The Report for May, 2018

Submitted by Jim R., the ABC Committee Chair, June 9, 2018

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| HIGHLIGHTS FOR MAY: * Delegate Survey. The results of a delegate survey were compiled. A summary is offered below.
* A comprehensive review of the 2018 ABC/AWC has begun. A summary follows.
* The 2019 ABC/AWC (Sweden) – emails and slow start
* Refined the 2020 Application to Host, a link is offered
* Delegate Training – reviewing the program and timeline

RECOMMENDATIONS:  |

**The 2018 ABC/AWC**

The Delegate Survey

A simple survey was offered at the time of the conference, asking delegates to rate various aspects of the ABC and Delegate Training. They were also offered an opportunity to comment on both the Training and the Conference.

A Review of the Event

A channel was established on Slack, with the purpose of reviewing the recent ABC/AWC, identifying the challenges and shortcomings, and proposing improvements to the process and/or content of the conference and convention. The 8 members on the channel are Trustees and committee chairs, who were and are involved with the planning of the ABC/AWC. Given the scope of the event, an outline is being drafted so that the group may systematically review/discuss/develop the various aspects of the annual event. The beginnings of the outline are seen below

**The 2019 ABC/AWC**

Discussions Begun

The Host Committee for the 2019 ABC/AWC has been in communication. There concerns have to do with the financial aspects and structures. When reviewing last year’s June Report, the selection of the site for the ABC had already been made. While the Swedish committee has identified the site, we will need to review this choice and bring it before the Board.

Additionally, the theme for the event and a logo will need to be developed.

**The 2020 ABC/AWC**

Finding a Host

The application to host a business conference and convention will always be updated. The 2020 ABC/AWC has been reviewed and refined. It can be seen here: <https://drive.google.com/open?id=11WD2DMKHj6cFLg49lNmpMYogxxSGI9YwszfnWOLUGFI>

A group of Board members and Delegates has been assembled to assist with assessing the applications to host. Initial applications will be due in September. The final application assessment and recommendation to the Board will occur in January

**The Delegate Training Subcommittee**

Planning has begun to review the goals of the DTSC. With goals identified, we will review the methods of achieving them. Previously we have used online and printed materials, teleconferences and conference trainings. These will be refined and added to.

For comments and questions, please write to Jim R., at abc@adultchildren.org.

**ABC Delegate Survey and Report**

*These are the results of an online survey, completed by 10 participants, or roughly 15% of the delegation to the ABC. For one respondent, this was their second conference; for everyone else that responded (7) it was their first ABC experience.*

**ABOUT THE ABC**

The average rating of the following factors, on a scale of 1 [needs improvement] to 5 [excellent]:

* 4.0 The registration process
* 3.6 Online Information - ease of access
* 2.8 Online Information - content
* 2.8 ABC - pacing
* 3.9 ABC - content
* 4.2 Encouragement to participate
* 4.3 Opportunity to be heard
* 4.3 Promotion of fellowship

**Other impressions of the ABC:**

Glad to be able to attend via web from comfort of my home and save some money a travelling is expensive.

(1) Please post ABC schedule earlier next time -- would request at least a week in advance for full schedule, and at least month in advance for ABC start/end times.

(2) Seemed many committee reports were more or less reading verbatim from printed materials already available in the delegate binders (which had been distributed online in advance). In order to allow more time for Open Discussion and New Business and other percolating bottom-up -- suggest continue sending out committee reports via Delegate Binders in advance, and then at ABC just doing a overview, while inviting any questions that might arise.

(3) follow a tighter schedule, since essentially the 2nd half of day 2 got bumped due to overrun! :(

Key information not available until very late. Hard to prepare in advance. Basic info like agenda not posted to website until days before. Not enough time allocated to key basic business issues. Not enough time allocated to new ideas and proposals. This needs to be more professional and tightened up, respectful of standard business practices and perhaps look more like a typical board meeting.

Perhaps there is a way to simplify the voting process so it will take less time. Give people a cheat sheet. Have multiple counters. If we had not had a parliamentarian, it would have been disaster. Mel did a great job, and it was still complicated.

I didn't like the entire process of "last minute" motions from the floor. The process did not seem organized or standardized like the ballot proposal process did. If there were other issues to be addressed at the ABC, the chair could have prioritized them and let the delegates know ahead of the convention that there was more business to conduct.

Please move the proposal process to the beginning of the conference--that's what we were there for--as the collective conscious of ACA. Please give the committee chairs a time limit for their reports--and enforce it. Please give the question section after each report a time limit--and enforce it. Perhaps discussion of the proposals should be timed (and enforced) as well, so that we may efficiently complete the work we were called to do.

