

To: Area World Service Committee (AWSC) Members
From: Martha N., Convention Co-Chair
Date: May 1, 2020
Re: Convention Preregistration and Banquet Ticket Reimbursement Plan

It is an understatement to say that this has been a highly unusual planning year for the 2020 CT AFG Convention. First, we were faced with the closing of the Red Lion Hotel in January, 2020. We secured a new location at the Hartford Farmington Marriott for March 20th-22nd and rescheduled to June 5th-7th due to the evolving Corona Virus crisis. As the pandemic became more of a reality and restrictions were put into place in the State of CT, the Convention Committee eventually voted to cancel the convention entirely and the Area Officers and Board of Directors' President agreed with the plan.

To that end, we are proposing that a full refund of \$25.00 be given to those preregistered members requesting reimbursement. The processing fee of \$2.37 charged by Event Brite (for online registrations) to the customer is non-refundable. Additionally, the price of the Saturday Night Banquet Buffet (\$40.00 if purchased for The Red Lion and \$35.00 if purchased for the Marriott) will also be refunded upon request. If a member does not request a refund, the fee for the registration and/or banquet ticket will be held in the convention bank account, and considered as their registration/banquet ticket for the 2021 convention.

With regard to the preregistration process and number of preregistrations made, the Convention Treasurer received a total of 143 paper registrations (123 Alanon, 16 AA and 4 Alateen). Additionally, there were 115 Alanon and 4 Alateen online registrations made through Event Brite. The Treasurer maintained a master spreadsheet for both paper and online registrations.

The proposed process for reimbursement is as follows:

- Members requesting a refund will complete the *2020 CT AFG Convention Registration Refund Form* and mail the form with a self-addressed stamped envelope to: CT AFG Convention, PO Box 635, Bristol, CT 06010. If members do not have access to a printer in order to complete the form, a written request containing full name, mailing address, and details on reimbursement requested will be acceptable. The form is the preferred method.
- Reimbursement requests must be received by May 26th.
- Convention Treasurer will complete reimbursement checks for all requested refunds. *Convention Chair and/or Co-Chair may assist with this process as needed.*
- Treasurer will sign checks and mail to Convention Chair or Convention Co-Chair for required second signature on check.
- Master spreadsheet with preregistrations, addresses, and reimbursement information will be maintained by the Treasurer. Treasurer, Convention Chair and Co-Chair will

coordinate the mailing of the reimbursement checks. This information will be documented on the master spreadsheet.

- Convention Committee will incur the cost of additional checks.
- Once proposed procedures for reimbursement are approved (if necessary) by the Area World Service Committee, an update regarding reimbursement will be posted on the Convention page of the ctalanon.org website.
- *2020 CT AFG Convention Registration Refund Form* will be posted on the Convention page of the ctalanon.org website.
- Procedures and form will be shared with the AA Chair/Co-Chair for the convention committee and the AA website.
- Form and update will be distributed to AWSC. District Representatives will disseminate information to Group Representatives to be reviewed in Zoom Alanon meetings.
- A final accounting of the 2020 Convention (including reimbursement information) will be available for the June 13th AWSC Assembly.