Tri-County Mini Conference Guidelines

Amended October 2008, digitized August 2023

SECTION I – HISTORY, PURPOSE AND PRINCIPLES

A. **HISTORY –** In 1982 the Mini Conference sprung from an idea to invite the four "Sister Cities" of Kenosha, Racine, Waukegan and Zion to join together and share their experience, strength and hope with each other. The hope was that the sharing and caring would continue from one conference to the next. In 2001 the conference name was changed to Tri-County Mini Conference to include the "Sister Counties" of Lake County, IL, Kenosha and Racine County, WI.

B. **PURPOSE –** To provide a local AA Conference in cooperation with Al-Anon affordable by those who need it most. A primary goal of the committee has been to keep the day sessions free. The conference provides a place for people involved in AA and Al-Anon to participate in and enjoy the fellowship of both programs.

C. **PRINCIPLES –** The committee should always abide by the Alcoholics Anonymous principles of self-support and anonymity. Respect for the suffering and recovering people involved with alcoholism should always be observed. Conference MC should be selected from the active committee members.

SECTION II – MEMBERSHIP AND ORGANIZATION

A. **MEMBERSHIP –** Functions of the conference are governed by a committee composed of AA and Al-Anon members from the local counties of Lake, Kenosha and Racine. Decisions made by a majority vote of the committee, in normally scheduled meetings, will be binding on Officers, Chairpersons and all special committees involved in the Conference. Conference Chairperson votes only in the event of a tie. Any member of AA or Al-Anon may join the committee by attending two consecutive regularly scheduled meetings and signing a membership list along with their address and telephone number.

   1. **VOTING –** Only active Committee members will be allowed the privilege of voting on any issue concerning the Conference. Committee members must attend at least two consecutive meetings to be considered active. Amendments to the conference guidelines should be made at one committee meeting and voted on at the next meeting unless it is imperative to the conference that an immediate vote be taken.
   2. **REPLACEMENT –** Any person in a responsible position that misses two consecutive meetings without explanation will be replaced at the second meeting he or she misses. The collective group conscience shall guide the committee in all matters that could hurt the conference as a whole.

B. **ORGANIZATION –** The Conference Committee shall be composed of four officers and the subcommittees necessary to perform the various functions of the mini conference.

   1. **OFFICERS –** Committee business will be guided by four officers: Conference Chairperson, Co-Chairperson, Secretary and Treasurer. Officers need a minimum of two years in AA and two years as a subcommittee chairperson. Co-Chairperson from the previous year will automatically become the Chairperson for the current year. The Co-Chairperson, Secretary and Treasurer of the next conference will be elected at the conference wrap-up meeting if a majority of committee members are present. Whenever possible the Co-Chairperson will be elected continuously in the order of Kenosha, Racine and Lake County. The Secretary and Treasurer may succeed themselves and be reelected each year.

SECTION III – CONFERENCE OFFICERS AND SUBCOMMITTEES – All officers and chairpersons should have alternates ready to take over their duties except for the Conference Chairperson and Conference Co-Chairperson.

A. **COMMITTEE OFFICERS** - Chairperson, Co-Chairperson, Secretary, Treasurer.

1. **CONFERENCE CHAIRPERSON –** Chairs all committee meetings. Oversees all aspects of the conference being prepared to help out wherever needed. Two years continuous sobriety and past subcommittee chairperson experience needed. Votes only in case of a tie. Assumes Co-Chair's responsibility if no co-chair is in place for the following year. Invites Area Archives & Grapevine representatives to be present

2. **CONFERENCE CO-CHAIRPERSON –** Chairs meeting when Chairperson is absent. Keeps current with all activities of the conference being ready to help out wherever needed. Contacts and provides panel taper with all program information. Elected at the conference wrap-up meeting if a majority of committee members are present. Two years of continuous sobriety and past subcommittee chairperson experience. Contacts and invites Literature representative (R.A.C.O) to display sale items

3. **SECRETARY –** Records minutes of committee meetings and phone lists. Mails minutes to all committee members before the next meeting. Maintains archive copies of minutes, programs and financial statements. Two years continuous sobriety or serenity and past subcommittee chairperson experience needed. Records guideline amendments and makes changes when necessary.

4. **TREASURER –** Acquires Hall reservations for the following year. Contacts insurance company of Insurance Rider. Maintains prudent reserve in a non-interest-bearing checking account. Pays bills, makes deposits, keeps records of income, expenses and prepares financial report for committee meeting. Represents the committee in all financial matters. If feasible, he or she should confer with the committee before signing and contract in the name of the Conference. Signs written contract with the conference facility and caterers setting prices for the menu and all hospitality needs by second (November) committee meeting. Signs new contract with the band or DJ at the end of each years dance. Two years sobriety and past subcommittee chairperson experience needed.

