

## **WSNAC, Inc. policies that affect the Bid Committee**

1. The WSNAC, Inc. Board of Director's (WSNAC BOD) retains the name "WSNAC".
2. An annual letter will be sent to all Areas, within the Wisconsin Region, listing bid requirements and the timeline for submitting bids.
3. If space is available at the hosting WSNAC hotel it shall be released to Nar-Anon, upon request.
4. The current Convention Committee shall adhere to committee guidelines provided by the WSNAC BOD.
5. The WSNAC BOD shall organize and conduct bid meetings at WSNAC.
6. The quadrant rotation system is no longer used during the bid process as the availability of acceptable facilities is limited.
7. The WSNAC BOD negotiating team will make final contract agreements.
8. All WSNACs must have convention and sleeping rooms that are fully wheelchair accessible.
9. If Nar-Anon chooses to hold a convention at the same time (and place) as WSNAC they are responsible for all final arrangements related to that convention, with the understanding that its' convention is in no way directly related to WSNAC.
10. The WSNAC BOD conducts an orientation meeting in December for the committee hosting the following years WSNAC.
11. There must be a minimum of three hotels/convention sites researched and available in a qualified bid submitted to the WSNAC BOD.
12. All material submitted in a bid package shall exclude references to bars and nightclubs.
13. Members of the WSNAC BOD negotiating team shall meet with the proposed WSNAC hotel staff within one month of the conclusion of the current WSNAC.

## **WSNAC Inc. Board of Directors**

### The Role of the Board

The purpose of the WSNAC, Inc. Board of Director's is to ensure the continuation of the Wisconsin State Narcotics Anonymous Convention (WSNAC) by:

1. Acting as a liaison between the host committee and the Wisconsin Region.
  - a. The Wisconsin Region has two elected representatives, both of whom serve two year terms.
  - b. These representatives serve in a capacity similar to that of an RCM or RD who serve their Area or the Region.
2. Verifying that bid requirements for future WSNACs have been met.
3. Ensuring the WSNAC, Inc. and the hosting convention committee are financial responsible.
  - a. A written WSNAC BOD treasurers report, with current bank statement and balance sheet, will be submitted at each meeting of the WSNAC BOD.
4. Being responsible for the filing of taxes, legal documents and all other matters related to the continuation of WSNAC and WSNAC, Inc.
  - a. All contracts related to WSNAC need to be submitted to the WSNAC BOD for signing. This includes, but is not limited to, contracts with the hotel, those for merchandise, taping services, entertainment options, etc.
5. Providing guidance to the hosting committee in the following ways:
  - a. By adhering to the principles of Narcotics Anonymous in all decisions.
  - b. By helping promote an atmosphere of Recovery throughout the year.
  - c. By helping to resolve difficult issues that may arise.

We, the WSNAC Bid Committee from the

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Area, have read and agree to abide by the policies and guidelines of WSNAC, Inc. We understand and agree to uphold the Twelve Traditions and Twelve Concepts of Narcotics Anonymous to the best of our ability. We have read the entire Bid Package, and understand that the WSNAC BOB and the Convention Committee are to work together guided by WSNAC, Inc. policies and guidelines. We understand that said policies and guidelines are intended to protect the integrity, continuation and solvency of WSNAC.

Signed,

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Date: \_\_\_\_\_

## **WSNAC, Inc. Board of Director's** The Role of the Convention Committee

1. The purpose of the Convention Committee is to plan and host the upcoming WSNAC; to protect the integrity and quality of WSNAC through adherence to the Twelve Traditions and Twelve Concepts of Narcotics Anonymous; and to maintain and improve the standards and quality of WSNAC by working with the WSNAC BOD.
  - a. Up to two members of each Convention Committee are elected to serve as liaisons on the WSNAC BOD. One the year before the Convention, two the year of, and one the year after.
  - b. These liaisons serve in a similar capacity to that of an RCM or RD who serve a particular Area or Region.
  - c. The purpose of two liaisons the year of the Convention is to provide for greater representation of the hosting committee regarding current convention affairs.
2. To maintain the financial integrity of WSNAC Inc.
  - a. The Convention Committee is provided with a BOD approved budget.
  - b. All expenses are documented and submitted to the BOD Treasurer for reimbursement on a monthly basis the year of the Convention. **Receipts must accompany requests.**
3. The Executive Committee provides guidance to the Convention Committee in the following ways:
  - a. By adhering to the spiritual principles of Narcotics Anonymous in all decisions.
  - b. By helping to promote an atmosphere of Recovery throughout the year.
  - c. By helping to resolve issues that may arise during the course of Convention year.
  - d. By utilizing the two host committees liaisons to bring problems or concerns that cannot be resolved at this level to the BOD.

## **Bid Committee Requirements**

***Any difficulty meeting any of the following requirements should be discussed and resolved with the WSNAC BOD.***

1. It is preferred that each Bid Committee have the approval of their respective Area Service Committee (ASC).
2. Each Bid Committee must agree to abide by current and future policies and guidelines of WSNAC, Inc., and must have the willingness to abide by the Steps, Traditions and Concepts of Narcotics Anonymous.
3. Bids must be submitted at or before the August BOD meeting, with no less than two Bid Committee members in attendance for that meeting.
4. A presentation of a bid, not to exceed 25 minutes, is made to the Fellowship at the present WSNAC. No fewer than four (4) Bid Committee members are to be involved in that presentation.

