

2018 ACYOA General Assembly & Sports Weekend REGIONAL COMMITTEE REPORT



Submitted By: The 2018 General Assembly & Sports Weekend Regional Committee

Introduction:

The tri-state regional committee was delighted and eager to host the 2018 ACYOA General Assembly and Sports Weekend, held May 25-28, 2018, in New York City, New York. Our committee of five active and dedicated ACYOA members, worked diligently to prepare a comprehensive and rewarding weekend that both showcased our New York City pride and celebrated the years' special milestone for our Dioceses, the 50th Anniversary of St. Vartan Cathedral consecration.

Core Committee:

Chairman: Liana Kurkjian
Events and Catering: Adrienne Ashbahian
Registration and Ad Booklet: Aline Givlekian
Sports and Transportation: Michael Givlekian
Hotel and Social Media: Brian Sarafyan

Acknowledgements/Volunteers:

Rev. Fr. Mesrob Hovsepyan, Chris Bonfiglio, Anoush Givlekian, Rita Kurkjian, Hagop Nercessian, and Leticia Santamaria.

Overview/Preparation:

Due to a lack of bids placed for the Weekend during the 2017 General Assembly, Central Council approached Liana Kurkjian to inquire about her interest to chair the 2018 General Assembly and Sports Weekend. Liana accepted responsibility as the Chairperson and formed a regional committee of four dedicated ACYOA members. Once the committee was established, the enthusiastic and determined team had approximately 5-6 months to plan and arrange the Weekend. The committee considered the weekend as the ultimate stage to provide a weekend full of Christian fellowship and healthy sports competition.

The committee's primary goal was to manage and eliminate excessive costs of the weekend, keep events centralized, and host a safe and memorable weekend. With over 300 of package plans sold, and nearly 300 guests attend the banquet, the committee believes a meaningful and memorable weekend was accomplished.

Hotel:

Accommodations were secured at the Hilton Garden Inn, Midtown/Park Ave in New York City. The hotel offered several amenities ideal for hosting General Assembly and Sports Weekend including, a full-service restaurant and walking distance to the St. Vartan Cathedral, Saturday venue, and local stores.

Lessons Learned:

The Hilton Garden Inn was selected due to the location convenience (e.g., walking distance to St. Vartan's Cathedral and venue) and availability when searching for a hotel. Attempts to house all participants on as few floors as possible, was not achieved due to: (1) the hotel's maximum capacity; (2) number of rooms on each floor; and (3) total number of participants staying at the hotel. Therefore, guests were spaced out, causing a number of disturbances, resulting in eviction(s) and fees. In addition, this particular hotel was also selected due to its small lobby. The committee anticipated that a small lobby would encourage participants to venture out to the city, rather than congregate in the lobby or rooms. The committee expected that exploring the city would minimize or alleviate noise complaints or disturbances. Future committees are recommended to consider the size of the hotel lobby and obtain stronger security presence to reduce the number of evictions and complaints.

Sports:

All sporting events were held at John Jay College of Criminal Justice, located at 524 W 59th St, New York, NY. With 9 Men's Basketball, 3 Women's Basketball, and 8 Co-Ed Volleyball teams, multiple courts allowed the games to remain on schedule throughout the weekend.

Lessons Learned:

The awards ceremony, held during the dinner reception at the 50th Anniversary Banquet, was poorly attended. Many teams were not present during the awards ceremony. Future committees are recommended to consider presenting the awards at the conclusion of the finals. Presenting awards at the gym may ensure all teams and members to be present to accept the awards.

Events:

Friday, May 25: General Assembly at the St. Vartan Cathedral, Primate's Luncheon followed by the Delegates Reception

General Assembly commenced on Friday morning at 9 am in the Kavookjian Hall, at the St. Vartan Cathedral. The Primate's Luncheon was well attended and provided an opportunity for the ACYOA Central Council to present awards. Attendees were invited to a Delegates reception (i.e., in Kavookjian Hall) following the assembly.

Saturday, May 26: Sports Competition; Royalton Park Avenue

Following the day's sporting events at John Jay College of Criminal Justice, 333 participants gathered at Royalton Park Avenue. The unique space offered floor-to-ceiling windows overlooking Park Avenue, an outdoor terrace, lounge-style seating, and a public rooftop with panoramic views.

