

VA Area Coordinator's Report

(for Coordinators, Liaisons and Committee Chairs)

Date of VAWSC Meeting: August 5, 2023

Area Coordinator: Assembly

Name and Email: Mitch M, assembly@vaalanon.org

2023 Fall Assembly Updates

- **Registration Info**
 - Total Number of Registrants:
 - 2023 fall Assembly – 103 Registered with one week to go
 - 82 Attending in person
 - 21 Attending virtually
 - 2023 Spring assembly – 146 – this number in line with Spring 2022
 - 89 attended in-person.
 - 57 attended virtually.
 - 2022 Fall Assembly – 129
 - 2022 Spring Assembly – 150
 - Number of voting GRs Registered: 77 (down from 111 Spring Assembly 2023)
 - Number of Area Districts Representatives Registered: 23 out of 25 (Same as Spring Assembly 2023).
 - Northern Neck (last participation Fall 2020)
 - Triangle (last participation Fall 2019)
- **What's New**
 - Regfox continues to be our preferred registration process and continues to work extremely well – Tech team continually looking at ways to improve the web site experience and improve the registration experience.
 - Saved some money by asking participants to contribute through voluntary contributions to defray credit card fees.
 - Created an Assembly Information only page with FAQ's
 - Area covered the registration cost for Alateen
- **Registration updates with regfox**
 - Spring assembly 2024 web page under developed and will go live after the officers meeting in January
 - Registration continues for Fall Assembly

- Continuing to use Regfox as our registration provider. Minimal cost of \$.99 per transaction + Credit card fee of (3.99%) compared to higher credit card transaction fees
 - Weekly Tech team meeting allowed more agenda development and team bonding for a smoother assembly presentation.
 - **Encore Updates and challenges!**
 - Officers Approved Encore contract in August for the fall assembly and we now have a final contract that was voted on and approved by the officers during the August officers meeting.
 - Discovered Encore does not control all of the wireless access points for the hotel but is managed by a separate IP provider. Spent months in discussion ensuring we were getting dedicated bandwidth for the fall assembly.
 - Still working final details with the hotel on cost for this IP service fee but should be no more than the \$400 we were anticipating paying for the spring assembly
 - Decided to go with wired microphones to eliminate the bleed over we experienced during the spring assembly
 - Will continue hotel discussions on Encore setup and operations up to actual Fall Assembly
 - Room setup and configuration now planned to start at 4pm when all the members of the tech team and Encore will be available to set up together. This is critical so the tech team knows how everything is set up and how it operates
 - **Registration Updates and challenges**
 - Hotel Accommodations – As always, the hotel continues to provide excellent service and oversight for our assembly. The hotel also wanted to share with the attendees check-in starts Saturday at 3PM without an early check in fee.
 - Networking - Will continue the group chat option for this year between in-person and virtual attendees - close the gap between the two groups.
 - Workshops - Will discuss way forward and how to proceed from meeting.
 - Still dealing with several last-minute requests to go from in person to virtual
 - Reconciling payments was easier since all was done inside regfox this year, will continue this process for future events.
 - **Overall Rating and Feedback**
 - Even with all these issues and challenges, our overall ratings was very positive and attendees in person and virtually had a good experience
 - Still working with the virtual world on stepping on speakers and feedback from tech team but that was expected with all the challenges we were dealing with in the room
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