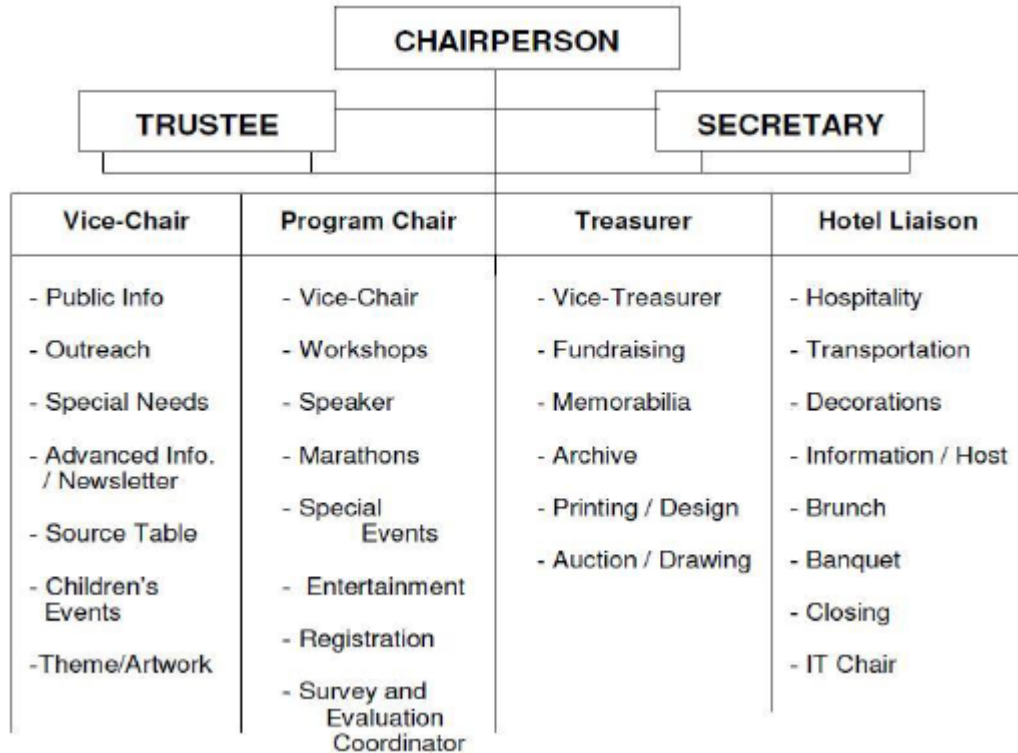


2021 HA World Services Convention Wrap Up Report



This wrap-up report describes the experiences of individual committee members of the 2021 convention committee. Please note that the names of positions may not directly correlate with future renditions of the convention guidelines. If you are a convention organizer, we wish you the best of luck. The organization of this convention was one of the most influential service commitments of our sobriety, and we hope you have the same beautiful experience that we had.

The following flowchart was used to fill positions for the convention as defined in the guidelines that were used. This is also how the descriptions below are organized.



Chair

It was a great honor and pleasure for me to serve as the chair for the 2021 HA World Convention. Below, various committee members recount what worked and what did not, and provide descriptions of how they operated. As the chair, I led the Steering Committee meeting and frequently attended the other committee meetings. I constantly kept in close contact with the steering committee members, sometimes just to catch up. It is important to have a cohesive steering committee. A challenge was working over Zoom. We met monthly for most of the time, but increased in frequency as the convention drew near. Although having steering committee members from diverse locations was great, the committee seemed to at times lack the vision of the convention. I recommend that steering committees be in the same location and meet in person in the future. We could not avoid being primarily on Zoom due to the pandemic. I suggest that the steering committee meets frequently, sometimes at the hotel, so that people can start having ideas about how the convention will look. There were many committee members who hadn't even seen the hotel before the convention started, therefore it was challenging for them to prepare accordingly. Zoom also allowed for a lack of accountability by some participants which obviously affected morale.

Perhaps the other large challenge was the banquet. We ended up discounting tickets and eating much of our food and beverage minimum because we could not sell enough. In the future, I recommend that the chair, hotel liaison, and World Services treasurer work together to make the F&B minimum as low as possible.

But, none of those issues were of great consequence. The fellowship of HA showed, again, its profound strength, and I am happy to have participated in the convention as a member of HA.

