

10/11 - 466

June 8, 2011

Appendix B

To: all congregations within Toronto Conference

Date: June 9, 2011

Re: hosting Toronto Conference annual meeting

Since 2010, Toronto Conference annual meeting has been hosted in a congregational setting at St. Paul's United Church in Orillia. We will return to St. Paul's for a third year in 2012. While hosting the meeting is a major task, St. Paul's has found it to be a benefit to the congregation for the boost it has given to its volunteer base and to its finances.

Conference is now inviting submissions from a congregation or group of congregations for hosting the Conference's annual meetings in 2013, 2014 and 2015. The submission is to host the meetings for all three years.

Dates: May 24-26, 2013*
May 30-31 and June 1, 2014*
May 29-31, 2015*

* These are the maximum times; the Conference Executive could determine that the meeting would be held on two days, as will happen in 2012.

Finances: Conference pays a flat fee to cover all venues, excellent sound and light, refreshments for breaks and the reception following the Celebration of Ministries service, local coordination, etc. The flat fee will be \$46,000 in 2013 with minimal increments for 2014 and 2015 based at the same rate as any increase to the Conference's budget. Any profit goes to the congregation(s). Meals are purchased by individuals at a rate determined by the congregation(s); any profit stays with the congregation(s).

Process: Submit a bid outlining how the congregation(s) would address each of the items on the attached page of requirements.

Timeline: Submissions to be received by November 15, 2011. Site visits will be arranged. Decision by Toronto Conference Executive February 8, 2012.

Please send submissions to:

Rose Cambourne, finance and property administrator
Toronto Conference
65 Mayall Avenue
Downsview, ON M3L 1E7
e-mail: rcambour@united-church.ca
tel. 416-241-2677, ext. 229 or 1-800-446-4729, ext. 229

If you have any questions, please be in touch with Rose.

With best wishes as you contemplate this exciting possibility for your congregation and community.

David W. Allen (Rev.)
Conference executive secretary

**TORONTO CONFERENCE ANNUAL MEETING REQUIREMENTS
CONGREGATIONAL SETTING**

1. a sole contact person for liaison with the Conference office;
2. volunteers to direct attendees to various locations;
3. an accessibility plan in compliance with the Conference's accessibility policy (to be approved September 14, 2011) and with the congregation(s)' customer service standards in compliance with the Accessibility for Ontarians with Disabilities Act (AODA);
4. a full recycling/environmental plan for meeting;
5. adequate washroom facilities;
6. a sanctuary or other venue for up to 500 people;
7. space for table groups for up to 300 people in one or more venues;
8. area for registration with five six-foot tables;
9. space for the Celebration of Ministries Service for approximately 500 people (either in one venue or overflow with sound and visual feeds);
10. space and refreshments for reception with approximately 300-400 people after Celebration of Ministries service;
11. space for an administrative office with photocopier and high speed internet availability;
12. small meeting room in proximity to administrative office;
13. an excellent sound and audio visual system including three wireless mikes, two podium mikes, portable mikes for discussion from the floor;
14. piano suitable for leading general singing and organ for use during Celebration of Ministries service;
15. tables: one six-foot head table for two people with power source; one four-foot table for parliamentarian; approximately 30 six-foot tables for the UCRD book display with electricity available; eight to 10 six-foot tables for other displays (can be in same space as book display);
16. meals and refreshments (snacks and beverages) for the duration of the meeting ;
17. information on local eating establishments close to venue;
18. handicapped parking locations, general parking (or offer alternatives);
19. secure preferential accommodation rates for up to 200 rooms with local hotels, motels, bed & breakfast facilities.