

May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local
Committee

March 26, 2007

Prayer

Agenda

- Prayer
- Introductions
- Current Status
- Review of Action Items from Previous Meetings
- CLM Matters – James Steffen and Steve Carmack
 - CLM Volunteer Status – Bob and Cris Loop
 - CLM Sound System – Jeremy and David Spicer
 - Other CLM Matters – Ron Reese
- Financial Update – Jim Shipe
- Post CLM Matters – Chap Gleason
- Conference Matters - James Steffen and Steve Carmack
 - Student Meeting
 - Registration
 - Book Tables and Book Sales
 - Conference Facilities Status – Karen Jones
 - Conference Volunteer Status – Bob and Cris Loop
 - Lunch sales
- Time Line Events to Occur in February, March, and April
- Wrap-up/Action Item Review

Introductions

Current Status

- 45,000 Conference brochures were printed; we have received 1000; others have been delivered to the hotel; AiG retaining about 5000
- Conference posters have been delivered to the hotel
- Arrangements for chair rental for the Conference are complete
- CLM is tomorrow – we expect a full house (280)
 - Expect a diverse crowd, including, Hispanic, Chinese, and Korean pastors

Action Items from Previous Meetings

- 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 of Danny Faulkner; Joe has made copies of the three Ken Ham DVDs and Ron has distributed; Joe making more
- 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
- Provide an TCC info sheet for their phone answerers. (Action: Karen) – status: Completed: Should be sufficient when CLM info stripped. What is the online registration deadline for the Kid's workshop and student group registration?

Action Items from Previous Meetings (Cont'd)

- Check with AiG to see if we need a Video Conference information table for conference. (Action: Bryce) – status: dependent on availability of video conferencing brochures; won't know until April
- 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
- Check to see if AIG has sent radio spots to WTRM (Action: Joe Wang) – status: unknown

Action Items from Previous Meetings (Cont'd)

- If a volunteer can distribute brochures to Christian Books store, contact the County Coordinator where the store is located, to coordinate distribution of brochures. (All)
- Check to see what a sign permit requirements are so that the sign could be left up for a full month. (Action: Joe Wang) – status: Joe has submitted questions for Jenni Harris to ask Dr. Snowden
- How to handle interpretation needs to be worked out. Renting receivers appears to be too expensive (\$50/receiver). Action: Ron to contact First Baptist Alexandria – status: nothing done yet
- Create signs to point people to church from Route 7, including and particularly for those coming from the east. (Action: Jim Shipe) – status: future

CLM Matters

- General – James Steffen and Steve Carmack
- CLM Volunteer Status – Bob and Cris Loop
- CLM Sound System – Jeremy and David Spicer
- Other CLM Matters – Ron Reese

CLM Volunteer Status

- Currently 15 (4 not committee members)
 - Two restricted. One 9-3 only, one no lifting
 - Committee Members: Ron, Chap, Jim, Bob & Cris, Joe, Tad, David, Jeremy S., Steve Blanchard, Joni Isaac,
 - McGibney, Lewis, Swomley (2)
 - Concern: Strong Backs?

CLM Sound System

Financial Update

- Giving and pledged to date **-\$14,350** (per Jim's records); does AiG agree?
- Budget of **\$14.2 K** to
 - Pay for mailing 3000 invitations at \$1.79/each
 - Pay for **280** 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

Post CLM Matters

- Collect Name cards of Pastors who did not attend. Email them to CC, follow up for those pastor if they want brochures.
- Check if any callers can be Local Creation Contacts for their church.
- Mail brochures for our left over stock—volunteers to do this
- Have AiG HQ mail some brochures, they have 5,000

Conference Matters

- General: James Steffen and Steve Carmack
 - Student Meeting
 - Registration
 - Book Tables and Book Sales
 - Conference Facilities Status – Karen Jones
 - Conference Volunteer Status – Bob and Cris Loop
 - Lunch sales – Jenni Harris

Facilities Status

Room Assignments

- Speakers break room – Pastor's office
- Volunteers break room – Portico Atrium
- Book Sales – Narthex
- Registration and Lunch Sales – Narthex and Front Entryway
- Lunches Handout – Reception room
- Children's workshop – KGB Room
- Spanish interpretation area – Crosswalk Room
- Overflow – Fire Escape
- Lunch tables in Fire Escape and KGB

Facilities Status

Chair Rental

- Loudoun Events Rental, LLC, Leesburg
- 1150 chairs needed for Sanctuary and Crosswalk Room – \$2702.50
 - Main floor – 600
 - Balcony – 450
 - Crosswalk Room – 100
- 500 chairs needed for Fire Escape (overflow) (option to be exercised by May 1) – \$1175.00
- White Samsonite (plastic) folding, setup and takedown
- Setup May 17; takedown May 21
- Total Cost – \$3877.50