Pacing was way off. We needed to stick to the agenda and get through it. I was very disappointed in how long the committee reports took and was completely expended by the late afternoon of the 2nd day. Did we even get to the Safety in Meetings topic? That session was my main interest and I don't think it even got addressed. Miles did a great job as emcee but we definitely need some time keepers or agenda-minders. The format for committee reports should be standardized and given a time limit for each. The binder was terrific. and i found an electronic version after the fact on Slack or on the website. Wish I'd had an easy way to download and review BEFORE the ABC. Maybe it was there, but I couldn't find it. The ABC web page was not updated prior to the ABC dates. Please provide a link to the resources on the webpage beforehand.

**ABOUT THE DELEGATE TRAINING**

The average rating of the following factors, on a scale of 1 [needs improvement] to 5 [excellent]:

* 2.7 Online information - ease of discovery
* 2.75 Online information - questions answered
* 3.3 The teleconference training - schedule
* 3.1 The teleconference training - notifications
* 2.7 The teleconference training - content
* 3.8 ABC morning trainings

**Comments concerning the Delegate Training Program:**

I had no idea of how to prepare myself for functioning as an ABC delegate, but once here training was excellent.

Content was good, but notification of telecons could have been better.

Too little offered too late and poorly communicated.

I would have liked to have been told that the binder would be available online when I did the training teleconference.

I did not see the chairperson participating at all in the teleconferences or the ABC. Kudos to the vice-chair for carrying the entire load of delegate training. The training example of how Robert's Rules worked could have been improved....there could have been a written script using volunteers to show various aspects of the process.

I really wanted to know--ahead of time--what time will the ABC be held? Where do I need to be and when? May a delegate ask for the Serenity Prayer if the discussion gets heated? Are there nearby, convenient options for meals other than in the hotel?

I did not make time for this prior to the ABC. I thought we would do a brief orientation on the morning of, which turned out to be rather lengthy and not really informative. I'd like a tutorial on how we all use Slack, for example. And where to find the resources.

**Additional comments about the Annual Business Conference and the ACA World Convention:**

I Believe it gave me good idea of how it look like when i decide to come in person in next year as sweden is much closer to estonia.

"YOU GUYS ARE DOING A GREAT JOB -- THANK YOU!!! :)

Also just want to say: Both the use of Slack and The Traveler newsletter are GREAT and a total game-changer in terms of information distribution. Very exciting!"

I posted most of the proceedings onto our intergroup Slack channel. Open and transparent. Timely as I did it live.

It was exciting to conduct business for WSO and represent my IG. That was a super long time to be sitting, and by noon of the second day, I was pretty tired. Ideally, we could have done something more passive then, like listening to committee reports, and done the heavy lifting of discussing ballot proposals when we were fresh. But I know we need that committee information as background information to inform our discussion. Any ideas on how we could have moved more quickly to the ballot proposals discussion?

Toronto Intergroup excelled at organizing and executing the ABC/AWC.

Thank you to everyone in and out of Toronto who helped to organize and execute this event.

Yes I will be compiling a report on the ABC and WC for my next Intergroup meeting. I'm bringing the binder to meetings and to the intergroup business meeting for anyone to review.

**Review of the 2018 ABC/AWC**

Topics for Discussion:

1. Behind the Scenes

Hotel/site negotiations… and confirmations

Accountant / bookkeeper on the host committee

Clarity on costs: who pays what?

Revenue flow / internet sales opportunities

2. The Host Committee

Outline the major volunteer committee responsibilities and commitments

Regional (area) aca groups commitment

Vetting of AWC presenters

Alternative accommodations for people who cannot afford the hotel

A hosting coordinator to keep track of members wanting to stay with fellow travelers

3. The Website and Technical Interests

Announcement of the ABC/AWC

Regular updates prior to the ABC.

Provide a link to the resources on the webpage.

Registration for ABC/ AWC

The convention website

Convenient options for meals other than in the hotel

Post ABC schedule earlier - start/end times. Where do I need to be and when?

Send out committee reports via Delegate Binders in advance

Distance participation/ voting

4. The ABC

Required content/activities

ABC agenda

* "Last minute" motions from the floor did not seem organized or standardized
* Move the proposal process to the beginning of the conference

Timing

* Follow a tighter schedule – Needs to be more professional
* Allow more time for Open Discussion and New Business
* Proposal discussion could be timed, so that we may efficiently complete our work

The ABC committee reports and reporting

* The format for committee reports could be standardized and given an enforced time limit
* An ‘overview’ committee report, inviting questions that arise, also with a time limit.

Secretarial duties

* Simplify the voting process. Have multiple counters.
* We definitely need some time keepers or agenda-minders

Binder requirements

* Posting an electronic version online

5. Delegate Training

 Notifications

* Teleconferences, the online binder, and other resources,
* A tutorial on how to use Slack

Conference training

* example of how Robert's Rules works – scripted to show aspects of the process.
* May a delegate ask for the Serenity Prayer if the discussion gets heated?