

**NCWSC Committee Meeting Minutes  
February 1-2, 2008  
Los Gatos, The Presentation Center**

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**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. Bruce H., Temporary Secretary.

**Convene Meeting,** 9:10 am by Chairperson, Jackie B, Open with a moment of silence followed by the Serenity Prayer, the reading of the Steps, Traditions, Concepts, and Warranties.

**Chairperson's welcome**/Jackie B.

Need secretary

Lorie K. as the Area Alateen Process Person (AAPP)

**Roll Call**-results reflected in Secretary Roll Sheet.

**Minutes** October 07, Committee Meeting reviewed, approved as corrected.

**1. Motions**

**Motion #0802.01 (Passed Substantial: Unanimity)**

Motion Text: Add two Alateen liaisons to better represent NCWSA, total three Alateen liaisons, to the present one liaison, so that there will be one for sections north, south, and central sections, for a two year trial. Begin 2008-9.

**Discussion**

Requirements

Minimum Age requirements

Two years term

Work with coordinator

Attend Alateen Meetings

Give reports

Write Alateen Express

Expenses will increase, are reimbursed by NCWSA

Discussion

Art-Try liaison and two alternates

Nancy-no line in budget for Alateen liaison

Sandy-it was taken off and added to Alateen coordinators expense  
Carl-better communication with NCWSC from more Alateens, helps work out problems that in past have come up, no cost too much to help Alateens.  
Chris-try two-year trial  
Yvonne-three of them helps them feel safer together in our adult meetings.  
Peggy- it helps them learn to communicate, exposes us to Alateen thinking, finances ok. We should be aware of the financial aspect. We shouldn't let that stop us from moving forward.  
Comment-Jenae traveled 5000 miles in her job, we added more responsibilities since then, and the motion would help her.

**Motion #0802.02 (Passed Substantial: Unanimity)**

Motion Text: That NCWSA make available certificates of insurance to any Alateen Group with a WSO #, or Al-Anon or district in Area 3, who requests one, or that has or has applied for a WSO number.

**Motion #0802.03 (Passed Substantial: Unanimity)**

Motion Text: For affirmation of 2008 Grant Check to NoCAC from NCWSA (a 2007 Grant Check is to be rewritten).

**Motion #0802.04 (Passed Substantial: Unanimity)**

Motion Text: We pay needy GR's \$25 with Chairman's review and OK, possibly an advance request form must be done a month before.

**Motion #0802.05 (Passed, Unanimous)**

Motion Text: Tom K volunteered for Alternate 12 Stepper Editor. Tom was affirmed unanimously.

**Motion #0802.05 (Passed, Unanimous)**

Motion Text: That any acceptable application for Regional Trustee, received by the Delegate, be forwarded to WSO, by March 15 and then be affirmed at the May Assembly.

## **2. Committee Reports**

### **Executive Committee Report/Chris AC**

- Interview chairperson, Jackie-this is a follow-up report and she is able to observe her progress-
  - She delegates tasks
  - Understands about asking for help
  - Recommend area inventory with regional trustee
  - Reviewed some of her specific concerns with Area
- Interview H&I Conference financial assistant.
- Interview Treasurer, Nancy who stated:
  - Service stimulates growth

- Learn job tasks as she goes
- Has identified areas of her work that are challenging
- Has just gotten QuickBooks and anticipates a laptop
- There are also pending Alateen concerns.
- Alateen and NoCAC-need an inventory done by Alateens, need to a follow-up on previously noted missing funds.
- Have questions re timeline of budget presentation and new Assembly.

Executive Committee Recommendations:

1. Use Conflict/Complaint resolution Guidelines before contacting EC.
2. Update NoCAC Guidelines with Alateen Safety Guidelines when possible.
3. Supporting Area Alateen Safety Guidelines.
4. Coordinators attend outlined meetings.
5. N. Cal. Alateens do group inventory with help of Alateen Coordinators.
6. NCWSC conduct an Area inventory at October or February Committee Meeting led by our Southwest Regional Trustee.

