

AIG Meeting Minutes of the DC Local Committee, Feb 22, 2007.

1. Cris Loop opened in prayer.
2. Members in attendance or participating by audio/web conferencing (X).

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3. The website for AIG, Washington group is http://www.the-gleasons.com/AIG-DC_2007.htm. Ron covered the briefing charts posted at the website. Ron sent an addendum to our CLM mailing list to AIG. It consisted of about 25 additional churches and Christian schools. CLM invitations have not been mailed yet. AiG's contractor had dropped the ball and, as of 4:00 PM February 22 AiG was taking the job back in house. The invitations are expected to be mailed at 3 PM tomorrow. Ron will send out an e-mail to county coordinators when the invitations are sent. [The invitations were in fact mailed on Friday, February 23 prior to 3:00 PM.] We now have sufficient phone callers to do the job, a great answer to prayer. AIG will do 500 of the phone calls (we needed 499). County Coordinators are no longer needed for Charles, Calvert, and St.Mary's Counties since AiG has taken on that responsibility. Cris is acting as county coordinator for Fauquier and Stafford County and for Christian schools. Cris, Ron, Chap, and Jim will cover the calling of the Christian Schools. Ron is still acting as African American Church Manager and also as Hispanic Church Manager (with the help from Pete Batista). 27 Chinese churches will be contacted by Willie Wong. These churches will be denoted by the denomination "Chinese" and/or the initials "WW" in the notes field. There are 42 Spotsylvania churches (Lanny Larrimore please note). 200 invitations are being sent to Jim Shipe for those not on the AiG's copy of our invitation list. If phone callers determine that a second invitation needs to be sent, callers should verify the mailing address, since the first one may have been in error. If the pastor who didn't receive his invitation is already familiar with AiG, the phone caller should just offer to e-mail \PDF

copies of the invitation and brochure. If there is a pastor who wants to come and wasn't initially sent an invitation, the caller needs to obtain the pastor's full name, church, mailing address, and telephone number. Requests for invitations should go to Jim Shipe (Jim.Shipe@gmail.com). Chap will update phone caller procedures to describe this process.

4. A Korean contact was made, who will be asked by Ron if he is interested in being the Korean Church coordinator. If that works out and Korean interpreters are available, we may have Korean interpretation. We reviewed room assignments for the Conference. The KGB room will be used for the Creation Adventure Workshop. The Crosswalk Room will be used for Spanish interpretation. The Rainforest Room is wired for sound and video and could be used for Korean interpretation if needed. Regarding interpretation, we have three Mandarin interpreters, five Spanish interpreters and an undetermined number of deaf interpreters, maybe five or six (one from CBC, others from First Baptist Alexandria). Joe Wang had made eight copies each of the three Ken Ham DVDs and Ron will be distributing them to the interpreters identified thusfar. Cris will call Pastor Neil Augustine to obtain the names and contact information of the deaf interpreters from First Baptist Alexandria. Cris will also ask Pastor Augustine to see if he will or if he will arrange for one of his deaf interpreters to take the lead for deaf interpretation.
5. Alan Jenkins noted that his FAQs should suffice for the information sheet that Karen Jones was to prepare for TCC phone answerers during the week of the Conference. (Karen please double check this).
6. Two six foot tables are needed from the church will be used for advertising of and sign up for video conferencing, if AiG has completed preparing video conference brochures by the time of our May Conference (video conference brochures will not be printed until at least April). Video conference information can be found on AiG's website, along with the instructions on how to request one. Joe Wang still needs to contact AiG to see if they need any assistance from us to attempt to arrange an interview on the Don Kroah show.
7. Funds are at \$13,150, \$150 over budget, another great praise to our Lord. (Funding is sufficient for 230 pastors at CLM). Meal counts are due on 17 and 24 March. Phone tree training is on the web. AiG will pay for set-up and tear-down of chairs.
8. Dave Britt has stepped down as CLM manager because of workload, and Ron Reese will be taking over that job. Chicken was chosen as then menu option to keep things simple. If there are sufficient seats, the Local Committee will pay for the lunches of the volunteers who work the CLM. If we are permitted to do so by the hotel, we will set up the night before the CLM, March 26. We will not know if we can do this until March 20, one week before the CLM. James Steffen has indicated a desire to meet with the Local Committee the night before the CLM.

