Print Form

Florida State Convention Bid Summary

A. Registration

(Hold the last 2 weeks of July/1st 2 weeks in August except during International years then 1st 2 weeks of Aug)

Start Day Date			End Day Date		

Early Reg Fee/Cut Off Date for Early Fee	$		Reg Fee/Cut Off Date to Cancel	$	

B. Host Hotel Information

Name, Location _____

	Wed	Thur	Fri	Sat	Total
Room Block					

	Total
ADA/Accessible Rooms	

	Single/Dbl	Triple/Quad	Suite	Other Options/List		Resort Fee
Room Rate	$	$	$	$		$

	Self (spaces/per day)		Valet(spaces/per day)		Overflow(spaces/per day)	
Parking	#	$	#	$	#	$

Shuttle Cost	$	Hours of Operation	

	Ballroom (max seating)	Overflow Ballroom (max seating)	# Breakout Rooms	Hospitality Suite/ Cleaning $		Banquet max seating	Other
Meeting Space					$		

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Food & Beverage (Inclusive Pricing)

	Friday (plated or buffet/cost)			Saturday (plated or buffet/cost)		
Banquet	#		$	#		$

	Friday (servings/cost)		Saturday (servings/cost)		Other Event?	
Ice Cream	#	$	#	$	#	$

	Flat Rate from hotel	Cost to purchase Coffee	Purchase gallons from hotel	Price per gallon	Other
Coffee	$	$	#	$	

TOTAL Minimum F & B $

Audio/Visual, Other Fees

A/V Costs $

Other Fees $

Overflow Hotel Information

Name, Location, Proximity _____

	Wed	Thur	Fri	Sat	Total
Room Block					

	Total
ADA/Accessible Rooms	

	Single/Dbl	Triple/Quad	Suite	Other Options/List		Resort Fee
Room Rate	$	$	$	$		$

	Self (spaces/per day)		Valet(spaces/per day)		Overflow(spaces/per day)	
Parking	#	$	#	$	#	$

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C. Recreation Events

Golf (minimum/cost/course name/lunch included) Run/Walk/Distance/course

#	$			#	$		

Other_____ Other_____

#	$		#	$	

D. Bid Requirements

1. Chair: _____ Treasurer: _____.
   (Prior Convention/Service in AA is helpful) (Service Resumes are attached)

2. Agree to adhere to Traditions, GSO Convention Guidelines: ☐ Yes ☐ No

3. Agree to Host Requirements of the Area Standing Committee & JAC: ☐ Yes ☐ No

4. Intergroup/District/Area support: ☐ Yes ☐ No

5. Chair and Treasurer understands that anonymity may be compromised through the required filings for 990 due to being a Director of the Florida State Convention of Alcoholics Anonymous Joint Advisory Committee. ☐ Yes ☐ No

By signing below it verifies that I have read all of the Florida State Convention Bid Summary both listed above and attached in Host Committee Requirements & FAQ.
I agree to follow all as a Director.

Chair: _____ Treasurer: _____.

Hotel contract approved by JAC: ☐ Yes ☐ No. ____/____/____ Approval Date

Signature JAC Chair: _____

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Host Committee Requirements

As Chairperson and Treasurer of the awarded host for the future Florida State Convention, you both will become Directors of the Florida State Convention Joint Advisory Committee. As such, you and your committee will be acting on behalf of the Florida State Convention of Alcoholics Anonymous and enjoy certain protections under the 501c3 umbrella. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting the Florida State Convention. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Florida State Convention affairs, Area Committees, or AA as a whole, each Host Committee should be autonomous. Here the Joint Advisory Committee's attitude is that of custodial oversight. The Joint Advisory Committee does have veto power over any Host Committee action; while rarely exercised this is necessary and right in principle. With this relationship comes certain specific responsibilities and by endorsing and accepting the seed money funds you are hereby agreeing to the following:

1. Upon being awarded the future Convention, the positions of Chairperson and Treasurer must be actively fulfilled. These positions come with significant time commitments and responsibilities as follows:
    a. Chairperson and Treasurer will be Directors on the Joint Advisory Committee and attendance will be mandatory at the quarterly business meetings. Chairperson and Treasurer may also be members of the corresponding Area Oversight Committees and attendance will be expected as defined by the Area's Structure. Upon completion of the convention, both positions will remain on the JAC for a subsequent 1-1/2 year term and shall serve as Chairperson and Secretary.

