

NCWSC Committee Meeting Minutes

February 3-4, 2006

Visalia, Holiday Inn Hotel

Note: The meeting minutes for this meeting are not chronologically ordered. In an attempt to make the minutes more easily used as a reference, the minutes will be ordered in a topical fashion.

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The meeting was convened at 8:12 am with a moment of silence followed by the Al-Anon/Alateen declaration. The traditions, concepts and warranties were read.

Roll Call was taken.

The meeting adjourned at 4:30

Motions

Motion #0602.01 (Unanimous)

Motion Text: That the October 2005 committee meeting minutes be accepted as written. Passed.

Motion #0602.02 (Unanimous):

Move: Marilyn R.

Second: Chris M.

Motion Text: That a guideline on how to use the list server (NCWSC yahoo group) be added to the committee binder.

Motion #0602.03 (Unanimous):

Move: Linda D.

Second: Tom K.

Motion Text: that AFG Service Manuals be made available, at no charge, to any member of NCWSC and their alternate by the NCWSA LDC if needed.

Discussion:

- Isn't the district responsible for getting manuals? The motions specifies "if needed", just in case there is a necessity.
- Amended to say "to any member of NCWSC and their alternate"

Note: The original motion text was worded as follows with strikethrough indicating amended text: that AFG Service Manuals be made available, at no charge, to any ~~district rep or their alternate, area coordinator or their alternate~~ by the NCWSA LDC if needed.

Motion (tabled until May committee meeting):

Move:

Second:

Motion: That the alternate coordinators for the NCWSA AFG be reimbursed for expenses incurred when traveling to and from committee meetings, whether the coordinator is in attendance or not.

Discussion:

- Alternates and their coordinators share responsibilities and the best way for an alternate to become familiar with the position is to participate fully.
- The committee meeting budget line would have to be increased significantly. Because of the cost of this item it has not been done in the past. We might be able to get creative to make this happen without increasing the budget line item.
- If we always have the alternate, it will require greater room capacity.
- Could increase participation by having alternates
- Growth in budget may be less than we might think
- Greater attendance will foster better participation
- Additional attendance will foster growth in attendance.
- This might be a quantifiable expense since we can get an idea of exactly how many people the alternates would be and look at the cost per person. So we might want to vote after we have a specific amount to determine if it is an amount that seems palatable. Seems like a redundant expense.
- DRs might want to take this idea back to districts and discuss it. Is thinking that she would like more time before voting on this.
- Would like to see the budget committee come back with the true financial impact of this. Is also excited because if we could make this happen then it might really help to have alternates here to help get projects off the ground.
- Based on the number of coordinators, one estimate of how much this would cost is roughly \$2000.
- Are we worrying too much about the money not being there?

Motion #0602.04 (Passed with Substantial Unanimity):

Move: Web Site Committee

Second: Sandi C.

Motion Text: That the web site chair has an NCWSC vote.

Discussion:

This might be ok as a temporary solution, but the position should become a full-fledged coordinator

Elections

Executive Committee Election

Executive committee members are elected to 18-month terms. The executive committee is comprised of three current DRs (one from each section) and two members at large elected from NCWSC. The section-specific members who were elected were:

- North: Joan W. (District 9)
- Central: Arlene O. (District 15)
- South: Bonnie M. (District 18)

Three individuals stood for the open positions of Executive Committee Member-at-Large: Chris A., Lori K., and Bob J. On a committee vote, the new members-at-large are:

- Chris A.
- Lori K.

Budget Committee Election

The budget committee is comprised of 3 current DRs (one from each section), past treasurer, current treasurer and alternate delegate. The duties of the budget committee were explained a creating the annual budget and performing the annual audit. The elected members from the sections were:

- North: Carl S. (District 6)
- Central: Susan C. (District 26)
- South: Laura K. (District 24)

Committee Reports

Alateen Safety Committee (Jim S., John S., Vic A.)

The Alateen Safety Committee has been continued by the chair person as of the February committee meeting. Committee is comprised of Pleas S., Jim S., Patti, John S., Jenae, Travis, Art B., Sandi C., and Vic A.

