

Events Committee Annual Report

CSC 2017

History and Purpose:

Committee Responsibilities

CoDA Events Committee has a variety of duties involving the organization and management of the annual CoDA Service Conference (business meeting) and the International CoDA Convention (workshops and speaker meetings), also known as the CSC and ICC, respectfully. In conjunction with the CoDA Board, CoDA Events Committee recommends the date, location, and hotel. The CoDA Service Conference (CSC) and International CoDA Convention (ICC) is announced two years in advance.

Committee Membership

| | |
|-------------|-----------------------|
| Yvonne K | Chair |
| Katherine T | Vice Chair/Volunteers |
| Florence F | Secretary |
| Kevin M | Treasurer |
| Kathy H | Registrar |
| Kirk L | Technical/Vendors |
| Sharon A | Speakers/Workshops |

Key Findings from 2016 CSC Survey

21 responded, 16 were delegates

Represents 55% response given there were 29 delegates in attendance

Question: Using the 7th Tradition Donations

44% felt that morning coffee SHOULD NOT BE funded

81% felt that the recruitment lunch SHOULD BE funded

Electronic versus Printed Delegate Package

53% felt the electronic delivery of the delegate package was good

Delegate Package announcements and packaging

81% felt that a separate file for motions would be ideal

75% felt that a separate file for budgets would be ideal

75% felt a "check back date" posted on the delegate page would be ideal

69% felt that a separate file for reports/goals would be ideal

43% felt they received too many CoDA Announcements about the delegate package updates

Based on feedback, Events Committee recommended to the Board that

Separate zip files be created

Files are only loaded once into the zip file

All revised files be listed as a single file with revision date listed for clarity

Link to survey details

<https://nonprofit12steorganiza->

[my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=1177b9560b15c4c4fae7487941968f92e&authkey=ARL_pLdoVVeoF9LonxMrVes](https://nonprofit12steorganiza-my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=1177b9560b15c4c4fae7487941968f92e&authkey=ARL_pLdoVVeoF9LonxMrVes)

International CoDA Conference, workshops/speaker meeting, Summary

There were 200 surveys sent to registered 2016 ICC attendees 71 replied.

Improving the workshop experience:

77% felt a microphone in each room would greatly improve the workshop experience.

62% felt giving the handouts to attendees at the door, not passed around the room would greatly improve the workshop.

59% felt posting the handouts on the coda web prior to conference would greatly improve the workshop.

CoDA Meeting Frequency

31% felt that having no CoDA Meetings was acceptable because the workshops were enough

15% felt that there should be CoDA Meetings every 90 minutes

46% felt that CoDA Meetings should be offered during the day before and after workshops and at lunch.

Should we continue the raffle

42% said the raffle should be a regular event at the conference

31% had no opinion

7% said no.

Should speakers be requested to not use projectors and powerpoint presentations

88% felt the speaker should be the one to decide which tools they use for their presentation, e.g powerpoint presentation

Here is the report:

[https://nonprofit12steorganiza-](https://nonprofit12steorganiza-my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=118a08d4078b947528fdfaab3f62b416b&authkey=AaAzoH7vjiuvPbOp4RPhSDs)

[my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=118a08d4078b947528fdfaab3f62b416b&authkey=AaAzoH7vjiuvPbOp4RPhSDs](https://nonprofit12steorganiza-my.sharepoint.com/personal/eventschair_coda_org/_layouts/15/guestaccess.aspx?docid=118a08d4078b947528fdfaab3f62b416b&authkey=AaAzoH7vjiuvPbOp4RPhSDs)

Status on 2017 Goals

#1: Plan 2017 and 2018 conference/convention farther in advance to obtain better hotel prices.

Comments: Historically, hotel contracts for 2012 – 2016 were signed 6 to 8 months prior to event. Secured 2017 hotel 12 months in advance, 2018 hotel 18 months in advance and hope to secure 2019 hotel 20 months in advance, thereby, exceeding planning goal.

#2: Identify ways to make the CSC and ICC more cost effective.

Comments: Historically, hotel contract used food and beverage minimums with reduced meeting room rental. For instance, 2016 hotel contract: \$10,000 food/bev minimum and \$3,000 meeting room rate. For 2017, achieved 40% cost reduction by removing food/bev minimum and negotiating a daily meeting room rental for \$7,000. While meeting room rental went up, CoDA's overall liability was significantly reduced since we did not have to fund food/bev for CSC or ICC in order to meet food minimums (service and tax not included).

#3: Identify ways to make ICC self-supporting.

Approach: Investigate and document what is required to take over the recording and selling of speaker tapes as a fund raiser for ICC.

Comments: In 2016 ICC was self-supporting through registrations and food sales. Will continue to work with CoRE to get speaker tapes available for sale. Will report in 2018.

#4: Ensure the success of Events Committee activities.

Approach: Update Events Committee Policy and Procedure Manual including, tools, forms and process improvements.

Comments: Have completed tools for selecting and securing hotel and created electronic signature forms for workshop and speaker waivers, and created documentation and training for Eventbrite (online registration tool.)

#5: Goal: Allow transparency, accountability and easy access to Events Committee workings.

Approach: Set up cloud system for Events Committee where all members can view, obtain and share documents among members (e.g. Google drive and google docs)

Comments: All of 2017 and 2016 documents on are MS cloud. Submitted all 2017 minutes to coda.org/trusted servants area.

#6: Create a smooth transition from one year to the next year in the executing of the CSC and ICC

Approach: Increase committee size to 18 so that each co-chair as a member in training for a smooth transition.

Comments: This is on hold for further evaluation. Currently streamlining processes in order to operate with a committee of 7.

2018 Budget Goals and Objectives

#1 Goal: Reach out to a wider CoDA community.

Approach: Create a Spanish track at 2018 International CoDA Conference.

Approach: Support audio streaming of CoDa Service Conference, business meeting.

Approach: Investigate methods for getting the workshop and speaker recordings to a broader audience.

#2: Identify ways to make the CoDA Service Conference (business meeting) and International CoDA Convention (workshops & speaker meetings) more cost effective.

Approach: Research alternative venues.

#3: – Continue to track International CoDA Convention (workshops/speakers) self-supporting status.

Approach: Track and document revenue versus expenses each year.

Approach: When possible, proactively project future revenue versus projected expenses.

#4:– Ensure the success of Events Committee activities.

Approach: Update Events Committee Policy and Procedure Manual including, tools, forms and process improvements.

#5: - Collaborate with other committees to create opportunities at the International CoDA Convention (workshops/speaker meetings).

Approach: Suggest collaborative/cross committee projects.