

QUARTERLY AREA STANDING COMMITTEE MEETING AND FACILITY GUIDELINES

The following are guidelines to help you prepare for a Quarterly Area Standing Committee Meeting in your district.

Through experience, we have found that, when possible, using the following suggestions makes the meeting more positive experience for everyone.

1. Need seating capacity for 30 – 50 or more people at tables depending upon size of the committee. If the committee has displays, be sure there are sufficient tables and space. Visit the site to check for availability of refrigeration, coffee makers, etc. Book the room to accommodate a 9 a.m. until 4 p.m. meeting. Find out about lights, heat, alarms and trash disposal. Facilities should be wheel chair accessible. This is to include the parking, as well as the bathrooms. Have access to the facility early enough for the setup crew to be ready by 9 a .m. hospitality time.
2. Work with the area standing committee chair to create a flyer, including directions, map and information on parking and accessibility. When preparing your flyer this is the ideal time to ask if there will be anyone attending who has special needs i.e. translation or interpretation. Provide a space for a request to be made and in the event you get a request please contact the area Accessibility chair for further assistance. Make sure flyers are available, both English and Spanish versions, to hand out at the next standing committee quarterly and at the Area Quarterly prior to the quarterly you are hosting. Coordinate with the area committee chairperson regarding announcing quarterly via the Area Newsletter & Website. Coordinate with the area standing chairperson as to who will be selecting the midday speaker.
3. ***The function should be self-supporting.*** You as the host District are responsible for selecting a reasonable, yet functional meeting site. If your site, due to location is more costly than usual, please consider a potluck event rather than a provided meal. The host usually provides lunch entrée for 30 – 50 or more people. Along with beverages: sodas, coffee, tea, (sugar, milk, etc) water. Donuts and muffins for hospitality prior to the business. Potluck for side dishes and desserts (with vegetarian selections if possible) encouraged. Observe the 7th Tradition to meet expenses. Pass the basket more than once if need be to cover the expenses. Check the venue for cups and utensils, etc. Provide them if the venue does not. Also check for pots for serving coffee, tea and water.
4. Volunteers needed to help with the coffee making, setup and cleanup, and lunch servers. Set up tables and chairs for meeting. Prepare and put up signage to direct attendees to the meeting room.
5. ***One last function for the host committee is to prepare a financial summary for area records showing your income and expenses for the quarterly per a form provided by the area.***

November Standing Committee Quarterly (example of expenses)

Room Rental	\$100.00	Room Rental	\$100.00
Food	\$ 75.00	Food	\$ 75.00
<hr/> Total	<hr/> \$175.00		<hr/> \$175.00
 Reimbursed from Dist.	 \$100.00		 \$100.00
<u>Reimbursed from basket</u>	<u>\$100.00</u>		<u>\$ 50.00</u>
<hr/> Sub Total	<hr/> \$200.00		<hr/> \$150.00
 Difference to District.	 \$ 25.00	 <u>May seek</u> reimbursement From Area*	 \$ 25.00

*Per motion 03.3 in the Area Handbook, the Area will reimburse up to \$100.00 for room rent if the event is not self supporting. Please be sure and keep your receipts as verification of shortfall. The host committee may use the 7th tradition proceeds at their discretion and integrity and will determine whether or not to seek the available funds from the Western Washington Area. Please be sure and keep your receipts as verification of shortfall. Remember this meant to be a last resort – not a given. See attached reimbursement form.