Sunday, May 27: Divine Liturgy at St. Vartan Cathedral; Sporting Finals; 50th Anniversary Banquet (i.e., Cocktail, Dinner Reception, Dance) at St. Vartan Cathedral

On Sunday, a number of participants attended Divine Liturgy at the St. Vartan Cathedral. At the conclusion of the service, our newly elected Primate, the V. Rev. Fr. Daniel Findikyan conducted the installation of the new ACYOA Central Council. Participants were then bussed from both the Church and hotel to John Jay College, where games reconvened for the finals.

The 50th Anniversary Banquet (i.e., *Under One Roof: Calling all Generations Banquet*), was held in the Kavookjian Hall of the St. Vartan Cathedral. At the conclusion of the dinner reception, the regional committee presented the Sports Awards. Following the awards ceremony, the Yerakouyn Band performed for 289 lively participants.

Issue	Description	Suggestions/How to Avoid
Delayed Buses	<ul style="list-style-type: none">- Bus/shuttles to and from the hotel and gym were delayed.- May have been due to traffic and/or distance between the hotel and gym.	<ul style="list-style-type: none">- Reduce the proximity between the hotel and gym- If possible, provide alternative means of transportation (e.g., train schedule, subway)- The committee offered suggestions of alternative transportation via the Yap App
Unregistered Attendees Sneaking into Evening Events	<p>-The Committee made a decision not to sell tickets at the door and communicated this via social media. Unfortunately, about a dozen or so people made numerous attempts to sneak into the Saturday evening venue and 2 individuals tried to on Sunday evening.</p>	<p>-Be firm and consistent in the committee's decision. Utilize social media to communicate policies. Ensure there is proper door monitors checking people in and require all participants to wear wristbands identifying themselves as under or over 21.</p>

Contract Agreements with Venue	<ul style="list-style-type: none"> - Prior to the Weekend, the committee met with the venue to review the agreed contract, verify expectations, and confirm attendance of the committee's point-person. The day of the event, it was brought to the chairperson's attention that the point-person would not be present at the Saturday night event. - A new employee was assigned to the event; however, the individual did not abide to the contract. The security and service did not meet expectation or accurately reflect agreements. 	<ul style="list-style-type: none"> - Request that the point-person's information be listed on the contract. - Confirm and follow-up in advance that the point-person has not changed. - Carry all contracts and documentations to the events.
Lack of Emergency Medical Personnel(s)	<ul style="list-style-type: none"> - A number of athletes required medical assistance during the sporting events. - Due to time constraints, the committee was unable to obtain a emergency medical personnel to volunteer for the Weekend. - Although a hospital was in walking distance and one of the committee members served as an EMT, additional assistance would have been ideal. 	<ul style="list-style-type: none"> - Hire (consider costs when budgeting) or find volunteers to commit to the Weekend well in advance. - If emergency medical personnel unavailable, consider a gym in close proximity to a hospital.

Suggestions:

1. **Contracts:** Prior to signing, all contracts should be reviewed by the Core Committee, ACYOA Central Council, and parish and/or Diocesan attorney. It is also advised to meet with the venue representatives prior to events to review, share, and discuss expectations and requirements. Carry copies of all contracts during events to refer back to agreements, if needed.
2. **Transportation:** Contact the bus company, captains, and/or driver prior to the weekend to provide and confirm schedules, directions, and expectations.

3. **Communication:** Offer alternative methods of communication to all participants. This may include, but is not limited to, various forms of social media (e.g., Facebook, Instagram), email, and the Yapp app.
4. **Committee Size:** Consider a Core Committee of approximately 5 dedicated ACYOA members. Gather as many additional active and motivated ACYOA members to assist in various roles and duties required in making the weekend seamless and successful. More support will alleviate additional stress on each of the Core Committee members.
5. **Advertising:** Assign one member to manage advertising. This individual should be tech-savvy, responsive when contacted by other members, and post on various forms of social media regularly.
6. **Deadlines:** Keep and abide to a master calendar containing all deadlines.
7. **Central Council Communication:** Keep open and continuous communication with the ACYOA Central Council and liaison. Discuss and confirm the Central Council's expectations and needs well in advance to ensure all needs are met.
8. **Proximity:** If possible, centralize venues and hotel. This may reduce scheduling difficulties with the sports schedule and reduce costs if bussing is not needed.
9. **Payments:** Carry checkbook, or preferred method of payments, throughout the weekend. Many vendors require day-of payments and/or immediately following the service provided (e.g., DJ, referees). Checks, rather than cash, are recommended in order to keep track of expenses.
10. **Tickets at the Door:** Make a decision early on if you plan to sell tickets at the door or if all tickets must be sold in advance. Be firm and consistent in the committee's decision. Utilize social media to communicate policies. Keep in mind that venues often need to know your numbers in advance, so tickets might not be able to be sold at the door. In addition, if tickets are sold at the door then you are unable to uphold the request for clergy approval.

