

2019

NANAIMO AA RALLY COMMITTEE

CHAIR AND CO-CHAIR
ROLES/RESPONSIBILITES

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RALLY CHAIR & CO-CHAIR

Positions Available: 2 (These roles are typically filled in the previous year)

Rally Chair Responsibilities:

- Establish and facilitate Rally meetings including preparing meeting Agenda's, setup and meeting communications along with overseeing meeting minutes
- Establish all the Rally Committee meeting dates up to and including the Rally dates at the beginning of the Rally Committee meetings (May)
- Confirm Facility and Catering bookings in advance (along with the necessary deposits)
- Communicate with Rally Committee members and Volunteers
- Prepare Budget for Rally Committee approval with the assistance of the Rally Co Chair and the Treasurer and Treasurer Co-Chair
- Be available as a contact on all promotional materials and provide information as necessary to potential participants, volunteers and the general public
- Select A.A. members to perform:
 - Grace before the Saturday dinner,
 - Countdown after the Saturday dinner.
- Prepare Final Rally Committee report and binder for the incoming Chair and Co-Chair
- Act as one of three signing authorities for cheques, collect money and make deposits as required

Rally – Co-chair Responsibilities:

- Act as one of three signing authorities for cheques, collect money and make deposits as required (2 hrs)
- To assist and be a resource for any Committee Chair throughout the Rally and in the Rally Committee process
- To assist in counting Funds during the Rally if requested
- To produce, manage and correlate the Feed Back forms and make a presentation of this at the Rally Wrap Up meeting in February
- Chairs the Sunday Main Speaker meeting
- Maintains the Rally Inventory IE. Rally Banners, water jugs, piggies and left over tickets etc. and knows where all of this is being stored

ACCESSIBILITIES CHAIR & CO-CHAIR

Positions Available 2

Additional time requirements – 10

This committee is being established for the first time in 2017. We expect to learn and hope to grow with it.

Responsibilities

- Determine number of ASL Interpreters needed for Speaker Meetings and related costs such as hourly rates and other related expenses, considering that 2 interpreters for each meeting, especially Friday and Saturday evenings might be needed.
- These would be the Friday speakers, Saturday Banquet and Sunday morning Speakers. If possible, it would be great to include the Celebration of Long Term Sobriety on Saturday and the talk involving the BC&Yukon Representative
- **Sept** Present these to Rally Committee so that interpreted meetings might be decided on and indicated in any posters or fliers. Deaf AA members pay attention to these things.
- Coordinate with Speakers & Meetings Chair for the possibility of having a participation meeting for Deaf members.
- Set up a system for volunteers to pick up and drive AA and Al-Anon members who would otherwise be unable to attend the Rally
- This would serve Persons with Disabilities who have mobility issues as well as visual impairments. Mainstream AAs and Al-Anon members who do not have cars would not be included

AL-ANON CHAIR & CO-CHAIR

Positions Available: 2

Additional time commitment: 10 hours

Responsibilities

Guest Speakers & Group Meetings

- The Friday Night Al-Anon Speaker will be from out of town
- The Saturday 1 PM Al-Anon will be local or with no travel expense
- **June – July** Co-ordinate and confirm an Al-Anon Speaker for the Friday night Al-Anon speaker meeting. Provide a Travel cost estimate to Hospitality (1 hr)
- **September**
 - Co-ordinate and confirm an Al-Anon Speaker for the meeting on Saturday at 1 PM. This should be a local guest or someone with no travel expense (1 hr)
 - Select a Chair for the Al-Anon meeting on Friday & Saturday (2 hrs)
 - Coordinate and confirm Al-Anon Groups to fill Al-Anon “Small Room meetings” for Friday (5 – 6 PM) And Saturday (10 AM – 3 PM). Please include Al-Anon Group name and Topic for our Rally Program. (2 hrs)
 - Liaise all Speaker and Meeting information including Group Discussion Topics, with the Speaker and Meetings Chair and the Media Chair to include in the Rally Program (1 hr)

Alateen

- Alateen Guest Speaker or Alateen meetings may fill an Al-Anon spot (1hr)
- 2015 Rally saw an Alateen Information meeting in one of the small rooms with 11 people attending; 2016 did not have an Alateen meeting.
- Additional costs will only be allocated if travel or accommodation expenses have not already been used by Al-Anon.