B. **SUBCOMMITTEE CHAIRPERSONS and RESPONSIBILITIES**

1. **AA/Alkathon Chair –** Chairperson finds one co-chair from each county that will find three or four panel MCs and two or three Alkathon leaders. Also assigns topics and time slots to panel co-chairs including two "time slots" for Al-Anon panel co-chairs. (Conference committee determines panel topics. A.A. Al-Anon (sic) chair determines Alkathon topics.)
    a. **AA PANEL –** Each MC obtais three other panel speakers plus back-up for each of the three or four panels. This chairperson sets up the format for the panels. Each County will have between three and four time slots. Suggested format is: Five 45-minute non-smoking panels. 10:30 and 11:30 AM, 1:30, 2:30 and 3:30PM. Anonymity statement read before each panel. Main AA and panel speakers are to be from Kenosha, Racine, and Lake County areas.
    b. **ALKATHON –** Chairperson is responsible for getting subcommittee chairpersons from each County to coordinate panel subjects. Alkathon panels will be suspended during banquet and all main speakers. Nine panels from 10:30 AM to 6:30 PM and 3 panels from 9:00 PM to 1:00 AM. Two panelists per subject suggested.

2. **AL-ANON Chair –** Chairperson is responsible for obtaining local Al-Anon kick-off speaker and panelists. Assign Al-Anon Literature Chairperson to sell Al-Anon literature at conference. Same suggested panel structure as AA but panel subjects may be changed to fit the needs of the Al-Anon participants. Responsible for assigning topics and two co-chairs or MCs to the two time slots given from the AA/Alkathon Chair. Arranges for Al-Ateens to be greeters and a $50 budget for huggies.

3. **CORRECTIONS CHAIR –** Responsible for finding panel MCs for corrections panels. Panel MCs to find two or three panelists to speak. Format may be changed to fit corrections needs. Donation cans to buy AA and Al-Anon literature for facilities approved by committee.

4. **ENTERTAINMENT CHAIR –** Decides what type of entertainment (Live band, DJ, Karaoke, etc) and procures venue. Works in conjunction with the Treasurer to pay entertainment venue. Forms subcommittee to help in the sales of dance tickets ($5.00) at the door monitoring upon re-entry of all participants. Hand stamp suggested for dance only, budget to be $400 upon committee approval.

5. **DECORATIONS/BANQUET CHAIR –** Responsible for main banquet hall decorations. Arranges for licensed and bonded caterer for the banquet dinner with committee approval. Determines menu and price, creates table decoration ideas. Coordinates hall set up and finds servers for banquet dinner.

6. **SET-UP/CLEAN-UP CHAIR –** Responsible for setting up (tables and chairs) before and after the conference. Find volunteers to help with set-up (before, during and after) all events. Maintains smoking area and all aspects of the building/grounds of litter or garbage. Disposes trash in receptacles.

7. **HOSPITALITY CHAIR–** Organizes responsible volunteer team to keep the hospitality counters open. Responsible for purchasing food, beverage and supply items and making price list (suggested $.75 for each item. Refreshment counters to be open for the entire conference other than during the main speaker. Responsible for obtaining coffee pots and thermoses. Coffie and milk and one soda per person during banquet only. Refreshments covered or moved out of room as soon as banquet is over and before open speaker meeting. Also, transfers all large bills to Treasurer on a regular basis.

8. **OUTREACH CHAIR–** Chairperson is responsible for all programs, flyers, posters, publicity and outreach. (A) Rough draft of conference flyer due by November meeting. Final draft due by December meeting. Flyers with registration form to be printed and circulated in early January. (B) Signs and posters due by December meeting. (C) Publicity announcements due by February meeting. (D) Treatment and correctional facility invitations written and mailed by January meeting. € This committee should maintain updated mailing lists for all clubs, treatment and correctional facilities.

9. **REGISTRATION CHAIR –** Chairperson works closely with the Treasurer. Obtains paid registration slips from the treasurer and makes up registration packets for the conference. Should also maintains records of all paid/ walk-in registrations. Chairperson or Co-Chairperson should be at the tables at all times. Also find volunteers to help at registration table. Updates Decoration/Banquet Chair of the dinner counts.

