

# Area 14

## Florida State Convention Bid Packet

This packet contains the following:

- 1) Time Line.
- 2) Bid Summary.
- 3) Host Committee Requirements.

	<b>Bid Year 1 (2 Years Out)</b>
January	present Bid to Oversight Committee - Upon Approval / Sense of The Assembly
April	Attend Area Assembly Present Contract
May	Present Bid to Joint Advisory Committee
July	Attend Area Oversight Committee meeting
July/ August	Present Display at Convention
	attend morning JAC meeting
	present Bid Site @ Selection
	<i>Chairman &amp; Treasurer of winning bid committee become JAC members</i>
	<i>JAC Chair &amp; Treasurer of two year previous Convention rotate off</i>
	<i>Current Chair becomes Chair of JAC / Treasurer becomes Secretary (1 year)</i>
October	Attend Area Oversight Committee meeting
November	Attend JAC meeting
	<b>Year 2</b>
January	Attend Area Oversight Committee meeting
April	Attend Area Oversight Committee meeting
May	Attend JAC meeting
July	Attend Area Oversight Committee meeting
July/ Aug	Open Registrations at start of current convention
	attend morning JAC meeting
	attend Bid Site Selection
October	Attend Area Oversight Committee meeting
November	Attend JAC meeting
	<b>Year 3</b>
January	Attend Area Oversight Committee meeting
April	Attend Area Oversight Committee meeting
May	Attend JAC meeting
July	Attend Area Oversight Committee meeting
July/ Aug	Open convention
	attend morning JAC meeting
	attend Bid Site Selection
	<i>Current Chair becomes Chair of JAC / Treasurer becomes Secretary (1 year)</i>
October	Attend Area Oversight Committee meeting
November	Chair JAC meeting
	<b>Year 4</b>
January	Attend Area Oversight Committee meeting
April	Attend Area Oversight Committee meeting
May	Chair JAC meeting
July	Attend Area Oversight Committee meeting
July/ Aug	Chair morning JAC meeting
	Chair Bid Site Selection
	<i>Current Chair becomes Chair of JAC / Treasurer stays as member of JAC</i>
October	attend and final report to Area
November	attend and final report to Area

# Florida State Convention Bid Summary

## A. Registration

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

Start Day	<input type="text"/>	<input type="text"/>	End Day	<input type="text"/>	<input type="text"/>
Date			Date		

Early Reg Fee/Cut Off	\$	<input type="text"/>	Reg Fee/Cut	\$	<input type="text"/>
Date for Early Fee			Off Date to Cancel		

## B. Host Hotel Information

Name, Location \_\_\_\_\_

	Wed	Thur	Fri	Sat	Total
Room Block	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total

ADA/Accessible Rooms

	Single/Dbl	Triple/Quad	Suite	Other Options/List	Resort Fee
Room Rate	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

	Self (spaces/per day)		Valet(spaces/per day)		Overflow(spaces/per day)	
Parking	#	\$	#	\$	#	\$
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shuttle Cost \$  Hours of Operation

	Ballroom (max seating)	Overflow Ballroom (max seating)	# Breakout Rooms	Hospitality Suite/ Cleaning \$	Banquet max seating	Other
Meeting Space	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>

# Florida State Convention Bid Summary

## 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	#		\$	#		\$

# Florida State Convention Bid Summary

## C. Recreation Events

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

#	\$			#	\$		
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Other \_\_\_\_\_

Other \_\_\_\_\_

#	\$		#	\$	
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## 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: \_\_\_\_\_

# Florida State Convention Bid Summary

## 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 at 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.



# Florida State Convention Bid Summary

5. In keeping with the 7<sup>th</sup> 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 7<sup>th</sup> Tradition.
6. In keeping with the 6<sup>th</sup> 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 6<sup>th</sup> 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. (\$700 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 4<sup>th</sup> 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 4<sup>th</sup> quarter November meeting for disapproval BEFORE disbursements are made. The accounts can be closed immediately following the meeting.

# Florida State Convention Bid Summary

## 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 not 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.