

## PROCEDURES FOR HOSTING AREA COMMITTEE MEETINGS

**PURPOSE:** Provide a location adequate for Area 20 to conduct Quarterly Committee Meetings. NIA (Area 20) will be using the Lord of Life Church at 40W605 IL Route 38, La Fox Illinois 60147 for Committee Meetings. The Procedures shared hereafter refer to that experience.

**RESPONSIBILITY:** Primary Contact will be the NIA Alternate Chairperson whose information will be listed on the NIA Area Roster. The Secondary Contact will be the Hosting District and its current DCM whose information will be listed on the NIA Yearly Calendar and the NIA Area Roster.

**LOCATION:** After the annual October NIA Committee Meeting, with the recommended Service Calendar for the following year, set up a meeting with the Lord of Life Church contact person to provide the dates needed for Area Committee Meetings. If available, confirm dates, and if possible, pay for the expense of reserving those dates. Share this information with the December Area Assembly. If one or more of the dates wanted are not available, share with the assembly and provide possible alternate dates.

**LUNCH:** The Area Alternate Chairperson and the Host Committee DCM or Chairperson is to coordinate the lunch. A suggestion is that two bids for catering are secured by the DCM or Chairperson and the most prudent for the Area Committee Meeting is chosen. When securing these bids ask if this provider would be willing to adjust the lunch count by mid-morning of the Area Committee. At the time of delivery, the Area Alternate Chairperson is responsible for paying the provider for the lunch.

**HOST DISTRICT:** The Host District should have five (5) members present. Two (2) are needed at the Registration table, one to help with Registration (Area Secretary will provide Area Roster and Name Tags), the other to collect the lunch donation and keep track of the number of people wanting lunch. Two (2) people are needed in the kitchen to make coffee, replenish donuts, fruit, napkins, coffee cups, etc. The fifth person is a floater, keeping the Community Room clean.

The Host District should bring and retain receipts for reimbursements: Five (5) dozen, or less, assorted donuts and rolls (\$25.00 to \$30.00), assorted fruits, bagels, orange juice, cream cheese (\$25.00 to \$30.00). Up to four (4) cases of assorted pop, ice, and coolers.

The Host District should arrive at the Lord of Life Church no later than 7:30 A.M. the day of the meeting. The Meeting Room will need to be set up. Chairs set up, tables relocated. There should be three (3) tables with chairs set up for the Area Officers. There should be five (5) tables set up for literature and flyers. Set-up the Registration table by the entrance of the meeting room. The 100 & 55 Cup Coffee pots will need to be started. Coffee, donut and fruit tables set up. Wash and prepare fruit and bagels. Cigarette butt cans will need to be set up and removed after meeting. After the meeting is over, the room needs to be as clean as we found it (Trash removed to rear of building). There are usually some flyers and info left behind that needs to be removed. We do not have a location in the Lord of Life Church for storing our Coffee Pots and supplies.

## ALTERNATE AREA CHAIRPERSON

- 1) Contact the Host District DCM or Chairperson at least two weeks prior to the Committee meeting to set up the menu. Communicate to the Host Committee any supplies that they should bring, coffee, etc.
- 2) Mail Copy of Procedures to Host District four (4) weeks prior to next meeting.
- 3) A key to the facility will need to be secured during the week preceding the Area Committee Meeting
- 4) Telephone Contact Host District two weeks prior to next meeting.
- 5) Bring "Seed Money" for Committee Meeting. One Hundred Dollars for expenses incurred prior to the date of the meeting for reimbursement of District's expenses, and for making change for those wanting lunch.
- 6) Collect donations from the donation cans (Coffee & Fruit), lunch money and Seventh Tradition baskets.
- 7) Sometime in the afternoon, take an inventory of supplies, i.e. coffee, cups, cream, sugar, pop, etc. Purchase any additional supplies needed for the next meeting.
- 8) After the meeting is over, and prior to leaving the facility, contact the facility custodian for any specific closing instructions. The Committee Meeting Supplies and P.A. System will be stored at a specified location
- 9) After Meeting, at home, using paid receipts and all donations, prepare an **EXPENSE & INCOME STATEMENT** that will remain in your possession. If consistent donations exceed income, decide how to disburse moneys. Example, reduce price of lunches, or give back to Area. If expenses exceed income, request deficit from Area Treasurer.

