

May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local
Committee

January 25, 2007

Prayer

Agenda

- Prayer
- Introductions
- Current Status
- Recruiting Needs
- Review of Action Items from Previous Meetings
- Financial Update – Jim Shipe
- Invitation List Status
- Phone Tree Structure – Jeremy Gibson
- CLM Invitation Calling Procedures
- MySQL Data Base - Chap Gleason
- Facilities Status – Karen Jones
- Time Line Events to Occur in December, January, and February
- Wrap-up/Action Item Review
- Next Meeting
- Back up slides
 - Detailed Timeline
 - Detailed List of Local Committee Positions

Introductions

Current Status

- We have finished the “List Construction and Updating” process and submitted the list(s) to AiG
- We have a toll free phone line up and running (866-552-1936)
- We will have only two co-sponsors
 - HEAV will be one of the co-hosts
 - WRVL (88.3 FM in Lynchburg)
- We have two new county coordinators:
 - Doug Kent for Loudoun County
 - John Jenkins for Prince Georges County

Recruiting Needs

- Still need County Coordinators for
 - Stafford County, VA
 - Calvert County, MD
 - Charles County, MD
 - St. Mary's County, MD
 - Christian schools
- Still need an Hispanic Church Manager
- County Coordinators and everyone else on Local Committee need to recruit phone callers in earnest for February calling

Action Items from Previous Meetings

- Recruit for Local Committee callers – status: ongoing.
- Invite Dr. Fred Snowden of The Community Church to a Local Committee Meeting – Status: complete
- Jim Shipe and Chap Gleason try to enlist a county coordinator for Loudoun County by the August 31 Local Committee Meeting – status: complete
- Ron Reese asked people to contact their churches for financial support for the CLM. Church budgets are being formed now – status: ongoing
- Chap to e-mail James Steffen (AiG) about Event webpage buttons for brochure requests and any other buttons that don't provide a response to requests - Status: AiG web personnel are to update DC event webpage
- Jeremy to brief www.gotvmail.com phone capabilities and costs at November meeting – status: complete

Action Items from Previous Meetings (Cont'd)

- Get help for Willie Wong in phone calling to complete Christian schools data base. (Action: Ron, Chap and Cris) – status: complete
- Get deaf-signing volunteers (at least 3). (Action: Ron) – status: complete; we will have Jan Pennington from CBC, pastor for the deaf and five others from First Baptist Alexandria
- Check on Howard County phone caller volunteer to see if she has contacted Jason Bassett and contact her again if necessary (Action: Ron) – status: complete
- Check with Dave Britt on maximum seating at CLM. (Action: Ron)– status: hotel banquet room can seat at least 250
- What does it mean to be verified? Chap will outline what it means, or define the criteria of what should be in each field. (Action: Chap) – status: complete

Action Items from Previous Meetings (Cont'd)

- We need to formulate business rules to eliminate churches for the mailing list to arrive at a reasonable number that we can accommodate. (Action: Chap, Ron, and Jim) – status: complete
- Check with AiG with criteria for e-mailing invitations. (Action: Chap and Ron) – status: have not discussed yet with AiG
- Contact John Maxwell, President of James Monroe Bank to solicit for approaching business men for donations. (Action: Corry Isaac) status: ongoing
- Provide Dr. Snowden list of volunteer needs (Action: Cris) – status: sent in early December; TCC says they didn't get it; Cris to resend
- Ken Ham to announce he will be speaking at the church May 20 so Conference attendees can attend (Action: Ron – status: Ron passed responsibility to AiG but still needs to remind them at the Conference

Action Items from Previous Meetings (Cont'd)

