

Spring Assembly Report – 2024 OAC – May 18, 2024

1. First, a huge shout-out to the people who have jumped in and contributed hours to this event:
 - (a) Sandy F., whose experience and advice has been priceless.
 - (b) Mimi R., who has done an outstanding job of recruiting speakers though working full time and recovering from a COVID infection.
 - (c) Yvonne G., who hasn't just been heading up the registration committee, but has also contributed in myriad other ways as things progressed.
 - (d) Carolyn D., our treasurer, who has been very persistent and serene working through a lot of complications with the bank.
 - (e) Peter K., who brings many years of PR experience and who has been persistently driving the creation of the flyers, schedules, and other communications.
 - (f) Mindy N., who has her hand into the documentation in multiple places, and who is also serving as a speaker for the event!
 - (g) Linda L., who organized and delivered an outstanding fundraising event.
 - (h) Kim S., who is serving both as Corresponding Secretary and Ways & Means leader.
 - (i) Margie W., who stepped up to deal with Hospitality.
 - (j) And many others.
2. Sandy, Mimi R., and Margie W. visited the Holiday Inn and revised the layout. Mona, our contact there, revised the contract accordingly and sent out a copy for signature. Ann has signed it, and we're good to go there.
3. We have the final version of the flyer, which is attached. This will be used to drop off at local meetings, as well as to post on the various websites.
4. Registration:
 - (a) Yvonne G. has volunteered to head up this group, and now has four volunteers to help out the days of the conference.
 - (b) She has set up a Google Form for registration to keep track of attendees, and which will export the information to a Google Sheets spreadsheet.
5. Program:

- (a) We have a tentative schedule, which is attached ready to be handed out on the days of the conference. Speakers have been identified, including a married couple, to speak at the Saturday banquet.
- (b) We have arranged for a separate AA room for our brothers and sisters to use.
- (c) We have a bank account set up just for the conference. Carolyn D., who is serving both as Intergroup treasurer and as the conference treasurer, has a Quickbooks account set up using our Intergroup software to track revenue and costs. A shout-out for Carolyn,
- (d) We have a Zelle account set up with the bank to accommodate those who would prefer electronic funds transfers. It is admittedly an experiment, and we will see if there is any interest here for future event planning.
- (e) We are looking into setting up a Square account so that we can accept credit cards. Again, this is an experiment looking forward.

6. Publicity

- (a) We are fortunate to have Peter K. volunteer for this responsibility. In his previous lifetime, he worked as a PR specialist!
- (b) I have given him the web addresses of contacts at Ohio, Kentucky, and Indiana Al-anon for outside the city.
- (c) He is developing a plan for a team to personally visit as many local meetings as possible and drop off flyers.
- (d) The local <https://cincinnatiavg.org> web site has posted the flyer. We can also leave flyers at our local literature office.
- (e) We have an email list for our local meetings, and Kim S. has forwarded the flyer out that way.

7. I am committed to visiting the site and developing a list of restaurants and other destinations close to the hotel for those who are interested. One nearby site is one of the Jungle Jim's International Market, which is a local legend for its wide range of food items, especially foreign and specialty goods. it's a huge attraction; they actually attract bus tours from outside Cincinnati! I also want to be sure to sit down with Mona, as I did with her predecessor, so that she has more of a personal connection to a local contact.

8. Ways and Means:

- (a) W&M's chairperson is Kim S., and she has a list of meetings who have volunteered to contribute baskets to a raffle.
- (b) Linda L. organized an outreach event as a fundraiser, complete with an excellent speaker and a lasagna dinner that was highly successful, and netted an additional \$1367.00 for our budget. Shout out for Linda!
- (c) We do have work to do to secure other items for sale, i.e., bookcovers, bookmarks, serenity stones, etc.
- (d) We have made arrangement to have souvenir T-shirts with the event logo for sale.

9. Literature Office:

- (a) Caroline E. will be present from our local literature office to sell publications. She has two boxes of the new reader, as well as a selection of other literature ready and available.
- (b) She will be offering a basket herself, with tickets going to those who purchase literature. All the basket winners' names will be drawn just before the Saturday night banquet.

10. Alateens will be present and selling jewelry and bookmarks to support their funding to attend KOMIAC. They will not be charged admission, and will have sponsors there.

11. Hospitality:

- (a) Margie W. is serving as the chairperson for this effort. We have a budget set up, and she is recruiting volunteers to staff the room during the event.
- (b) The hotel has a specific room that we will use for hospitality, complete with a kitchenette and restroom. They will allow us to bring in our own food to that one hospitality room.
- (c) If needed, there is a nearby Sam's Club.