Al-Anon Literature Table

- Liaise with Al-Anon District for literature table (2 hrs)
- Consider being open after the Banquet Speaker and on Sunday morning

CATERING CHAIR & CO-CHAIR

Positions available: 2

Additional time commitment - 10 hrs with heavy involvement Rally weekend

Responsibilities

- **June/July** Liaise with Caterers regarding logistics, menus and pricing and bring quotes and proposals back to the Committee for consideration; Saturday Banquet and Sunday Breakfast (2 hrs)
- **Sept/Oct** Caterer needs to be confirmed
- **One to two weeks** before the Rally Liaise with Setup Chair regarding logistics for Friday Night Finger foods and Ice Cream Social, Saturday Noon Lunch (as decided upon by the Committee)

Pot Luck Shopping and Food Prep

- Co-ordinate shopping, prep, volunteers and logistics for the Friday Night Pot Luck and Ice Cream Social and the Saturday lunch. A report of the 2016 needs and shopping list is available upon request.

Banquet

- Responsible for placing Banquet table cloths and any decorations the Rally Set up Committee has planned & purchased and prepared for the tables (1 hr)
- Recruit volunteers to set out Water Jugs with Ice Water at the Banquet tables. Ice Machine is in the Concession area
- Recruit volunteers to collect tickets at the Saturday Banquet (5:00 pm) and Sunday Breakfast (9:00 am) and give a true account to the Treasurer for payment to the Caterers (1 hr)
- Select the tables by random numbers under the Piggies – who goes up next for their meal. Head tables usually go first. (1 hr)
- Banquet Caterer to have Four Lines to deal with the large volume
- Set out and then collect and count gratuity/tips from the piggy banks on tables (2 hrs)
- 2015 and 2016 Rally Committees agreed to pay a 15% gratuity (cash) regardless of the amount supplied by the piggies in cash to the servers

Please make final check of all areas for cleanliness throughout the Rally and before leaving on Sunday (2 hrs)

COFFEE & CONCESSION BAR CHAIR & CO-CHAIR

Positions Available: 2

Additional Time Commitment 10 hours and full involvement over Rally weekend

Responsibilities

Shopping

- **Wed – Thur** before the Rally, purchase and manage supplies (water, pop, coffee, tea, milk, cream, cups, tickets, etc) There is a Shopping List to use as reference (4 hrs)
- Consider purchasing the pop or non-perishable supplies a week or more before the Rally if it is on sale anywhere, liaise this with Rally Chair and Treasurer (1 hr)

Coffee

- Manage the Coffee Urns and supplies. Payment has been by donation for the past 3 years and has worked out well. Have supply of baggies to label "coffee bar" and the amount for the Treasurer
- 2 Large Coffee Urns ready with 2 or more ready to go will be needed
- Power has been a concern at times. There is a good Multiple Power Board used at the Venue which works well but needs to be double checked on a regular basis. We have found when using Power Plug Ins away from Lounge C to blow the breaker on a regular basis (was a problem in 2015 not in 2016; be on the lookout)

Concession

- The Concession Stand has a separate table selling tickets for \$1.00 ea. That has greatly alleviated bottlenecks at the Concession Stand
- Responsible for a \$50.00 Float
- Recruit and manage volunteers to work at the Concession Stand and the Concession Ticket Sales Table. It is a good idea to alternate times so you both don't need to be "on duty" at the same time. Using "captains" for each shift is also helpful in allowing you to enjoy the Rally along with everyone else (2 hours)
- Prepare and maintain the Volunteer schedule on a White Board, as provided by the Venue near the Concession Ticket Sales table
- Anyone handling the money must have one year of sobriety
- Area needs to be kept clean throughout the Rally and before leaving on Sunday (2 hours)

Rally Committee will need to determine whether or not to keep Auditorium C (Coffee Lounge) open on Sunday. Chair will present the cost at the first or second committee meeting.