Trustee (a.k.a., Advisor)

The trustee did not provide a report. Their role was primarily to provide guidance during the Steering Committee meetings.

Secretary

The secretary position was re-filled about a year out from the convention and had to be vacated about two months before the convention. It was not re-filled. The secretary position should be held by an organized person with enough time to send reminders before committee meetings, take clear notes that can be distributed before committee meetings, and be knowledgeable enough to share valuable experience with the host committee. They should be adept with MS Word and good at responding to e-mails because they were responsible for monitoring haconvention@gmail.com.

Vice-Chair

So, I was originally the Outreach chair of the convention but after the reorganization caused by covid I stepped into the vice chair role. So as Vice Chair (VC) I over saw a committee consisting of the Public Information Chair (PI), Outreach Chair, Mainline Chair, and the Theme and Artwork Chair. My main role was to chair our meeting of these various positions, and both oversee and guide these subcommittees actions. Also, in the event there was an issue in any of these subcommittees I would step in to help in any way I could while still allowing them to operate independently towards the same goal. I also of course reported all our actions to the Host committee that I was VC for.

So first we thought we could make more people aware in the fellowship by making ever new and changing flyers to post on all the social media platforms. We tried to create a new flyer every month. This later grow into an effort to get more people from different areas involved by asking them to help us create these different flyers. We found that this both gave other areas pride in being involved as well as started more conversations in those areas about the convention. To find these willing members the Outreach chair would speak to members and delegates from across the nation and the Mainline chair would send out request through the mainline. The Outreach chair also established small local groups that can share information at local meetings for us and keep the conversation about the convention going at the group level. This became more and more important as groups started to meet in person again first in the south then across the nation.

Speaking of Mainline we would brainstorm with the mainline chair at our VC meetings about new and different articles. Some were interviews with various members about their position on the host committee. Some articles that I really enjoyed were ones interviewing members about how their experience at past conventions had shaped their sobriety. We would even highlight different ideas for entertainment to show how much fun one can have at a world convention. Finally, we published the schedule of the convention. Looking back, I wished we had done that last part earlier.

In our meetings we would come up with ideas like creating a digital packet about the convention that the PI committee could email out to countless facilities such as rehabs, sober livings, drug courts, needle exchanges, and MAT facilities.

The Outreach chair worked with the PI committee to find members in each area that could handle the boots on the groundwork of PI. Through this the PI committee was able to have a larger presence in the nation.

In the beginning the Theme and Artwork chair reached out to various members to come up with both a logo and a theme for the convention. After that Theme and Artwork worked tirelessly with members from areas across the nation to come up with new and fresh themes for posters and social media post about the convention. The one thing I wished we had done different here is to try to create a consistent theme from image to image throughout the year. Hear I would advise future groups to come up with some common color schemes, text formats, and other design elements to tie all the convention post together.

Public Information

There was a lot that worked, honestly. We wanted to get the word out to not only the Atlanta/GA area, but to the entire country. Our packet was very simple, it just had a bare-bones layout of what people could expect to see at the Convention; entertainment, workshops, speakers and such. It also contained a Read Me document with a distribution guide for anyone not familiar with PI work. We kept the majority of our focus on the Southeast (i.e. Alabama, Tennessee, Georgia, etc.) but we managed to reach out to all 4 time zones.

A big help was the participation of the areas in all states. Luckily, we had Facebook as a resource to locate and distribute our information packets accordingly. As far as I was aware, the entire country was notified and got information out to the Rehabs, Detoxes and Sober Livings in their respective areas. Chairing the HAWC PI Committee proved to be trying sometimes and maintaining participation in the actual committee was an issue for a while. But everything worked itself out in the end, and we got the job done.

We didn't get a lot of help from the Host Area, and with that in mind, I would like to stress the importance of communication within the Host Committee. We had great communication, so we were alerted of updates as they came along promptly. (Thank you, seriously.)

One bit that would have helped out a lot would be having an updated Delegate List. Having that resource could have streamlined our process by having a smaller number of people to maintain contact with, who can take our packets and updates back to their respective areas. I think having a subcommittee who can keep a continually updated list of the active delegates can help with HA communication in many ways, not just with Convention PI.

