VA Area Coordinator's Report (for Coordinators, Liaisons and Committee Chairs)

Date of VAWSC Meeting: March 1, 2025

Area Coordinator: Assembly

Name and Email: Ed W, assembly@vaalanon.org

2024 Fall Assembly Updates

• Registration Info

• Total Number of Registrants:

• 2024 Fall Assembly – 160 total

• 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 Spring 25 assembly, the tech team has one full run of the audio/video under our belts. Everything went very well at the Fall assembly and we are confident that it will continue for the future for panel 65.

• What this means is a savings between $4,600 and $5,300 per assembly. We will have some recurring costs such as bulbs, gaffer tape, but these should be minimal.

• 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 $368

• 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. For now it will remain the same as before.

• 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!

• At the Fall assembly we did not need any assistance from Encore (the Hotel's tech people) we can continue the have a tech person on standby, same as last assembly, in case of an emergency. 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 on April 9th and virtual/local registration will close May 9, one week prior to the event. I have set the cutoffs to give us time to get the info we need to the hotel.

• Overall Rating and Feedback

• Feedback from Fall Assembly was overall positive with most participants very happy with the hybrid option and the flow of information and speakers. Recommend continuing hybrid option for next assembly.