10. **RAFFLE CHAIR–** Chairperson for this committee purchases raffle prizes and tickets for raffle. Raffle prizes not to exceed $500. Responsible for selling raffle tickets at conference. Raffle donations from AA or Al-Anon groups, RACO and individual AA or Al-Anon members can be accepted for the raffle. No club or business donations.

11. **CHILI CHAIR** – Responsibilities: find volunteers to help set-up and serve chili lunch; find volunteers to donate (make a sign-up list) chili and condiments; works with hospitality committee in providing beverages and serving supplies (bowls, spoons, serving containers) at the luncheon. Works with the CLEAN-UP COMMITTEE in cleaning up the lunch area.

SECTION IV MINI CONFERENCE AGENDAS AND DEADLINES

SUGGESTED GENERAL MEETING FORMAT

1. Meetings held the first Sunday of each month, at 12:30 pm ending no later than 2 pm at the Kenosha Alano Club
2. Open with a moment of silence followed by the Serenity Prayer
3. Introductions – circulate sign-in sheet
4. Secretary's report- corrections; motion to accept; seconded; approved
5. Treasurer's report – corrections; motion to accept; seconded; approved
6. Old Business
7. Subcommittees' reports and discussions
8. New Business
9. Conference Treasurer makes a $10 donation to Alano Club after each committee meeting
10. Confirm time and date of next committee meeting.

<u>OCTOBER MEETING AGENDA</u>

1. Discuss suggestions from last years' committee
2. Fill primary positions – (Treasurer and Secretary may be reelected each year)
3. Choose Co-Chairperson if not done at wrap-up meeting
4. Confirm date of and deposit for conference
5. Discuss menu and hospitality selection and prices
6. Confirm DJ
7. Choose conference theme
8. Choose panel themes
9. Discuss possible main speakers – bring new names to next meeting
10. Confirm taper; (committee group conscience to have one)

<u>NOVEMBER MEETING AGENDA</u>

1. Election of unfilled subcommittee positions
2. Choose panel topics if not done at October meeting
3. Rough draft of flyer due – flyer to include directions or map to facility
4. Choose menu and hospitality selection and prices
5. Treasurer signs written contract with facility confirming prices and selections
6. Confirm panel, banquet, speaker, dance and Alkathon times
7. Discuss and vote on main speakers – confirm accept/decline of main speakers
8. Invite AA Area 75 Officers and Standing Committee to conference – expenses are paid by Area
9. Area or District members to do displays (Stricken by hand)
10. Area Al-anon Delegates are reimbursed by their areas (Stricken by hand)

DECEMBER MEETING AGENDA

1. Finalize main speakers
2. Final draft of flyer due for printer (2000 copies needed)
3. Rough draft of treatment and correctional facilities invitation due – update facility lists
4. 11x14 copies of flyer used as posters for Clubs, RACO, colleges, alcohol councils, shelters etc

JANUARY MEETING AGENDA

1. Divide flyers and posters among committee members for circulation in all areas
2. Confirm free banquet tickets for taper & quest, printer & guest and all main speakers and guests
3. Discuss raffle prizes and prices - $500 approved.
4. Send flyer with all main speakers and panel MC names to taper if used
5. Rough draft of program due
6. Remind all committee members to get their registrations to treasurer,
7. Does any committee need extra help?
8. Send invitations to treatment and correctional facilities with reply deadline.

FEBRUARY MEETING AGENDA

1. Check stock of name tags, raffle tickets, decorations, badges, etc.
2. Alateen "huggies" ready? Alateen banner done?
3. Final draft of program to printer – 500 copies needed by next meeting.
4. Nametags for all committee members by next meeting
5. Raffle main prizes purchased? Any AA or Al-Anon raffle donations? RACO?

MARCH MEETING AGENDA

1. Final count of paid banquets to facility caterer
2. Submit paid receipts to treasurer for reimbursement
3. Badges for committee due
4. Room signs ready
5. Wooden road signs ready.
6. Banner for entrance to conference.
7. Main speaker ribbons,
8. Corrections and Alateen donation cans ready.
9. All Committee members to be at conference facility by 7:30 AM for set-up the day of the conference.

MARCH (FINAL) MEETING AGENDA

1. Address and cancellations if any with back-ups.
2. Caterer and menu are ready.
3. Form of entertainment is set.
4. Fina review and confirmation of all sub-committees.

WRAP-UP MEETING – TO BE DETERMINED

Elect new co-chairperson if a majority of committee members are present. Elect in order of Kenosha, Lake and Racine counties if possible. Discuss problems and solutions. Make written suggestions for the next conference committee. Review of all expenses (final treasurers report)

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