Understandably, all of this has taken place during a global pandemic that none of us have witnessed before in our lifetime. So, communication and participation are likely to be scarce at times. But the good that can come from a dedicated group of individuals well outweighs the toil and effort put in when times get rough. -Buddy D.

Outreach

As the outreach coordinator for the convention, I was tasked to make contact with any and every known area where we know HA exists. The primary responsibility of my role was to inform the entire fellowship of the 2021 HAWC in Atlanta. My intentions were to excite the fellowship and invite them to join us at the Convention. I made frequent contact with members from various areas to give them updates about our event. I provided up to date information of what activities would be taking place, what ways they could be involved with service, and most importantly how and where they could register for the convention. A committee would have been most effective for these tasks. Ultimately, I just utilized miscellaneous resources to achieve this goal without one.

My best resource was social media. I am a member of every known HA page that exists on Facebook. With every flyer that was generated, I would post it to each individual HA page. We even have a convention specific HA page I was admin of and tasked to invite every known member of HA to join it to stay updated. I would also remain active on any comments that were made on my posts to the other individual facebook groups of various areas. My goal with interaction was

to establish connection with every member that inquired about the Convention. Furthermore- to inform any member that was unaware of the event itself that came across the flyer on social media.

My second most utilized resource was contacting delegates of each individual area. Whether that be calling them individually and/or putting them in a group text. I would text them the flyer, make phone time (about 15-20 minutes) with individual delegates with the request that they pass information to their area meetings, as well as their individual home groups.

My strongest form of outreach but underutilized due to its difficulty was travelling and attending individual meetings to carry the message. In the states of NY, AL, and TN I made individual trips to be present and carry the word of the Convention personally. I brought flyers and convention approved merchandise to these areas to make the message feel alive and real. In other states, where members were passionate to be involved with service, I mailed them convention approved merchandise while they would physically post flyers at their local meeting venues. I also kept close contact with the states only known Outreach and Unity chairs in the fellowship from the states of WI and CO to seek guidance and participation techniques in this form of service. In addition, members of AZ had great experience with outreach service from the early days of HA.

In conclusion, despite having no committee, I was still able to effectively fulfill my outreach responsibilities by communicating with the fellowship and requesting their active participation with outreach related service. I feel confident that every known and active member of Heroin Anonymous was aware of what the 2021 HAWC in Atlanta was, where it was happening, and when it was taking place.

Special Needs

This position was not utilized. There was a section on the registration form asking if any special accommodations were needed, but none were.

Advanced Information/Newsletter (a.k.a., Mainline Liaison)

This is Melissa H. I was the second mainline liaison for the convention committee . I picked up the service position in February 2021 when someone else stepped down. I think it was very helpful. The mainline was very receptive and welcoming to put the information in the news letter. I feel it was successful and has the potential to be even more successful as the mainline grows. The hardest part was determining the content (determining if I should have someone write a personal story about experience at a convention or written content about the convention) but if all else failed fliers and merchandise information was also beneficial. It was a huge help in getting the needed auction contributions out there. Overall, I think we could have put more fliers. Contact me with any further questions 458-292-7867

Source Table

This position was not utilized.

Children's Events

This position was not utilized because we didn't want to deal with the complication of getting special insurance.

Theme/Artwork

Initially, a member of the Steering Committee came up with a theme by asking people on social media to provide input. They created a Facebook poll and there were some clear outliers, from which the Steering Committee selected one. That individual began making artwork based on that theme. They also helped to design some merchandise and flyers. That individual stepped away, but was replaced. They continued to generate flyers, but a challenge was that they were inconsistent with the theme so the designs seemed random. New flyers were generated frequently so that it wasn't the same flyer repeatedly. In the future, there should be an agreed upon and well-defined theme, and the committee should stick to it. For example, we had the theme, "Cleaning up the dirty south". Is the theme southern? Or Atlanta? Or world? It could be useful to run this by the World Services Board since they typically have a liaison at the Convention Steering Committee meeting.

Program Chair

No report was provided.

Vice-Chair (a.k.a. Vice-Program Chair)

It was an honor being asked to join this committee a little later in the planning of the 2021 convention. Shortly after the 2020 convention was postponed, I was asked to join as vice program chair. I assisted the program chair with taking the minutes from the program meetings. This helped keep information organized and provided a nice outline to present to the steering committee. What worked well was to keep all documents in a shared drive and organized. In the planning of the convention, the program chair and I would separate duties and I would assist where I could. I helped mostly with organizing the registrants and maintaining the registry page for the registration chair and other convention committees. A group text for the program committee chairs was extremely helpful for any last-minute information.

