

May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local
Committee

February 22, 2007

Prayer

Agenda

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

Introductions

Current Status

- CLM Invitations expected to be in U.S. Mail system mailed on Tuesday February 20
- We will very shortly begin phone calling
- **As of 2/18 we are still lacking 30-31 phone callers**
- Our CLM Manager has had to drop out
 - Ron will assume his role

Recruiting Needs

- Still need County Coordinators for
 - Stafford County, VA
 - Calvert County, MD
 - Charles County, MD
 - St. Mary's County, MD
- Still need an Hispanic Church Manager
- Still need an African-American Church Manager
 - An Hispanic man from our Spanish speaking SS Class is helping Ron
 - Need opening to Hispanic churches
- **We still need phone callers**

Action Items from Previous Meetings

- 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: complete⁴; all working per⁵ James Steffen
- Provide Dr. Snowden list of volunteer needs (Action: Cris) – status: complete but no response yet
- 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
- 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 has sent us 3 DVDs of Ken but none of Danny Faulkner but is still looking; Joe is making copies of the three Ken Ham DVDs

Action Items from Previous Meetings (Cont'd)

- 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; Ron to provide brochures after CLM) – status: future
- Send out another e-mail to recruit callers via the AiG distribution list (Action: Chap) – 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: complete; we need 14 6-foot tables; three of these could be round tables
- 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 complete; awaiting PDF copy of final brochure for second

Action Items from Previous Meetings (Cont'd)

- Provide an TCC info sheet for their phone answerers. (Action: Karen) – status: incomplete
- Check with AiG to see if we need a Video Conference information table for conference? (Action: Bryce) – status: AiG has not returned Bryce's calls
- Ask Fernando to add field for # of attending CLM and the SM to the MySQL data base (Action: Chap) – status: complete; also split SM for morning and afternoon sessions
- Get a PDF copy of invitation from AiG when it is final to send to county coordinators/callers (Action: Ron) – status: complete; Ron e-mailed cc's 2/18
- Send PDF copy of brochure to churches after CLM invitation is mailed. (Action: Chap); status: awaiting PDF of final brochure and invitation mailing.

Action Items from Previous Meetings (Cont'd)

- Call AiG to find out how interviews are set up; check with AiG to see if Janet Parshall's interview with Ken Ham mentioned the AIG conference in May. Check with AiG if they want us to make contact with the Don Kroah Show to see if they are interested in an interview with Ken on the Thursday before the Conference. (Action: Joe Wang) – status: incomplete
- Work with AIG to resolve differences in the list of giving from the local committee and AIG. (Action: Jim Shipe) – status: working
- For the Student Meeting students, need to know if it's for grades K-6 or 7-12. Correct phone tree (Action : Jeremy); modify the data base (Action: Chap to ask Fernando) – status: complete
- Get cost info from AiG for Friday only attendance (Action: Ron) – status: complete
- Create a Frequently Asked Questions (FAQs) sheet for phone callers (Action: Alan Jenkins)– status: complete

Action Items from Previous Meetings (Cont'd)

- Check to see if AIG has sent radio spots to WRVL (Action: Joe Wang) – status: unknown
- First meal count on March 17 from county coordinators will be to Chap (Action: County Coordinators) – status: future
- Final meal count on March 24 from county coordinators will be to Chap also (Action: County Coordinators) – status: future
- Divide up list of callers from the 4 remaining counties without a county coordinator. (Action: Chap) – status: unknown
- Contact excess volunteers who signed up to volunteer at the Conference to see if they will call pastors instead. (Action: Cris) – status: complete
- Update phone tree training and sent it to Chap to post on the website. (Action: Jeremy Gibson) – status: unknown

Action Items from Previous Meetings (Cont'd)

- We will send county coordinators an e-mail when the invitations are mailed and tell them when to start calling pastors and Christian school administrators (Action: Ron to notify Chap; Chap to notify county coordinators) – status: incomplete
- Ask AiG if they will pay for setup and take down of rented chairs and if AiG is willing to pay for leaving the chairs up until after Sunday worship services (Action: Ron) – status: complete; AiG will pay if cost reasonable
- Double check to see if TCC has Loudoun County Fire Marshall approval for use of the balcony in the sanctuary. (Action: Doug Kent – status: unknown
- Local Committee members willing to help call in counties without a coordinators should e-mail Cris Loop (Action: Local Committee members – status: unknown