DECORATING CHAIR & CO-CHAIR

Positions available: 2

Additional time commitment: 10 Hours

- Based on Media colour scheme, develop decorating ideas for the Committee
- Shop for decorations and supplies
- Recruit volunteers to help with decorating the venue
- Provide decorations for registration table and in front of the stage in the main hall
- Responsible for placing Banquet table cloths and any decorations on the tables or wherever is decided upon (venue restrictions regarding tacks & tape etc, must be strictly observed)

ENTERTAINMENT CHAIR & CO-CHAIR

Positions Available: 2

Responsibilities

- Propose a plan for entertainment after the Friday evening Speakers. Secure and schedule people to perform (4 hrs)
- Propose a plan for a Saturday Evening Dance. Scouts out Live and D J Music and present with costs for Rally Committee consideration (4 hrs)
- Contact and confirm a qualified Sound Tech to help assure the sound quality for all of our Speaker type meetings and Music. We have used Dave from Living Waters Media with continual, excellent results for all Rally Speakers, Auditorium Meetings (and recordings)
- **Oct – Nov** Most of the above can be secured on or before this date
- Manage Friday Night Entertainment; enlist volunteers to help with setup
- Find out if we need to include the Rental of two Mikes from Beban for the weekend. They come with a supply of batteries

FUND RAISING CHAIR & CO-CHAIR

Positions Available: 2

Additional time requirement: 15 hrs

Responsibilities

Gather items for the Fund Raising Raffle (4 hrs)

- Confirm with Treasurer that enough (double) tickets are available for sale
- Responsible for a \$50.00 Float
- Co-ordinate ticket sales and volunteers for the Fund Raising draw (2 hrs)
- Co-ordinate ticket sales and volunteers for the 50/50 draws – Friday and Saturday (2 hrs)
- Volunteers handling money must have a minimum one year of sobriety
- Count the monies with the aid of the Treasurer (2 hrs)
- Manage and control those picking up their prizes by confirming the correct ticket is being presented (1 hr)

HOSPITALITY CHAIR & CO-CHAIR

Positions Available: 2

Additional time commitment 17 Hours

Guest Speakers

- Receive Speakers' contact information from Al-Anon and the Speakers and Meetings Chairs after they have been confirmed by these chairs. The Hospitality Committee will then be the liaison with the Speakers
- Immediately contact the Speakers to let them know that they have not been forgotten and more information is forthcoming
- Co-ordinate accommodations for Guest Speakers
- Co-ordinate travel arrangements for Guest speakers
- **October or November** Present Guest Speaker Packages to the Rally Committee for approval and send to speakers in **December.** Media Chair will create a letterhead. Previous years' packages can be used for reference.
- Select gifts for Guest Speakers (present for group approval)

- Hand out complimentary tickets for Main Speakers only (1 hr) Includes A.A. and Al-Anon Guest Speakers, our BC & Yukon Area 79 Rep when they meet for the dinner

Greeters

- Recruit and manage volunteers to greet people at the entrance (2 hrs)
- Hold an Information Session and or have a sheet of "Frequently Asked Questions" prepared and send it to the Greeters before the Rally so if there are any questions, they can ask ahead of time. White Board for Greeters Volunteer Schedule is provided by the venue

Billeting

- Set up email account for this year and coordinate with Communications Chair
- Gather local names to Billet people from out of town. Billets provide lodging only and do not need to provide meals or transportation.

Transportation

- This Committee is responsible for the Transportation needs of our Guest Speakers and includes A.A. and Al-Anon Guest Speakers, our BC & Yukon Area 79 Rep

LITERATURE CHAIR & CO-CHAIR

NB: Intergroup took care of role in 2018

Positions Available: 2

Additional Time Commitment 7 Hours

Responsibilities

- Liaise with Nanaimo A.A. Central Office for an ample Literature supply along with pricing information (2 hrs)
- Liaise with Central Office for the Nanaimo Archives Display (1 hr)
- Recruit and manage volunteers to work at the literature table (2 hrs)

- Provide Literature for any Pamphlet Discussion meetings at Rally expense

- **In December:** Source the scrolls of Steps – Traditions – Concepts to be hung along the front of Auditorium A during the Rally
- Purchase at least one Big Book, paid by the Rally Committee for the Countdown and have it at the Registration Desk for people to sign
- Provide Literature at Rally expense for any Pamphlet Discussion meetings

