

2025 Illinois State Conference Planning January 11, 2026

The 2025 Illinois State Conference took place November 14-16, 2025 at the Hyatt Regency Schaumburg, 1800 E. Golf Rd, Schaumburg, IL 60173

Meeting Called to Order at 1:10 pm with Quiet Time, Serenity Prayer.

Members Present: Jeff, Sandy, Bea, Jim G, Robert S., Dana S., David P., Terry M., Jim W., Lisa S., Patty F., Kelly L., John S., Chris Q., Amy R., Sarah L., Jacky S., Keri T., Linda T., Robert J., Dawn B., Aaron V., Colleen H., and newcomers from Area 20 listed below.

Area Treasurer Chris Entwhistle was present.

Area Alt Chair Lorrie Ferguson was present.

Area Alt Secretary Kevin Ashley

Lorrie Ferguson requested copies of final reports and meeting notes.

Co-Chair Report: Jeff and Sandy

- Sandy and Jeff thanked everyone for attending and for all they did. The conference was awesome!
- Jeff read from his report. ([See attached Jeff's final report](#))
- Sandy read from her report. ([See attached Sandy's final report](#))
- Later, Jeff also noted that there was an unexpected expense and that might be important for next year's planners to take note of for the Trivia game on Friday night.
 - We had more people show up to play than anticipated. Originally we were going to have it be in the Hospitality Room, so it wouldn't have incurred an extra expense. But too many people wanted to play and they wouldn't all fit in the Hospitality Room, so we had to pay an extra \$8,000 to use the main room instead, so that would be something to take note of for next year.
 - The reason for the charge was because the hotel said they had to keep employees longer to clean up.
 - But again, Sandy noted that with all the extra payments we had to make and problems with the venue, that we should perhaps use a different venue next year.
 - Robert S also noted that the Program committee did not recommend using the Hyatt Regency Schaumburg in the future. Others on the committee concurred.
 - Jeff noted that policies changed after the hotel came under new ownership this year, which is so many of the extra surcharges came into play that didn't happen previous years.

Secretary Report: Debbie & Bea

- Please sign in on the sheet being passed around.
- Bea gave the final report for the secretaries. ([See attached Secretary final report](#))

Treasurer Report: Jim G. and Byron

- Jim read from his report. ([See attached Treasurer final report](#)).
 - We basically broke even. After receiving the expenses from printing we may be in a deficit of about \$300 - \$400.
 - Patty spoke about her receiving texts from several people that they have paid twice. She was told to send those people to Jim.
 - Jim responded that his not knowing how the credit card process worked and he had to review these requests. There were some issues.
 - He mentioned three that he researched. More research will be done when he receives the contact information. Jim told Patty to send their contact information to him.
 - Kelly had brought up a question about the money totals (are they correct?).
 - The hospitality line item has discrepancies.
 - She stated that they actually only brought in \$102.00. Jim explained how his totals were arrived.
 - Coffee is a separate line item and ice cream social is a separate line item.
 - Kelly brought up her questions because she wants to confirm that what Jim is stating that is in the bank is actually in the bank.
 - He confirmed that yes, the figures for hospitality, coffee, and ice cream are accurate as a group. We broke even on those items.
 - Stripe, cash, and Zelle was discussed.
 - Zelle and cash came out even.
 - 40% of people did credit card. He stated that if we did not do Zelle and credit card we probably would have had a problem. It was good that we did payments by check, Zelle and credit card. That would be important for the next group to know.
 - Chris E. asked if we were paying a fee to use Stripe?
 - Yes. It was per pay and we included the fee in the price of the transaction, however we did not pay for it. The customer using the credit card paid the fee. We used a free stripe service.

Registration: Richard and Lori

- We did not have a registration report at the time of this meeting on the January 11th meeting.
- A discussion was held. We had a total of 350 attendees.
 - Jim confirmed totals.
- Aaron asked for the sheet with all the information for registration.
 - It was noted that there was a lot of confusion at the table and many errors. We know that there were a lot of issues at the registration table.
 - Aaron said his own registration had not been recorded.
- More volunteers were needed on Friday at opening and Saturday morning. There were only 2 volunteers and Debbie helped by filling in.
 - Jim the Treasurer also came to the table to assist and check on people's registration questions (people who thought they had registered, but had not or who had registered twice).
 - Colleen also mentioned that she was on the list for having registered twice, yet she had not registered twice.

- Because of the difficulties with transfer of information regarding credit card, check, and other payments, it is important for treasurer to be present too.
- **Recommendations for future conference registration chairs:**
 - Future conferences should make sure to have more volunteers at the table, maybe 5 plus the treasurer to answer any questions regarding payments.
 - Additionally, Aaron said that for the future, the treasurer and registration chairs should meet and get together to go over all the totals to make sure they jive before the event.
 - Lorrie said she has been in charge of registration before and had similar problems. She recommended there should be an automatic electronic copy but then there should also be a manual copy that are both looked at constantly and reconciled with each other for accuracy. Jim agreed with this for the future.
 - Lisa suggested that in the future, a registration software be used. Research should be done well ahead of the event, and then use that software so that we won't have those problems.
 - Robert S suggested this software be explored by the Area, and then that same software can be used for registration for any Area event.
 - Sandy said she would make note of this suggestion and send it to the Area.
 - Another area that would need improvement is for the paper registration form.
 - People would need to know that if they are bringing an AI-Anon guest, that they would need to check both AA and AI-Anon so that we can get an accurate count of AI-Anon members from paper registration.
 - Jim received checks paying for 2 people but Jim the treasurer would get the check paying for 2 people, but either the person didn't fill in the circles for both options and only put AA, so it was recorded as 2 AA members for example.
- * **Note:** A report was sent in a few days after the Jan. 11 meeting and is attached. ([See attached Registration report](#))

