

**IN PREPARATION  
FOR  
Assembly May 2016**

**1. AGENDA :** I have posted the first draft of the Assembly Agenda. There may be changes to the specifics, but you will be able to plan on the start and end times.

**2. HOTEL Information:** Reservations can be made by calling the Hilton (407-830-1985) Group name NFA AFG. Or you may click on this link to register online (Group Code NFA516): [http://www.hilton.com/en/hi/groups/personalized/A/ALTAHHF-NFA516-20160519/index.jhtml?WT.mc\\_id=POG](http://www.hilton.com/en/hi/groups/personalized/A/ALTAHHF-NFA516-20160519/index.jhtml?WT.mc_id=POG)

Deadline for making a room reservation at our group rate (\$99/night) is *May 4*.

Only the rooms for Officers, Coordinators, Event Chairs and Past Delegates will be on the Master Bill. All other rooms will be guaranteed and charged to your credit card. You will arrange reimbursement from your Group or District depending on your service position.

There is an Area Reimbursement Form on our website. You are free to use this as a guideline for group discussions on ways to reimburse trusted servants for Assembly expenses.

**3. RSVP Deadline:** DRs – I need a number of attendees by *May 4*. Please send me an email with your best guess of the number of people attending.

**4. ASSIGNMENTS** – please check the website for 2016 Assignments. These are the responsibilities that your District will have at our various meetings. There are also Guidelines for each assignment.

**5. REPORT Deadline:** Please have your report submitted to Roger ([technology@AFGArea9.org](mailto:technology@AFGArea9.org)) by *May 11*. You can submit these earlier!! This is vital information for the Area, and needs to be available to everyone before the meeting. DRs and AISLs please submit a combined report.

**6. Time and Place.** Assembly will start Friday evening at 7:15 pm, in the Crystal Ballroom. We will have introductions and our Funshop presentations. We will also be showing the KBDM PowerPoint as this will be a vital part of our weekend.

We will then break out into smaller groups. New GRs will have a GR Orientation led by our Alternate Delegate and the visiting Trustee. There will also be a Technology Breakout for anyone who has email, website and other technology questions. Hospitality will open at 8:30 pm in the Dogwood Room (first floor, just past check in)

**7. Registration and Tickets.** Registration for Assembly is \$15. Everyone attending registers – voting and non-voting. You may pay by cash, check or card.

Something new this Assembly: you may purchase tickets for Saturday Breakfast and Saturday Box Lunch. Breakfast tickets are \$10 and Lunch tickets are \$15. The tickets will be for sale at Registration. The meals will NOT be available for cash purchase on Saturday – so please buy the tickets ahead of time. The hotel servers will only collect tickets, not money.

**Breakfast** is a hot buffet including Biscuits and Sausage Gravy, Scrambled Eggs, Bacon, potatoes, juice and coffee and tea.

**Lunch** is a box lunch of Sandwich (Turkey w/ Gouda; Roast Beef with Asiago; Ham and Turkey croissant; marinated vegetable on a ciabatta roll – all served with chips, whole fruit, cookie and either soda or bottled water.

**8. Elections:** we will be having an election for two positions: Area Treasurer (by secret ballot) and Alateen Coordinator (we will pull a ballot from the bag). Please take the time to go over the Election Procedures, posted on the Area website.

If you are interested in the Alateen Coordinator position, please contact your DR for a copy of the Ballot. You will need to be a certified AMIAS before the May 21 election – so all paperwork (included the background check) must be complete and you must have a WSO ID and the AAPP will verify that you are a current, certified AMIAS.

**9. Legacy.** We are currently without a Legacy Coordinator, but we will not be holding an election at the May Assembly. At this time there is a Task Force working to ensure that we have a job description that matches the current realities of technology as well as the needs and structure of the WSO Area Highlights. We will fill this Coordinator position after the August AWSC meeting, when the Task Force will present recommendations to the Panel.

**10. WSO Visitor.** We are fortunate to have Karen W-P., Trustee, with us for our Assembly weekend. In addition to leading us in a Conflict Resolution workshop, Karen will be involved in many aspects of our Assembly: New GR Orientation, Panel Discussion, Spiritual Meeting and she will be having dinner on Saturday night with 7 Group Representatives. I will be pulling the District numbers next week and will notify the DRs which Districts will have a seat to give away. Each District will decide how they will allot the seat. The dinner on Saturday will be at the Hilton hotel, and will be finished in time for participation in the Saturday evening Panel Discussion.

**11.** Please bring your Service Manuals. You may also want to take a look at the Meeting Procedures document located on the Area website.

**12.** Internet access will be complimentary for all Area meetings at the Hilton, so you may bring your laptops, tablets, etc. Power is a bit limited until we figure this out, so please be prepared to use your battery if you are seated at an interior table in the room. We will have charging stations in the room.

**13. Mailing Address.** As you know we have been without an Area Treasurer since December 1. Currently we are using the mailing address of NFA AFG, Inc. for all contributions:

1700 North Monroe Street, Suite 11-120  
Tallahassee, FL 32303

This Address will change after our election and you will all be getting notified by email, on our website and through your District Rep and AISL. Please be aware of these changes!

I'm looking forward to seeing all of you May 20-22! I know changes can feel very challenging. The Area World Service Committee Panel and I hope to make the transition to our new location as smooth as possible. Please let me know what we can do for you!

Sincerely yours in service,

Cindy J.  
[chairperson@AFGArea9.org](mailto:chairperson@AFGArea9.org)  
850-556-9858