VA Area Coordinator's Report (for Coordinators, Liaisons and Committee Chairs)

Date of Assembly: September 26-28, 2025

Area Coordinator: Assembly

Name and Email: Ed W, assembly@vaalanon.org

2025 Spring Assembly Updates

Registration Info

Total Number of Registrants:

2025 Spring Assembly – 151 total

2024 Fall Assembly – 160 total

2024 Spring Assembly – 142 total

2023 Fall Assembly - 103 total

2023 Spring assembly – 146 total

What's New

As we prepare for the Fall 25 assembly, the tech team has 2 successful runs of the audio/video under our belts. Everything went very well at the Spring assembly and we are confident that it will continue for the future for panel 65. What this means is a savings between $4,600 and $5,300 per assembly. We will have some recurring costs such as bulbs, gaffer tape, but these should be minimal.

This savings will hopefully help absorb the continuing increase of hotel costs and inflation. In an effort to help with the Assembly costs we have added questions for the in person attendees to see if they are dining with us for dinner and breakfast.

The hotel standard connection fee of $500 will still be a part of the Audio visual fee but we will have an additional fee of $500 for a hardwire Ethernet connection. The cost is well worth the long term savings for renting equipment and very expensive technicians for 8 hours

Saved some money by asking participants to contribute through voluntary contributions to defray credit card fees – raised $376

The Area Officers have approved the purchase of up to 4 laptops to be used at Assembly and other Area positions. We are in the process of selecting them.

Registration updates with regfox

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

Reconciling payments was easier since all was done inside regfox this year, and will continue this process for future events.

Weekly Tech team meeting starting up after this VAWSC meeting

Hotel registration Updates and challenges

Because the Fall assembly is in Sept instead of Oct this is pushing the timeline for registration.

Hotel BEO's are being written and will be available for this meeting but will not be finalized and signed until closer to actual assembly start date. This is necessary due to final headcounts, meal choices and room layouts.

Continuing to work hotel registrations for both in person and virtual. Hotel room reservations will close on Aug 22th and virtual/local registration will close Sept 19, one week prior to the event. I have set the cutoffs to give us time to get the info we need to the hotel.

Overall Rating and Feedback

Feedback from Spring Assembly was overall positive with most participants very happy with the hybrid option and the flow of information and speakers. Recommend continuing hybrid option for next assembly.