

## **PACIFIC NORTHWEST CONFERENCE GUIDELINES**

The Pacific Northwest Conference (PNC) will include the BC/Yukon Area #79, Idaho Area #18, Oregon Area #58, Washington State East Area #92, Western Washington Area #72 and other Areas adjoining the Pacific Northwest that wish to participate.

### **PURPOSE**

The purpose of the Pacific Northwest Conference is to develop greater unity between the members, groups and Areas of the Pacific Northwest. To encourage the exchange of ideas and experiences and provide an opportunity for members to discuss pertinent aspects of AA. Recovery, unity and service should always be the primary purpose for each Conference. The thought of how we can better serve Alcoholics Anonymous should never be compromised.

### **STEERING COMMITTEE**

Each Area shall be represented by two (2) persons to act as voting members of the steering committee. Method of choosing representatives will be at the discretion of each participating Area. It has been previously recommended that in order to provide continuity within the groups of each Area and to honor the principle of rotation, that the Delegate and the Chairperson be selected as the rotating representatives.

1. Voting members of the steering committee will confirm the next year's site at the business meeting.
2. Business meeting time will be published in the program, and will be open to all AA members.
3. Binding commitments or agreements shall not be made for more than two (2) years duration.
4. At the conclusion of each Pacific Northwest Conference, after all expenses and debts have been paid, designated seed money of \$1000.00 will be transferred to the next Pacific Northwest Conference chairperson. All monies in excess of expenses and seed money will be distributed by the host committee and the two host Area members of the steering committee, with the suggestion that some of the proceeds be sent to the GSO General Fund.
5. Financial responsibility for the Pacific Northwest Conference will rest with the city, intergroup, district or Area that is the host for that Conference.
6. At future PNC business meetings it will be the responsibility of the host committee to supply these guidelines to present and future steering committees.

## **CHAIRPERSON AND CONFERENCE COMMITTEES**

The Pacific Northwest Conference Chairperson should be a person with a good overall knowledge of Alcoholics Anonymous. Prior experience with conventions, conferences or assemblies will be helpful. The Chairperson should be a person that is willing to devote a considerable amount of time and effort to the Conference. The Chairperson has many responsibilities, some of which are as follows:

1. The Chairperson must not make any commitments or agreements other than those necessary for the specific Conference for which they are Chairperson.
2. The Chairperson selects a Conference committee, which shall consist of a secretary, treasurer, hospitality, facilities, public information, registration, program, and other committee chairs as needed.
3. The facility committee with concurrence of the full committee will make arrangements for the facility and meeting rooms.
4. The hospitality committee will determine how housing and transportation will be handled.
5. The public information committee shall make up flyers as approved by the entire committee and mail them out to Areas, intergroups and central offices. Flyers should be mailed out at least two times, one early mailing and one six weeks before the Conference.
6. The program committee will formulate a program and print an estimated 2.5 programs per person based on expected attendance.
7. The host committee will provide literature as necessary. Selling or displaying of any literature or items other than that which is General Service Conference approved shall be discouraged.
8. The Chairperson should maintain a file consisting of all reports, letters, printed material and other material pertaining to the Conference. This file and files handed down by previous Chairpersons should be turned over to each succeeding Chairperson.
9. The Chairperson will send a packet of information to the next PNC host Area Delegate and Chairperson with 60 days after the Conference. The packet will include all minutes, registration list, PNC guidelines and financial statements.
10. The Chairperson will within 90 days turn over to the succeeding Chairperson a copy of the financial report, copy of the business meeting minutes and proceeds from the Conference (not to exceed the designated seed money).
11. These guidelines have been compiled from various assemblies, conferences and convention experiences and the "AA Guidelines on Conferences and Conventions" and are meant to be suggestive ONLY.

## CHRONOLOGY OF PACIFIC NORTHWEST CONFERENCE

1948 Vancouver, BC	1967 New Westminster, BC	1986 Yakima, WA
1949 Seattle, WA	1968 Portland, OR	1987 Portland, OR
1950 Portland, OR	1969 Penticton, BC	1988 Vancouver, BC
1951 Spokane, WA	1970 *(Miami, FL)	1989 Boise, ID
1952 Tacoma, WA	1971 Seattle, WA	1990 *(Seattle, WA)
1953 Vancouver, BC	1972 Portland, OR	1991 Sea Tac, WA
1954 Richland, WA	1973 Vancouver, BC	1992 Portland, OR
1955 Spokane, WA	1974 Yakima, WA	1993 Surrey, BC
1956 Mission City, BC	1975 *(Denver, CO)	1994 Idaho Falls, ID
1957 Seattle, WA	1976 Seattle, WA	1995 *(San Diego, CA)
1958 Missoula, MT	1977 Portland, OR	1996 Spokane, WA
1959 New Westminster, BC	1978 Vancouver, BC	1997 Portland, OR
1960 Bellingham, WA	1979 Richland, WA	1998 Sea Tac, WA
1961 Seattle, WA	1980 *(New Orleans, LA)	1999 Vancouver, BC
1962 Victoria, BC	1981 Seattle, WA	2000 *(Minneapolis, MN)
1963 Coos Bay, OR	1982 New Westminster, BC	2001 Boise, ID
1964 Yakima, WA	1983 Portland, OR	2002 Spokane, WA
1965 Spokane, WA	1984 Boise, ID	2003 <i>Oregon</i>
1966 Seattle, WA	1985 *(Montreal, PQ)	2004 <i>Western Washington</i>

\*( ) designates International Convention