

AFG NCWSC Committee Meeting Minutes

May 9, 2008

Sacramento Holiday Inn

Note: These meeting minutes are not in chronological order. In an attempt to make them easy to use as a reference, the minutes are in topical order.

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Meeting Convened: at 7:10 pm with a moment of silence followed by the Al-Anon/Alateen declaration. The traditions, concepts and warranties were read.

Roll Call: Results reflected in Secretary Roll Sheet.

Chairperson's Welcome: Jackie stated there was no agenda. Open discussion encouraged. Reports would be given the next day at the assembly. As a result of the decision at September 2007 assembly to have two assemblies a year, this is the first time NCWSC is meeting on Friday PM with an NCWSA Assembly following the next day.

Connie F. has volunteered to be our Secretary for the weekend and will be submitted to the Assembly tomorrow to serve the remainder of the term left by the previous secretary who has moved out of the area.

Motions: # 0805.01 Motion to approve February 1, 2, 2008 NCWSC Committee Meeting Minutes as amended. . Motion made Johanna second Joan. Substantial majority approved

Committee Reports

Long Range Planning Committee (LRPC): John S.

- John is serving as chair until we have an immediate past delegate to sit in this position. (Previous chairperson became a Trustee).
- The purpose of the LRPC: An idea and research committee to present new ideas to NCWSC for action on those ideas.
- Translation equipment: need for a translator is ongoing.
- Turnover at the end of this panel: to be discussed in July.
- Exit Survey: intent is to collect information from each panel member at the end of their term. Survey questions will be in your bins. Goal: to increase participation at the area level. LRPC will evaluate surveys.
- To do: determine the need for an office and where.
- Any ideas for LRPC to research should be submitted by email
- Thank you to Elaine for an exceptional job as scribe.
- See Facilities Coordinator's report for more LRPC recommendations.

Discussion and Summary:

- Looking to revamp turn over meeting for officers and coordinators.
- Reminder to turn in NCWSC inventory to Nancy for July meeting

Coordinator Reports

Bylaws and Insurance Coordinator: Peggy

- Binders – bring to July meeting for review and updates

Discussion:

- Most binder information and Updates are posted on web site ncwsa.org; under SERVICE, click on Forms and Guidelines.
- Need clarification - are updates sent to members or on web site or both?
- Compare the index in binder to topics on the web finding items not on web.
- Jim, web chairperson, has been updating the web site when he receives updates. When he updates the web he sends a notice back to the appropriate coordinator – it's up to that person to send notification to members needing that information.
- Binder costs – 10 binders including tabs \$65 per binder not including collating.
- Do we want official business on the web site?
- Some people do not have computers – binders are important.
- John's, Alternate Delegate, memory of motion of previous panel – after a recommendation by the Bylaws Coordinator that we would no longer as a committee, update the binders – members would update their own binders with the data received from the web. If you don't have access to the web you would write the bylaws coordinator and request the documents you needed and they would be sent to you. This may have been four or five years ago. The discussion at the time was the Bylaws Coordinator supplied the committee with the data and it just seemed to not reach the binders. It is hard to maintain any semblance of order for 70 binders.
- Peggy recognizes John's comment and as Bylaws Coordinator felt there was still confusion and more discussion was needed regarding the binder maintenance.
- Often new committee member receives no training or a binder from previous DR or Coordinator or Officer. Seems a topic of Training.
- Issue to add to LRPC in the topic of turnover training.
- Bundling data on web pertaining to the binder so we can copy in desired format and carry the information that pertains with us.
- Bylaws Coordinator has a binder at all meetings well tabbed and with a table of contents.
- Possibly a CD or memory stick or some electronic media – maybe various solutions – a mixed bag.

Summary

- Peggy & Jim to work together to coordinate website and binder information for presentation to NCWSC committee meeting in July

Carried over for July discussion

- Bylaw revision still in review by committee; will be presented in July for approval for presentation at assembly in Oct.
- Binders – bring binders in July for updates and discussion.
- Considering costs, do we want a printed hard copy considering the expense as opposed to referring to those documents on line?

Facilities Coordinator: Gene

- Recommendations to improve meeting and hotel location selection process by addressing the following issues

Issue one: Changing the process of selecting locations for NCWSC and NCWSA.

- Keeping in the spirit of participation is the key to harmony, LRPC suggest changing the process of selecting locations for committee and assembly events.
- Currently rotate between northern, central and southern sections of our Area and is dependent upon bids from DRs that meet requirements for cost, space and location. To

meet the requirements it is becoming critical to have these commitments locked up far in advance. When no bids are received chairperson (Jackie) and Facilities Coordinator (Gene) make a selection. Currently it takes valuable time at Area Committee Meetings dealing with the bidding process.

- Suggest: Form a Facilities Committee to select facilities for events: members would include one volunteer DR from each section (northern, central, and southern); alt facilities coordinator and facilities coordinator who would act as chairperson. In the event there were no volunteers from one or more sections whoever does participate would constitute a committee. This committee would be able to commit to a contract up to 1 year past the end of their term to fulfill the required 'lead time'.

Issue two: Convention Hotel space

- It is hard to get large enough space in the same year or the next year as the industry tends to book further in advance.
- Suggestion: Recommend it be made a formal part of the Convention Committee guidelines to book hotels 2 years in advance.