**Budget Committee Report/John-** An audit has been scheduled to check the treasurer's figures from last year's Assembly.

**Long Range Planning Committee/ Vicki**

- Placed questionnaire in bins.
- Composition of Committee: Past Delegate/Vicki, Alt Delegate/John, Diversity Coordinator/Dede, By-Laws Coordinator/Peggy, Facilities Coordinator/Gene, Archives Coordinator/Irma, DR North/Claudia, DR Central/Elaine, DR South/Linda.
- We will look at ideas for discussion. Meet at the break/Elaine report follows.
  - Just began to address long range planning ideas, bids and rotation will be looked at.
  - Defer presentation for more in depth coverage at a later date.

### **3. Coordinator Reports**

**Alateen Report/Chris M.**

- NoCAC in November.
- Alateen inventory with questions in members bins-results compiled and placed in Alateen Express.
- NoCAC event evaluation.
- Woods fund raiser in January.
- Updated Alateen Safety requirements at 'ncwsa.org.'
- Sponsors turn over meeting January.
- Working with Lorie and Alateen Safety Advisory Committee to help with Alateen related issues.
- Westminster Woods, May 16-18.
- Sponsors Growing Together Weekend on 3-5 October.

**Archives Report/Irma C. (read by Bruce H.)**

- Make display for May Assembly Meeting.
- A binder of all N. Calif. Groups listed by city name accepted from Debbie O., NCWSA Group Records Coordinator.
- Area Archives Committee comprised of Linda D. and Bruce H. and need three more members.

**By-laws and Insurance/Peggy P. read report followed by by-laws discussion**

- By-Laws Update:
  - For the NCWSA binders.
  - Members, of the Bylaws Committee are Peggy, Art, Joan, and Jim.
  - Process of Bylaws update, consists of discussion and modification of first draft by this, the February Committee Meeting, and the second draft will be reviewed at the May Committee Meeting with the plan of having them voted on at October Assembly, then distributed to groups in NCWSA.
  - Discussion of Draft Number One
    - Art/brief history of Area
    - Art/end notes, e.g. Pg 24-explain By-laws but aren't part of them
    - Substantial changes:
      - Article III, Section 3, pg. 3, Eligibility of Registered Groups. See endnote #2.
      - Lori- Section 3, c
      - Article IV, Section 2, Revision of timing of Assembly
      - Pg. 9, Area Alateen Process Person
      - Article VI, Section 2, B, pg. 10, current>certified
      - Article VI, Section 8, G, pg. 14, Duties of AAPP, #3. ....State of California Dept of Justice.
      - Article VI, Section F, Section 5, pg14 3. The state of California department of justice
      - Review pg 14 and bring back in May.
      - Article VIII, Section 3, Pg 17 they add Restrictions to NoCAC, and change "they" to NoCAC.
    - "Majority vote" discussion will be considered.
      - A substantial unanimity goes along with our traditional values and would best come from our guidelines, Bylaws is a legal document and would better reflect a "majority" type vote.
    - Article VI, Section B, C, pg 10 Consideration, identify/create lines of succession for Treasurer, Secretary, and Alateen Area Process Person, or leave as is. Don't need for delegate or chairperson.
    - Other arrows straight forward, may be not important and discussible.
- **Insurance Report/Peggy P.**
  - Liability Insurance Certificates
  - Group insurance certificates in Area is covered by Area

- Some group's request and can get insurance certificates in districts with no insurance, but must have a WSO group #.
- Some districts or groups have insurance, and the groups pay for their insurance, however this brings the question is NCWSA liable to give the same insurance free?
- Three area special events are covered under the policy – Convention, H & I and NoCac. District or group special events are charged separately for their special event coverage- their premium is based on the event's activities and is determined by the insurance company.
- District monthly speaker meetings don't have a definite way of getting a WSO#, but may in the future.
- Discussion:
  - Area is to help districts-groups that are insurance absent, while districts that can get insurance for groups this does not apply. Maintains groups autonomy and emphasizes Tradition Seven responsibility. How certificates are obtained is a variable matter.
  - Could issuing insurance certificates to every Area group be a lot of work? On a practical level it doesn't seem to be, and Area can help groups and districts get their own insurance.

