

The 2023 Fall Assembly including two breakout sessions was hosted by Districts 8 & 9 on November 4th at the Wethersfield Community Center at 30 Greenfield Street.

We made the choice to move the records for assembly preparation to a Google cloud share (Justice):

<https://drive.google.com/drive/folders/1TRo8hBcZytVoq-bMDTMP7s-06VTPhOA2>

We had zoom planning meetings in September and October to kick things off, arrange for seed money to be distributed and to divide up responsibilities. We communicated via email and text messaging.

District 8 was responsible for fliers and registration, which included; managing the Eventbrite and walk-in registration including (cash payments) on the day of the assembly. District 8 also worked with our Area Officers to confirm information on the workshops and timeline of the day to be included on the fliers. District 9 was responsible for finances & reimbursements, inventorying: table cards, voting baskets & various business supplies; purchasing: decorations, table cloths, snacks, beverages, condiments (Costco); borrowing extras: projector, coolers, coffee pot. Jointly we set the room up, decorated it, created signage, and staffed the beverage and snack concession.

On the day of the event we were able to get into the facility at 9AM to begin set up, a volunteer bought ice and cream and the workshops began at 10am. WCC placed the requested tables and chairs as we requested but it was important to identify the maintenance supervisor to address last-minute changes / problems with room temperature, etc. Setups for three projectors needed: main room, breakout session rooms x2.

Two breakout sessions at 10am: Supporting GR's: Strengthen Your Links Of Service, Group Records & PEGs

Registration:

- Registration fee for Al-Anon and AA members was \$13; Alateen members was \$8
- Invited guests included Past Delegates and AA Officers (registration for these guests were no charge)
- Utilized Eventbrite for advanced registration process; Guidelines have been created for setting up and running Eventbrite to manage registration along with procedures for day of Assembly registration management. These instructions made it easy to set up the event and manage the check in process. Eventbrite used direct deposit to transfer the total take minus per ticket service charges, to the event treasurer account on 11/7.
- We had three volunteers from District 8 managing the registration table, checking advanced registrants in, accepting walk-in registrations and passing out name stickers.
- Total Attendees – 166 (Eventbrite: 157 & Walk-ins: 9)

Finances:

- Seed Money: \$2,500.00 in seed money provided by the Area
- Income: \$1,474.96 (\$1,367.96 Eventbrite registration; \$107.00 walk-in registration)
- Expenses: \$648.15 in reimbursements for supplies
- Net Profit: \$826.81 (less room rental expense paid directly by the Area officers)
- Returned to Area: \$3,326.81 (\$2,500.00 plus \$826.81)

For the Spring Assembly, the cloud share, pre-planning inventory and checklists have been provided to districts (11, 12).

A few bumps in the road but generally the assembly ran smoothly, additionally with two educational breakout sessions (Thank you to our Alternate Delegate, Katie D. and all those who helped with the workshops.), job well done!

Respectfully submitted,
Hank B. and Justice K.