Motion to Update Procedures for Districts Hosting Area Meetings

Motion

The Technology Committee, in conjunction with the Service Manual Custodian, move to update the Procedures for Districts Hosting Area Meetings.

Changes are documented in the attached pages with strikethrough of moved/removed items and _underlined italics_ for changes of verbiage or new wording.

Background

In 2020 NIA meetings went completely virtual due to covid restrictions. In December of 2021 the Winter Assembly approved a motion to provide video conferencing capabilities, along with the funding to do this, for Assemblies, Committee Meetings, and the Pre-General Service Conference Workshop.

The Procedures for Districts Hosting Area Meetings have not been updated to reflect the changes needed to host hybrid events.

The document has been updated for better readability and clarification of wording, modified to align with current practices, along with specifics to technology needs.

NOTE: Based on feedback at the October 4, 2025, NIA Committee Meeting, changes have been made to the section _Financial Aspects of Hosting_ (page 3) and to the section previously named _Technology Coordinator_ but now named a _Technology Liaison (page 5)._

NORTHERN ILLINOIS PLANNING PROCEDURES

AREA 20

Procedures for Districts Hosting Area Meetings

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PROCEDURES FOR DISTRICTS HOSTING AREA MEETINGS

Introduction

The ~~intent and~~ purpose of this document is to provide written procedures for a Committee hosting an Area Meeting. *This document should be used in conjunction with the NIA Reference Documents for Hosting Area Meetings.*

Northern Illinois Area (NIA) holds nine (9) Area meetings throughout the year:
- *Four (4) quarterly Area Committee Meetings*
- *Four (4) quarterly Area Assemblies*
- *Annual Pre-General Service Conference Workshop ("PGSCW") prior to the annual A.A. General Service Conference.*

The Committee Meetings are held at a central location. Area Assemblies and the PGSCW may be held at various facilities throughout the NIA geographic region. All Area meetings are hybrid, and must facilitate both in person and online participation.

~~Each quarter of the year, the Area is to conduct an Area Committee Meeting and an Assembly~~. At the Winter Assembly, *in conjunction with approval of the NIA Calendar,* ~~annual Fall Area Committee Meeting (NIA Service Structure Guidelines, adopted at the March 2, 1991 Area A meetings)~~, all ~~Committee's~~ *Districts* that have not hosted an Area Meeting in the preceding two (2) years are eligible to "bid" on one of the ~~eight (8)~~ Area meetings that will be held the following year.

Organization

~~This is~~ The *following* are the suggested *structure, duties, and responsibilities for the* Host Committee ~~structure for conducting~~ *of* an Area Meeting ~~and the suggested duties and responsibilities for the Host Committee~~.
- *Host Committee Chair*
  - A Host Committee Chairperson may be the DCM from the hosting District, a Service Chair from a volunteer Service Committee, or a designated Trusted Servant.
  - The Host Committee Chair ~~should be in contact~~ *is the primary point of contact* with the NIA Alternate Chair and *is responsible for* confirming that the meeting facility meets the suggestions in this document and is handicapped accessible.
- *Financial Aspects of Hosting*
  - The Host Committee Chair ~~should be~~ *is* responsible for *overseeing* the financial aspects of conducting an Area Meeting. The *Host* Committee Chair ~~should~~ submits to the NIA Alternate Chair and NIA ~~Alternate~~ Treasurer a proposed budget in the format provided (see Reference Document). The Committee and the Chair ~~shall~~ *will* make the very best effort to insure *prudent spending for* the Area meeting is self-supporting in line with AA Traditions *and NIA spending guidelines*.
  - The *Host* Committee Chair ~~should be~~ *is* responsible for obtaining any monies needed prior to the Area Meeting from the ~~Host Committee~~ *NIA* Treasurer. All receipts should be kept and turned in for reimbursement. The *Host* Committee *Chair* ~~Treasurer~~ should obtain the Tax Exempt Letter for any purchases from the NIA Alternate Chair or the NIA Treasurer.
- *Flyers*