Financial Update

- Giving and pledged to date –\$13,100 (per Jim's records); does AiG agree?
- Budget of \$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 of two AiG staff; Steve Carmack to come at AiG expense

Volunteer calling status as of 2/18/07 pg1

County	# churches/20		Current callers	#of callers needed
Ann Arundel	40	2	4	0
*Charles	78	4	0	4 (not in total)
*Calvert	66	3	0	3
Frederick, MD	177	9	9	0
Montgomery	269	14	4 or 5	9 or 10
Prince Georges	508	25	16	9
*St. Mary's	38	2	0	2
Howard	145	8	6	2 (not in total)
Arlington & Alexandria	100	6	5	1 (not in total)
Washington, DC	293	15	14	1(not in total)
Fairfax	153	8	8	0
Loudoun	97	5	6	0
Prince William	126	6	6	0
*Stafford	64	3	1	2 14

Volunteer calling status as of 2/18/07 pg2

County	# churches/20		Current callers	#of callers needed
Spotsylvania	51	3	3	0
Orange	59	3	2	0
King George	2	0	0	0
Culpepper	43	2	2	0
Rappahannock	5	1	0	0
Fauquier	72	4	4	0
Frederick, VA	32	2	2	0
Clarke	3	0	0	0
Berkeley, WV	20	1	1	0
Jeff, WV	7	0	0	0
Christian schools	153	8	3	5
Totals, counting				30 or 31
				15

How to Volunteer for Phone Duty

- 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

CLM Invitation List Status and Calling Procedures

Invitation List Status

- Any additional invitations will need to be addressed by hand; Jim Shipe will have 200 invitations
 - Jim will probably receive these later this week
 - County coordinators need to know who there are for so they can delay calling until three days after they are mailed
- Any **new churches or Christian schools** will need to be added to the MySQL data base and county coordinators will need to be notified
 - If you want to send an invitation to a church or Christian school not in the data base, send contact info (pastor/school administrator name; church/school name, mailing address, telephone number, and e-mail address) to Jim Shipe
 - Same for any pastors on the list who says he didn't received his invitation
 - Callers reporting this need to make sure mailing address is right
 - Jim will add information to the MySQL data base and notify to county coordinators so they can notify phone callers
 - Jim will mail invitation and notify county coordinator when done

CLM Calling Related Dates

- AIG HQ Mails invitations is supposed to mail invitation February 20 (one week and one day late)
- **Begin initial calling TBD**
- **March TBD, all calling completed for inviting pastors and Christian school administrators to CLM**
- AiG contacts the Westpark Hotel with the contract-required reservation count (one week in advance of the CLM) – Mar 20, 2007
- **March 22, 23, 24 reminder call to pastors who accept the invitation**
- March 26 AiG gives final count to Westpark Hotel
- March 27 12:00 to 1:30 PM CLM

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
- Chap will act as CC for those counties
- **Need Local Committee volunteers to make these calls**

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 county coordinator (in mp3 format), so he/she will know the pastor registered and make the reminder call to him. The CLM Phone Tree Registration Coordinator will update the MySQL DB

What about a pastor you call who should have received an invitation but did not?

- Email Jim Shipe and he will send out another invitation to the pastor
- We will provide county coordinators the invitation in PDF format so callers can email the pastor if they will accept an invitation via this method
 - County coordinators will provide a PDF copy of CLM invitation to their phone callers

AiG DC MySQL DBs

Accomplished

- Written Instructions have been updated to include “adding a church at the bottom of a county” list and sent to CC
- FAQ’s Written for Callers (thank you Alan)
- Script and Cover Letter Written for Callers and CC and sent to them
- Each Caller has own user account

What Callers Do

- Place Their Name in Called By Field
- Place the Date Called in the Date Called Field
- Place N if pastor not attending CLM, place yes if he is, leave blank if you have not got ahold of him
- Place Notes in the Notes field of any other attending, dates and times they called trying to contact the pastor