## **Bid Package Requirements**

***Any difficulty meeting any of the following requirements should be discussed and resolved with the WSNAC BOD.***

1. A letter of support and approval of the Bid by the local ASC is preferred.
2. A letter of support from the Mayor of the hosting city, as well as the Chamber of Commerce or Convention & Visitors Bureau, is preferred.
3. A letter from the Bid Committee summarizing:
  - a. Why the committee wants to host WSNAC, and how they can best serve the Fellowship by doing so.
  - b. An understanding of the agreement to abide by the policies and guidelines of WSNAC, Inc., and the willingness and ability to abide by the Twelve Traditions and Concepts of Narcotics Anonymous.
  - c. A written history of Narcotics Anonymous in the hosting Area, including a summary of Conventions or special events that may have been coordinated by the area.
4. The Service Resume of the principle committee members explaining their experience, qualifications and clean time (a form is included in packet).
5. A completed Hotel Specifications and Information sheet for each proposed convention site (a form is included in packet).
6. It is suggested that WSNAC occur during the last two weeks of October (excluding Halloween weekend), but other dates can be considered.

## The Bid Package Process

This is intended to provide a brief chronology of preparing and presenting a WSNAC bid. It is an overview of the major steps, and refers back to the previous information and policies in the Bid Package.

1. A Bid committee is formed.
2. The ASC in the hosting Area is aware of the request for a Bid Package, in hopes of hosting WSNAC in that Area.
3. Once organized the Bid committee contacts prospective Convention sites (3), getting specifics in relation to:
  - a. WSNAC space requirements,
  - b. Meal and beverage requirements,
  - c. Ability to handle a projected weekend attendance of 500-800, and up to 1000 at the Saturday night speaker,
  - d. Site understanding of our activities, purpose, etc.
  - e. A WSNAC request that no other groups or organizations be booked at the facility the weekend of the Convention.
4. In response to this each facility is requested to respond in writing:
  - a. If they are able to meet the above needs,
  - b. With room rates, room block requirements, maximum number of people per room, acquiring complimentary rooms, etc.,
  - c. Meal and beverage costs, and
  - d. Site amenities (pool, pool hours, restaurants, capacity of meeting rooms, banquet seating capacity, etc.).
5. The initial Bid package is assembled, including all of the items in the Bid Package Requirements section.
6. At least two (2) members of the Bid Committee present and discuss their bid at the August BOD meeting, two years before the proposed convention.
7. At least two (2) members of the BOD negotiating team will visit proposed sites to verify the validity of the proposed bid.
8. The Bid is presented to the Fellowship at the bid meeting during that years WSNAC.
9. At least two (2) members of the BOD negotiating team will visit the selected site, within one month of the end of that years WSNAC, to initiate simple contract agreements.

***Any difficulty meeting any of the above must be discussed and resolved with the WSNAC BOD.***

# Service Resume

Name \_\_\_\_\_ Clean date \_\_\_\_\_

Address

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary phone \_\_\_\_\_ E-mail \_\_\_\_\_

Work phone (if calls are allowed) \_\_\_\_\_

Group Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regional/World Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Convention Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicable experience:

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Personal/Professional experience/capabilities:

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Signature

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Date

**WSNAC, Inc.**  
Hotel Specifications and Information

Hotel \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Name of hotel representative \_\_\_\_\_

**Main banquet hall data:**

Seating capacity with round tables: \_\_\_\_\_ Seating capacity with an alternative seating arrangement: \_\_\_\_\_

Maximum capacity without banquet set-up \_\_\_\_\_

Hall is: \_\_\_\_\_ in the hotel \_\_\_\_\_ in adjacent convention center

**Conference room data:**

Number of break-out rooms: \_\_\_\_\_. List the classroom style capacity for each room: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Rooms are: \_\_\_\_\_ in the hotel \_\_\_\_\_ in adjacent convention center

**Sleeping room data:**

Number of rooms: \_\_\_\_\_ Best flat rate: \_\_\_\_\_ Are rates available for the weeks before and after the Convention? \_\_\_\_\_ Number of occupants allowed per room: \_\_\_\_\_ Check-in time: \_\_\_\_\_ Check-out time \_\_\_\_\_

Number of handicapped accessible rooms: \_\_\_\_\_ Number of suites or special rooms: \_\_\_\_\_ Number of rooms held back by hotel: \_\_\_\_\_ Are rollaway beds available: \_\_\_\_\_ Cost per rollaway: \_\_\_\_\_ Name and

phone number of other hotels close to your facility:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Food Service data:**

Banquet entrée and prices per adult:

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Banquet entrée and price per child:

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Entrée: \_\_\_\_\_ Price: \_\_\_\_\_

Brunch price per person: \_\_\_\_\_ Brunch buffet available: \_\_\_\_\_

Number of hotel restaurants: \_\_\_\_\_ Number of adjacent restaurants: \_\_\_\_\_

**Recreational facilities data:**

Pool capacity: \_\_\_\_\_ Can in remain open during entire convention: \_\_\_\_\_

Hot tub or Jacuzzi at hotel: \_\_\_\_\_ Sauna: \_\_\_\_\_ Children's pool: \_\_\_\_\_

Exercise room: \_\_\_\_\_ Video arcade: \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other data:**

Will you offer WSNAC, Inc. exclusive use of the hotel: \_\_\_\_\_

Will you close the lounge/bar for the exclusive use of WSNAC: \_\_\_\_\_