- Vic asked for a folder for Alateen Safety committee because he is not getting mailings.
- Committee stands through assembly 2007 when they expect a final vote on the committee recommendations for the final draft of the Alateen Safety requirement. At that point, it can continue as an ad-hoc committee or it can be discontinued.
- We have been approved through State of CA to be an agency. We have received forms for applicants. Every Alateen candidate must be fingerprinted to become a sponsor candidate, regardless if they've been approved as a sponsor candidate before. A list of fingerprinting locations will be distributed to DRs.
- Please wait before submitting forms until the committee sets up procedures and guidelines for filling out forms, as they must be filled out with very specific information.
- The committee will meet to set up a procedure to streamline fingerprinting. The process should be in place by June. The cost will be between \$18 and \$30 dollars. If a sponsor might not be able to afford the fee, they should request help from the district. If the district can't help, the district should notify the area. No sponsor should be turned away for financial reasons.
- The implications of being fingerprinted are that the candidate either passes or fails. Only the applicant and the safety coordinator get the pass fail report. Passing means they are added to the sponsor candidate list. This list is just a list of people who are available to sponsor. If they never get a meeting to sponsor, they are still considered a candidate. There is no second list kept with the district.
- Any sponsor can be removed from the area candidate list at the request of the district.
- Fingerprint search is one-time and is done as an FBI search. A status change by an applicant will cause the area to be automatically notified.
- Should districts process applicant through their safety coordinator or should applicants send application directly to the area? It can be done either way, but the suggestion is for District's to be involved since they know their members.
- Committee recommends DRs all go through the Alateen safety fingerprinting procedure although it is not required for the position.
- If paper work is in process, recommend the applicant begin their service anyway.

Executive Committee Report (Lori)

- The committee as of the end of 2005 was comprised of: Bob J. (Northern D 8), Lorraine (Central D 11), Linda W. (Southern D 19), Gene H. (Member-at-Large), and Lori K. (Member-at-Large).
- The following responsibilities did not require any action.
 - Maintain the policies of the Assembly
 - Authorize expenditures: Approval of extraordinary expenses
 - Perform duties required by the Articles of Incorporation and Bylaws
 - a. Supervise the performance of officers and agents
 - b. Corporate Responsibilities time lines
- The following responsibilities did require action

- Appoint agent
 - As a reminder, please forward event information to EC agents as indicated.
 - Financial Assistant Interviews: Assembly 2006, EC - TBD
 - The new EC Secretary will post this information, once it has been established, for 2007 events to the NCWSC list serve with appropriate instructions
- Conflict resolution:
 - The EC has reviewed the prior years missing NoCAC funds and makes the following recommendations for resolution:
 - a. The EC will publish in the 12-Stepper the basic elements of the agreements.
 - b. There is a signed agreement with the 2003 NoCAC Co-Chair to make financial restitution to NoCAC.
 - c. There is a tentative agreement with NoCAC to approve a new “NoCAC Financial Management Event Guidelines” document.
 - d. A Bylaw change motion will be submitted to this committee to support item C, once it has been finalized.
- There are five members of the EC. Three must be current DRs (one from each section). Two are at large. Anyone who has been a DR can be a member of the EC.
- EC member terms are 18 months long. Committee elects the committee at this meeting and then again in 18 months.

Budget Committee Report (John S.)

- Report available currently includes actuals for 2005, the budget approved at assembly in 2006, and preliminary numbers for 2007. Committee has not met yet, so report is simply a reflection of 2006.
- If coordinators have plans to do a special project, notify John immediately if you think there will be additional money for that project so it can be reflected in the area.
- Group records and Delegate have requested and been approved to have laptops for their positions.

NoCAC Committee (Justin)

- First dance is planned April 22. Flyers out soon. Location undecided
- First Bash is at Lake Folsom in June
- Second Bash is at Pfeiffer/Big Sur August 25-27
- They've been working with the EC to get the NoCAC treasury in compliance with NCWSA standards
- On behalf of the committee, apologies for the way that NoCAC had handled the treasury.
- Asked for a grant for Convention for Alateen scholarships. Amount asked for \$1500. (Vicky clarified some information about the NoCAC grant. The purpose of them coming to the committee was for us to deny or affirm their activities as NoCAC. She calls for Jackie to call for an affirmation of the request for grant.)
- Clarification of what happened was asked for:
 - There was a mishandling of funds in 2003 by a past NoCAC chair
 - They have worked with the EC to create guidelines and agreements to resolve the problems.
 - A thorough description of the issues will be in the upcoming 12-Stepper.

Web Committee (Jim S.)