- The *Host* Committee Chair ~~should be~~ *is* responsible for ~~overseeing~~ preparation of an ~~Area Meeting~~ announcement flyer. ~~that needs to be made available to the preceding Area Meeting~~. *A digital (PDF) copy of the file is be to provided to the NIA Chair, Alternate Chair, Area Delegate, Alternate Delegate, Web Administrator, and the Concepts Editor.*
  - *Flyer is to be completed and available prior to the Area Meeting preceding the hosted meeting.*
  - *For each NIA Assembly, at least 75 flyers should be printed and provided at the preceding Area Assembly.*
  - *For each NIA Committee Meeting, at least 50 flyers should be printed and provided at the preceding NIA Committee Meeting.*
  - *The flyer must include at a minimum:*
    - *Facility name and address*
    - *Date of the meeting*
    - *Times of registration*
    - *Cost of lunch or other meals being provided, (along with what is being served) and points of interest or concern.*
- ~~For the Area Assembly, 500 announcement flyers need to be prepared and made available to the preceding Area Assembly. The details of this Area Assembly flyer will include facility name, address, date, times of registration, and cost of the lunch being provided, the Hearing Impaired icon, and other points of concern. A map and directions with major travel routes to the meeting facility should be included (see Reference Document). An electronic file copy should be forwarded to the NIA Chair, the Area Delegate, the NIA Alternate Delegate, the NIA Alternate Chair, the NIA Web Administrator and the Concepts Editor.~~
- *Supplies & Electronic Equipment*
  - *The Host Committee Chair coordinates with the NIA Alternate Chair to arrange for transportation of any NIA non-technology supplies to and from the meeting facility, including: coolers, coffee pots, general supplies, NIA directional signs, and the posters of Bill and Bob.*
  - *The Technology Committee coordinates the transportation of audio/visual, electronic, and other technology equipment required to run the meeting. (Note: Due to space constraints, it is not the responsibility of the Technology Committee to transport, or arrange for the transport, of any other supplies or equipment that are the responsibility of the Host Committee Chair and NIA Alternate Chair.)*
- The Host Committee Chair ~~should~~ *is responsible for* scheduling sufficient planning meetings prior to the scheduled event to ensure all functions are handled (see Reference Document).
- The Host Committee Chair ~~should be in contact~~ *coordinates* with the NIA Alternate Chair to arrange for *a* Spanish *interpreter to be present* at each Area Assembly. *(The Technology Committee is responsible for providing the related translation equipment.*
- *Spring Assembly when held in conjunction with the Spring Assembly Conference*
  - For ~~those~~ AA members solely attending the Spring Assembly and corresponding committee breakout sessions Saturday, the Conference registration fee is not required.
  - AA members that wish to attend any non-business portion of the Conference are required to pay the registration fee.
- *Host Committee*

- The Host Committee should be comprised of the following members; these members are responsible to obtain needed volunteers.
- *Technology Liaison - Responsible for coordinating the meeting's technology needs by acting as the primary point of contact between the Host Committee and the Area Technology Committee. This individual must supply the Technology Committee with key venue information, including a diagram of the main room, the location of any breakout rooms, and the facility's Wi-Fi password. Furthermore, the Liaison should try to secure permission to use the facility's private Wi-Fi network rather than a public "guest" network if both are available, ensuring the technical setup is as reliable as possible. It is important to note that this role does not require technical knowledge; the Liaison is simply in place to ensure that the technical aspects of the event are effectively coordinated, and the position may be filled by a separate individual or the Host Committee Chair.*
- Registration - Responsible for providing support *to the NIA Registrar* by manning the Registration Table at the main entrance of the Area Meeting facility. The Registration Table will need to be supported by three (3) or more volunteers *at* any time registration is open. Registration is responsible for ~~selling of~~ *collecting money for* ~~the~~ lunches *and any meals provided*. The NIA ~~Secretary~~ *Registrar* will provide the registration forms. All completed registration forms will be turned in to the NIA ~~Secretary~~ *Registrar* by the conclusion of the Area meeting.
- Set-up and Clean-up - Responsible for the organization of the Meeting Rooms and the Registration Table area. They are *also* responsible for the breakdown and cleaning of *these* ~~same described~~ areas.
- Greeters - Responsible for setting up the ~~outside~~ NIA Directional Signs (provided by the NIA Alternate Chair) *outside the meeting facility*. Greeters should be familiar with the Meeting Facility layout and able to provide help in directing all attendees to the Main Meeting Room, the restroom facilities and any Breakout Session Rooms when the time is appropriate. Greeters are responsible for knowing the location of all Emergency Exits *and washrooms* throughout the facility. An announcement by the ~~District~~ Host *Committee* Chair should be made to the Area Meeting attendees concerning the Emergency Exit locations *and washrooms* prior to the commencement of the Area Meetings activities.
- Refreshments - Responsible for providing the appropriate food and beverages as suggested in the Reference Document. This group is responsible for the set-up and clean up of these items. Donation cans, clearly labeled, should be made available in close proximity to the refreshment stations to help defray the cost of the purchase of these items. The Committee is responsible for acquiring and serving ~~a lunch for~~ *lunch* as suggested by Reference Document. It is suggested that two (2) bids from caterers be secured to obtain ~~the~~ lunch at the lowest possible cost. Because attendance at an Area Meeting may fluctuate significantly based on time of year and location, specific consideration should be given to selecting a caterer who is willing to agree to accept a firm number of lunches by 10:00 AM on the day of the event.