- Need to produce map of locations of nearby restaurants (there aren't any really nearby) (Action: Karen Jones) – status: TCC will prepare
- Will need signs to direct traffic from Route 7 to the church and within the church (Action: Karen Jones) – status; church will handle interior signs; exterior signs are Local Committee responsibility
- Need to know about how many Spanish and Chinese speaking and deaf people to expect (Action: Ron Reese and Willie Wong) – status: future; very difficult to ascertain
- Need to have some tapes or DVDs of AiG speakers for translators to get use to hearing/understanding them (Action: Ron) – status: AiG trying to locate best available DVDs by Danny Faulkner
- Publicize event with a table at Loudoun Senior Expo (a Loudoun County community event) to be held at the church May 10 (Action: Joe Wang) – status: future

Action Items from Previous Meetings (Cont'd)

- Assess adequacy of tables and chairs for Creation Adventure Workshop and for main part of Conference (Action: Karen Jones) – status: complete
- Send out another e-mail to recruit callers via the AiG distribution list (Action: Chap) – status: unknown
- Find out if chairs are padded so that conference attendees can sit in comfort (Action: Karen Jones) – status: complete
- Work out the structure and content of the phone tree (Action: Chap and Jeremy) – status: complete
- Chap to send Jeremy Gibson an e-mail to AiG about the structure of the phone tree and how it will all work (Action: Chap) – status: complete

Action Items from Previous Meetings (Cont'd)

- What room will we be feeding people in? How will this work? Suggest we use boxed lunches stacked on tables for attendees to pick up as ICR did for the Thousands Not Billions Conferences (Action: Karen Jones) – status: complete
- Determine where we will handle the handing out of lunches (if the Fire Escape area is used for overflow, we will need another room to hand out lunches and an area for eating (perhaps outside if the weather is good) (Action: Karen Jones) – status: complete
- Make a detailed list of the number of tables needed for the conference, including. co-sponsors, feeding, volunteer food, translation receivers, etc. (Action: Karen Jones) – status: need to update
- When received from AiG, e-mail out draft conference brochure to committee for review (Action: Ron) – status: still awaiting draft brochure

Action Items from Previous Meetings (Cont'd)

- Send two e-mails to Christian schools, one to get on the calendar and one to alert them when student registration is available. (Action: Chap) – status: first e-mail went out; awaiting PDF copy of final brochure for second
- Remind AiG to send check for \$500 to CLM caterer before Jan. 1 (Action: Ron) – status: complete
- Make a correction to meeting slides, 5th bullet on page 20, add home school groups to this list. (Action: Ron) – status: complete; added to timeline
- Ask AiG about putting H.E.A.V. link on event and Answers website (Action: Ron) – status: complete; link added
- Call AiG to find out how interviews are set up and if Ron should contact Janet Parshall either directly or via Spotswood Baptist; also Don Kroah. (Action: Joe) – status: unknown

Action Items from Previous Meetings (Cont'd)

- Contact WGTS 91.9 about being a co-sponsor for the event. (Action: Joe to ask AiG to do so) – status: complete; only two co-sponsors
- When do we need to have a live person manning the phones? (Action: Jeremy)– status: complete; needed by April 1, but we have it manned now

Financial Update

- Giving to date (Jim Shipe)
- Please get you letter into your church to support the Conference
- Need about \$13K to
 - Pay for mailing 3000 invitations at \$1.79/each
 - Pay for 230 Pastors and leaders luncheon
 - Pay for Ken Ham and James Steffen to fly to DC
 - Pay for hotel and lodging
- Invitation mailing list (about 2700) was within budget
- When and if your church budget includes a planned gift toward the CLM, please notify Jim Shipe

