

Final Motion Regarding Rotating Assemblies

With the possibility of returning to rotating the SENY Assembly among all counties in future panels, I hereby propose:

A MOTION FOR THE CREATION OF A COMMITTEE (“Ad Hoc Assembly Committee”) comprised of DCMCs or other Officer from each county, the Hybrid chair, and at least one member of the Finance Committee, and chaired by a SENY Past Delegate to evaluate the logistics of, inform the Body, update the Guidelines (aka Assembly Event Planning Toolkit), and make a recommendation to the Body regarding rotating assemblies.

1. The Ad Hoc Assembly Committee Chair shall be named by the Area Chair in consultation with the 2025-2026 (Panel 75) officers
2. The Rotating Assembly Committee shall be tasked with:
 - a) identifying, updating and documenting the Assembly space requirements based on the 2018 (Panel 67) Guidelines, plus current assembly practices with regard to technology and hybrid attendance;
 - b) identifying locations in each county that would meet all these needs, the locations’ general availability, and provide written estimates as to cost and insurance requirements;
 - c) reporting back at every Area Committee Meeting and Area Assembly so as to help The Body make informed decisions as to the feasibility and financial/budgeting requirements;
 - d) bringing a report and recommendation back to the body, no later than the June/July 2026 Assembly.
3. Until such time as this Ad Hoc Assembly Committee makes this report back and a vote is taken, the Assembly shall continue at Westchester Community College.
4. Upon completion of these duties, the Ad Hoc Assembly shall be disbanded.

Background:

- Since the pandemic shut down our assembly needs have changed and by all accounts expanded, therefore updating the guidance is warranted, **particularly as participation with hybrid has returned attendance to pre-shutdown levels.**
- In recent history, the body has made decisions rapidly, at times arguably without sufficient information, and there have been consequences that have impaired our efficiency.
- Consistent with coming to an informed group conscience, as described in our literature, providing a year for the body to collect relevant cost information is essential for creating a responsible and realistic budget. It took this body six months to pass a budget for the current year. Creating a sound budget for rotating assemblies in 2026 is impossible because of too many variables regarding Assembly costs.
- Having the Report and Recommendation issued ideally by June/July 2026 will give, districts and counties, ample time to incorporate the recommendation into their budget (examining transportation costs etc)
- Having the Report and Recommendation issued by June/July 2026, provides ample time for any person considering standing for a position that would be affected (Area Chairs, DCMCS, etc)

Note 1 - This motion merely proposes a framework for a committee, and does not impair the Area Chair's ability to appoint a committee.

Note 2 - inclusion of "other County officer" recognizes that some counties do not have Alternate DCMCs and seeks input from representatives who are likely to be involved in fulfilling the committee's tasks and/or coordinating a future rotating assembly, should the body decide to do so.

Note 3 - Having the Rotating Service Committee chaired by a former delegate chosen by the Area Chair in consultation with the other Panel 75 officers, ensures that each county has equal representation and an equal vote; "in consultation with other Panel 75 officers", ensures that the appointment is made not solely on the basis of an individual, but rather careful consideration, consistent with the idea of certain Chair appointments being made in consultation with the Technology Chair (Handbook Amendment, 2024),



AREA49SENY

SOUTH EASTERN NEW YORK AREA OF ALCOHOLICS ANONYMOUS



Assembly Event Planning TOOLKIT



Developing and Executing Assemblies to Meet & Exceed Our Members Needs

This document of “suggestions” has been created as an event planning tool & resource for Counties who will be hosting an Area 49 Assembly. There are many “moving parts” to successfully executing an Assembly and this document will help you in the pre-planning stages, as well as the day of event execution.

Area Assemblies are the primary General Service meetings of the Area’s groups and districts and are designed to conduct the service activities of the Area. Voting members of the Area Assembly are GSRs and Area Committee members, or, in their absence, their alternates.

Thank you for your willingness to host one of our Area 49 Assemblies. We could not do the work of our Area without your support. Thank you to you and each trusted servant in your County.

In love and service,
SENY - Area 49 Chairperson

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“Our Twelfth Step — carrying the message — is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.”
(from A.A.'s Legacy of Service by Bill W.)

Pre-Planning Suggestions

Choosing a Facility

Choosing a facility requires first gathering certain information about all available facilities in your County, and then approaching those that can accommodate our needs with the proposed dates of the Assembly. Before negotiating with any facility, contact the Area Chair to confirm the correct date for the Assembly you will be hosting. The value of using the experience of the Area Chair cannot be overstated.