Other Facility Items

- Directional signs within building – TCC
- TCC will supply lunch/drinks for purchase
- Will use TCC's round tables and metal folding chairs for the Creation Adventure Workshop
- Two registration areas
 - Narthex
 - Downstairs entryway
- Committee will supply and post outside signs

Chair Summary

- Rental of 1650 white Samsonite folding chairs
- TCC metal folding chairs – 294 available
 - 101 for the Creation Adventure Workshop
 - 30-50 for the volunteer break room (TCC's Portico Atrium (main conference room))
 - 30-50 for the Fire Escape Room (?)
 - 30 (?) for registration, lunch sales, and co-sponsors
 - ___?_ for Portico Atrium volunteer break room

Table Summary

- 14 8-foot tables to be borrowed from Blue Ridge Bible Church
 - 12 for book sales (to remain until after Sunday worship services)
 - 2 for co-sponsors (to be returned after Conference)
- 15 TCC six-foot tables (15 available)
 - 6 for registration
 - 2 for lunch sales
 - 3 for handling and stacking lunches
 - 2 downstairs for Hispanic/Chinese (?)
 - 2 for Video Conference information (?)
- 29 TCC round tables (29 available)
 - 14 in KGB Room for Creation Adventure Workshop
 - 6 (?) in Portico Atrium volunteer break room (church conference room)
 - 9 remaining spread throughout KGB and FE for lunch.

Conference Volunteer Status

Student Meeting Requirements

- Assumptions: 800 students, assigned seating, many coming in single cars, 20 Buses
- Estimate: 26 people
 - 6 Traffic
 - 20 Escort/Facilitators during meeting

Conference Volunteer Estimate

- Assumption: 2 entrances, 2000 attendees, 2 languages, deaf interpretation drive need for more guidance
- Front Entryway: 5 lines X 2 volunteers, + 2 extras X 2 upstairs/downstairs = 24 total volunteers required. They will also cover book sales (Extras at first or Volunteer Manager)
- Front Entryway (Spanish and Chinese Support) 8 total up/down
- Ushers: 2 upstairs, 8 sanctuary, 2 fire escape room, 2 Crosswalk, and 2 Reign Forest = Total 14 Volunteers
- Traffic coordinators: 6 Outside far, 2 on grass, 2 left side, 2 in front. Total 12 Volunteers
- BD Workshop – 5 Adult volunteers (working multiple sessions) [it will take 6 to fill this]
- 2 for hospitality room

Totals and Exclusions

- Student Meeting 26 people
- Conference 65 people
 - Currently have 65 people with 7 on wait list.
 - Waiting for AIG approval before assignment of volunteers to tasks.
- Not in totals: Transportation, audio/sound, escorts or special needs, and 10 people that will be coming Thursday to help set up. VM and Conference leads float and are not in totals.

Simultaneous Interpretation

- Spanish – Paul and Frida Harrington (TCC) lead (?) (others Pete Batista, Jacqueline Laparra (CBC); Yenia Perez (?)
- Mandarin – 3 interpreters identified; 2 from Chantilly Bible Church; one from Nancy Chen's church – no lead identified yet
- Deaf – Neil Augustine FBC Alexandria lead; four or five deaf interpreters from FBCA (no names yet); Jan Pennington (CBC)
- Only 14 headsets so far; rental very expensive
- Location of Mandarin translator not yet resolved

Time Line Events to Occur in February, March and April

- AiG sends radio spots to Christian radio/TV stations that will support the Conference – Feb 21, 2007 Hold CLM - Mar 27, 2007
- Local Committee collects leftover Conference brochures to be distributed Local Creation Contacts and pastors who did not attend the CLM
- 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)
- Local Committee enlists as many pastors who registered for the CLM but didn't attend to distribute brochures and post posters in their churches – Mar 28-May 11, 2007

Wrap-up/Action Item Review

Next Meeting

April 12, 2007

Future meeting schedule:

- 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
(Complete)
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 (Completed in mid December)
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 (Complete)

Detailed Time Line (Cont'd)

15. AiG pays CLM caterer first \$500 deposit – Jan 1, 2007
(Complete)
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
(Complete)
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)
(Complete)

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- (**Actually occurred February 23**))
20. Local Committee conducts calling on two Saturdays, for counties without callers [Responsibility Chap Gleason]– February 17 and February 24 (**AiG made these calls**)
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 (**Brochures received March 20**)
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 (Complete)
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 (Complete)
28. Local Committee notifies AiG of the first meal count of CLM attendees – Mar 19, 2007) (Complete)
29. AiG contacts the CLM caterer with the contract-required reservation count (one week in advance of the CLM) – Mar 20, 2007 (Complete)

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 (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**
 - **Korean Church Manager – Vacant**

Local Committee Positions (Cont'd)

- Equipment Manager - David and Jeremy Spicer /Jay Auxt (Assistant)
- Transportation Manager - **Vacant**
- 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