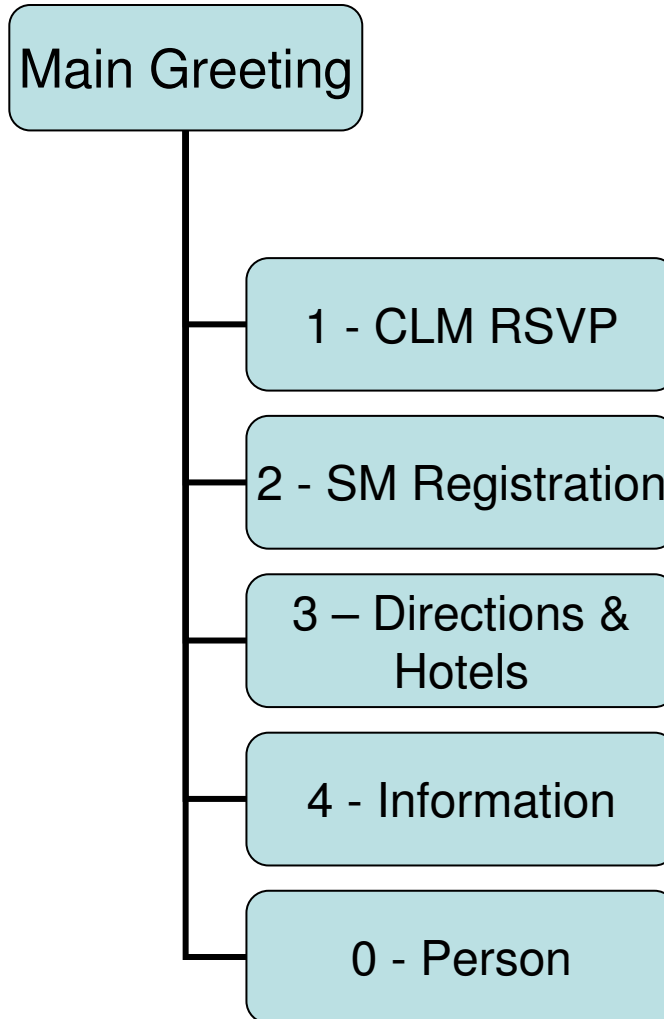
Financial Support

- Letter Jim and Ron used is here:
[http://www.the-
gleasons.com/Elder_Board_Letter_AiG
_2007_Support%20Reese.doc](http://www.the-<u>gleasons.com/Elder_Board_Letter_AiG_2007_Support%20Reese.doc</u>)
- Designate gifts to our CLM account number # 0803692” on checks in memo field

Invitation List Status

- Chap e-mailed invitation list to AiG December 18, 2006
- List consisted of
 - 2516 church pastors
 - 142 Christian school administrators
 - 51 home school associations/groups
 - 2709 total
 - Budgeted number was 3000, including a contingency of 1000
- Ron has been e-mailing a few corrections to AiG when they have been discovered
 - Most common corrections have been errors in mailing addresses
 - Cause of errors is more often than not a difference in the address of where the church meets and its mailing address
 - Lesson learned - need to verify mailing address
- Ron has been compiling a small number of additions, which we will provide to AiG in EXCEL format; Chap will update MySQL data base
- We have asked for 200 additional invitations to address by hand
 - How will we enter these into the MySQL data base and get information for calling to county coordinators?

Phone tree structure



CLM RSVP (Option 1)

(Begins 2/12)

- (recording) The caller will be prompted for the pastor's name, church name, phone number, and address
- The CLM Registration Coordinator will listen to the MP3, rename the file, look up the Church Name into the existing church database (adding any changes to contact information in the Notes field) and then forward the MP3 to the County Coordinator for that county, CC: Chap Gleason. If you do NOT know county coordinator forward to Chap@the-gleasons.com File names will be like this:
Church_Person_date_original_file_name.mp3
- The CLM Registration Coordinator will call the pastor back confirming the registration

Student Meeting (SM) Registration (Option 2) (Began 1/18)

- (recording) The caller will be prompted for their name, phone number, name & address of group/school, and number attending.
- The SM Registration Coordinator will listen to the MP3, rename the file, look up the Church or Home School Name in the SM Registration database (adding any changes to contact information in the Notes field) File names will be like this: Group_Person_date_orignal_file_name.mp3
- The SM Registration Coordinator will call the Home School or Christian School back confirming the registration.
- The SM Registration Coordinator will compile a list of Christina schools and home school groups with 25 or more attending and the number attending from each school/home school group and forward that list to Frank Strickland, the SM Manager.