- Alateen meetings that have not been certified have not been removed from the web site at this point. Any Alateen meetings that have not been certified will be removed after April 1st from www.ncwsa.org.
- Process for applying for candidate and all forms are available on the web site.
- Bruce D., James M., Art B., and Jim S. They are looking for someone who is familiar with HTML who can update meeting lists on the web site for the dependant sites.
- Sacramento AIS will be taking over their page as an independent page.
- Guidelines and forms are on the site. Form names start with the letter 'A', guidelines start with 'B'.

- Web site calendar should have business meetings (NCWSC and Assembly) listed in one place separate from conventions.
- A demo of the web site was brought up and shown to the committee.
- Can we post the changes to service manual on the web site?

Convention Committee

- Convention moved to May 5-7 at Burlingame Crowne Plaza on the Water.
- New flyers are in the bins for DRs. Pre registration deadline was made later. Please try to pull old flyers with the March date and correct.
- Spanish translated flyers will be passed out.
- Web site will be updated with both new flyers.
- Fundraiser will be Feb 18 at Trinity Lutheran Church at Hopyard in Pleasanton to get two free rooms for Alateens.
- How should we go about distributing call for volunteers? District copies flyers and
- Need donation drawings.
- Districts please donate love gifts to give to speakers.
- For drawing donations and love gifts, bring them to convention and give to one of the convention organizers.

Coordinator Reports

12-Stepper Editor

- 12-Stepper Editor: Follows the G21 Guideline for newsletter editors.
- Last names do not go into 12-Stepper. In the address list, many last names are listed currently. Tom will remove last names from committee members
- Schedule. Next 12-Stepper will be compiled this week. If there are any submissions, please tell him right away. It should be arriving in early April.
- April issue will announce events of May-August, and the Assembly.
- At the May meeting he will be compiling for the August issue. August issue should include events for September-December.
- October meeting for December issue for events of January-April
- Current issue is now on the web site.

Alateen Coordinator

- There is a new Alateen liaison. Ari Wise.
- Please pass on district Alateen coordinator information to her so she can get in touch with them.
- Looking for greater Alateen participation at Convention.
- Going to be acknowledging Alateen sponsors.

Archives Coordinator

- There are 18 archival boxes at her house, including display materials.
- Please include the archive acquisition form with any submission to archives.

Bylaws and Insurance Coordinator

The report for Bylaws and Insurance was delivered in two parts.

Bylaws and Guidelines

- Has been downloading and cross-referencing files with web site files.
- Is working to fix some of the discrepancies
- TOC will be updated and passed out at the next meeting.

- Binder updates should be done by downloading from the web site. If you are not able, please send a form to Peggy. She will have forms available by end of meeting and have it posted to web site. It is also in the 12-Stepper.
- Forms will be cleaned up and pagination of docs will be cleaned up.
- How do people know which pages to update? Notification of needed updates will be made at each committee meeting.
- Two current updates are B9 page 2, and a new form A28 the updated request form.

Insurance

- Premium was received and the outgoing coordinator handled it and notified Peggy.
- An updated list of officers and board of directors need to be given to underwriter.
- Will work with districts to insure districts who have no insurance?
- Can the Area help with groups who cannot find meeting place because of lack of insurance? Peggy will investigate and find out.

Diversity

- The diversity coordinator was not present to make a report.

Facilities Coordinator

- Adventures in Hotel Land
 - Crowne Plaza deal terminated due to \$5000 upcharge, \$1300 refund received with no penalties, all reservations cancelled for Convention 2006,
 - Crowne Plaza SFO in Burlingame now under contract with all space required by the Convention 2006 approved, May 5,6 and 7 confirmed with 40 double queens nights of May 5 and 6 @ \$89 + tax. All meeting rooms in the hotel have been taken by our group, credit application in but not yet approved and am working through the process of getting our bank to release information, hotel management has been great to work with, Convention Committee has done a great job of adjusting to the changes.
- Assembly in Marvelous Modesto
 - We have Sept. 8,9, and 10 tied up under contract with all meeting rooms reserved and 45 standard double queen beds reserved. Single and double rooms are \$96, triples are \$106 and quads \$116 – all plus tax.
 - Credit application has been sent in.
- Looking for bids for Committee Meetings for the balance of 2006. [Hot flash – since the Committee Meeting bids have come in from Kathy H. in D7 for the Holiday Inn in northeast Sacramento (Date Avenue) for May 12 and 13, 2006 and from Joe G, for Oct. 20 and 21 at the Courtyard by Marriott in Newark. I will put out an advisory once I have all of the details]
- If we plan far enough ahead, we can get into a fabulous hotel called The Pines in Bass Lake. Great location, fine hotel spaces, in the mountains at 4000' south of Yosemite. I have a contact there who will work with us to set this up if we can give them a one year notice. It is large enough for an Assembly or Convention as well as can easily handle a Committee Meeting.
- Added during the meeting: Kim H. set things up with the Lighthouse for Feb. 2 and 3, 2007. The Lighthouse is a neat older hotel in Pacific Grove next to Monterrey. The pricey rooms are mitigated by included breakfast and BBQ dinner plus a terrific location. You may want to make a long weekend out of it. More details as they become available when I issue the next advisory.