We suggest you take an appropriate Sample Agenda (see Page 6) with you when you are viewing meeting space at each facility to ensure that adequate rooms are available. If your venue does not allow for or does not have adequate facilities for catering as noted below, please notify the Area Chair before booking the venue to discuss alternate solutions. We would like to strongly suggest that facilities be no further than a **5-minute walk from a subway/train station** and they be “**accessible**” if at all possible, as well as each County execute an **actual site visit** for the potential venue to ensure our member’s needs can be met.

We fully understand there may be suggestions found within this toolkit that your County may not be able to execute based upon limitations of the venue you select. All we ask is that if there is anything found herein that you will not be able to do, please contact the Area Chair at chair@aaaseny.org and let them know as soon as you become aware of any changes. **Thank You!**



Some Venues May Require Insurance – We Got You Covered

If your selected venue requires insurance coverage to use it, SENY can provide a Certificate of Insurance (COI) for the Assembly. We can also provide an additional rider for those venues who need it called “Additional Insured” where the name of the venue can be added to the COI. There is an additional fee for this [paid for by SENY]. Please contact our Area Chair (chair@aaaseny.org) as soon as you are aware of the need and we will get it to you.

Quick checklist

- Try to create a nice “flow” for trusted servants upon arrival
- 2 six foot tables with 4 chairs for the Registrar
- 4 six foot tables for minutes, agendas, treasurer’s reports, handouts and flyers
- 8 six foot tables for LINKs, Literature, Grapevine and Committees
- At the front of the room where Assembly is held, 4 six foot tables with 8 chairs
- Wherever food or coffee is served, hand sanitizer pump bottles
- If a contract is required, please reach out to the delegate, delegate@aaaseny.org. The delegate is the signatory for all SENY contracts.
- Have fun!

Each Assembly Has Many Moving Parts

Space Preferences:

General Assembly:

- Auditorium (with stage or not) to seat a minimum of 200 people comfortably
- Four 6' tables with 2 chairs at each table (on stage or not, your choice, as in Concept X) for area officers, recording secretary, timekeeper and agenda chair.
- Large projection screen provided by facility (built in or otherwise). IMPORTANT: Please advise the office manager (office@aseny.org) if not available so we can arrange to have a screen for PowerPoint slides.
- Electrical capabilities to accommodate LCD projector and portable sound system
- Pre-function area outside auditorium for two 6' registration tables with 4 chairs. (Electrical outlets accessibility preferred for Registrar's laptop) and four 6' tables for handouts.
- SENY will provide LCD projector and sound system
- Access to Wi-Fi in the auditorium. (Please advise the area chair of availability.)
- If Wi-Fi does not exist there, please ask if there is an Ethernet port in the auditorium. If we have access to that, we can create our own Wi-Fi.
- If there is no Ethernet port in the auditorium, ask what's the closest room with an Ethernet port. If the space allows it, we can run an Ethernet cable into the auditorium.



"I love the way SENY does Assemblies. They are very engaging and informative."
Brooklyn County GSR

Pre-Assembly Workshops:

- Three (3) workshop rooms (classrooms) to seat a minimum of 25-30 people each. It is important that each workshop have its own room. If this is not possible – please advise Area Chair if you cannot secure a minimum of three.

Food & Beverage:

- Kitchen facilities (if possible) to setup outside catered breakfast and lunch (no cooking involved). Access to refrigerators would be nice but optional.
- Cafeteria or lunchroom with seating for a minimum of 225 people.
- Electrical outlets & appropriate electrical supply for a minimum of 6 large coffee pots. If you do not have access to 6 pots and need more, please contact our Area Office Manager for assistance. (office@aseny.org)
- Please do your best to ensure that our vegan members have their needs met where possible. We've had some members share their concerns on this topic.

Standing & Ad Hoc Committee Fair/Exhibits:

- Ensure there is space for a minimum of 8 committee tables (2 chairs each – 16 committees).
- These exhibits can be in space where meals are being served if need be.

Budget:

- Each County has \$3,000 maximum available to them to execute all aspects of the Assembly.
- The host County usually pays for all assembly expenses up front and is reimbursed by the Area (post assembly). In extreme circumstances, if a County needs advance money, please let the Area Treasurer know as soon as possible with a complete description of the need so a check can be cut.

Insurance:

- If needed, SENY will provide a "Certificate of Insurance" (COI) for SENY Assemblies to Counties hosting our Assemblies that can identify the name, address, phone number and contact name of the venue where the Assembly will be held.
- To generate a COI, Counties will need to provide that information to the Area Chair and they will work directly with our insurance provider to generate the COI and send it to the County DCMC.
- Additionally, if the venue requires it, they can be added to the certificate as what is called an "Additional Insured" (AI). If the venue requires that to be true, there is a \$100.00 charge for the insurance company to add that component to the COI which SENY will cover. Please advise the Area Chair if an AI needs to be added to the COI.