Directions and hotels (Option 3)

(recording)

1. Directions

1. From DC (66W to 267W to 28N to 7W)
2. From the north (495 to 267W to 28 N to 7W)
3. From the beltway (66W to 28N to 7W)
4. From the west, Leesburg (7E)
5. From the south (28N to 7W)

2. Hotels

1. Ashburn
2. Sterling
3. Leesburg
4. Herndon

Information (Option 4)

(recording)

1. Agenda for Friday May 18th
2. Agenda for Saturday, May 19th
3. Children's workshop information
4. Costs

Live Person Coverage (Option 0)

(Must begin 4/1)

- Answer questions about the conference
- Direct prospective volunteers to Cris Loop
- Community Church of Ashburn to provide this support 72 hours prior to conference
- We will cover as best we can with a live person before April 1

Phone tree status

- Number is (866) 552-1936 (toll free)
- Total cost is \$25 / month + 7.5 cents / min usage (MP3 e-mailing & VME) + \$25 activation fee
- Volunteers are needed 9:00 AM to 5:00 PM (M-F) for Student Meeting Registration (additional weekend and after hours coverage helpful)
- Coverage calendar available online at:
<http://www.google.com/calendar/embed?src=1eqb8u7cvgveojnbu0gt8e51rk%40group.calendar.google.com>

How to Volunteer

- Check the coverage calendar and contact Jeremy Gibson (jsgibson@gmail.com) with your name, phone number(s), and availability
- Weekdays can be 9AM-5PM shifts, 9AM-1PM, or 1PM-5PM
- Phone tree training document will be available online
- All voice mails will be automatically e-mailed to Ron Reese (volunteer to handle SM voice mails?)

CLM Invitation Calling Procedures

Dates

- Feb 12, AIG HQ Mails invitations
- Sat Feb 17, begin initial calling
- March 5, all calling completed for inviting Pastors to CLM
- March 22, 23, 24 reminder call to pastors who accept the invitation
- March 26 we give final count to Westpark hotel
- March 27 12 to 1:30 CLM with Ken Ham

County Coordinator Procedures

- Check the Church List Web Site for churches that got invitation
- Break up the groups of churches into sets of twenty and email to your calling volunteers
- Modify the cover letter and script for Callers with your contact info
- Email the script, the cover letter and the list of 20 churches to your callers
- Ask them to review, and if they have any questions to call you.

Procedures (Cont'd)

- As pastors accept, have the callers email you their name and church info
- You update the MYSQL DB by placing a Y in the “Attend CLM” field, you search for the Church Name with the query interface. If a church is not on the list for some reason or you can't find it. Add the church.
- If more than one person is attending the CLM (some pastors bring their wives) put Mr. and Mrs. in the Pastor Name field and put the number attending in the Notes Field.
- Keep a separate list of people who accepted and email it to Chap@the-gleasons.com with the subject being your county name and the number attending, so

Subject: Loudoun County 10 pastors attending would be the title of the email from the Loudoun County Coordinator

Counties that do NOT have CC

- There are a few counties that do NOT have County Coordinators
- We will break up the lists and recruit callers for those counties
- I will act as CC for those counties

Pastors who register on Phone Tree

- The invitation will have our phone tree number 1-866-552-1936 to RSVP
- Some pastors will RSVP via this method
- We will forward the RSVP to you (in mp3 format), so you will know he registered and make the reminder call to him. The CLM Phone Tree Registration Coordinator will update the MySQL DB

What about pastor not receiving an invitation

- We will have a volunteer whom you can email and they will send out an invitation to the pastor
- We will also have the invitation in PDF format so you can email the pastor if they will accept an invitation via this method

MySQL DB

- We will have two the Churches DB, which will have all churches, Home School Groups and Christian Schools invited to the CLM. We will update “Attend_CLM” with “Y” if they are coming.
- We will have the Christian Schools and Home Schools in a SM Registration DB with Number attending, the SM Registration Coordinator will update this DB.