**NORTHERN ILLINOIS DELEGATE AREA 20**  
**COMMITTEE MEETING CHECKLIST**

- 1) 7:00 AM      **Alternate Chairman to Arrive at Lord of Life Church in La Fox to Open Doors for Host Committee**
- 2) 7:00 AM-7:30 AM      **District Host Committee to Arrive at Lord of Life Church in La Fox.**
- 3) 7:30 AM-8:45 AM      **Set-up and start Brewing 100 Cup Coffee Pot for Regular Coffee.  
(Must Use Separate 110V Outlet)  
Set-up and start Brewing 55 Cup Coffee Pot for Decaf Coffee.  
(Must Use Separate 110V Outlet)  
Set-up Registration Tables for Sign-in and Lunch Purchase.  
Set-up Three (3) Tables in Back for Coffee, Donuts, and Fruit.  
Set-up Two (2) Ice Chests for Soda and Water.  
Set-up Donation Cans for Coffee and Soda.  
Set-up Butt Kits outside Building Entrances.  
Set-up Four (4) Tables on West Wall for Meeting Handouts.  
Set-up Four (4) Tables w/Chairs up Front for Committee Officers to Conduct Meeting Business  
Set-up all Chairs for Meeting Attendees.  
Try to assist Committee Members with P.A. System Set up, Flyers and other handouts, Literature, Grapevine.**
- 4) 7:30 AM-11:30 AM      **Maintain supplies for Duration of the Morning Session**
- 5) 10:00 AM      **Collect and Count all Lunch Monies.  
Coordinate with Supplier with Final Lunch Count.**
- 6) 11:30 AM      **Break down Coffee Stations and Prepare Tables for Lunch Set-up.  
Pass Seventh Tradition Basket for NIA Committee Meeting.**
- 12:00 PM      **Assist Supplier with Food Delivery.**
- 7) 12:00 PM-1:00 PM      **Lunch  
Break**
- 8) 1:00 PM      **Clean-up Food Trays and Set Aside all Utensils and Pans for Return.  
Clean Coffee Pots and Store Away.**
- 9) 2:30 PM?      **NIA Committee Meeting is Closed  
Assist Committee Members with Clean-up Duties.  
P.A. System, Flyers and Handouts Picked up.  
Tables and Chairs Stored Away.  
All Trash Removed to Dumpsters.  
Smoking Butt Kits at Building Entrances Removed.  
Clean and Secure Facility Washrooms.  
Wet Spot Mop Facility Floor.  
Close and Lock All Facility Doors.**

# NORTHERN ILLINOIS DELEGATE AREA 20

Supply Inventory

1/2/2008

100 Cup Coffee Maker  
55 Cup Coffee Maker  
Red Ice Chest  
Blue Ice Chest  
Regular Coffee  
Decaf Coffee  
10 Ounce Coffee Cups  
Tea  
Hot Chocolate  
Creamer  
Sugar  
Pink Sweetener  
Blue Sweetener  
Coffee Stirrers  
Knives  
Forks  
Spoons  
Large Paper Plates  
Small Paper Plates  
Large Salad Bowls  
Small Salad Bowls  
Salt Shakers  
Pepper Shakers  
Napkins  
Mustard Packets  
Ketchup Packets  
Honey Packets  
Trash Bags  
Can Openers  
Miscellaneous Serving Utensils  
Donation Cans  
Cutlery Kits (Knives, Forks & Spoons)  
Croutons  
Mayo  
Jelly  
Aluminum Foil  
Paper Towels  
Latex Gloves  
NIA Directional Signs

**PREPARED BY JERRY PELAN DECEMBER 27<sup>TH</sup> 2003**

**AMENDED BY JOHN CONWAY MARCH 23<sup>RD</sup> 2004**

**ADOPTED BY NIA COMMITTEE MAY 1<sup>ST</sup> 2004**

**AMENDED BY JOHN CONWAY AND DAN MALM JANUARY 2<sup>ND</sup> 2006**

**AMENDED BY DAN MALM FEBRUARY 9<sup>TH</sup> 2006**

**AMENDED BY MIKE FRISBIE JANUARY 7<sup>TH</sup> 2008**