

# Suggested Area 52 State Roundup Guidelines

Revised 9-21-15

## **PURPOSE:**

The purpose of the Area 52 Roundup is to develop a greater unity among members and groups in the area. Recovery, unity, and service should always be the primary purpose for each roundup. The thought of how we can better pass on the AA message should be promoted.

## **CONVENTION THEME:**

The convention theme will be the General Service Conference theme for that same year.

## **GENERAL PREPARATION AND PROCESS:**

1. Sites will be rotated and are published in the Area 52 Handbook:

2015 – Bismarck	2018 – Fargo	2021 - Bismarck
2016 – Dickinson	2019 – Jamestown	2022 – Minot
2017 – Minot	2020 – Grand Forks	2023 – Fargo

2. The DCM in the district the roundup is to be held will be responsible for the conference; including site selection within his/her district (city and facility).
3. The DCM may serve as conference chairperson or select someone else.
4. The third weekend in September is the preferred date for the State Roundup.
5. All expenses of the roundup speakers will be paid from funds received from the revenues generated by the roundup. The Area has a reserve fund should the roundup experience a short fall.
6. **IMPORTANT: A contract should be negotiated and signed with the hotel.**

## **ROUNDUP CHAIRPERSON:**

The Roundup Chairperson should have a general, overall knowledge of Alcoholics Anonymous. Some experience with conventions, conferences, or assemblies will be helpful. He/she should be a person who is willing and able to devote time and effort to the roundup. The Roundup Chairperson oversees the entire convention, keeps informed on the progress of all the arrangements.

The roundup chairperson has many responsibilities including:

1. Select (or elect) a Roundup Committee which shall consist of a secretary, treasurer, and others as needed such as program chairperson, ticket chairperson, PI Chairperson,

Entertainment Chairperson, Hospitality Chairperson, Display and Literature Chairperson, Taping Chairperson.

- a. The secretary keeps all written records, including minutes of the committee meetings, also sends out notices of committee meetings and other mailings to committee members.
  - b. Treasurer is, of course, responsible for all money, including revenues from registration and banquet tickets, pays all bills, usually advises the roundup chairperson on cash supply and income flow as well as rate of expenditures. Each check usually calls for two signatures.
  - c. Program chairperson – sends invitations to speakers and panel members who chair various meetings.
  - d. Ticket chairperson – supervises the printing and distribution of all tickets, giving special attention to the task of bringing in collections.
  - e. PI Chairperson – prepares and distributes material about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary). It is advisable for the convention committee to rent a post office box and use that on all mailings, with no reference to AA on return addresses. The convention publicity material should also be sent to the press, radio, and TV outlets in the immediate area.
  - f. Dates and locations of the convention, with a mailing address for information or registration, should be mailed to the AA Grapevine and Box 4-5-9, three months in advance, to be published in their calendars.
  - g. Entertainment Chairperson – will arrange for convention dances.
  - h. Hospitality Chairperson – serves as convention host, organizing a committee that will greet out of town guests, arrange transportation for them when necessary, and see to any other needs they might have while attending the convention. Usually members of the hospitality committee wear special identification badges and are available to answer questions and provide assistance to conventioners.
  - i. Taping chairperson – is responsible for negotiating with the individual or company who will be taping the convention.
  - j. Speaking arrangements – speakers should know when they are expected to speak and whether their presence is required elsewhere in the convention. Some speakers may be unable to attend the entire convention. No other commitments besides speaking should be made for speakers without their knowledge and consent. Most speakers will also appreciate knowing something about the conditions under which they will speak; let them know whether there will be a podium, public address system, etc.
  - k. Speaker hosts and/or hostesses – responsible members from the local group should be assigned the duty of being host to the visiting speakers and making sure they have proper accommodations, as well as transportation and other conveniences.
2. Make arrangements for roundup meetings.
  3. Determine how housing and transportation of all speakers will be handled. It should be clear, when the speakers are booked, what terms are being made for expenses. Unless it's otherwise specified, speakers have a right to assume that all their travel,

meal, and hotel expenses will be paid for the entire trip. Speakers will also expect hotel or motel accommodations as a matter of course; if they are to be guests in private homes, this should be explained before their arrival. Member of roundup committee should be in contact with the speakers and send invitations to speakers. They should also keep the speakers informed as much as possible.

4. Arrange for taping of the speakers in accordance with AA Guidelines:
  - a. The taping chairperson may represent the convention in reaching agreements with the person who will be taping that particular convention, and in developing a written agreement.
  - b. The convention taping chairperson may develop a release form on which speakers agree to be being taped or decline to be taped.
  - c. Experience shows that it is best to encourage speakers not to use their full names and to not identify third parties by full names in their talks. The strength of our anonymity Traditions is reinforced by speakers who do not use their last names and by taping companies or tapers whose labels and catalogs do not identify speakers by last names, titles, service jobs, or descriptions. Experience also indicates that speaker tapes are being disseminated over the Internet, a public media outlet. Therefore, members may consider whether they wish to use their full names.
  - d. The taping chairperson ensures that a taper has an understanding of the Traditions.
  - e. The agreement prepared by the convention committee determines what the taper sells or displays on-site.
  - f. The convention committee clarifies that taping is not an official part of the convention.
  - g. Convention committees discourage any taping royalties to the convention committee.
5. Make up fliers twelve months prior to State Roundup (with the full program agenda listed). These fliers should be available for the preceding year's State Roundup.
6. Print appropriate handouts to include (but not limited to) roundup agenda program, area hotel listing, and a general city map for the roundup.
7. Provide for conference-approved literature as needed (Contact Area Secretary to set this up).
8. Turn over to succeeding roundup chairperson and the Area Chairperson, a file consisting of all finances, minutes of meetings, correspondence, and other records. Timeline?
9. Prepare a financial report to be given at the following March Assembly of Area 52.