Group Records

- Nothing to report

Institutions

- HI conference is in Visalia, in March.
- They need volunteers.

- DRs please submit institutions coordinator name, phone, and email address to Louise so she can better communicate with the districts.
- Please have her come to your district. Call her or email her.
- There is a stack of pink H&I flyers to take

Literature Coordinator

- Committee members have service manuals (purchased by NCWSA). There are extras, and if you would like a copy, please contact Carol.

PI/CPC

- The Alternate is Kim H. from the Monterey Bay area.
- A PI-CPC flyer has been created and is in bins. Please bring back to districts and give copies to PI/CPC coordinator and GRs. Flyer is to communicate an outreach event to commemorate Lois W.'s birthday on March 4.
- Please provide District PI/CPC coordinator information to her so she can get in touch with coordinators at the district level directly when communicating new information from WSO and NCWSA.
- They would like three PI/CPC workshops in North, Central and South sections during this panel but needs help from districts to make this happen.

Delegate's Report

Delegate's Report

- April 22-29 will be attending conference and there will be a 55th anniversary celebration of Al-Anon
- If you want to send love gifts or cards to Sandi at the Conference, see the address in the Delegate's report in the 12-Stepper. Can arrive no earlier than April 19. Try to mention Northern California on it.
- Service manual corrections are in bins.

Officer Reports

Treasurer's Report

- Met with the past treasurer for transfer of knowledge.
- Expense reports are available for the meeting and the new mileage reimbursement rate is \$.445.
- Please mail expense reports to Nancy at NCWSA Treasurer P.O. Box 107, Fremont, CA 94537-0107
- Donations should go to NCWSA Treasurer P.O. Box 11751, Alameda, CA 94501-0201
- Profit/Loss report is in the bin.

Chairperson Report

As a new officer the Chairperson reported performing the following actions:

- Attended the exchange meeting on January 8, 2006
- Reviewed and given input on the new job description for Facilities Coordinator
- Reviewed and given input on the new job description, to the EC Committee, for the Proposed NoCAC Treasurer and Financial Assistant Guidelines
- Prepared the agenda for the February 2006 NCWSC meeting
- Worked with the DR hosting the February 2006 NCWSC in arranging the Friday evening dinner
- E-mailed the DRs from District 6 – 10 with the information needed to bring a bid to the February 2006 NCWSC meeting, for the May 2006 NCWSC meeting to be held in the Northern Section
- Assisted the Secretary in updating information as to the DR's and Alternate DR's.

- Am prepared to go fingerprint as the Alateen Safety Guidelines require
- Am prepared to sign as a signatory for the purposes of the NCWSC Treasury
- Registered for the SWRDM

Secretary Report

- Registering new members on the NCWSC Yahoo! group. As of today, there are 19 new members of the group.
- Updating the NCWSC roster with information from new members.
- Immediately following the committee meeting, I will be working on purging old members from the Yahoo! group. Notifications will go out directly to each member to be purged prior to their removal.

Alternate Delegate Report

- Went to Dist 27 meeting and did a service workshop
- Getting prepped for budget committee
- Applicant status with State of CA is ready to go
- In bins: WSO printout for Alateen meetings in district, where to get fingerprinted in your district (except 20, 21, 22 which is in SCVAFG bin and 6-10 which is in that AIS bin).

Intergroup Liaisons

AIS District 6-10 (Sacramento area)

- Jane D is intergroup chair. Claudia giving report.
- Need PI, Bylaws, Alateen coordinators.
- Just created a position for Web Site coordinator
- Spring Fling Feb 24-26 in Sacramento. Can be found at www.sacspringfling.org
- Birthday meeting will be same weekend as next Committee meeting.