MEDIA/COMMUNICATIONS CHAIR & CO-CHAIR

Positions Available: 2

Additional time commitment: ~30 hours

Recommended skills: experienced in using the Word Press program, knowledge of Photoshop or similar programs, strong computer and written communication skills

Responsibilities

Rally Theme:

After initial Rally Committee meeting, wherein ideas for theme and colour are decided, Media Chair and Co-chair will use that information as inspiration for the poster and website design

Poster

- By June committee Meeting: Create and develop a poster using the Rally Theme as inspiration
- Sept – Oct have posters printed for the BC & Yukon Area 79 October Voting Assembly and the BC & Yukon Area 79 January Quarterly
- Poster should include contact information for
 - Registration Chair and Co-Chair
 - Hospitality contact email address
 - Nanaimo Rally website which will include Pay Pal/e-Transfer info
- Respectfully recommended that speakers names are not included on the poster in case there are any changes in the line up from June to January

Website

- By June committee meeting: Update Nanaimo Rally website with new Theme, Rally dates and Rally Committee meeting dates when available.
- Designs will be proofed and voted on by the Rally Committee before launching
- September Our Web Domain needs to be renewed with a payment to: Random Shapes with Mathew Hall at matt@randomshapes.com before October so we do not lose our web domain. In 2017 the Rally

Committee paid for two years. In 2018, it is recommended that the Rally Committee pay for the next year (and so on)

- **Maps etc**

- Maps of Hotels – Restaurants – Transportation points to be included on the Rally website

Communications

Between July and September, and after the poster has been approved by Rally Committee, send details of rally to the following sources. Notably, some of these publications have deadline dates.

- BC/Yukon Area 79 – Events send poster September www.bcyukonaa.org
- Grassroots – send rally information September www.bcyukonaa.org
- Grapevine – send rally information September www.grapevineaa.org
- Box 459 – send rally information September www.aa.org
- Nanaimo Intergroup – send poster, and keep in contact regarding adverts for volunteers

Tickets

- **Sept – Oct** Prepare a Ticket format for Committee proofing and approval
- **Sept – Oct** Tickets need to be ready for the November Rally meeting for distribution to the Rally Committee for sale. Be in contact with Registration Chair

Banner

- **December** Prepare a Banner format for Committee proofing and approval

Programs

- Prepare a Program format for Committee proofing and approval. Program compiled based on Speakers & Meetings Chair information and assistance

RECYCLING COMMITTEE CHAIR & CO-CHAIR

Positions Available 2

Responsibilities

- Promote use of compostable dishes & packaging
- Work with catering & coffee bar chairs to inform contractors and volunteers about the recycling/composting system
- Round up 3-5 volunteers to help sort through bins, direct people to proper bins & clear tables.
- Make signs
- Return refundable bottles
- Take recyclable materials to exchange
- Arrange for compost collection bin and disposal (either have it picked up or it can be taken to Duke Pt. facility- fees involved)

Purchases

- 100% compostable bags
- Gloves for volunteers
- Materials for signs
- Borrow bin frames and bags from recycling exchange

Number of volunteers recommended

- Set Up: 2
- Friday Evening Ice Cream Social: 2
- Saturday Lunch: 2-3
- Saturday Buffet: 5
- Sunday Breakfast: 2-3
- Final Clean Up 3-4

Budget

Approximately \$50.00 for sign materials, 100% compostable bags & gloves for sorting through garbage and recycle bins. Cash from refundable bottles will offset some, but not much, of the cost

Other details are available upon request.