**Convention Report/Patrick B., (08 Convention Co-Chairman, & 09 Chairman)**

- Note 08 Convention Donation Drawing needs help.
- Expect lots of fun at Convention in Monterey.
- 09 NCWSA Convention-Santa Clara Marriott, May15-17, 2009.

**Diversity/DeDe, Alternate**

- Just starting and getting acquainted with this new job.
- Translation equipment important to store, determine where.
- Getting interpreters for next Assembly similar to last Assembly.

**Facilities/Yvonne G. for Gene H.**

- Convention 2008 cut off date 14 March, use reservation code NCWSA 2008. Sit down dinner for 100 people.
- Assembly/Committee Meeting 9 & 10 May.
  - Limit costs.
  - Refer to Missive #10, 12 Jan, 08.
  - Committee Meeting at the Sacramento Hilton, 6 pm, buffet dinner during meeting.
  - Assembly at Elk Grove Jr. HS
- Assembly 2008
  - Crowne Plaza, Burlingame
  - Details in Missive #9
- Committee Meeting July, 2008
  - Red Lion, Eureka
  - Details in Missive #9
- Convention 2009

- Marriott, Santa Clara.
- Because of NCWSA needs, price bracket, space must be found two years in advance.
- Recommend get next credit card with shared miles to bring in speakers.
- Next Com. Mtg. discuss: rotation, scheduling, bidding for our growing Conventions and Assemblies.

#### **Group Records Report/Dede for Debbie**

- Has group-change forms.
- Update NCWSA database through 1 February.
- Printed reports for Alateen Coordinator, H&I, Spanish Speaking Coordinator, Spanish Speaking Liaison.
- Updated 12 Stepper Subscriptions and inactivated others.
- Printed DR report for all groups to be updated.
- Printed Alateen meetings listed for AAPP.
- Ran reports for members upon request.
- Updated NCWSC committee list.

#### **H&I Report/Louise**

- Advertise and encourage H&I Conference.
- Call N. Cal prisons to start meetings or give them literature.
- Has a list for Parole and Corrections Teams.
- Has a general form for clearance into prisons for volunteers who need clearance forms processed.
- Planning an Institutions Workshop at May Assembly.

#### **NoCAC Chair Report/Savannah G.**

- 30<sup>th</sup> Anniversary this year anticipate lots of enthusiasm because of it.
- All but two positions filled on NoCAC Committee.
- 2 flyers(first and second Bash)
- They are following all the safety guidelines.
- Financial support through the Grant is hoped for.
- Financial report by treasurer complete (This is a first time. !!Applause from Committee!!).
- Extensive discussion of NoCAC financial history:
  - Chris-Grant check 07 not used and 08 should both be written.
  - Yvonne-Discuss loss of Grant check and following of Guidelines for 07, and need for new check for this year.
  - Sandi C.- Affirmation of Grant Check done from NCWSC yearly is necessary.
  - Joe G.-Table issues of trust, until Alateen Inventory taken, because sponsors and their job success has been good to this point.
  - Recommend vote for Grant Check from NCWSA.
- Email address [veryvanz@yahoo.com](mailto:veryvanz@yahoo.com).

### **Secretary Report/Peter**

- Can be reached by email, [pchittum@gmail.com](mailto:pchittum@gmail.com), blog <http://web.mac.com/chittums>.
- Leaving NCWSA after 2 ½ years for job in England.

### **NCWSA 12 Stepper /Bruce H.**

- Deadline for spring issue is 16 February.
- Send shares (progress reports, share From The Heart, humor)
- Would be interested in a “brief” on what service in Al-Anon has done for you.

### **Treasurers Report/Nancy**

- Learning to use new QuickBooks.
- Balance of \$37.6K in checking account.
- Working on books with several NCWSA members.
- Please send in donations with WSO group number.
- Don't know Assembly figures yet, but books are balanced.
- List of individual district donations in each bin for districts.