During the convention the walkie talkies were lifesavers for communication among committee members throughout the hotel. I assisted in the registration area the most and helped with the banquet registrants. The entertainment committee was amazing on their coordination and transition into the larger events. The more freely open entertainment rooms were a big hit as well offering board games, crafts, cards and meditation.

A few suggestions for growth in the areas that I observed would be a slight better way of collecting and recording cash registration and donations.

The distribution and tracking of banquet tickets could have been thought through a bit more. Utilizing wristbands might have been useful. The coordination of the banquet was slightly off

mostly due to the 2020 convention postponement, not enough registrants, and a last minute distribution of extra banquets. There were also a lot of people seated at each table (10) and it seemed a bit cramped in the dining area. A lot of people said the banquet was too high of a price tag to buy. Selling banquets is extremely challenging, so whoever is negotiating that in the hotel cost needs to strongly consider whether the commitment is feasible and negotiate it as low as possible.

Although I loved the idea of the entertainment rooms and the set up was amazing, they were separated from the rest of the convention spatially which was inconvenient. Likewise, the hospitality room was on the 16th floor and a lot of people didn't even know about it. This made for a large separation of attendees from the main events and meetings. Keeping the events and extracurricular activities together would have worked out better.

Overall, the event was wonderful and everything seemed to work out as planned. It was a staple moment in my recovery to serve at the 2021 convention and meet so many great recovering heroin addicts that are keeping this program alive.

Workshops Chair

The workshops chair discussed possible topics with the program committee and settled on having six panels. None of these were actual workshops, but instead panels that discussed a topic and then had open discussion. There was a moderator for each that led discussion. Six may have been one too many, because there were five workshops on Friday, and two were held at the same time, which split the group so that attendance at both was somewhat light. Otherwise, the panels were great.

Speaker Chair

The speaker chair got a few people to form a committee where speaker recordings were gathered from prospective speakers. The group individually listened to the recordings and discussed them. There was an effort to diversify speakers based on sobriety time, gender, and where they were from. The speaker chair also worked with the treasurer to book flights and hotels for the speakers, and greeted them upon arrival.

Marathons Chair

Gathering information was a lot of me getting with the Program Chair outside of meetings to answer my questions in a broad sense because I didn't want to bog down the meetings with everyone. Having never been to a convention I had lots of questions that I'm sure others knew the answers to from experience. As far as the layout for the rooms going to the tours of the convention venue was very important. I reached out on a lot of Facebook groups for different areas to get people interested in chairing. The last two weeks before the convention I went through the list of people who registered and said they were willing to be of service and started contacting them and seeing who would be willing and showing them the time slots available. The thing I wish I would have nailed down sooner was the marathon meeting schedule.

Special Events Chair

This position was not utilized because doing outside events under the name of HA requires additional insurance.

Entertainment Chair

It was a privilege to be a part of this committee and help pull off such a fun and powerful convention. I took this possession around July of 2019. The convention was supposed to be a year later in August of 2020, but was delayed until August of 2021 due to the COVID 19 pandemic. I had plenty of time to sit on this committee, attending meetings monthly and watching some of the positions change. During the course of the first year, I established a subcommittee titled Entertainment Committee. This subcommittee changed faces over the course of 2 years but it was important for me to have meetings via Zoom monthly and to discuss new ideas. The steps we took during the first year as a subcommittee consisted of nothing more than meeting and establishing some framework and an outline of what people would do for fun during the convention. As a subcommittee we came up with an entertainment theme for each of the two nights and had the same general idea as music and dancing each night with other activities such as trivia's and games to go with that. The start of our second year was right in the middle of COVID and it is when my subcommittee started to see a lot of change. This was when we got to tour the hotel for the first time in August of 2020. We saw all the different spaces that we would be able to use, and that was when I began discussing with the Program Committee about securing rooms. This was one of the more challenging tasks for me over the 2 years: trying to get the appropriate amount of space that we needed for entertainment activities. It was challenging because meeting monthly as a Program Committee was infrequent and therefore slow. I would highly recommend that one of the first things the program committee as a whole should do is tour the hotel, look at what rooms you have, assign them, then start planning your activities (marathons, panels, entertainment etc.). After our space was secured, the second year was quite simple in planning. We established what supplies we would need to keep the estimated 500 people entertained for an entire weekend. We then created a budget and presented it to the Chair for approval, who approved it quickly and was in full support of what we were trying to accomplish. Dealing with getting the money, a few more complications arose. We were approved for around \$2,500. Our treasurer, was not willing to give us the money up front, so we had to purchase the supplies and show him receipts. We were reimbursed quickly, however, so it was not a big problem. This could be an issue in the future when some people will not have \$2,500 to spare. My Subcommittee continued to work hard together to all order supplies and get them in order and get the last things nailed down. The two major things that we were unaware of was the pool party and a comedian for the Banquet. The pool party in my opinion at the convention was not a success. I don't think this should be a requirement to do at each convention. What I had heard from past conventions was that the pool party was always a success and the nightly dances and music were always kind of a bust. In our case, it was the opposite. The nightly dances and themes people seemed to be really excited about and I got some good feedback on, the pool party on the other hand, not so much. Having heard what I did about the pool parties from previous conventions, I felt some pressure to still have one, but don't think it was necessary. As far as the comedians, it was a pleasure and fun to look for