2. Adequate Financial and Status reports shall be presented as each of the meetings outlined in 1.a. These reports should include the following:
    a. Financial Summary of cash on hand, income from registrations/other, expenses paid, and any liabilities / monies due to others (hotel, merchandise vendors, etc.)
    b. Registration report showing registrations, banquets, other events sold to date.
    c. Hotel room reservation report showing room pickup / percentage of contracted room block met.

3. Any significant issues that may adversely affect the Convention or the local AA service structures should be brought to the attention of the JAC immediately.

4. The Host Committee will establish a bank account and provide read-only access to the JAC's CPA.

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5. In keeping with the 7th Tradition of AA, all Convention Committee activities and actions ought to be fully self-supporting. The JAC reserves the right to request explanation of income and/or expenses paid and may recommend a change in action if those actions were determined to not be in the Spirit of the 7th Tradition.

6. In keeping with the 6th Tradition of AA, all Convention Committee activities and actions ought to be free of any implied or explicit affiliations with any other entities. Furthermore, any implied or explicit conflicts of interest shall be discouraged. The JAC reserves the right to request explanation of actions and may recommend a change in action if those actions were determined to not be in the Spirit of the 6th Tradition or a conflict of interest which could harm the integrity of the Florida State Convention.

7. Budgeted funds to include:

    a. Seed-money returned/passed onto next Host Committee. ($5000 Cashier's check)
    b. JAC Prudent Reserve contribution.($2000)
    c. JAC International Hospitality fund contribution. ($2500)
    d. CPA ($600 to JAC Operating account)
    e. Sales tax for Merchandise Sold ($ to JAC Operating account)
    f. JAC Operating Account contribution. ($700 meeting contribution, Area Reps, misc.)
    g. Reasonable pre-paid travel expenses for the Chairperson/Treasurer's attendance at meetings for the remainder of their terms. ($ to JAC operating to be earmarked)
    h. JAC Operating Account contribution. ($2600 website marketing fee)

8. Upon completion of the convention, timely closings of Registrations, merchandise and ultimately host committee financials is necessary to meet JAC statutory requirements. Completed Financial Reports are expected at the 4th quarter JAC meeting to be provided to the JAC CPA.

9. Remaining proceeds from a budget overage shall be handled by the Host Committee's group conscience. They may distribute in their local A.A. service structure. It is recommended that any Area contributions be distributed 50/50 between North (14) and South (15) Florida Area Committees. This disbursement list will be presented to JAC at the 4th quarter November meeting for disapproval BEFORE disbursements are made. The accounts can be closed immediately following the meeting.

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Bid Package / FAQ

- Further explanation of the "veto power": How would the JAC go about advising/ requiring a change in action to the host committee? Emergency meeting of the JAC by conference-call / email, would require a majority consensus to go forward. Communication in such a situation should not be an issue since both the Host Committee Chair and Treasurer should be actively participating in the JAC.

- Funding proceeds after the Convention: I'm sure various points of view exist on this… And here's mine: Proceeds should not be "too large" – in other words the Florida State Convention is <u>not</u> a fund-raising activity – nor should it be used for that purpose. To give an example, ICYPAA's requirements is that 80% of the proceeds get turned over to the Advisory Council, the remaining 20% can be used as the Host Committee wishes to distribute amongst the local service structure. This serves 2 purposes 1) The Advisory will be adequately funded 2) this "deters" profit motive with the Host Committee. The Advisory Council has a Prudent Reserve cap in place which then in turn transfers any overages over to GSO.

- Affiliations: Maybe define or give examples of what this looks like. In a general way, this can be defined as any actions that imply affiliation with an outside entity. On this note, we should examine the existing suggestion (requirement) about how we are supposed to handle scholarship registrations. I think this should be questioned to determine what is required (by 501c3) and ensure that how we go about it does not "affiliate" us with the various Treatment Facilities we contact. In other words, we may "outreach" scholarship registrations to AA members which happen to be clients of the Treatment Center but we should not be offering the Treatment Center scholarship registrations.

- Conflicts of Interest: Maybe define or give examples of what this looks like. In a general way, this can be defined as any actions performed by decision makers / voting members of the Host Committee (or JAC) that can result in a personal gain (usually financial).

More than likely, any of the above issues may happen inadvertently and by accident. As the Chief Custodian, the JAC has a responsibility to identify possible issues such as these and take action to avoid any negative impact on the reputation and integrity of Florida State Convention, associated Area Committees, and AA as a Whole.