<u>Pastor FName</u>	<u>Pastor LName</u>	<u>Pastor Phone</u>	<u>Pastor Fax</u>	<u>Pastor Email</u>	<u>Pastor Called</u>	<u>Date Pastor Called</u>	<u>Pastor Called by</u>	<u>2007 CLM</u>	<u>CLM Attendees</u>	<u>19</u>
Rev. David	Chisham	703-527-2210		davide@wilsonboulevardcc.org		0000-00-00			0	
Rodney	Reed	703-525-2516				0000-00-00				
F.	Reed	703-276-8738				0000-00-00				
org Sharon K.	Core	703-920-5660				0000-00-00				
Jack	Sawyer	703-525-6075				0000-00-00				

What CC Do

- Assign Pages of the DB for a given county to Callers
- Assign User IDs to Callers
- Keep track of who has accepted invitation, both manually in a Word file and verify in the MySQL DB
- Communicate with and help callers

Student Meeting Registration

- Separate DB for SM
- Same structure as Churches DB
- One difference---Field for How many students are being registered for both
 - K to 6
 - 7 to 12

URLs

- **Invitation** <http://www.the-gleasons.com/Washington%20DC%20CLM.pdf>
- **RSVP** <http://www.the-gleasons.com/CLM%20RSVP.pdf>
- **Caller and CC Instructions**
 - http://www.the-gleasons.com/County%20Coordinator%20and%20Caller%20Instructions%20for%20the%20MySQL%20DB%20V1%202007_02_14.pdf
- **FAQ's**
 - <http://www.the-gleasons.com/FAQs%20for%20AiG%20DC%202007%20Callers%20V4.pdf>

Facilities Status

- Karen Jones to provide status

Time Line Events to Occur in February and March

- 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
- 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 (**Local Committee volunteers will not conduct calling on Saturdays but whenever calls can be made**)
- AiG sends radio spots to Christian radio/TV stations that will support the Conference – Feb 21, 2007

Time Line Events to Occur in February and March (Cont'd)

- Local Committee [Responsibility: County Coordinators] follows up CLM invitations with a phone calls - Feb 17, 2007; calling to complete March 5, 2007 - **Delayed**
- AiG prints and sends Conference brochures to local committee - Feb 26, 2007 - **brochures to go to printer Feb 23**
- AiG pays CLM caterer second \$500 deposit – Mar 1, 2007
- **Local Committee [Responsibility: Jim Shipe] completes fund raising for the CLM – Mar 5, 2007**
- AiG sends notification of Student Meeting to Christian schools and home school groups via U.S. mail - Mar 15, 2007
- **County Coordinators notify Chap of first meal count of CLM attendees – Mar 17, 2007**
- Local Committee [Responsibility: Ron Reese] notifies AiG of the first meal count of CLM attendees – Mar 19, 2007

Time Line Events to Occur in February and March (Cont'd)

- AiG contacts the CLM caterer with the contract-required reservation count (one week in advance of the CLM) – Mar 20, 2007
- 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.]
- Local Committee [Responsibility: County Coordinators] makes follow-up phone call to CLM respondents – Mar 22-23-24, 2007
- County Coordinators notify Chap of final count – 6:00 PM Mar 24, 2007
- Local Committee notifies AiG of the final count of CLM attendees – evening of Mar 24, 2007
- AiG contacts the CLM caterer with the final reservation count – AM Mar 26, 2007

Time Line Events to Occur in February and March (Cont'd)

- Hold CLM - Mar 27, 2007
- Local Committee collects leftover Conference brochures to be distributed to students at Student Meeting - March 27, 2007
- Local Committee [Responsibility: Jim Shipe] 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)

Wrap-up/Action Item Review

Next Meeting

- March 8, 2007
- Future meeting schedule:
 - 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 and Clarke Counties, VA/Berkeley and Jefferson Counties, West Virginia – Charles Anttila
 - Montgomery County, MD - Fred Pearce
 - Prince Georges County, MD - Alan 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 - Cris Loop

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 - Ron Reese acting
 - 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