REGISTRATION CHAIR & CO-CHAIR

Positions Available 2

Additional time commitment (see below), plus heavy involvement over Rally weekend

Responsibilities

- Recruit volunteers for the registration table in advance of the event; white board for Registration Volunteer Schedule can be provided by the venue

November

- Meet with Media Chair to pick up tickets
- Create a format (Excel) to keep track of tickets. A sample can be obtained upon request.
- Distribute tickets to Rally Committee members and manages sales (2 hrs per week x 10 weeks) Record and maintain a list of each Committee Member and the numbers they have.
- Be available to sell tickets at Rally Committee meetings and on demand. Both Chair/Co-Chair contact information will be listed for ticket sales on all Rally promotional materials (2 hrs per week x 10 weeks)
- Have access to the Pay Pal Account to prepare for prepaid tickets. Pay Pal Funds will be transferred by the Treasurer only
- During the **final week prior** to the Rally, establish date, time and location to collect unsold tickets and monies received
- Will be provided with, and responsible for a \$100.00 Float at the Rally
- Recruit and manage volunteers for the registration table in advance of the
- Collect and deposit money on a regular basis (liaise with Treasurer Chair/Co-Chair)
- Registration Chair will designate one of the volunteers at the Registration table to keep a running total of Banquet tickets sold and will report this to the Catering Chair and Rally Chair as required. Volunteers are not to be bombarded with continuous questions on the numbers by any other people.
- Registration Chair, Co-Chair or their designate is responsible to count all monies given to the Treasurer. Two people are required to do this

Registration needs to reconcile their Final Registration Ticket Count to the final amount of monies received, taking into consideration free tickets that have been distributed.

Cost of tickets for the past 3 years has been \$50 with the following breakdown:

- Registration \$20.
- Dinner 25.
- Breakfast 5.
-

SET-UP CHAIR & CO-CHAIR

Positions Available 2

Additional time commitment - heavy involvement over Rally weekend

Responsibilities

- Get a copy of the Rental Agreement from the Chair for a reference
- Recruit and manage volunteers for setup and take-down.
- Obtain two mikes for the weekend (rented from Beban Park)
- Rent a TV and DVD Player from Beban **if** there is a need by one of the Committees
- Liaise with Beban Park staff for setup and take-down prior to and during Rally
- Hang banners

December - Confirm with Literature Chair to borrow the scrolls of Steps – Traditions – Concepts to be hung along the front wall of Auditorium A. *These are borrowed from Sunday Serenity, and if asked, Claudette can get them.*

Friday

2:00 – 3:00 pm start – Lounge Area for Displays which include tables for Recordings, A.A. Literature, Al Anon Literature, BC & Yukon Area 79 Archives and Nanaimo A.A. Archives. Actual number of tables will have been determined by Rally Committee. Also 9 Round tables with 8 chairs each in the center of the room

- Prepare signs for the Smoking Pit outside so that it is clearly labeled
- Meeting Rooms 1 and/or 2 – have 45 Chairs facing Bowen Road, with one table at the front. The first meeting is at 5:00 pm
- Al-Anon may hold meetings at 5 and 6 pm in a small room if they so decide.
- Set up chairs in for 300 people in Auditorium A and B set up chairs. Chairs will need to be interlocked for Fire Regulations, leaving ample leg room
- Auditorium A & B - Previous Rally Banners will be hung on the wall within the Venue's restrictions. Wall is left open between Auditorium A & B Saturday

Saturday

Between 9 and 10 am Auditorium A – realign chairs from the previous night

Between 9 and noon close the partition between Auditoriums A & B and begin the Banquet set up in Auditorium B. Please see Catering Chair for a table count. Check with Catering Chair how they want to have the Food tables set up. Please set up quietly so the noise does not carry in to Auditorium A

- Set Up for the Banquet takes 1.5 hours with 6 volunteers
- Use of Head Table will have been decided by the Committee
- 3 pm once Auditorium A is cleared out, the wall between Auditorium A & B can be opened and dinner set up completed
- 3 – 4 pm have additional 75 – 100 chairs against the walls for those who have not come to the Banquet but will come for the Countdown and hear the Banquet Speaker. Registration Chair will have a sense of the numbers
- The banquet will need 4 serving Lines to prepare. Please leave ample space between the serving lines and the Diners tables

9 pm Once the Banquet Speaker and Rally Chair have finished and are preparing for the Dance, a portion of the tables in the center of the room can be removed

Sunday

8:00 AM - Set up for Breakfast with input from Catering Chair

12 pm Clean up Auditorium A & B At least 6 Volunteers are suggested. Please make sure areas are clean at the end of the Rally. If there are any concerns, please bring it to the attention of the Rally Chair or the Chair responsible for their own area

SPEAKERS & MEETINGS CHAIR & CO-CHAIR

Positions Available: 2

Additional time commitment: 20 Hours

Responsibilities

June Provide the Rally Committee with a choice of possibilities for the Friday and Sunday Speakers along with an estimated travel cost for each i.e. depending on whether they will fly or drive, ferry travel, etc.