Accessibility/Special Needs:

- Please ensure that you choose a facility to address needs of those who are not able to climb stairs (e.g., ramps, elevators, etc.)

Access to Space:

- Please ensure that we can enter the space to begin setup no later than 7:00am.



Be Prepared

No matter how much you plan, a few unexpected problems may arise and you might discover that you have a few last-minute details to resolve.

The only thing you can do is prepare for the unexpected. Make sure you have at your fingertips the tools to solve any problems that may occur.

- Have volunteers on hand — One or two "runners" is always a good idea because some problems can only be resolved away from the event site.
- Telephone/E-mail List — Bring telephone numbers and e-mail addresses with you for anyone you may need to contact during the event. Also, having the numbers of all of your volunteers may be useful if someone does not show up.
- Know your resources — In many cases, there will be a number of people who will be involved in your event. You need to make sure you know who they are and that they know who you are

Onsite Suggestions

Below are the items to focus on day of the event for a smooth and successful Assembly.

Timelines:

- We will need access to the building by 7:00am so #2 below can occur.
- Registration & Breakfast/Coffee needs to be setup and ready to go no later than 8:30am
- Lunch needs to be setup and ready to be served no later than 12:15pm

Signage:

- Outside identifying the event (i.e. might not be otherwise obvious or there may be more than one event at the facility).
- Inside for directions (i.e. “all workshops on the second floor”) and instructions (i.e. “no coffee outside the cafeteria” or “special needs access from south side of the building only” or “no smoking” etc.)
- Please label each workshop room with the workshop title (Confirm workshop titles with the agenda or Area Chair)

Tables:

- Registration set up should be close to the main entrance and obvious. There should be two 6’ tables for check-in. Think about flow, especially for new trusted servants, who are experiencing their first assembly.
- Additional tables (four) are needed for agendas, minutes, financial reports, and similar handouts for the assembly, as well as for announcement/flyers for events around the SENY area.

Tables also needed on stage for officers during the day’s proceedings (see Pre-Planning).

Greeters:

- There should be a team (2-4) of people at the entrance who can welcome attendees and point them toward registration, restrooms, workshops, etc.
- Additional greeters should be deployed at key intersections in hallways at high-traffic times.

Workshops:

- Double check to make sure all rooms are unlocked and set-up for the sessions.
- Signage is helpful here too to make sure latecomers don’t wander in the wrong room.
- Speaker/Moderator/Presenter check-in can be handled by SENY Registrar.

Food & Beverage:

- Experience has shown that it is always best to have volunteers from your County serving the food rather than to leave the food out and let attendees “grab” their own.
- Ensure you have communicated with the venue about their electrical capacities so coffee pots don’t trip circuit breakers and blow fuses. If you need additional coffee pots, please coordinate that with our Area Office Manager. (office@aaaseny.org)
- Make yourself aware of which County will be hosting the NEXT Assembly so you can coordinate with them if you would like to pass unused non-perishable supplies onto them (Optional and totally up to the hosting County).

Tips on Planning A Successful Area Assembly

Create an Event Planning Checklist

Event planning experts will always develop an event planning checklist for any upcoming event. You may want to consider following their lead and get your event planning checklist organized as soon as possible. A great way to get the ball rolling is to hold a meeting with everyone concerned with planning the event. Think of this as a “brainstorming session” and an opportunity to get everyone’s ideas, responsibilities and expected outcomes down on paper.

Make sure that any items included on your event planning checklist are realistic and fall within budget, remembering to assign roles and responsibilities in order to ensure that the checklist is adhered to. All action items on the checklist should be prioritized and time-based.



“A.A. has to function, but at the same time it must avoid those dangers of great wealth, prestige, and entrenched power which necessarily tempt other societies. Though Tradition Nine at first seems to deal with a purely practical matter, in its actual operation it discloses a society without organization, animated only by the spirit of service – a true fellowship.”

Sample Schedule At-A-Glance *(Subject to Change):*

- **8:30am** Registration Begins
- **8:30am** Breakfast/Coffee and Fellowship
- **9:00am** Service Workshops
- **10:00am** Opening General Session
- **12:00pm** Lunch & Fellowship
- **1:00pm** Afternoon General Session
- **3:15pm** Adjourn

Setup Suggestions:

It is the suggestion that each County hosting an Area Assembly be responsible for setting up the registration area, the workshop classrooms and the hospitality and F&B areas. Area 49/SENY will be responsible for setting up the auditorium for each assembly and this will be done by our Area Office Manager.

If your County is in need of assistance with any part of their setup, please feel free to reach out to our Office Manager (office@aaseny.org) for assistance, we will be happy to help in any way we can.