### **Web Site Report/Jim S., Chairman**

- Three email addresses that gets info such as--questions, changes, info/update, calendar information--to web committee ([changes@ncwsa.org](mailto:changes@ncwsa.org), [info@ncwsa.org](mailto:info@ncwsa.org), [contactus@ncwsa.org](mailto:contactus@ncwsa.org)).
- Any flyer that has to do with Alateen, must first be approved by the Alateen Process Person (Send it to AAPP first.) and show the following at the bottom of flyer, ‘The (name of conference or convention, or event) abides by the NCWSA’s Requirement for Alateen Member Safety.’ They then go to Web Site.
- How long to get something on the web? Answer, month.
- Therefore there would be added cost of more email addresses for area/group/districts, past the present number of 50.

## **4. Delegate Report**

### **Delegate Report/Sandi C.**

- WSC 13-17 April in Stamford, CT.
- Public Outreach flyer, WSO preparing to answer readers of Dear Abby, Sunday, 2/10, article. Series of responses from that article that we may receive and then be handled by WSO, send Al-Anon Faces Alcoholism.
- Using the Concepts in our Personal Life, is now on the WSO website, and is excellent; you can copy and for your own records but this is not CAL.
- Regional Trustee
  - No Trustee for our Region, candidate submissions requested, start 1/09.
  - Resumes for Trustee at large and our Regional Trustee is due 15 March for a one-year appointment by the Board of Trustees, which is too soon so

Sandi was given OK by this Committee to pass the resumes for either Art or Vicki on to WSO, Discussed/Vote/Pass.

- It was suggested that we do an Area Inventory by a Regional Trustee, presentation in July Committee Meeting as an Area inventory. But usually need six months advance notice for a Trustee of WSO Staff member to visit areas.
- Election Assembly
  - Officer and coordinator candidates give their names for May Assembly.
  - Suggested that at the first Committee Meeting after elections, we hold a DR orientation or turnover meeting.
  - Possibly go over the binder.
- ECal is an interactive presentation format on the WSO web site and they want submissions by members. Sandi would be willing to help interested sharers/writers. Art has also prepared one and sent in to WSO. It's now on line. We viewed his presentation.

## 5. Officer Reports

### Area Alateen Process Person/Lori K

- Is coordinating NCWSA information flow between US Dept of Justice and WSO.
- Is starting by catching up.
- Needs new sponsor paperwork to be sent, in its entirety (Form A-22-2, Form A-22-1, copy of live scan request form/ATI number), ATI number necessary for tracking with DOJ.
- Will separate Form A-22-1 into an A-22-1-A (new candidate) and an A-22-1-B (renewal candidate).
- Expect turnaround to be much better for new candidates.
- Important note, March is annual recertification of Alateen Sponsors.
- Recommends forming NCWSA **Alateen Safety Advisory Committee**.
  - Will deal with concerns as they arise.
  - Begin immediately.
  - Will add the new Alateen liaisons.
- Area-WSO conference call is 6 February to discuss processes.
  - Consider conference call as a helpful modality for AAPP.
  - Cost, \$49.95 per month for ten people, for NCWSA as a new budget item.
- “Old Live Scan Document” has errors that need to be changed.

### Chairperson Report/Jackie

- Read and respond to email and phone calls.
- Interviewed by EC.
- Prepared the Feb NCWSC Agenda.
- Obtained a Secretary for this meeting.
- Will attend SWRDM in March.
- Read and compiled the Assembly evaluations.
- Worked on May Assembly preparation and agenda.



**Budget/John:**

- (See handout 2/1/2008, use visual on wall)
- Income from last year carried forward.
- Add in Spring Assembly/no experience/lo cost this time.
- Alateen Sponsors Weekend has equal income/expense.
- Alateen Safety Committee becomes the Alateen Safety Advisory Committee, make new budget line.
- Review again in July.

**6. Intergroup Liaison Reports****AIS 6-10 Intergroup Report/Denise**

- Work to improve communication and encourage participation from the five districts.
- Crowded meeting location be changed.
- Getting to know the work is enjoyable.