- Provide a CD or down loadable internet access of each Speaker for the Rally Committee to be able to hear and make an “Informed Decision”. One suggestion might be to liaise with the Media Chair who can download them onto our Nanaimo Rally website. After the Speaker is chosen they can be removed from our website
- As soon as the Speaker has been selected and informed, their contact information should be sent to the Hospitality Committee

September – If possible, provide the Rally Committee with local options for the Friday Evening Speaker and the Sunday morning Speaker. The Rally Committee will have the option of confirming the Speakers.

- Provide the Hospitality Chair with Speaker names and all contact information to give them their Speaker Packages.

September - Liaise with BC & Yukon Area 79 to provide an Area Rep and A.A. Archives display. We can ask the Area Rep to do a Service meeting or participate in a Topic discussion. Consider utilizing the Area 79 rep and current DCM's for a Panel Discussion on Saturday. Topic to be discussed

The above items will ideally be done by the September Committee meeting so that the Program and Posters can be produced for distribution at the October Area Assembly

December - present_potential speakers for 2019 Keynote Speaker

September – November Recruit local A.A. groups to sponsor a meeting and select a meeting topic. Consider allowing groups to maintain their usual meeting time spots from previous years

- Co-ordinate the program info to the Media & Communications Chair
- Liaise with Setup Chair to confirm requirements for Group meeting room and Auditorium set up

Confirm Rally Auditorium Speaker and other Auditorium meetings to be recorded usually by our Sound Tech individual

SECRETARY

Positions Available 1

Additional time commitment 60 to 80 hrs

Responsibilities

- Keep a record of the Minutes of the Rally Committee meetings (4 hrs x 12 weeks)
- Maintain a current list of Rally Committee members
- Send out the minutes, within **one week** of Rally meeting (30 min x 12 weeks) after they have been viewed by the Rally Chair/Co-Chair.
- Send out a reminder of upcoming Rally meetings along with the Agenda presented by the Rally Chair to Rally Committee members 4 or 5 days before each Committee meeting (30 min x 12 weeks)
- Receive and compile all Committee Chair reports
- Distribute pertinent information to Chairs and Co-Chairs as requested by the Rally Chair

TREASURER CHAIR & CO-CHAIR

Positions Available 2

Requirements: Minimum two years of sobriety for this position

A Co-Chair is necessary to assist during the Rally

Responsibilities

- Provide Budget updates at **each meeting** along with a Final Budget for the wrap-up meeting (include as part of the final report)
- Issue cheques when required for expenses
- Establish policies for the collection and management of money
- Collect and deposit money on a regular basis in liaison with Registration before Rally week end. During the week end, collect money from Registration Chair/Co-Chair, Coffee Bar Chair/Co-Chair and Fund Raising Chair/Co-Chair
- Act as signing authority for cheques, collect money, make deposits as needed
- Primary maintainer of the Pay Pal Account and has Sole Responsibility to move the funds to the Rally Bank account
- The **Pay Pal** account will also be accessed by the Rally Chair, Co-Chair and Registration Chair for reference purposes only
- Purchases the ticket rolls for the Coffee Bar – 50/50 – Fund Raising Draw
- Establish a secure counting room.

Donations for Coffee, Friday Pot Luck Finger Foods & Saturday Pot Luck Lunch need to be kept separate from each other. In this way we are able to see if Coffee by Donation is paying for itself.

A healthy supply of baggies has proven invaluable in keeping monies separate for easier counting. A paper can be filled out (and put in the bag) showing when and where the Funds came from.

The 2015 Rally Committee decided on \$7,000.00 as a Prudent Reserve which was adhered to in 2016 and not possible in 2017.

VOLUNTEER COORDINATOR CHAIR & CO-CHAIR

New position. Volunteer Coordinator Chair will design role in consultation with committee.