Santa Clara Valley AFG Intergroup

- SCVAFG Intergroup consists of Districts 20, 21 and 22 and is comprised of meetings extending the geographical areas from Los Altos in the North to Gilroy in the South, Los Gatos in the East to Milpitas in the West.
- Intergroup has just approved a new structure and format based on the structure of the WSO. Intergroup voted to implement the new structure on a trial basis for the next three years. The structure was presented at our meeting in January. We have three “committees” including Group Services, Business Services and Public Outreach. The committees, consisting primarily of Intergroup reps, will assist the coordinators, select projects and provide volunteers to help implement the projects. In this way participation would be extended to the general membership. The committees are composed as follows:
 - Group Services: Alateen, Directories, Special Events
 - Business Services: Financial, Facilities, Literature, Insurance
 - Public Outreach: Teleservice, Institutions, Public Information, Newsletter, Archivist
- Due to unforeseen circumstances, the incoming chairperson had to step down. Mark B. has volunteered to be the new chairperson.
- We still need a secretary, a financial coordinator, and a service board member.

Other Business

Bids:

May 2006 Committee Meeting

- Holiday Inn, 300 J Street in Sacramento \$300 for Friday, \$450 for Saturday, \$114 for rooms

- (Accepted) Holiday Inn, on Madison and 80 in Sacramento, \$84 for rooms, \$200 on Friday, \$400 Saturday, Microphone \$25 on Saturday.

Oct 2006 Committee Meeting

- No Bids

Feb 2007 Committee Meeting

- (Accepted) Monterey Bay, \$129/\$129/\$139/149 Single/double/triple/quad, \$75 Friday meeting \$150 for Saturday including break services.

DR Meeting Report

DRs spent their meeting discussing five basic questions. Each topic prompted discussion and suggestions from other attendees.

- What suggestions do DRs have to get members to step up to service positions?
- How can all district business get complete within the short amount of time at the district meeting?
- What do we do about meetings that groups that want to use literature other than CAL?
- What kind of training is there or can be done for coordinators?
- What do districts do about insurance for officers and coordinators to protect them from being sued as individuals?
 - One district set up a committee that discovered the insurance they were purchasing was the wrong insurance and that all they needed was liability insurance
 - One of the intergroups purchases insurance because they are incorporated
 - How does WSO handle insurance concerns and what do they have to say about group insurance? Couldn't they purchase insurance and let groups buy it from WSO?
 - Is insurance necessary or are we falling prey to fear-based thinking?
 - At one point, one of the prior insurance and bylaws coordinators did investigate bringing groups under NCWSA but did not get adequate response from groups to complete the task. In the future this coordinator could perhaps provide more information to groups and districts about approaching insurance.
 - One district has insurance for their offices and has sexual misconduct insurance.
 - Simply adding clause to a bylaw will not protect a district as it is not legally binding. Districts that are incorporated can purchase insurance for themselves.
 - Each district should investigate for itself that the insurance they have is sufficient to cover any problems that might be encountered.
- The following is requested of NCWSA by the DRs:
 - That this topic be discussed at an upcoming committee meeting
 - That NCWSA present concrete information to districts about the kind of insurance districts would need to prevent personal liability
 - That NCWSA present information that would help districts decide whether or not their district actually need insurance protection
 - That NCWSA bring forth information that would educate districts how to purchase insurance and what insurance is suitable for them
 - That NCWSA investigate bringing groups and districts under the umbrella of NCWSA insurance

Area Project

March 4, drop literature in a public place for Lois' birthday. Linda's report will include information about this.

Open Positions

Is anyone willing to stand for Archives Coordinator, Alternate Diversity Coordinator and Alternate Website Coordinator? No.

Announcements

- Extra copies of the conference summary are still available. They are \$3.44.

- Please remember when using the list server two important guidelines
 1. Please try to refrain from using the list to send a message to one individual
 2. When replying to a post, please delete any text from the message you are replying to that does not pertain to your reply. This is most important for members that subscribe to the list server in its digest form and makes conversations much easier to read.

Old Business

- The turnover meeting took place in January.
- Changing of the wording of the steps must only be made by a 2/3 vote of the world community of Al-Anon

New Business

There is a special from WSO for Forum subscriptions.

Next Committee Meeting

The spring committee meeting May 12 and 13, 2006: The location is Holiday Inn Sacramento NE at 5321 Date Avenue 95841. To make reservations call 1-800-338-2810 or 916-338-5800. Our reservation code is NCWSA for the rooms at \$84 per day plus tax.