

# May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local  
Committee

March 8, 2007

# Prayer

# Agenda

- Prayer
- Introductions
- Current Status
- Recruiting Needs
- Review of Action Items from Previous Meetings
- CLM Calling-related Dates
- Volunteer Manager CLM Status – Bob and Cris Loop
- CLM Sound System
- Other CLM Matters
- Financial Update – Jim Shipe
- Conference Facilities Status – Karen Jones
- Time Line Events to Occur in March and April
- Wrap-up/Action Item Review
- Next Meeting
- Back up slides
  - Detailed Timeline
  - Detailed List of Local Committee Positions

# Introductions

# Current Status

- CLM Invitations were mailed out Friday, February 23
- We began calling pastors and Christian school administrators Thursday, March 1
- We have sufficient callers, including the calls AiG is making
- Jim Shipe received the extra invitations Friday, March 2 and mailed out invitations to the list he had at that time
- Ron has mailed out additional invitations since March 2
- We have reviewed the brochure and it should have gone to the printer; as of March 2 we hadn't yet received a PDF copy
- We should be receiving the poster for comment post haste
- We have reviewed and commented on the AiG flyer to be sent out March 15 to Christian schools and home school groups
- We are in the midst of our phone calling effort, which is to complete March 15
- Gene Seiberlich has had to resign as Transportation Manager

# Recruiting Needs

- Transportation Manager
- Korean Church Manager

# 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 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 has made copies of the three Ken Ham DVDs and Ron is distributing
- 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

# 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 complete; awaiting PDF copy of final brochure for second
- Provide an TCC info sheet for their phone answerers. (Action: Karen) – status: Karen to check to see if FAQs are sufficient for information sheet for TCC phone answerers during the week of the Conference
- 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
- 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
- Check to see if AIG has sent radio spots to WTRM (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 (Action: County Coordinators) – status: future
- 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)

- Ask TCC Senior Pastor Arlie Whitlow to give the opening prayer at the CLM. (Action: Doug Kent) – status: unknown
- Checked the (portable) sound system for the CLM. Action: Jeremy and David Spicer) – status: Ron working with Jeremy and David
- Will nametags be used at CLM? (Action: Ron) – status: yes; AiG will print those that we have registered by a certain date; remainder to be filled out by attendees when they arrive
- Update the phone tree training procedures. (Action: Jeremy) – status: unknown
- 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)
- Ask AiG if they want a sign-up for videoconferences at the CLM (Action: Ron) – status: no

# Action Items from Previous Meetings (Cont'd)

- 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: unknown
- 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

# CLM Calling Related Dates

- AIG HQ Mails invitations is supposed to mail invitation February 20 (one week and one day late)
- Began initial calling March 1
- March 15, 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

# Volunteer Manager

CLM Status March 4

# CLM Volunteers

- Currently 13 (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., Driver?
  - McGibney, Lewis, Swomley (2)
  - Concern: Strong Backs?

# Volunteer Manager Recommendations

- How to minimize impact of unknowns (illness, traffic, etc)
- Complete the schedule chart (now only partially completed) with specific duties/plans for the day of event.
- There will be two plans until March 20 when we have more information.

**Plan for Washington DC CLM March 27<sup>th</sup> 2007**

**CLM LUNCHEON SCHEDULE**

**All times are notional now from the guide**

**Day 1: Monday, March 26, 2007**

<b>Start</b>	<b>End</b>	<b>Speaker</b>	<b>Loc.</b>	<b>Web?</b>	<b>Ages</b>	<b>Description</b>
8:47 am				No	Select or Type...	AIG arrives at Dulles (?) Airport, (?) rounds up a vehicle, checks in at hotel. James/Steve goes to Hotel to check it out.
1:00 pm				No	Select or Type...	James/Steve meets DC Committttee member at Westpark Hotel to conduct reconnaissance of venue, with special attention given to sound, screen and video presentation concerns. Plan layout for next day set up.
7:30 pm	9:30 pm			No	Select or Type...	DC committee drives Ken to Hotel

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Final Showing Markup Show

Day 2: Tuesday, March 27, 2007

Start	End	Speaker	Loc.	Web?	Ages	Description
7:30 am or 8:00	10:45 am			No	Select or Type...	Set up for luncheon
11:15 am				No		Greeters in lobby
11:15 am	11:30 am			No	Select or Type...	Ken Meets with the DC Leader at CLM location
11:30 am				No		Doors Open
12:00 pm				No		CLM starts
12:00 pm	1:30 pm	Ken Ham	A	Yes		<b>A Literal Genesis: The Key to Reclaiming the Culture</b>
12:02 pm				No	Select or Type...	Opening Prayer - Pastor of local Church - 1 minute
12:03 pm				No		Intro. of speaker by committee chairman - 2 minutes
12:05 pm	1:05 pm			No		Ken starts speaking - 1 hour - A Literal Genesis: The Key to Reclaiming the Culture
12:10 pm				No		Meals are served 5 minutes after Ken starts
12:50 pm				No		Tables are cleared, last cups of coffee poured
1:05 pm				No		Ken ends talk
1:05 pm	1:25 pm			No		Question & Answer time/short presentation about seminar
1:25 pm				No		Closing Prayer
1:30 pm				No		Dismissed and reminded to pick up brochures, posters and drop off response cards on the way out.
1:30 pm						Teardown and storage

# Plan A

- Set up morning of CLM. AIG says it takes two hours to set up. With traffic it would be best to get to the hotel early anyway.
- Preference is to meet at Host church Monday night for prayer and to work out needs/details for the conference.

# Plan B Set up at the hotel the night before

- Will use a skeleton crew of people from the committee that have strong backs. (only need 6) We will simply move the books from storage to the dining room and finish final setup in the morning.
- If you would be willing to do this, please contact Cris or Bob at [looptroop4@cox.net](mailto:looptroop4@cox.net)

# Action item

- Cris will provide a list of all volunteers, contact information, and assignments for the CLM to Ron, Chap, and Jim.

# CLM Sound System

- Ron has asked Jeremy and David Spicer to meet with him at the hotel and try out the hotel's sound system and compare it with the portable sound system from Christian Fellowship Church
- AiG's experience is that hotel sound systems usually aren't satisfactory

# Other CLM Matters

- Menu will be baked stuffed chicken with apple walnut dressing and apple pie for dessert
- We won't know if we can set up the night before until a week before (March 20)
- If we can set up the night before, we will put the books on the tables in the banquet room and move the tables into the foyer in the morning
- If we can't set up the night before, will have a Local Committee meeting with James Steffen on March 26 and won't have one on March 29; is The Community Church available?

# Financial Update

- Giving and pledged to date **-\$13,150** (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

# 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 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 - **Ongoing**
- AiG prints and sends Conference brochures to local committee - Feb 26, 2007 - **brochures should have gone to printer last Friday**
- AiG pays CLM caterer second \$500 deposit – Mar 1, 2007; **not received**
- Local Committee [Responsibility: Jim Shipe] completes fund raising for the CLM – Mar 5, 2007; complete
- 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 caterer's 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)
- 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

March 29, 2007 (unless we meet March 26 with James Steffen; place TBD)

Future meeting schedule:

- 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)

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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