FAQ's and Misc

- Will send email out with any FAQ's that are brought up as we do the calling
- Have callers keep track of each call to each church, date and time and result.

Facilities Status

- New construction
 - All TCC unfinished sections necessary for the conference are completed, including:
 - Projection screens installed in sanctuary
 - Sound system installed throughout the church
 - No carpet in balcony planned for now
- AiG is going to need to rent folding chairs
 - TCC has only metal folding chairs
 - 1150-1600 will be needed, depending upon projected attendance; AiG to rent
 - Can use metal folding chairs for Creation Adventure Workshop
- TCC has only 6-foot tables
 - Blue Ridge Bible Church can loan us at least 12 eight-foot tables; checking suitability of 6 footers with AiG

Facilities Status (Cont'd)

- Extra rooms
 - Fire Escape Room (youth area) for overflow
 - Crosswalk Room for for Spanish interpretation
 - KGB Room for Creation Adventure Workshop
- TCC to decide if they want to handle Saturday lunches
- Pass out lunches in room off Narthex
- Eat lunches in Fire Escape and other designated rooms or outside weather permitting
- Volunteer lunches in church conference room
- Speakers can take breaks in pastors office
- Map of area restaurants – TCC will provide
- Road signs/parking attendants – Local Committee provides outside signs/at least some parking lot attendants and ushers
- Signs in church - TCC will supply

Time Line Events to Occur in December, January, and February

- Local Committee [Responsibility: Ron Reese] reviews draft Conference brochure— Sep 15, 2006; forward comments to AiG by Oct 15, 2006 [not yet received]
- Local Committee [Responsibility: Chap Gleason] e-mails Christian Schools asking them to place the Conference on school calendars; use various methods to ask churches to place the event on their calendars – completed 12/10/06
- Local Committee [Responsibility: Chap Gleason] sends list of names and addresses of evangelical pastors and other Christian leaders in EXCEL file to AiG; send separate lists of Christian schools and statewide home school associations – completed Dec 18, 2006
- AiG pays CLM caterer first \$500 deposit [Responsibility: AiG] – completed in December 2006
- Local Committee [Responsibility: Jeremy Gibson] installs a special, designated phone line for the CLM and the AiG Conference – completed Jan 18, 2007
- Local Committee [Responsibility: Chap Gleason] e-mails a PDF copy of the Conference brochure to churches, Christian Schools and home school groups, asks that the Conference be placed on their calendars, and informs Christian schools and informs Christian schools and home schools how to register groups of 25 or more for Student Meeting - Jan 30, 2007

Time Line Events to Occur in December, January, and February

- AiG with Local Committee assistance, finalizes radio/TV co-hosts for Conference brochure [Responsibility AiG and Joe Wang] – Jan 31, 2007 (can add stations that will run free spots after this time, but they won't receive credit in the Conference brochure) – completed
- AiG with Local Committee [Responsibility Joe Wang] assistance, finalizes radio/TV co-hosts for Conference brochure – Jan 31, 2007 (can add stations that will run free spots after this time, but they won't receive credit in the Conference brochure)
- AiG mails CLM invitations to pastors/other Christian leaders – Feb 12, 2007 (allows 3-10 days for postal delivery)
- Local Committee conducts calling on two Saturdays, for counties without callers [Responsibility Chap Gleason]– February 17 and February 24
- AiG sends radio spots to Christian radio/TV stations that will support the Conference – Feb 21, 2007
- Local Committee [Responsibility: County Coordinators] follows up CLM invitations with a phone call reminder - Feb 17, 2007; calling to complete March 5, 2007
- AiG prints and sends Conference brochures to local committee - Feb 26, 2007

Wrap-up/Action Item Review

Next Meeting

- February 8, 2007
- We go to meetings twice a month starting in February
- Future meeting schedule:
 - February 22
 - March 8
 - March 29
 - April 12
 - April 26
 - May 10

Back Up Slides

Detailed Time Line*

1. Local Committee finds a host church – complete
2. AiG and Local Committee Chairman/Co-chairmen sign Commitment Letter – complete
3. Church and AiG sign Letter of Agreement – complete
4. Local Committee secures Christian Leaders Meeting (CLM) site – complete
5. Updated Strategy formulated and agreed to by AiG – complete
6. Local Committee formulates CLM/Local Committee Budget – complete

*Items in blue modified December 9, 2006.