someone and I do think it helped the attendance of the banquet. I would just caution people in the future to be careful of who they ask to come. I chose 2 people, both based off what people in my subcommittee suggested. One turned out to be very funny, a little vulgar but nothing off the wall, the other however who was suggested to me, was very political and racy. I cannot express enough how embarrassed I was sitting in the banquet having introduced the comedian and hearing him get into political content. Please check and see what kind of material they will be doing if you have something like this come up, because I did not. Getting into the time of the convention I don't have a lot to say. It was perfect and beautiful and an extremely powerful experience. I did not attend any panels or too much of the actual program of things going on, but that was my decision to make sure everything came off smoothly on entertainments end, but it was all worth it. It was worth it, so worth it. I had people coming up telling me that because of health conditions they did not know they were able to have fun and dance like that anymore and I had a subcommittee member make a speed friending worksheet with a question about if you left anything off your 4th step, what is it, and there were at least 3 accounts of people expressing something they left off of theirs. That stuff is powerful and kept me plugged in and having a spiritual experience even while not attending the program. It is powerful to be and feel a part of. I was worried about not having enough people to get the grand ballroom turned around from a speaker meeting with 500 chairs to a dance floor in the amount of time needed but it was no problem asking 300 people in recovery to help clean up chairs, it got done in no time. It was all a group effort. I would not have been able to do it without my subcommittee being with me every step of the way before and at the convention specifically. Communication with them and the program committee was key. We were also worried about how it would look with the people we had going into the convention and I feel everything came together great but it was all due to communication and honesty with others on both the program committee and entertainment subcommittee while I was there. If I needed help, I asked for it and someone was there to help me while the convention was going on. I returned the favor if I didn't have anything going on while we were they and helped out other members of the program committee too.

Registration Chair

The approach I took as registration chair was kind of based off of what I had seen done at previous conventions I had attended. I went with a more organized way with envelopes and the registrants name written on them with their lanyard and a pen inside of the envelopes. But, I think for future reference I would have done that a little differently as I felt that maybe the envelopes were a waste and seemed to be thrown away a lot. Otherwise, I felt that everything went very smoothly as far as having all the registrant's names organized alphabetically in a basket so it was easy to find.

A few other notes from the convention chair: Registration was set up using RegFox. A challenge was keeping track of who was supposed to get the different banquet types. If there is a single error, it was a problem for the hotel since the banquet was done using individual plates. The registration was set up so that it was the first table in a long hallway of different HA-related tables. They had times printed on the program that it would be open. They also had various people scheduled for different time slots. During the most crowded times at the table, it was necessary to

have at least three people. Finally, the program was found as a link online so that it didn't have to be printed to waste paper. This would have been more effective if there were more obvious links posted around for the program, if the program was correct (more challenging than it sounds), and most importantly, if there had been one or two large posters of the program around.

