The Report for June, 2018

Submitted by Jim R., the ABC Committee Chair, July 14, 2018

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| HIGHLIGHTS FOR MAY: * The 2019 ABC/AWC (Sweden) – compiling a checklist of tasks for Host Committee
* A comprehensive review of the 2018 ABC/AWC – stalled, but underway
	+ In part, a general review of practices, for improving next year
	+ In part, a revision of the OPPM, the ABC section
	+ In part, development of a detailed handbook for the ABC Chair and Committee
* The 2020 Application to Host was sent directly to groups

LOOKING AHEAD* Shaping the site: abc.adultchildren.org
* Delegate Training – reviewing the program and timeline

RECOMMENDATIONS:  |

**The 2019 ABC/AWC**

Compiling a Checklist

With the help of the Board Liaisons, a checklist is being developed which will assist the Host Committee in the planning of the ABC. This checklist will note certain dates and may prioritize tasks. *(See below)*

**The 2018 ABC/AWC**

A Comprehensive 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. This work is off to a slow start.

This review is happening in tandem with the rewriting of the ABC section of the OPPM. Since this rewrite was being planned, it seemed appropriate to look at the two actions together.

What’s more, the 2018 review and OPPM rewrite will inform the ABC Handbook, which is in development (slowly). The Handbook, or Guidebook, will be a resource for the Host Committee, offering experience-based, detailed advice.

**The 2020 ABC/AWC**

Finding a Host

The WSO Office sent an announcement to registered groups, with an opportunity to receive information about hosting the event, or about the ABC in general. There was an immediate response, with 4 requests around hosting the 2020 ABC and even more asking about the ABC in general and the experience of being a delegate in particular.

**Looking Ahead**

In addition to the continuing efforts surrounding the above mentioned tasks, we will begin to develop the website devoted to the ABC – abc.adultchildren.org. This will be similar to, and compliment, the ACA World Convention site. It will offer basic information regarding business conferences and delegates, in general, as well as the specifics surrounding the upcoming ABCs.

As we develop the ABC site, we will review the Delegate training process and the materials that will be added to the site.

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

**Host Committee Checklist**

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| DATE |  | TASK / ITEM / ACTIVITY |

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| July 30, 2018 | **€** | **Secure a location for the 2019 ABC/AWC** |
| *NOTES: This is accomplished when the ACA Board of Trustees has either made a deposit or signed an agreement for the conference and convention space. This will also incorporate the primary lodging.* |

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|  | **€** | **Organize meals and menus for the Conference/Convention** |
| *NOTES: With guidance from the ABC Committee and Board, meals – the menu and timing will be arranged with the dining facility.* |

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| July 30, 2018 | **€** | **Select a theme for the Convention** |
| *NOTES: The theme for the Convention is usually chosen from some section of our literature.* |

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| July 30, 2018 | **€** | **Design a logo / slogan** |
| *NOTES: The logo grows out of the Convention theme – a visual representation. The logo may incorporate words or a slogan. The Board may want input on the image, requiring a lot of back and forth, before a final version is approved.* |

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|  | **€** | **Estimate the number of attendees – ABC and AWC** |
| *NOTES: In many ways, the number of meals, the number of workshops, the size of the meeting rooms, even the choice of venue is based on the number of attendees. And this is actually 2 numbers – the number of delegates participating directly in the ABC, and the number of attendees to the World Convention. In order to accommodate all of the ACA fellowship that would like to attend, surveys could be taken – early and often.*  |

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|  | **€** | **Determine the length of the AWC** |
| *NOTES: The first World Conference in Delray Florida began on Saturday night (the ABC was Friday and Saturday) and concluded on Sunday afternoon. The next year, in San Diego, California, the AWC kicked off Friday evening and ended Sunday afternoon. This was repeated in Toronto, Ontario. In large part, the length of the AWC correlates to the size and vibrancy of the local ACA fellowship and the estimated number of visiting attendees.*  |

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|  | **€** | **Determine the number of workshops to be offered at the AWC** |
| *NOTES: Again, this correlates to the estimated number of attendees. It is hoped that the workshops may offer a wide variety of topics, in a number of different formats. Keynote speakers and theatrical performances may be appropriate for larger audiences. Workshops that involve writing or drawing may require smaller rooms, but also tables. For movement or body work – carpeted floor space.* |

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|  | **€** | **Offer an application for workshop leaders** |
| *NOTES: The Board has some concerns as to the topics and content of the workshops. There are to be specific boundaries for workshop leaders, between a sharing their experience and offering their products for sale. Additionally, WSO may request workshop time slots during which they may introduce new procedural practices or literature.* |

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|  | **€** | **Choose an optional evening meal/activity to offer Delegates, after ABC Day 1** |
| *NOTES: This will be an opportunity for Delegates to socialize with one another, while sharing a meal and possibly experiencing some local attraction.* |

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|  | **€** | **Choose an optional pre-Conference afternoon/evening activity for attendees** |
| *NOTES: An optional activity the day before the ABC will provide more time for Delegates to learn from one another, while having some fun.* |

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|  | **€** | **Determine the various committees and volunteer needs** |
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|  | **€** | **Analyze the budget. Create monetary targets for various components of the event**  |
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|  | **€** | **Organize and update acaworldconvention.org, and email address** |
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|  | **€** | **Identify alternative lodging opportunities** |
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