Detailed Time Line (Cont'd)

7. Recruiting of Committee Members and List Builders/Phone Callers – still in progress
8. Local Committee attempts to get support for CLM in church budgets – Aug 2006
9. Local Committee feeds contact information to AiG on Christian radio or TV stations to co-host – start Aug 2006; co-sponsors must be locked in by Jan 31, 2007
10. Building of Mailing List– Aug, Sep, and Oct 2006; target completion date Nov 16, 2006
11. Local Committee reviews draft Conference brochure– Sep 15, 2006; forward comments to AiG by Oct 15, 2006

Detailed Time Line (Cont'd)

12. Local Committee -mails Christian Schools asking them to place the Conference on school calendars; use various methods to ask churches to place the event on their calendars– Nov 1, 2006
13. Internal target for the Local Committee] to complete list of names and addresses of evangelical pastors and other Christian leaders in EXCEL file and send to AiG – Nov 16, 2006
14. Local Committee sends list of names and addresses of evangelical pastors and other Christian leaders in EXCEL file to AiG; send separate lists of Christian schools and statewide home school associations – Dec 18, 2006

Detailed Time Line (Cont'd)

15. AiG pays CLM caterer first \$500 deposit – Jan 1, 2007
16. Local Committee e-mails a PDF copy of the Conference brochure to churches and Christian schools **and home school groups** and asks that the Conference be placed on their calendars - Jan 30, 2007
17. Local Committee installs a special, designated phone line for the CLM and the AiG Conference - Jan 18, 2007
18. AiG with Local Committee assistance, finalizes radio/TV co-hosts for Conference brochure – Jan 31, 2007 (can add stations that will run free spots after this time, but they won't receive credit in the Conference brochure)

Detailed Time Line (Cont'd)

19. AiG mails CLM invitations to pastors/other Christian leaders – Feb 12, 2007 (allows 3-10 days for postal delivery)
20. Local Committee conducts calling on two Saturdays, for counties without callers [Responsibility Chap Gleason]– February 17 and February 24
21. AiG sends radio spots to Christian radio/TV stations that will support the Conference – Feb 21, 2007
22. Local Committee follows up CLM invitations with a phone call reminder - Feb 22, 2007; calling to complete March 5, 2007
23. AiG prints and sends Conference brochures to local committee - Feb 26, 2007
24. AiG pays CLM caterer second \$500 deposit – Mar 1, 2007

Detailed Time Line (Cont'd)

25. Local Committee completes fund raising for the CLM – Mar 5, 2007
26. AiG sends notification of Student Meeting to Christian schools and home school groups via U.S. mail - Mar 15, 2007
27. County Coordinators notify Local Committee Chairman of first meal count of CLM attendees – Mar 17, 2007
28. Local Committee notifies AiG of the first meal count of CLM attendees – Mar 19, 2007
29. AiG contacts the CLM caterer with the contract-required reservation count (one week in advance of the CLM) – Mar 20, 2007

Detailed Time Line (Cont'd)

30. AiG ships a pallet of books, tapes, and DVDs to the CLM site – Mar 20, 2007 [AiG will call Local Committee if help is needed at the receiving end; usually it is not a problem for the host site to store my pallets until setup.]
31. Local Committee makes follow-up phone call to CLM respondents – Mar 23-24, 2007
32. County Coordinators notify Local Committee Chairman of final count – 6:00 PM Mar 24, 2007
33. Local Committee notifies AiG of the final count of CLM attendees – evening of Mar 24, 2007

Detailed Time Line (Cont'd)