Program Report: Robert S. & Gordon

- Robert read from his report. ([See attached Program final report](#))
- Aaron noted that it would be important for the next group to know how much we saved in reimbursement expenses for people that did not want to be reimbursed for mileage or travel expenses for example.
 - For example, Bonnie and Debi did not ask for reimbursement for travel, however, maybe next year everyone will instead ask to be reimbursed. So Aaron wanted it noted how much we saved that maybe next year, the reimbursement for Program travel may be more.
 - Robert S said that we probably saved about \$1,000.00 from those who did not want to be reimbursed, so probable travel expenses may be closer to \$4,400 for next year, but that would also depend upon the distance next year's speakers are traveling and how they are getting there.

Printing Report: Brad and Matt

- Sandy read from Brad's report. ([See attached Printing final report](#))
- Brad and Matt still need to be reimbursed for printing expenses.
- Robert S wanted to know if Brad had the signs because next year will need them.
- We used Lemon Press for the printing and that company did an excellent job.
 - Lisa S noted that Lemon Press supports NAMI (National Alliance on Mental Illness) so it's great that we use and support them.

Banquet Report: Dana and David

- Dana read from her report. ([See attached Banquet final report](#))
- Dana said it would be beneficial in the future if the committee informs all members of anything already decided so that they can move forward even if joining the committee later.
- Dana also noted that because banquets were being sold at the venue too, so attendance was larger than originally expected. Additionally, Dana was given several different numbers by different people, so that should be worked out better in the future. Better communication from record keeping is needed.
 - So Robert S said only one person should be keeping track of the extra persons, so that the number given to the banquets chair is accurate.

Grapevine Report: Terry and Karen W

- Terry read from his report. ([See attached Grapevine final report](#))
- Terry said another thing to note is to order the free Grapevine materials earlier. What happened this year is that the warehouse moved so it took longer than expected to get the materials.

Public Information Report: Jim W & Lisa S

- Jim read from his report. ([See attached Public Information final report](#))
- Jim and Lisa also opted to print flyers for distribution themselves and not be reimbursed so there was savings to the committee from that as well.
- Lisa was out and about in many places so she took care of a lot of the distribution.
- Lisa noted that it was important to know what volunteer opportunities there were so that when she and Jim were visiting districts and Areas, they could share the volunteer opportunities as well as information about the Illinois State Conference.

Hospitality/Coffee Report: Patty and Kelly

- Patty read from her report. ([See attached Hospitality final report](#))
- Patty noted that the Area 20 coffee makers take a whole hour to make the coffee, so keep in mind for future events that hospitality will have to be in the room at least an hour before the event is to start to get the coffee going and everything else set up.
- There were extra undisclosed (an extra \$140 surcharge for coffee from the hotel coffee), so that is something to note for the future.

Literature Report: Charles and John

- John read from his report. ([See attached Literature final report](#))

Archives Report: Chris and Karen P

- Chris read from his report. ([See attached Archives final report](#))

Alcathon Report: Amy & Sarah L

- Amy read from her report. ([See attached Alcathon final report](#))
- Amy noted that in the ISC Structure and Procedures document with committee chairperson responsibilities, there is no mention of what specifically the Alcathon chair needs to do.
 - This document should be revised.
 - Amy and Sarah were able to fulfill their duties with the help of others on the committee for guidance.
 - Sarah asked about the gmail account they created for Alcathon.
 - Amy noted that there had not been any emails sent to it since the conference.
 - Robert J and the committee recommended deactivating the email account.

Accessibilities Report: position not filled

- No report.
- Please talk to Sandy C at sczolek@gmail.com as she ended up covering these duties.

Greeters Report: Jacky and Keri

- Jacky read from her report. ([See attached Greeters final report](#))

Decorations Report: Mary Beth, Linda T, Lori D

- Linda read from her report. ([See attached Decorations final report](#))

Entertainment Report: Ed and Brian

- No report.
- Talk to Robert S (rsnipes24@gmail.com) and Sarah L (sallyt23@gmail.com) for more information.
- District 40 provided all the gift cards for the Trivia Game, so Sarah brought all the extras back to this meeting to give to John, the new DCM.
- The Trivia game was excellent and had double the attendees that had been expected. People had fun, but still got to go to sleep early enough on Friday.
- The DJ was by volunteer from ISCYPAA, so no money was needed for the DJ. Thank you to ISCYPAA!

Web Administrator Report: Robert J.

- Robert read from his report. ([See attached Web Administrator final report](#))

Spanish Language District Representatives: Urbano, Marcello, Sara, & Regino

- No report.
- Talk to Urbano at urbano05@yahoo.com for more information.

AI-Anon: Colleen

- Colleen read from her report. ([See attached AI-Anon final report](#))

ISCYPAA: Savannah

- Sandy read from Savannah's report. ([see attached ISCYPAA final report](#))
- Committee members agreed that the countdown was a lot of fun.

Meeting closed at 2:37 pm with the Responsibility Statement.

Respectfully submitted by Bea H. & Debbie W