We could do this if we don't set up the night before. Room in the Tysons I and II (combined) banquet room can definitely seat 250 and probably as many as 270. Contingency plans are in place if more than 270 will attend. The (portable) sound system needs to be checked out (Ron to contact Spicers).

6. Ron mentioned that county coordinators should distribute brochures at Christian bookstores to publicize the conference (after asking permission from the manager) If others would like to help do this, they should contact the appropriate county coordinator to let them know which stores you have done this for. The Family Christian Store in Fair Oaks Mall will not let you put brochures on the counter or a poster in the window, but will permit their placement on a bulletin board in back of the store.
7. AiG will print 45,000 brochures versus the 30,000 originally planned, another praise to the Lord. AiG will mail 1000 of these to Ron in advance of the CLM and bring the remainder to the CLM. If you need a small number of brochures before the CLM, please notify Ron. If you want them for bulletin inserts for your church, please wait until the CLM. All the buttons on the event website are now operable, and you can request brochures and posters.
8. Phone tree procedures – Jeremy Gibson. For the CLM and SM registration options, messages will be recorded by the GotVMail system and forwarded to Ron Reese and Jeremy Gibson as MP3 files. When a message is received, Jeremy will enter as much information into the appropriate online database about the registration as possible. (If an ID number does not exist for the church he will add it.) He will then forward the MP3 file to the person covering the SM or CLM lines at that time to call them back and confirm their registration. (or Jeremy may call the person back himself if he has time). Once the confirmation is complete, either the person will update the database with any new information or contact Jeremy and he will do it. At that point Jeremy will e-mail the appropriate county coordinator with the registration information for reminder calls later. All information about the church or Christian school and registration will be contained in the e-mail for easy lookup in the database.

An alternative flow of events will occur if a person is manning the CLM or SM registration options. When a call is received, the person will enter all the information into the appropriate online database. The person answering the phone will then contact Jeremy to notify him of the registration. Jeremy will then contact the appropriate county coordinator with all the registration information for the reminder calls later.

9. Action Items.
 - a. Joe Wang will need copies of brochures for the Loudon County Senior Expo on May 10

- b. Doug Kent to ask TCC Senior Pastor Arlie Whitlow to give the opening prayer at the CLM.
- c. The (portable) sound system needs to be checked out (Ron to contact the Spicers)
- d. Update caller script, to ask pastors if they are familiar with the AIG message. Callers will ask for the telephone number, **postal address** and email address, if the pastor does not already have the invitation (the mailing address in the data base may have been in error). A PDF invitation and brochure will be emailed to them, with a paper invitation sent to the postal address, and added to the database. (Chap)
- e. Will nametags be used at CLM? (Ron to call AIG)
- f. Jeremy will write procedures for the phone RSVP (Jeremy) (complete)
- g. Jeremy to update the phone tree training procedures
- h. 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)
- i. Ask AiG if they want a sign-up for videoconferences at the CLM (Ron Reese).
- j. Joe Wang will check to see what a sign permit requirements are so that the sign could be left up for a full month.
- k. Karen Jones to check to see if FAQs are sufficient for information sheet for TCC phone answerers during the week of the Conference.
- l.
- m. Ron will check with AiG about AiG's plans to mail hard copy Student Meeting flyers to Christian schools and home school groups. The time line has these being mailed March 15.

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9. The next meeting is on March 8, 2007 and the following one is March 29.
Michelle Yuen closed the meeting in prayer.