34. AiG contacts the CLM caterer with the final reservation count – AM Mar 26, 2007
35. Hold CLM - Mar 27, 2007
36. Local Committee collects leftover Conference brochures to be distributed to students at Student Meeting - March 27, 2007
37. Local Committee stores books/tapes/DVDs left over from the CLM until the May 18-19 Conference - Mar 27, 2007 (items to be stored at Jim Shipe's house)
38. Local Committee helps coordinate the Student Meeting, including taking reservation on a local phone line for groups of 25 or more - Mar 28, 2007

Detailed Time Line (Cont'd)

39. Local Committee enlists as many pastors as possible who didn't attend the CLM to show the AiG promotional DVD, distribute brochures and post posters in their churches – Mar 28-May 11, 2007
40. AiG ships books, tapes, and DVDs to the host church – May 11, 2007 to arrive May 15, 2007 [AiG to ask host church if they will need Local Committee help at the receiving end].

Detailed Time Line (Cont'd)

41. Local Committee participates in Conference set up picking up AiG personnel at the airport and to and from hotel and in transporting Ken Ham to any scheduled talk show interviews – May 17, 2007 [usually interviews are handled by phone and pre-recorded. This is an area that is in flux as the Christian radio media is changing.]
42. AiG Conference - May 18-19, 2007; Local Committee staffs phones during Conference

Detailed Time Line (Cont'd)

43. Local Committee assists in setup, book sales, and takedown and transportation of Conference speakers to/from churches where they will be speaking at Sunday services, and in returning AiG personnel to the airport –May 20, 2007

Detailed Time Line (Cont'd)

43. Local Committee assists in setup, book sales, and takedown and transportation of Conference speakers to/from churches where they will be speaking at Sunday services, and in returning AiG personnel to the airport –May 20, 2007

Local Committee Positions

- Chairman - Ron Reese
- Co-Chairmen - Chap Gleason and Jim Shipe
- Church Manager - Chap Gleason
- County Coordinators and Minority Church Managers (18 total) (7 on this slide)
 - Fairfax County, VA - Steve Blanchard
 - Arlington County/Alexandria, VA - Bryce Cumbie
 - Prince William County, VA - Corry and Joni Isaac
 - Loudoun County, VA - Doug Kent
 - Fauquier County, VA - Bob and Chris Loop
 - Culpeper/Rappahannock/Orange/Madison/Greene Counties, VA - Tad Butler
 - King George and Spotsylvania Counties/Fredericksburg, VA - Lanny Larrimore

Local Committee Positions (Cont'd)

- County Coordinators (11) (Cont'd)
 - Stafford County, VA - **Vacant**
 - Frederick County, VA/Berkeley and Jefferson Counties, West Virginia – Charles Anttila
 - Clarke County, VA - Charles Anttila
 - Montgomery County, MD - Fred Pearce
 - Prince Georges County, MD - John Jenkins
 - Howard County, MD - Jason Bassett
 - Anne Arundel County/City of Annapolis, MD - Diane Smith
 - Charles County, MD - **Vacant**
 - Calvert County, MD - **Vacant**
 - St. Mary's County, MD - **Vacant**
 - Frederick County/City of Frederick, MD - Denise Cofer
 - District of Columbia - Joyce Wardrick
 - Christian Schools - **Vacant**

Local Committee Positions (Cont'd)

- Minority Church Managers (4) -
 - African American Church Manager - **Vacant**
 - Chinese Church Manager - Willie Wong
 - Hispanic Church Manager – **Vacant**

Local Committee Positions (Cont'd)

- Equipment Manager - David and Jeremy Spicer /Jay Auxt (Assistant)
- Transportation Manager - Gene Seiberlich
- Facilities Manager -
 - CLM - Dave and Gail Britt
 - Student Meeting and Conference - Karen Jones
- Publicity Manager - Joe Wang
- Telephone Manager - Jeremy Gibson
- Volunteer Manager – Bob and Chris Loop
- Student Meeting Manager - Frank Strickland
- Prayer Manager - Michelle Yuen