

May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local
Committee

November 30, 2006

Prayer

Agenda

- Prayer
- Introductions
- Current Status
- Recruiting Needs
- Review of Action Items from Previous Meetings
- Financial Update – Jim Shipe
- Timeline (See Backup Slides)
- Telephone Tree – Jeremy Gibson
- Facilities Status – Karen Jones
- Church List Building Status – Chap Gleason
- 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
 - Chap is editing the list and preparing it for submission to AiG
 - Need to come up with a methodology for reducing the list to an affordable number of invitations to be sent out
- Dr. Danny Faulkner, astronomy professor at the University of South Carolina, Lancaster Campus, will be the second speaker at the Conference
- HEAV will be one of the co-hosts; others yet TBD

Recruiting Needs

- Still need County Coordinators for
 - Loudoun County, VA
 - Clarke County, VA
 - Stafford County, VA
 - Prince Georges County, MD
 - Calvert County, MD
 - Charles County, MD
 - St. Mary's County, MD
- Still need a Spanish 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: defer until after January 1, 2007
- Jim Shipe and Chap Gleason try to enlist a county coordinator for Loudoun County by the August 31 Local Committee Meeting – status: ongoing
- 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 - AiG web personnel are to update DC event webpage
- Jeremy to brief www.gotvmail.com phone capabilities and costs at November meeting – status: agenda item for November meeting

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). Donna Getz and Susan Dugan were suggested. Jan Pennington has agreed informally to serve in this capacity but we to confirm the May 18-19 dates with her (Action: Ron) – status: incomplete
- 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: Ron has contacted Dave
- 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: ongoing
- 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: draft letter/e-mail prepared; working in concert with Karen Jones
- 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: future
- Will need signs to direct traffic from Route 7 to the church and within the church (Action: Karen Jones) – status: future
- Need to know about how many Spanish and Chinese speaking people to expect (Action: Ron Reese and Willie Wong) – status: future
- Need to have some tapes or DVDs of AiG speakers for translators to get use to hearing/understanding them (Action: Ron) – status: Ron has discussed with AiG; need to follow up now that second speaker has been assigned
- 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)

- 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: ongoing
- Check with AIG with criteria for e-mailing invitations. (Action: Chap and Ron) – status: ongoing
- 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: on going; working in concert with Karen Jones
- Ken Ham to announce he will be speaking at the church May 20 so Conference attendees can attend – status: Ron passed responsibility to AiG but still need to remind them at the Conference
- Assess adequacy of tables and chairs for Creation Adventure Workshop and for main part of Conference) Action: Karen Jones – status: ongoing

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 invitation 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
- Budget may have to increase to accommodate a larger than anticipated invitation mailing list
- 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-
gleasons.com/Elder_Board_Letter_AiG
_2007_Support%20Reese.doc)

GotVMail – Jeremy Gibson

- Virtual, internet based toll free phone tree
- Monthly fee is \$9.95 + 7.4 cents per minute usage.
- \$25 activation fee
- Different plan options are located here:
<http://gotvmail.com/solutions/>
- Features call forwarding, multiple mail boxes, and web administration
- Automatic forwarding of recorded messages in mp3 format is \$10/month (could be done manually)

Facilities

- New construction
 - All unfinished sections will be completed by the conference, including:
 - Projection screens in sanctuary
 - Carpeting in balcony
 - Sound system throughout the church
- Large reception area for books and registration
- Room in back of sanctuary for books

Facilities Benefits

- Extra rooms
 - Fire Escape for overflow
 - KGB for translation service (most likely Spanish)
 - Two rooms for Kids Workshop
- Snack bar in Fire Escape
- Volunteers/speakers in office/lobby areas

To-do Items

- Confirm kind/# of folding chairs
 - We will need *at least* 650
- Obtain ten 8' tables
- Confirm food/registration cost
- Map of area restaurants
- Road signs/parking attendants
- Signs in church
- Revisit church in January with Cris

Church List Construction Status as of Sunday, November 26 – Chap Gleason

- As of 9:15 PM November 21 Fernando De Souza downloaded the MySQL data base and sent to Chap
- As of 7:37 PM November 22, Chap directed Fernando to close (allow NO updates) to all the fields except:
 - Local Creation Contact info
 - LC_Name
 - LC_Phone
 - LC_Email
 - LC_Address
 - LC_City
 - LC_State
 - LC_Zip
 - Bulletin Inserts
 - Comments
 - All other field allow NO Change

Church List Construction Status as of Sunday, November 26 – Chap (Cont'd)

- Current total is 5513 entries; taking into account deletes, excel files from Montgomery and King George
- 972 had delete in denomination field
- 1364 entries have “Y” in Verified field
- 191 entries are Christian schools and home school groups
- 1449 have pastor known
- 1638 have “Senior” or ‘blank’ in the Pastor_FName field
- We will use “Verified” and “Pastor Known” also for those records without pastor know if www exists in the Website field or there is an email address we will mail to the church, the makes maximum use of your web work and your phone calling
- Mailing becomes $1364+191+1449+\text{about } 50=3104$

Time Line Events to Occur in December and January

- 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 – Nov 1, 2006
- 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 – Dec 18, 2006
- AiG pays CLM caterer first \$500 deposit [Responsibility: AiG] – Jan 1, 2007
- Local Committee [Responsibility: Chap Gleason] e-mails a PDF copy of the Conference brochure to churches and Christian Schools and asks that the Conference be placed on their calendars - Jan 30, 2007
- Local Committee [Responsibility: Jeremy Gibson] installs a special, designated phone line for the CLM and the AiG Conference - Jan 18, 2007
- 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)

Wrap-up/Action Item Review

Next Meeting

- January 25, 2007
- No meeting in December

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 November 26, 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 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 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)

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Local Committee Positions

- Chairman - Ron Reese
- Co-Chairmen - Chap Gleason and Jim Shipe
- Church Manager - Chap Gleason
- County Coordinators and Minority Church Managers (17 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 - **Vacant**
 - 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 (10) (Cont'd)
 - Clarke County, VA - **Vacant**
 - Montgomery County, MD - Fred Pearce
 - Prince Georges County, MD - **Vacant**
 - 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

Local Committee Positions (Cont'd)

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