share-a-days, local conferences, play dates or more elaborate fellowship gatherings. Have these events been well attended?

### The Host Committee Team

List the Group(s)/Intergroup(s) who will be co-hosting and how long each has been established. Please include the WSO number and the approximate active membership.

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Does your Group(s)/Intergroup(s) have a WSO Representative - someone who attends the monthly WSO teleconferences to stay apprised of our Fellowship's service organization?

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Do ACA members in your area participate in a lively fellowship beyond meetings?

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An event of this size requires cooperation and effort from a large number of volunteers. Please submit a list of at least 10 individuals who have agreed to form the core of the local planning committee. Additionally, include any expertise that these committee members may bring from other facets of their lives that will help accomplish the work that needs to be done, such as administrative background, event planning and coordination, facilities management, bookkeeping, finance, etc. Please note past ABC attendance or any involvement with WSO.

	Name	Expertise / ABC WSO involvement
1		
2		
3		
4		
5		
6		
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10		
11		
12		

## Venue Information

### Meeting Rooms

The primary need is for a large room that will seat approximately 75 participants at tables.

Throughout the weekend, and central to the functioning of the event, we will require:

- Registration/Orientation Room – with four 6’ tables for registering participants and offering information. Additional tables may be positioned to display, and offer for sale, T-shirts and other convention memorabilia.
- Hospitality Room – at least three, 6’ foot rectangular tables for staging beverages and snacks, within an inviting space that can seat about 30. It may be located within the Registration Room, if feasible.
- Volunteer Room – one sign-in 6’ table. A place for volunteers to leave coats, back packs, purses, etc. This room should either be staffed or securely locked.

### Dining

The venue will need to serve lunch for both days of the conference.

There may also be a banquet held before the keynote speaker meeting.

Coffee/beverage service will need to be provided during the ABC either in the room or in an adjacent foyer. Note: We have found that based on food and beverage sales totals, meeting spaces may be provided free of charge.

To Do: Contact a few venues of appropriate size to gather information (not a formal request for bids). Your local convention and visitor’s bureau may be a good place to start.

Attach a document with the following information:

- The best venue in your estimation, include their web address
- Preliminary range of costs, per person, for a luncheon buffet, with service fees and sales tax
- Costs of the meeting spaces
- The meeting / banquet space floor plans

## Personal Lodging Accommodations

ABC participants from out of town will need lodging. The simplest solution is to hold the event at a hotel or at a venue that has sleeping accommodations. We estimate between 50 and 100 guestrooms will be needed for two nights. Secondary hotels, in addition to the Conference site, may have to be arranged to accommodate our lodging needs. Note: some participants may wish to arrive early and stay longer, so a few rooms will be required before and after the event.

Contact three or four hotels to gather preliminary information about the availability of group rates. Please make no commitments at this time.

## Negotiations

We expect that any hotel will be pleased to host our gathering. With that in mind, hotels and other venues often agree to concessions to secure business. The following are some common concessions requested, *though use your discretion, as to cultural appropriateness*:

- One complimentary room per 45 consumed room nights.
- The group rate extended for up to 3 days pre/post the event dates, based on availability.
- One complimentary suite upgrade at the group rate.
- An additional three complimentary upgrades to concierge level guestrooms at the group rate, if offered at that venue.
- Complimentary high speed wireless internet in all guestrooms and public areas.
- 10% discount off of their standard banquet menus and AV pricing, (I have attached our AV price sheet for your consideration; please see link to 2015 banquet menus below).
- Late checkouts until 3PM for the group on Sunday.
- Complimentary self-parking.

Attach a document with the following information:

- a preliminary range of sleeping room costs.
- any potential ideas/aspects of your site that would save money. Examples:
  - If your service body would be interested in sponsoring a reception or activity
  - If your service body could (with the venue's permission) provide A/V equipment
  - If it would be more economical to hold and cater an event at a venue other than the hotel utilizing shuttle buses for transportation.

Include any out-of-the-ordinary costs that would be incurred by hosting the ABC at your site.

## Access and Transportation

Many of the participants will be arriving from around the globe. Describe the journey from the local International airport to the site of the Conference. Is there frequent and convenient public transportation? During what hours? Is it necessary to rent a car? What would you advise? At the venue, is there adequate parking for participants and volunteers?

Are there restaurants, shopping, parks or attractions within walking distance of the venue? Is there public transportation to get to these destinations? Cabs or Uber?

Perhaps a special feature of the venue is its isolation, an exclusive self-contained experience.

## Sightseeing and Recreation

Many of the participants may choose to make the ABC part of a special vacation. They may extend their visit either before or after the ACA event.

Please attach an outline of recommended local activities, including historical and cultural things to see or do. Suggestions for exploring the native terrain – hiking or boating – would be welcomed, as would indoor activities, such as shuffleboard or bowling. A tour of the local factory and attending a local festival are experiences that would be unique and memorable.

And then there is food. Please suggest a few favorite restaurants in the area. And not just expensive dining... focus on some regional specialties. Remember, convention goers will be in a vacation frame of mind, so normal dietary restrictions may not be followed. Perhaps the best pastries or incredible ice cream, or the best sandwiches or best ethnic foods? Just so long as they are recommended to be good.

**Commented [ML1]:** I never encountered something like this in Europe.

Remember, the gathering will be in April, so make the suggestions appropriate to what will be happening at that time.

## **The NEXT STEPS**

### **Part 1**

Offering the Application to Host is the first step in the process to find a host for the 2019 ABC. When the bids are filed with the ABC Committee, they will be assessed by the committee. The goal of this assessment is to reduce the number of applicants to 2 or perhaps 3 candidates for further consideration.

### **Part 2**

With the field narrowed, we will ask the remaining candidates for more detailed cost estimates. This will focus on both the lodging costs and the food and beverage equations – usually based on room occupancy. The ABC Committee may also ask for clarification of specific Application items, as needed. With all the information in place, the committee shall render a final assessment and offer a recommendation to the Board of Trustees

### **Timeline of Application Process**

Sept. 15, 2017	Deadline for initial applications Assessment and Initial cuts
Oct. 1, 2017	Part 2 of the application process
Nov. 15, 2017	Deadline for final applications Assessment process
Dec. 4, 2017	Recommendation of Host, to the Board of Trustees