

ARCNA 32 – Committee Report 12/16/15

Committee held first meeting 12/16/2015.

Next meeting scheduled for 1/6/2016 8pm @ First Presbyterian Church 547 7th Ave.

Described subcommittee and executive committee positions and responsibilities:

- Secretary: maintains minutes and administrative correspondence.
- Vice-chair: attends subcommittee meetings and assists communication between various subcommittees and with the main convention committee. Fills in for chair when needed.
- Treasurer: accounts for all income and expenditures. Maintains accurate convention accounts and presents up-to-date spreadsheet for scheduled convention meetings to be included in the report to GHASC and ARSC. Works closely with all other subcommittees.
- Hotels and Hospitality Subcommittee: secures hotel and meeting facilities for the convention. Negotiates contracts with the facility to include lodging and meeting room prices, meals, comp rooms. Coordinates 'hospitality room' services for attendees (coffee, snacks, etc.).
- Programming Subcommittee: responsible for developing a list of speakers, topic meetings/workshops, and marathon meetings. Committee will arrange for transportation for main speakers and will coordinate with H and H for speaker lodging.
- Entertainment and Fundraising Subcommittee: responsible for proposing and organizing activities and events for the entertainment of the fellowship. This may include dances, comedy shows, games, concerts, talent shows, etc. Committee will also organize fundraising events leading up to the convention to offset expenses with additional revenue.
- Registration Subcommittee: responsible for processing pre-registrations to ensure an adequate cash flow. Committee will – with the help of the Arts and Graphics Subcommittee – put together registration packets/bags for attendees. Will need to set up methods for processing credit card payments. At the convention, committee will be responsible for processing registration and ticket sales.
- Merchandising Subcommittee: responsible for developing convention souvenir merchandise for sale. Works closely with Arts and Graphics to create T-shirts, Mugs, Stickers, Magnets, Hoodies, etc.
- Arts and Graphics Subcommittee: responsible for developing, in a reproducible format, Committee approved logos, banners, convention programs, registration flyers and brochures, event signs and event tickets. Will work closely with other subcommittees.
- Convention Information Subcommittee: responsible for getting information out to the public and local relevant facilities. Subcommittee chair will be responsible for handling public inquiries.

Distributed flyer for Theme Contest. Submit entries to arcna32chair@gmail.org or text to 907-347-9068. Theme will be chosen next committee meeting – 1/6/2016.

Convention dates will also be selected 1/6/2016.

Subcommittees chairs will be selected by next meeting. Emphasized importance of regular attendance by all trusted servants in order to allow for full, informed participation by all interested members.

Show your interest by showing up!

ILS – Dave S