**Hispanic Liaison Report/ Julieta**

- Serves as Public Information
  - Meets every three months.
  - Meets with three Public Sub-Committees, in Santa Clara, East Bay and Santa Clara.
  - Participate in six health fairs in San Jose.
  - Transmit information to public through Mexican radio station, La Grande 1010.
- Records
  - The Records Committee keeps the entire Al-Anon/Alateen Directory updated every two months.
  - Bulletin News Letter, “La Antorcha,” since June 2006, informs all Spanish groups about current events and/or activities in our fellowship in Northern California.
- Hospitality and Institutions Committee is active
- Alateen Committee
  - Alateen committee workshop meets every three months.
  - Five Alateen groups, one bilingual and four Spanish, located in San Jose, Alviso, Oakland, and Pittsburg.
  - Ten Al-anon member sponsors
- Literature- The Intergroup office supplies 40 Spanish Al-Anon and two Alateen groups
- The Intergroup Office is open three days a week.
- Guidelines Study Workshops held every three months for Al-Anon and Alateen Spanish members.
- Activities Committee makes fundraising activities such as food sales and donations for raffles of literature.
- Magazine Add, in a Spanish magazine, “TV Espanol,” pertains to the Bay Area.

**Santa Clara Valley Intergroup Report**, Chris-need hard copy to generate report

## **7. Other Business**

- **Committee Meeting DR's Meeting, Report, Jeff D.**
  - 20 people, good turn out
  - Topics: Alateen popup mtg., attracting for service new people, handling c/o about mtg., questions about district inventory process, finances in a group, ideas regarding GR sharing at district mtg.
  - 1. Alateen popup meeting- Alateens don't have appropriate meetings, where safety guidelines followed.
  - 2. Attract members to service- No mistakes when you get into services, special service shops, good attitudes of people doing service, bring Alt DR to this function for experience, there is always help available, use service sponsors, scholarships at regional service seminar.
  - 3. Handling complaints- Hold business mtg. for that group, get GR involved, use Service Manual, district meeting hand hypothetical situation discussion, pg 2 of ODAT
  - 4. Dist inventory- How? Versus by-laws, follow WSO service plan, GR holds office position
  - 5. Get GR to do service position, save time in mtg. finding out about issues and problems.
  - 6. Finances in a group and what to do if lose money? Prosecute, as person was adult? Go to bank
  - 7. Preteen meeting- Share experience with, in Service manual, Alateen Talks has info, attend Alateen Sponsorship Workshop.
- Jackie; Vacant positions for Alternate Coordinators are Facilities, Web Site Chair, Archives has committee, Tom K volunteers, motion accept, voted, passed for Alternate 12 Stepper Editor.
- 1 pm-An unexpected arrival--A hearty thanks to Peter (former secretary) and Jonathon
- **Important Note Regarding NCWSA Binders**, Bring binders next meeting in order to update. Question of maintaining binders; it is the holders responsibility to keep binder updated or replaced. The web site (<http://ncwsa.org/service.html>) is a source of binder information.
- New name **Alateen Safety Advisory Committee**, in place of Alateen safety committee.
- **Travel Expenses/Jackie B.**
  - An idea from new Assembly-Reimbursement for long distance rider's expenses by NCWSA.
  - It comes from the fall Assembly where a motion was made but we don't have the minutes.
  - Budget Committee research reimbursement.

- We pay needy GR's \$25 with Chairman's review and OK, possibly an advance request form must be done a month before. Discuss/Vote/Pass
- Information on ECal website, Art.
- Committee/Assembly, May 9,10
  - NCWSC Committee Meeting Friday night at the hotel from 6-10:00 p.m.
  - May have 8-9 am continuation on Saturday.
  - Assembly Meeting, 10-4 pm, Saturday with pizza/salad for lunch.
- If using your business email to send out Al-Anon information, have Al-Anon emails signed by people without their business information, maintains anonymity.

5:00 pm, Close Meeting by Jackie B., Chairperson

Respectfully Bruce H., Temporary NCWSC Secretary

May 8, 2008 NCWSC Minutes approved as corrected. Connie F. NCWSA Secretary