**HOTEL/SITE:**

1. Negotiate sleeping room rates.
2. Establish a room block. Know total sleeping room usage from past roundups at that city.
3. Make room reservations for speakers.
4. Try to establish a 1:00 p.m. check out time.
5. Negotiate meeting room rate.
6. Main room should seat 400-500 people (theater style).
7. Determine area to be used for registration.
8. Negotiate coffee price.
9. Determine area to be used as refreshments.
10. Availability of soft drinks.
11. Arrange for tables and chairs as needed by committees and registration.
12. Arrange for adequate parking.

### **REGISTRATION PRICES:**

1. In determining prices for roundup registration – add up all total costs of roundup – speaker travel expenses, motel rooms for speakers, meeting rooms, flier costs, speaker gifts, postage to mail fliers, meal costs for speakers, etc. When you have determined an approximate cost of expenses, take that number and divide by the number of people you anticipate will attend the roundup and that will be the registration price. The meal price should not be included in the registration price and should be the price of the vendor.
2. Beverage prices will be determined by facility costs and addressed as such.

### **FINANCES:**

The "Floating Roundup Money", currently \$3000.00, is Area 52 money. This money is passed from one area roundup committee to the next, through the Area Treasurer to help get the roundup started. The host committee must return the fund money to the Area Treasurer within 60 days after the roundup.

The Area host roundup committee receives up to \$3000.00 of this fund in the following manner:

1. Eighteen months (March Assembly) prior to the event, the Area Treasurer issues \$500.00 to the host roundup committee. The treasurer may issue the remaining \$2500.00 for the next year's roundup after receiving the return of the "Floating Roundup Money" (\$3000.00 plus profits) from the current year's host roundup committee.
2. The host district should take a businesslike approach to the finances and try to keep expenditures within a conservative estimate of anticipated revenues. The "Floating Fund" is not to be used to offset any losses. A complete report of the expenditures and income is to be sent to the Area Treasurer, Area Chairperson, and the next host district.

3. Any profits from the roundup are to be returned to the Area Treasurer within 60 days of the roundup, along with the "Floating Roundup Fund."
4. In the event of a deficit, the Area Chairperson and Area Treasurer should be contacted to arrange for payments of funds to cover the loss. A fund equal to 20% of the "Floating Roundup Fund" has been set aside for this purpose.

### **PRINTING:**

1. Fliers should be available at the (June) preceding Assembly for the GSRs and DCMs to distribute to members of their groups and districts.
2. Flier should be listed on the Area website with permission for printing it.
3. Flier should include the following information:
  - a. State Roundup, roundup theme (follows General Service Conference Theme), when, and where.
  - b. Hotel/motel information to include phone number and address of motel/hotel.
  - c. Complete schedule of weekend events, starting with Friday.
  - d. Registration time.
  - e. Opening/welcome.
  - f. Time table of events for each day.
  - g. Speakers name – first name and last initial with town (not group)

### **SIGNAGE:**

1. Theme banner (occasionally host city convention center will furnish)
2. "Registration" signs
3. "Tapes" (name of non-profit firm)
4. No "AA" reference for general public (e.g. do not make signs stating AA – refer to as Area 52).

### **MEETINGS:**

1. Provide local meeting list.
2. Provide an optional AA meeting room (either before or after speakers).
3. Provide an optional Al-Anon meeting room (cost to be billed to Al-Anon).
4. Provide a well-stocked hospitality room. The hospitality room is optional. Hosting district is responsible for the hospitality room. Have 7<sup>th</sup> Tradition can available.

### **MISCELLANEOUS:**

1. Taping; arrange for taping services in accordance with AA Guidelines.
2. Consider having shuttle (volunteers) to pick up people at the airport, train station, etc.
3. Host for each speaker.
4. Provide a "contribution" can for pamphlets. Books will be for sale and money for books will be turned in to appropriate area.
5. Suggested to have a highly visible area for Archives.
6. Have knowledgeable greeters from your district.

7. Provide tourist information of the area.

## **GENERAL PREPARATION AND IMPLEMENTATION TIMELINE:**

### 24 months:

- Start the process of getting a roundup committee – chairperson and committee. Start process of checking out facility and getting contract in place.

### 18 months:

- Contract with facility signed.
- Start process of getting speaker commitments.
- Set up checking account.

### 6 months prior to roundup:

- Confirm all details with hotel, date, time room block, phone number for flier.
- Provide contact number for immediate notification of changes.
- Have printed pre-registration tickets for sale.
- Provide up to date fliers to Area Assembly.

### 3 months prior to roundup:

- Confirm your volunteer list.
- Make sure all your GSRs have tickets to sell.

### 1 month prior to roundup:

- Talk to hotel/site (ask when supplies can be brought to the site)
- Schedule weekly planning meeting.
- Go out to different groups and recruit volunteers.

### 1 week prior to roundup

- Roundup Treasurer should appoint responsible people to be in charge of the cash boxes at each selling location.
- Check on audio system, ask site for tech in charge.
- Check on arrival time for speakers by phone.
- Check ticket sales – stick with pre-registration plans.
- Check with groups about hospitality deliveries.
- Prepare nametags for pre-registered.
- Purchase speaker gifts.
- Ask people to chair each speaker meeting. Chairperson will find members to read "How It Works" and "The Twelve Traditions."

- Have a copy of the format of the meeting available.

Day before the roundup:

- Treasurer should prepare cash box allowances, double check "seed money".
- Volunteers should be contacted by phone to be at stations at set times or ½ hour before if at registration tables.

The General Service Office also has a set of AA Guidelines for conferences, conventions, and roundups. Some of the material in the state roundup guidelines has come from the AA Guidelines.