Highlights & Achievements:

1. **Unique Programming:** The 2018 General Assembly and Sports Weekend proposed an altered design to the weekend to eliminate additional costs, excessive length of meetings at General Assembly, and opportunity for disturbances at the hotel. Rather than beginning General Assembly on Thursday night, the assembly began on Friday morning at 9 am and

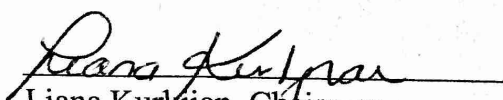
concluded by 7 pm. This allowed participants to make travel arrangements as suited and eliminated the committee's Thursday evening liability. Attendees were invited to a Delegates reception following the assembly, eliminating costs for Friday night's venue. In addition, due to the weekend's design, delegates were able to attend all of both General Assembly and the sporting events.

2. **Free T-Shirts:** Fantastic and positive feedback was noted by all participants regarding the free T-Shirts offered at the sporting events and promotes the ACYOA when they return to their home parishes.
3. **Location/Proximity:** The location and proximity between the hotel, venue, and St. Vartan Cathedral was essential in reducing costs and offering accessibility.
4. **Social Media:** The use of a mobile application (i.e., YAPP app) provided excellent communication before and during the Weekend. The committee was able to provide updates/announcements/reminders as needed. Participants remained informed throughout the Weekend.
5. **Budgeting and Profit:** Preparing a conservative budget, anticipating low numbers for both attendees and fundraising, and eliminating tickets sold at the door, helped us to keep track and stay within our budget. As a regional committee, planning and decision making especially revolved around the budgets and costs; however, we were able to host a profitable weekend.

Conclusions:

Hosting the 2018 ACYOA General Assembly and Sports Weekend in New York City was both an honor and privilege. As a regional committee, with only approximately 6 months to plan the Weekend, we are extremely proud to have assembled such a cohesive and successful Weekend. We were blessed with a dedicated committee, as well as family and friends that offered great help in their respective areas of expertise. Jennifer Morris served as the greatest mentor and we are thankful for the guidance and support of the ACYOA Central Council. Our goal to showcase New York City and celebrate the years' special milestone for our Dioceses was achieved, while making a profit! We'd like to thank all the participants; we hope you all had wonderful time in the Big Apple!

Respectfully Submitted,


Liana Kurkjian, Chairman

2018 General Assembly & Sports Weekend Participation	
Hotel Information	
Room Nights Sold	
Thursday	19
Friday	53
Saturday	75
Sunday	70
Monday	0
Total	217
General Assembly Number of Attendees	
Clergy/Staff	9
Delegates	59
Observers	15
Total	84
Event Attendance	
Friday Night (Delegate's Reception)	60
Saturday Night	333
Sunday Night	289
Registration Information	
Athlete Package (Athlete, Saturday, and Sunday)	98
Participant Package (Saturday and Sunday Only)	283
Saturday Only	50
Sunday Only	6
Total Number of Participants	437

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2018 ACYOA Seniors General Assembly and Sports Weekend Financial Report

INCOME	
PayPal - All Registration	\$53,060.83
Sports Team Registration	\$2,375.00
Ad Booklet Donations	\$2,570.00
Seed Money (ACYOA Central Council and St. Gregory)	\$9,100.00
Sunday Night (Cash Bar)	\$2,133.00
Petty Cash	\$331.27
TOTAL	\$69,570.10
EXPENSE	
General Assembly Breakfast	\$518.72
Delegate's Reception	\$449.76
Saturday Night (Venue and DJ)	\$16,870.00
Sunday Night (Caterer, Bar, Band, Flowers, Waitstaff, Security Guards and Tips)	\$18,635.00
Gym Rental, Referees, Trophies and Sporting Supplies	\$6,162.85
Concession Stand Food	\$377.44
Transportation (Bus Rental)	\$2,900.00
Ad Book Printing	\$575.00
Yapp App	\$399.00
123 Contact	\$92.48
T-shirts	\$2,310.00
Wristbands	\$75.86
Seed Money Return	\$9,100.00
Misc.	\$1,449.46
TOTAL	\$59,915.57
Overall Profit	\$9,654.53