Financial Statement

A Financial Summary Statement should be prepared and submitted to the NIA Alternate Chair~~man~~ and NIA ~~Alternate~~ Treasurer no later than thirty (30) days after

the Area Meeting has concluded. The suggested format for this Financial Summary is in the Reference Document. This Statement will be available for preparing future Hosting Committee's Area Meetings.

   Any monies received in excess of expenses are to be turned over to the NIA Treasurer. ~~In the event that~~ *Should the* Host Committee experience a financial loss, *as a result of hosting the Area event, documentation of the loss must be provided to the NIA Treasurer who will arrange for NIA to provide reimbursement for the* ~~the NIA is responsible to reimburse the~~ documented loss.

Location and Facility

- The selected location may be anywhere within the Area boundaries. Suggested facilities include community colleges, high schools, private or parochial schools, or community halls with adjoining meeting rooms for breakout sessions.
  - The suggested hours that the selected facility is available for the Area Assembly, including set-up and cleanup, are 7:00 AM to 6:00 PM.
  - The suggested rent for the use of the selected facility should be financially prudent to the Area Assembly.
  - Ample parking for those who are attending the Area Assembly is necessary. To ensure adequate parking is available, coordination with the local police department may be required.
- Insurance requirements for use of the facility are now covered under the NIA Insurance Liability Policy. The NIA Treasurer is responsible for securing the Certificate of Insurance and providing *it* to Host Committee *Chair*.
- The selected facility's main meeting room should be large enough, with tables and chairs, to set a minimum of 200 people. ~~A~~ *Two* head tables, located in the front of the room, should be set up for the Area Officer's Committee. Those to be seated at the head table are:
  - Delegate and Alternate Delegate
  - Chair and Alternate Chair
  - Treasurer
  - Secretary and Alternate Secretary
- The ~~Area Secretary~~ will require ~~space (with~~ access to an 110v AC outlet~~) at or near the head table to accommodate the Recorder and Public Address System.~~
- *The head table must be positioned to accommodate two (2) PA speakers, one on either side of the table. Each PA speaker requires access to a 110v AC outlet.*
- *One standard (6 foot) long folding table with three chairs for the Technology Committee will be positioned with a clear view of the head table. The table must have easy access to at least two (2) 110v AC outlets.*
- *The Spanish interpreter will require two small tables near the Technology Committee.*
- The ~~Area Service Chairs~~ *main room* will need 7-8 display tables set up in the Main Meeting Room for Service handouts and displays as follows: 2 Tables for Handouts and 5 for displays
- If smoking is permitted on the selected facility grounds, please follow Illinois State Laws.
- The Seventh Tradition Basket will be passed around the room just prior to the lunch hour.

Location and Facility (Assembly's ONLY)

- The selected facility should have enough breakout rooms available to hold separate meetings. Assemblies need a maximum of 12 break-out rooms.
- The following NIA Service Committees will be meeting at the Area Assembly:
  - GSRs (Main Meeting Room)
  - DCMs *(seating for up to 30 people)*
  - Secretaries
  - Treasurers
  - *Accessibilities*
  - Answering Service
  - Archives
  - *Bridging the Gap*
  - Concepts
  - Cooperation with the Professional Community
  - Correctional Facilities
  - Grapevine
  - Literature
  - Public Information
  - ~~Special Needs~~
  - Treatment Facilities
- The NIA Area understands that not all facilities can accommodate this number of rooms. It may be necessary to combine some service committees into one room. *Rooms cannot accommodate multiple hybrid session, so a minimum of 9 break-out rooms are needed.*
- *A room breakout list/map must be provided to the Technology Committee in advance, so laptops can be set up to accommodate hybrid participation.*

Section Revisions

Revision Guidelines

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a "sense of the Assembly."

Revision History

- Previous documents
  - Procedures for Hosting Area Committee Meetings Prepared by Jerry P., 12/27/2003
    - Amended by John C., 3/23/2004
    - Adopted by NIA committee, 5/1/2004
    - Amended by John C. and Dan M., 1/2/2006
    - Amended by Dan M., 2/9/2006
    - Amended by Mike F., 1/1/2008
    - Retitled to "Procedures for…," reformatted to standardized document style, and added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
    - Approved by Assembly, 12/12/2009
  - Procedures for Hosting Area Assemblies Approved by assembly, 1993

- Revised with assembly approval, 7/14/98
- Revised with assembly approval, 12/3/05
- Revised with assembly approval, 12/2/06
- Retitled to "Procedures for…," reformatted to standardized document style, added standardized Section Revisions section. Text changes only as needed to support style. Report and Charter Committee, 5/17/2009, 6/13/2009, 9/27/2009, 10/3/2009, 10/11/2009
- Approved by Assembly, 12/12/2009
- Current document
  - Approved 6/19/2010
  - Revised with assembly approval, 12/10/2011
  - Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017
  - Updated to address accessibilities in font size and style, 10/2024

<u>Motion to Update Reference Documents for Hosting Area Meetings</u>

<u>Motion</u>

The Technology Committee, in conjunction with the Service Manual Custodian, move to update the Reference Documents for Hosting Area Meetings.

Changes are documented in the attached pages with strikethrough of moved/removed items and <u>*underlined italics*</u> for changes of verbiage or new wording.

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In 2020 NIA meetings went completely virtual due to covid restrictions. In December of 2021 the Winter Assembly approved a motion to provide video conferencing capabilities, along with the funding to do this, for Assemblies, Committee Meetings, and the Pre-General Service Conference Workshop.

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NOTE: Based on feedback at the October 4, 2025, NIA Committee Meeting, a change has been made to the section *NIA Meeting Checklist* (page 3) to match the naming of the Technology Liaison with the description in the Procedures for Districts Hosting Area Meetings document.

NORTHERN ILLINOIS PLANNING PROCEDURES

AREA 20

Reference Documents for Hosting Area Meetings

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REFERENCE DOCUMENTS FOR HOSTING AREA MEETINGS

NIA Meeting Checklist

Committee Meeting 45 Days Prior to Assembly

- *Host* Committee Chair has confirmed with NIA Alternate Chair that the selected facility meets Guideline suggestions.
- Committee chairs are in place.
- Flyers have been prepared and in circulation at time of preceding NIA ~~Assembly~~ meeting. ~~and~~ Electronic (PDF) ~~file~~ version of the flyer has been sent to the NIA Chair, Alternate Chair, Area Delegate, Alternate Delegate, Web Administrator and the Concepts Editor.
- Potential lunch caterers have been contacted.

Committee Meeting 30 Days Prior to Assembly

- *Host* Committee Chair has provided the proposed budget to the NIA Alternate Chair and ~~Alternate~~ Treasurer.
- Committee Chairs have selected their committees
- Caterer bids have been received.
- *Technology Liaison has provided the main room diagram, location and number of breakout rooms, and wi-fi password to the Technology Committee.*

Committee Meeting 15 Days Prior to Assembly

- *Host* Committee Chair has secured necessary funding from the Host District Treasurer.
- Lunch caterer has been selected.
- ~~Doughnut & Sweet Roll and Coffee &~~ Refreshment Committee has outlined their purchases.
- Greeter Committee has secured the NIA signage from the Area.

NIA Meeting Refreshment List

Item	Assembly Suggested Amount	Committee Meeting Suggested Amount	Purchased	Left Over
Donuts or Sweet Rolls	8 doz	3 doz		
Bagels	4 doz	1 doz		
Fruit				
Fruit Juice				
Soda (Diet & Regular)	10 cases	3 cases		
Bottled Water	2 cases	1 case		

NIA Meeting Timetable

Time	Planned activities
7:00am	Alternate Chairman *and Host Committee Chair* ~~to~~ arrive at ~~Lord of Life Church in La Fox~~ *facility* to open doors for ~~host~~ committees
7:00am-7:30am	District Host Committee *and Technology Committee* ~~to~~ arrive at ~~Lord of Life Church in La Fox~~ *facility*.
7:30am-8:45am	Set-up and start brewing 100 cup coffee pot for regular coffee and 55 cup coffee pot for decaf coffee. (Must use separate *circuits for each coffee pot. Failure to do this will cause electrical outage.)* ~~110V outlet~~
	~~Set-up and start brewing 55 cup coffee pot for decaf coffee. (Must use separate 110V outlet.)~~
	Set-up registration table(s) for sign-in and lunch purchase.
	Set-up ~~three (3)~~ tables in back for coffee, donuts, and fruit.
	Set-up ~~two (2)~~ ice chests for soda and water.
	Set-up donation cans for coffee and soda.
	Set-up butt kits outside building entrances.
	Set-up ~~four (4)~~ tables ~~on west wall~~ for meeting handouts *and Committee displays*.
	Set-up ~~four (4)~~ tables w/chairs up front for committee officers to conduct meeting business. *(Seating needed for 7 people.)*
	Set-up tables w/chairs for Technology Committee and Spanish interpreter.
	Set-up all chairs for meeting attendees.
	~~Try to assist committee members with P.A. system.~~
	Set up flyers and other handouts~~, Literature, Grapevine.~~
7:30 am-11:30am	Maintain supplies for duration of the morning session
10:00am	Collect and count all lunch monies.
	Coordinate with supplier with final lunch count.
11:30am	Break down coffee stations and prepare tables for lunch set-up.
	Pass Seventh Tradition basket for NIA ~~committee meeting~~.
12:00pm	Assist supplier with food delivery.
12:00pm-1:00pm	Lunch break
1:00pm	Clean-up food trays and set aside all utensils and pans for return.
	Clean coffee pots and *prepare for storage* ~~store away.~~
2:30pm?	NIA ~~Committee~~ meeting is ~~Closed~~ *concluded*
	Assist committee members with clean-up duties.
	~~P.A. system,~~ flyers and handouts picked up.
	Tables and chairs stored away.
	All trash removed to dumpsters.
	Smoking butt kits at building entrances removed.

Clean and secure facility washrooms.		
Wet spot mop facility floor.		
Close and lock all facility doors.		

NIA Meeting Supply Inventory

Item	On hand at end of meeting	To purchase for next meeting
Regular Coffee (2 cans)		
Decaf Coffee (2 cans)		
10 Ounce Coffee Cups (300)		
Tea		
Hot Chocolate		
Creamer (3 containers)		
Sugar (3 containers)		
Pink Sweetener (1 box)		
Blue or Yellow Sweetener (2 boxes)		
Coffee Stirrers (1 box)		
Knives / Forks / Spoons (400 each)		
Large Paper Plates (300)		
Small Paper Plates (300)		
Large Salad Bowls (300)		
Small Salad Bowls (300)		
Salt & Pepper Shakers (5)		
Napkins (1000)		
Mustard Packets		
Ketchup Packets		
Honey Packets		
Mayo		
Jelly		
Trash Bags (2 boxes)		
Aluminum Foil (2 boxes)		
Paper Towels (5 rolls)		
Latex Gloves		
Name Tags (300)		
Pens & Markers		
Lunch Tickets or Stickers		

These items are "owned" by ~~the Area~~ *NIA. The Host Committee and the NIA Alternate Chair should coordinate in advance the procurement and return of these items to their storage location.* ~~and should be returned to the Alternate Area Chair at the end of the event.~~

- 100 Cup Coffee Maker
- 55 Cup Coffee Maker
- Red Ice Chest
- Blue Ice Chest
- Can Openers
- Miscellaneous Serving Utensils
- Donation Cans
- Break-out Room Signs
- NIA Directional Signs

NIA Meeting Financial Summary

	Budget ($)	Actual ($)
Expenses		
Facility Rent/Donation		
Assembly Flyers		
Registration Supplies		
Refreshment Comm.		
Lunch (incl. cost per person)		
Paper products and utensils		
Totals		
		Attendance (sign-in head count): ____
Income		
Donation cans		
Seventh Tradition		
		Lunch Sales ____ @ $____.____ = ____
Totals		
Net Income or Loss		
Respectfully submitted		
Date		

Section Revisions

Revision Guidelines

Revisions to this section are approved by the Alternate Area Chair. All revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a "sense of the Assembly."

Revision History

- Approved by assembly, 6/19/2010

- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017
- Updated to address accessiblities in font size and style, 10/2024