Issue three: Training DRs to understand negotiations and hotel bids.

- Most people are not familiar with negotiating with hotels and various other locations.
- Suggest: Form the Facilities Committee suggested in issue one so the people who have an interest in this process can participate. The second portion of this is to provide adequate training. When the committee is formed the previous Facilities Coordinator will brief the new group on all facets of the process. By providing the group with a complete face to face review with the opportunity to ask questions and perhaps role play a negotiation we can improve the process for securing the facilities we need.

Issue Four: Location Rotation:

- As we grow in size our Assemblies fit fewer hotels. Some hotels are more responsive to our needs.
- Suggest: Rotate Assemblies between the same three locations every three years. This item should be considered by the new Facilities Committee should the NCWSA approve the formation of the committee.
- Committee Meetings represent an opportunity to take the business of the Area to the far corners of northern CA. I believe our Facilities Guidelines should include a reference to geographic diversity for Committee Meetings.

Issue Five: Securing a credit card for airline mileage.

- Current card works great but doesn't provide points for airline mileage.
- Suggest: Using a card providing points would allow usage of mileage to bring in speakers for Area events and thus save cash for other purposes.

Discussion:

- Panels rotate every three years – maybe some idea to blend new people with old to continue the thinking process.
- Look at the 'training' process for the new DRs. We have had some great bids from inexperienced people.
- Binder can be used to pass on information- also the Web under Service – all the forms and documents and guidelines passed onto the next person.
- Maybe a change like this could be with an experimental time frame for like 2 or 3 years.
- We have not received this report in writing to give to GRs please supply
- Issue four; how would that work with two assemblies?
Response Gene: Issue four suggests using the same hotel at the area we are meeting in.
- Item five: Credit card use for facilities the assembly determined the Executive Committee could decide how best to set up and use the cards. The Executive Committee delegated the specifics of the use of the card, to the officers who were familiar with its intended use. It is documented somewhere that the mileage issue has been in place.
- These are guideline changes. GRs do not vote on them. These are Committee vote issues.
- These are major changes and the committee can choose to approve them, though they do not need to go to the assembly

- Various comments regarding who approves guidelines and forms committees
- Question: How does one volunteer for the facilities committee? What are the qualifications?
- How to keep districts involved – this doesn't preclude district participation - still allows their bidding. The idea is to get the meeting places reserved in a timely manner.
- We have our first volunteer for the committee. (volunteers name not disclosed at mike.)
- It seems, (speakers opinion) the only issue this body needs to discuss is the issue of going to the same hotel every third year. NCWSA needs the opportunity to get this report, have time to read it and discuss with GRs before decisions are made.

Summary:

- Our bylaws state guidelines can be revised by the coordinators and submitted to the chairperson and Bylaws Coordinator they do not need to go to the NCWSA for approval. A coordinator may form a committee.
- The credit card issue has been settled and the other items are guidelines which are committee issues.

Carried over for discussion at the July NCWSC meeting:

- Using same facility every three years – consensus to take information to GRs and groups and discuss. Gene, Facility coordinator, to send out preliminary suggestion on the list serves.

Overlap Discussion:

- Gene requests authorization and suggestions implementing ideas.
- Outgoing person may not be from the same district as incoming person
- Original intent was to have a DR from each section to get the geographic spread. It might be ok to have three people from anywhere.
- Other similar committees are background committees, not committees that need to be recognized. (like Archives)
- It seems (speaker Yvonne summarizes) we have agreed Facilities Coordinator may pick the committee as he chooses: example prefers one DR from each section – although anyone interested may serve.
- Regarding overlapping – suggest we rotate when the panel is done every three years, hopefully some people stay on and share their experience with the next panel. Maybe we need to elect 1/3 of the DRs every year so we really do have continuity.
- Reminder of service sponsor – maybe get a service sponsor from past members.

Summary and carried over for July discussion:

- In January there will be a new facilities coordinator and they will need to book a facility for 300 in May. In this market they will not be able to get what they need or it will be costly. We are trying to balance the needs of our fellowships with the reality of the market. The people would not stay over but the contracts could be signed in advance and would be honored without regard to who is on the panel.

Other Business

- Verify groups will be notified of second assembly 45 days in advance via the *12 Stepper* per CA Nonprofit requirements using the same guidelines as used for the previous notification of Assembly.
 - Peggy (Bylaws Coordinator) will check or requirement. At this time doesn't find requirement in Bylaws.
- Updating Web – how do we know when there has been a revision?
 - The revisions are shown on the forms appendix and in the binders table of contents.

Secretary Comment: Please note I (NCWSA Secretary) relied on our digital recorder to for discussion data after the break. This was about the last 30 minutes of the meeting. The recorder failed either operator error or electronic error. (end result the same – no notes) – I reconstructed the last segment to the best of my ability. Please make corrections as necessary. Connie

Meeting Adjourned: at 9:15pm by Jackie B. Chairperson

Respectfully submitted: Connie F. NCWSA Secretary

Next Committee Meeting

- July 25-26, 2008
Lodging: Red Lion in Eureka
1929 4th Street Eureka Ca 95503
1-800-Red Lion or 707-445-0844
Registration code is NCWSA
Rate is \$129.95 single or double \$10 more with 3 people and another \$10 with 4 people plus taxes