If you have ANY questions, or need clarification on any part of this toolkit, feel free to reach out to the Area Chair at any time, and they will be happy to help you in any way they can. Email: chair@aaseny.org *(Phone numbers can be found in the most current version of the LINK.)*

Our most humble thanks to you and your County for hosting our upcoming Area 49 Assembly.

Area Assembly & Committee Meetings

- SENY is required to hold 5 Assemblies and 7 Committee meetings per year according to its by-laws (*Service Handbook, Article IX*). The Delegate's Day of Sharing (DDOS) is a sixth "Assembly". The Delegate chairs the DDOS. The Chair works in collaboration with the Delegate for the entire calendar for the benefit of the groups' informed conscience (example: the 69th GSC held at the end of May instead of the usual April).
- The calendar should be planned at least one year in advance to encourage maximum participation, including those members who work non-traditional hours, and to allow the counties (including the Hispanic District, which is included in use of the term counties throughout this document) and districts to plan their events appropriately.
- The rotation planner is used to indicate which counties will host in a given rotation. The months are to be adjusted, taking into consideration that the counties with the best public transportation should be used for the elections, and secondarily for pre and post conference Assemblies, but also for weather and traffic. The Delegate will use 2 counties during the rotation for the 2 DDOSs in any given rotation; use of those given a "break" that rotation is a good idea if their location is one with robust public transportation.
- In the Spring before the elections, the standing chair should arrange for the first Assembly of the next rotation to assure a smooth transition, not using one of the counties that should be "saved" for elections or pre or post conference Assemblies.
- The Hispanic District has a Convention normally held on the first weekend of November. Therefore, the first weekend of November should not be used. Holidays (legal and religious) and other AA entities' annual events should be considered to encourage inclusivity and participation.
- The Assembly Planning Toolkit should be sent (and updated as needed) to the host counties.

Prepared and updated September 2018, due to changes in consensus and conscience and respectfully added to those notes below which were Prepared /Updated December 2010, May 2012

Consensus from amongst area and committee inventories was that these assemblies and committee meetings should not be held in the same months and their scheduling should be consistent on a regular basis. Since we do not meet in July and August as decreed by the membership's preference, this consensus is not possible.

An alternative was worked out to come as close as possible to the Area consensus based upon the following criteria:

- a) Committee meetings would be held on the first Monday of selected months since this day was available to us at our current meeting place and also because it did not conflict with the meeting days of County General Service meetings. Two Committee meetings would necessarily have to be held in the same month as Assemblies and the most logical seemed to be June and November, June since we would not meet during the summer months and it would allow us to clear up as many outstanding issues as possible before the break, and November since it would allow us to put forth that which needed to be addressed related to early on occurrences in the next year. The Committee Meeting months chosen was as follows: January (budget), March, May, June, October, November and December. September was not considered since the first Monday is typically Labor Day, a national holiday. Currently our Committee Meetings are held at Holy Family Church and School, Mechler Hall, 2158 Watson Avenue, Bronx, NY 10472. The contact number for scheduling our meetings is (718) 863-9156 (ask for Anna).
- b) Assembly meetings would be held on the first or second Saturday or Sunday of selected months with at least one assembly per year held on a Sunday in consideration of the Hispanic Districts whenever possible (where this is not possible, the last weekend should be considered as an alternative <see subsequent note herein>). The months chosen were as follows: February, April (Pre-Conference), June (Post-Conference), September (Election Assembly in second year of rotation) and November. The third weekend was avoided (whenever possible) as it was felt service participation would be compromised since Suffolk County meets on the third Friday and the Hispanic Districts and Sullivan County on the third Sunday. The last weekend of the month was not considered as counties generally had workshops, breakfasts, share-a-days, etc. held then in most of our area. January was not presently considered, since, in the past, several January assemblies were either cancelled (1), cut short (3) or re-scheduled to another date (1). In the years of cancellation only four assemblies were held and business kept getting tabled adding to Area frustration. Schools are also generally closed in the first two

weeks of January, most colleges and some public and/or private schools. Assemblies were also not considered for December as it was felt participation would be low since major holidays were at hand/had been held (Thanksgiving, Chanukah, Christmas, etc.). The rotation for assemblies is listed on a subsequent page. The rotation of counties in a particular year was not changed from those who were scheduled but were altered to take into consideration the weather of the upper counties.

The Area Chair is responsible for advising each county in the rotation at least 6 months prior to their scheduled Assembly. Discussion should include Assembly budget, availability of classrooms for workshops within the framework of the budget and Standing Committee needs. Expenditures in excess of the budget need to be discussed with the Area Chair so that approval for additional monies can be sought from representatives in attendance at Committee Meetings prior to said Assembly. If additional insurance is needed for a particular site this should also be discussed so that the Area Chair can purchase same from a separate budget line and not as part of the Assembly budget line expense.