Survey and Evaluation Coordinator

An initial survey was created, but it was also run by HA World Services and the group decided it was inappropriate to ask some of the questions at the convention. The rationale was that in AA, they do not do surveys at conventions, but rather a much larger effort is given to collect demographic information on a broader range of the fellowship. Thus, HA World Services is going to handle this aspect, not tied to a convention, in the future. Some demographic information from the convention was collected from the registrations which is shown in the last pages of this document. It may have been helpful to have a smaller survey that asked whether people liked certain aspects of the convention like had been done previously, but the previous information collected was never used. This is because operations are so very different between people on the different host committees. For example, In Atlanta, there was no Source Table, yet in Phoenix, there was a lot of effort put into the Source Table. Furthermore, there is a major disconnect between convention committees year-to-year. This wrap-up report is a better way to communicate what worked and didn't work for the convention. Having a survey for participants may be more useful as HA grows.

Treasurer

Overall, it went very well. I did come into the position well into the planning so I had to work with what I was given. A more detailed accounting from the beginning would have been helpful, but I did what I could. There was some money unaccounted for, which is better than missing money, at least. I'm pretty sure that the unaccounted-for money was from merchandise sales. We also had a lot of turnovers in several positions, which wasn't helpful.

Vice-Treasurer

I started out as vice treasurer and was doing all of the work, so I was voted in to treasurer position. Then the vice treasurer continued to not do anything. In the future, hopefully both positions could work together better to split responsibilities and share the workload.

Fundraising Chair

Fundraising was fairly successful, even for being done during a pandemic. At the beginning, before I started, the fundraising chair was able to plan several events which were very successful. They worked with the local HA groups for support and were able to offset the cost of the events and all proceeds then went to the convention. We also got a lot of donations from individual groups. I would definitely try to solicit more donations from the fellowship nationally for future conventions. Merchandise was also fairly successful; however, we did lose some merchandise when the merchandise chair stepped down and shipped what was left. In the future, I

would have several relatively simple designs ready to go. That way, as soon as the initial investment on that merchandise was made back, we could move forward with ordering the next item. There was a lot of lag in-between orders. Especially when we were in lockdown and merchandise sales were our only source of income, it would've been nice to have more items to sell. We also could have done a better job to get the word out that we had items for sale.

Memorabilia Chair (a.k.a., Merchandise Chair)

I took over the merchandise chair position near the end of the planning period of the convention. At that point my first job was sorting through the merchandise given to me from the prior chair. There were multiple orders that had not been sent out, so that was a hurdle. Then, I established a record keeping process and enlisted members of the fellowship to join my committee. We met biweekly to create designs for merchandise to be sold during the fundraising phase. We also sold the leftover merchandise from the previous chair. Seasonal items sold incredibly well. During the Fall we were able to sell many sweatshirts and during the summer tee shirts were very popular. Tank tops (ordered from the previous chair) were very unpopular. We were able to sell them eventually at a discounted price. I found that designs that focused on recovery concepts and veered far away from drug paraphernalia or overt mention of heroin were the best sellers. People really liked designs they felt comfortable to wear around town. Keychains were not popular.

In preparing for sales at the convention, we created multiple merchandise options with varied designs. Cups, tees without the logo, stickers, pens, and hats sold very well. We had many official convention tee shirts leftover. I believe this could have been improved with changing the ordering quantities. We did not have enough XL and XXLs, and we ordered far too many in total of all other sizes. At the convention we used a Square POS system and that was incredibly helpful. It was a bit tricky at times as someone had to have access to the square account, so I ended up stuck at the table for the majority of the convention. It was really helpful to use before the convention as well so that the funds went directly to the convention account and there was no commingling of funds into a personal account.

Things that I feel were successful:

- our designs
- our selling process
- our inventory organization
- frequency of meeting by committee

Things that could use improvement:

- reduced ordering of official convention tees
- increased ordering of other merchandise
- better sales push to areas across the nation
- rotation of people selling merch at the convention

Archive Chair

This position wasn't really used. HA World Services has an Archives Chair (David S.), and he attended the convention, bringing all of the archives in an extra suitcase. This included things like posters, shirts, and other things from previous HA World Conventions. They were laid out for display. At the end of the convention, two of each memorabilia item that was on sale was added to the archives.

Printing/Design Chair

This position wasn't really used. There was confusion about who was supposed to generate graphics for merch, logos, posters, etc. Because of this, it was a group effort to come up with these things. A challenge was that the designs were not very consistent. For example, the color schemes and general style of a flyer versus a pre-convention shirt versus a convention shirt were all very different. In the future, it would be good to have a single person in charge of this with a small committee who approve a style such as a consistent color scheme. For signage at the convention, the registration chair brought posters and sharpies (e.g., registration this way). This saved money and the inconvenience of getting them printed, but it could have looked more professional by having them printed.

