VA Area Coordinator's Report

(for Coordinators, Liaisons and Committee Chairs)

Date of VAWSC Meeting: August 3, 2024

Area Coordinator: Assembly

Name and Email: Mitch M, assembly@vaalanon.org

2024 Fall Assembly Updates

- **Registration Info**
    - Total Number of Registrants:
        - **2024 Fall Assembly - Planning underway**
        - 2024 Spring Assembly – 142 total
        - 2023 Fall Assembly - 103 total
        - 2023 Spring assembly – 146
        - 2022 Fall Assembly – 129
        - 2022 Spring Assembly – 150
- **What's New**
    - As we prepare for the final fall assembly for panel 62, the tech team has decided to run the sound system completely in house with no outside assistance from Encore. This will be a major change in how we operate our assemblies but we hope the tech team will make this a seamless transition in the long run.
    - What this means is an initial savings of $2,500 with a long term savings between $4,600 and $5,300. Some of the initial savings will be used to purchase our own soundboard, microphones and camperas.
    - This savings will hopefully help absorb the continuing increase of hotel costs and inflation.
    - The hotel standard connection fee of $500 will still be a part of the Audio visual fee but we will have an additional fee of $500 since the hotel will consider our connection an outside AV connection fee which is their standard rate when not using their in-house provider Encore. The cost is well worth the long term savings for renting equipment and very expensive technicians for 8 hours
    - Continuing with the new Registration Process – Received fantastic feedback. As always, we could not make this happen without the outstanding volunteers.
    - Saved some money by asking participants to contribute through voluntary contributions to defray credit card fees – raised $????

- Created an Assembly Information only page with FAQ's
- Area covered the registration cost for Alateen as in the past
- **Registration updates with regfox**
  - Continuing to use Regfox as our registration provider. Minimal cost of $.99 per transaction + Credit card fee of (3.99%) compared to higher credit card transaction fees
  - Also looking at better ways to use Regfox for hotel registration separate from room reservations similar to convention but this is still work in progress.
  - Reconciling payments was easier since all was done inside regfox this year, and will continue this process for future events.
  - Weekly Tech team meeting starting up after this VAWSC meeting
- **Encore Updates and challenges!**
  - As stated in the section above, we hope to avoid using Encore for any service during Assembly but we will have a technician on standby in case we need to call in for support. This of course will be at a higher rate than their standard technician rate but hopefully the savings will be worth it
- **Hotel registration Updates and challenges**
  - Hotel BEO's are being written and will be available for this meeting but will not be finalized and signed until closer to actual assembly start date. This is necessary due to final headcounts, meal choices and room layouts.
  - Continuing to work hotel registrations for both in person and virtual. Hotel room reservations will close 30 days prior to the event and virtual registration will close 7 days prior to the event. This worked well last year so we plan to continue this practice again this assembly
- **Overall Rating and Feedback**
  - Feedback from Spring Assembly was overall positive with most participants very happy with the hybrid option and the flow of information and speakers. Still plagued with technical issues but these are becoming few and far between. Recommend continuing hybrid option for next assembly

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