Auction/Drawing

The auction went very well, and turned out to be a very big success. Prior to the convention, the auction chair went around to different groups around the country to bring items and gift baskets to auction off with a silent auction/raffle. The 50/50 raffle was also very successful. In the future, I would add a basket of items from conference merchandise to the auction. The group made the decision not to do a live auction at the event about two months before the convention.

Hotel Liaison

No report was provided. The most important aspects of the hotel liaison was to communicate with the hotel from start to finish, and to negotiate the contract. The latter required working with the HA World Services treasurer. The hotel was also sometimes frustrating to work with since they had a frequent turnover of the staff position that deals with conventions. We did have to adjust the contract multiple times which seemed fine with the hotel. Late in the process, we negotiated a lower food and beverage minimum as it became clear that we would not be able to sell the number of banquets that we were obligated to. The hotel liaison also led the following committees.

Hospitality Chair

No report. A room was used that was a comped room per the hotel contract. They asked local homegroups to stock it with soda and snacks. Certain times that it was open were printed in the program. The chair made a schedule so that it was appropriately manned.

Transportation Chair

This position was not utilized. To ensure that a speaker didn't need a ride from the airport, the Speaker Chair offered before they travelled.

Decorations Chair

Being the decorations chair was a little challenging due to the fact that I live a few states away from where the convention was being held. Communication was key for me. Getting an idea of what the overall theme was, which resources were available, and who to speak with if I had any questions, were important. Getting to use my imagination and be a key part of the convention was amazing; I just wish I hadn't waited so long to get started! Start making plans and preparations as soon as possible and do not wait until the last second to get things in order. The majority of the decorations consisted of banners and large balloon assortments (e.g., balloon columns).

Information/Host Chair

To start, I ended up getting the walkie talkies from an online store. They weren't great, but I'm guessing they were better than the ones from Walmart would have been. I would suggest doing extensive research before purchasing to find the best possible solution for communicating with other volunteers at the convention. My sub-committee and I made a schedule with four-hour shifts throughout the weekend. We made sure at least one of us was at the booth with volunteers at all times. If we wanted to step away and go to a meeting or activity, we wrote down the information that the volunteers would need for the day. For example, what activities and meetings were going on, where, and when. Also, where the different rooms were in relation to the hotel and main lobby. Yes, volunteers did not show up, but we were over-staffed when the volunteers did show up. Since our convention was centered at one part of the hotel, we only needed one or two people at the booth at any time. The four-hour shifts were easy to schedule, but four hours might have been too long of a shift since the convention is only one weekend, you don't want to take away too much time from the participants. As for the preparation, I met with my subcommittee once a month and texted with them every week to get updates on their progress. I had one create an Excel sign-up sheet for volunteers, one emailed everyone who signed up for the convention and asked for volunteers to be of service, and one helped me with the schedule and how many volunteers we should have for the different hours and days of the convention. I enjoyed the service position of information/host because I got to meet more people than I would have by just attending the convention.

Brunch Chair

This position was merged with the banquet chair position.

Banquet Chair

No report was provided. This person had to work with the program committee to get numbers on what banquet types the hotel would need (e.g., fish or steak). They came up with a system to include banquet tickets in the registration packets of individuals who paid for it.

Closing Chair

I reached out to about half a dozen people from the registrations who had indicated they were willing to be of service. Once arriving at the convention and realizing the scope of the work wasn't as large as I had expected, we decided to just keep an eye on things as the convention progressed. The plan changed somewhat as we helped to carry out random needed tasks such as posting QR codes on doors and setting up tables. If I were to do this position again, I would (a) communicate with the hotel before the event to determine how much cleaning is needed, (b) communicated with entertainment regarding where/when to help them set up, and (c) created a committee that was more focused on cleaning at the very end of the convention. Most of the people were gone by this time and it turned out to be the time when the most work needed to be done.

IT Chair

No report was provided. Audio equipment was rented from a member who owns a business providing sound for clubs. They also manned the setup.

Statistics

The following data was compiled by the Vice-Program Chair from registration information:

