

NCWSC Committee Meeting Minutes

June 19, 2009

Pleasanton, Sheraton Hotel

Approved; several minor corrections 8/1/09. Moved by Charlene, seconded by Chris, passed with substantial unanimity.

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 convened at 6:00 p.m. 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 10:00 p.m. with the Al-Anon/Alateen Declaration

Motions

Motion #0906.01

Move: Jim S.

Second: Peggy P.

Motion Text: To set mileage reimbursement to 50% of the IRS Government business rate. Not passed as it was a tie vote -- not over 50%

Discussion:

Mileage reimbursement rate: motion to cut it in half failed by vote of 18 for, 9 against, 9 abstain. Arguments for included saving money for the Area.

Arguments against included the need to be able to give service without losing money; those who wish cannot take the full reimbursement, donating the rest to the Area.

Area Financial Situation

Increased Costs for 12 Stepper - Connie

As mentioned previously, the post office is changing their requirements requiring verified addresses. In the future we will have to be sure our addresses are good which would take a service to determine if addresses are valid and would be costly. Alternatively, request address corrections, which is also costly.

Connie would like to set up a committee to brainstorm how Northern California communicates to our groups and each other. Are we using the 12 Stepper to our best advantage? How can we best serve our community? The committee would look at the best way to communicate and determine if there are less costly ways to communicate to our groups. This committee will probably work via conference calls and committee would be 12 Stepper and not group records on where expenses will go. It would be an ad hoc committee.

Treasurer's Report – Carol G.

No report is available as her printer broke, but we have over \$16,000 in our treasury. In addition, we just received some deposit slips from the Convention treasurer so we have some additional money.

It was requested that we have Treasurer's report tomorrow. It was noted that it would be published in next Stepper.

It is really wanted for tomorrow so GRs will know we have a solid piece of ground to stand on in the future. Some rumors have been going around in the area saying that we are not taking care of our finances. There is some fear that groups will not continue to donate until they are sure we are taking care of business properly.

Most of problems occurred with the last panel because we voted to spend money we had, and then were stuck paying excess money to the hotel for Assembly, which was unplanned making us short.

There was a problem with our donations address. Alameda would not forward our mail to our new PO Box in Sacramento, so they said they would return mail to senders. We were told the originator of PO Box was the only person who could put in a change of address. That has been straightened out finally, but we will put the new PO Box on screen tomorrow. It is also on the web and was in the last 12 Stepper. There is a button on our web site that says donations on it. If you use that, you will have it also.

We are looking forward to tomorrow due to discussions on the Appeal letter. It would be helpful for you to provide this info tomorrow telling where we are today and how we came out in terms of convention. Whatever you have will be helpful.

An appeal letter was written by the officers in May 2009. Patrick will put in bins and it's okay to pass on to GRs who did not receive it. One of the biggest problems was sending to Alameda PO Box as it took 4 months to return them to groups and then had to be remailed to us.

Officers were thanked for their thoughtful appeal letter with as much information as they had at the current time. It was expressed by one DR that it helped the District have a better understanding of the problems. Also, we will be able to expound on that tomorrow as we have more information we can provide to them.

Budget Committee's Audit Report - Joan W.

Members who attended the audit were Sandi, Jauneta who was secretary and prepared the minutes/report, Carol K, and Carol G. We worked from 10:00 to 3:00. Here are our findings:

The deposits did not match up to the general account deposits. It is very important that this is done, but new financial assistant did not define for Treasurer. Deposits were made correctly, but we do not know where to apply them.

We reviewed 47 checks and 13 had errors – One was duplicate check numbers due to an incorrect check order. Many checks were put into incorrect general ledger accounts. We spent a lot of time correcting 2008, but finally had to close the books.

Here are some of the problems we identified causing the shortfall:

We voted to contribute to WSO for \$5,000 thinking we had enough money.

We voted to send two GRs and one DR to International Convention at a cost of \$3,000, thinking we had the money.

Eureka Committee meeting had high travel expenses.

We voted to give Institutions \$6,000 for literature for the prisons, thinking we had an excess.

What we found out after we took our offices was that we paid \$6,000 in penalties for last year's Assembly due to not booking enough rooms. (This was the election Assembly in Burlingame.)

All of these items were big surprises. At one time, we were short \$11,000 so we had to take money out of our reserve account.

The journal entries were correct.

We found that some officers signed checks to themselves. The bank will cash a check with only one signature; therefore, this is not using good accounting principles.

It was also noted that there was one exorbitant travel expense.

In analyzing past numbers we noted that they have not been recorded correctly for quite some time, so we have changed our accounting to an accrual basis so this will not happen again and our numbers will be accurate for the year they were spent or collected, not carried over to the next year.

You will note that the audit committee made some recommendations as follows:

- There will be a requirement of previous experience before someone stands for Treasurer. If you read the job description of Treasurer, it is three times longer than any of the other job descriptions.
- More care needs to be taken with recording income and expenses.
- No officer to be allowed to sign a check made out to them
- Hotel rooms should be shared if possible
- Recommend that NCWSA reimburse only \$40.00 per day for meals, but meals such as tonight with a cost of \$25.00 could be a problem.
- Keep airline costs/expenses as low as possible. We did have one that was very high and could have probably been purchased for less.

Convention Committee - Patrick B.

We will need to talk about convention moving forward and that would be a good conversation for tomorrow. Some of the problems were:

We signed a contract with the hotel at end of 2007, which guaranteed 280 room nights over the course of the weekend and we are liable to cover 80% of that difference, if we did not meet the 280 room-nights. All the scrambling we did had a lot to do with the economy. All looked great when we signed contract but everything changed as the economy changed. Room reservations were only 100 room nights, so we were short by 128 or \$14,000.

We still have some funds coming in, but income was approximately \$14,321.

The hotel bill, which included costs for food, meeting space, speaker rooms, Alateen room (paid for by Alateen), was \$8,898.50. Additional expenses were \$1,560.48 and \$720 for speaker travel and approximately \$1,200 for T-shirts. If we did not have the shortage for room nights, we would have had a profitable event, as there was a \$2,000 difference between income and expenses.

Patrick will be meeting with hotel Monday and looking at ways to defray some of the penalty costs by holding future events. One would be the October Assembly 2010. If we held a one-day event in 2009, that would help a lot. The idea would be that we would be credited back for attrition penalty. If a district could hold a one-day event, the meeting room cost depends on how much food and beverage you would do. Example is \$1,200 per day in 2010 for space without meals. We would need to discuss with hotel.

It would be nice to have a spreadsheet by the July Committee meeting so we know what we have to do. Currently we are \$12,000 in the hole. We will do a full-blown report so we can improve in the future.

John announced that WSO has discontinued the RSS because they are no longer profitable or attended. We had one in San Jose in 2002. The replacement for RSS is called a TEAM (Together Empowering AI-Anon Members) event. The new event would be planned by us rather than WSO planning the program as they did in the past. The solution is for an area or region to plan an event and WSO will come and participate in our event. We plan what we want, but it must last longer than 6 hours so flights are worthwhile. In addition, we can do multiple events within any one panel, where we want it, and when we want it. We need to give them multiple dates. John said it might be a potential 2009 event we could book with hotel.

Is there a possibility that NoCAC might want to use the hotel? Yvonne said that NoCAC decides where they want to go and need to be sure pricing is a certain way. The teens would have to decide.

It was mentioned that there was hope that our area officers and coordinators hold a workshop in the northern section. It would be great if we could do that.

Is committee travel included for convention? Most are in now, but there may be some that have not been submitted. Currently it is \$1,400, but there may be some that has not been submitted (not sure if this NCWSC or Convention Committee).

There have only been three conventions that made money. Unfortunately, attrition was the problem, it would have been the third event since 2000, and we think Patrick and his committee did a great job.

Once the committee was aware of the problems, they determined that the guidelines could be rewritten noting things to watch for in future contracts, etc. They will be using past convention chairs to form a thought force and rewrite the guidelines.

We have to move forward and learn from this so we do not make these mistakes in the future. Many times, it is lack of awareness that causes problems. We need to look at our true purpose and how we want to use our money. This is an opportunity to look at how we spend our funds.

Thanks to all for explanations. None of us should feel responsible for what happened. No one is to blame. This happened to our country. The fact that this was committed to in 2007 and things were different caused many of the problems. We just had to learn things really fast and we are a new panel.

Can we get feedback from Assembly on who would take rooms if we held it there in 2010? We are not signing contracts with potentially high commitments for room nights. The 2010 commitment is for 50 room nights. We could get a straw poll tomorrow.

It seems like many of the expenses come from contracts with big hotels. Therefore, have we looked into meeting halls or convention centers who contract with several hotels with different costs. The short answer is 2010 could even be in a campground.

Bylaws Distribution - Bruce

We originally wanted to print and provide each group with a copy of the Bylaws and promised them that we could have them available for purchase at this year's Fall Assembly. We would also mail a copy to each group that did not attend the Assembly.

The cost of doing that is between \$800 and \$900.

Therefore, it was suggested that since anyone can get a copy from the web they should. Currently there are 26 pages in Bylaws and if you include History etc., it becomes 40 pages.

It was decided that Patrick/Bruce, would tell the Assembly that we would have 50 copies printed and available for sale for those who do not have web access. That is something to consider at our bulk rate printer. We could ask them tomorrow who wants hard copies and cannot access web copies, then make them available at October Assembly.

Another suggestion was that DRs print and distribute to their GRs, putting the burden on the DRs since it is their responsibility to communicate to their GRs.

There is discussion at WSO about what is happening with technology and how are we using it. It is here to stay so we need to use it in a useful manner. In addition, this is not a particularly popular document. Most GRs would leave it a box and we would have wasted money printing it. Why send it to a printer at all? Speak to your email buddy and ask them to print it for you.

Alternate Coordinator Expenses

Also covered: expenses for Alternate Coordinators. No decision was made.

Coordinator Reports

Archives – Patrick for Chris M.

Archives are still stored at Irma's home. Chris M does not currently have space and would like to use an approved storage facility for six months until she can clear space at home. Amount is already in the Budget, but we wanted to be sure Committee is okay with that expense considering on our financial situation. Storage will be safe and clean. Assuming that we have money in bank, we will let Chris get a storage space for six months.

We need to commit one way or another. It was also suggested that we pass the basket for a 7th Tradition to help defray costs of storage now.

The Committee gave their consensus vote and it was unanimous to acquire the space for storage at a cost of \$450 for six months.

PI/CPC Naming Discussion

Previously, there was a discussion about renaming PI/CPC to Public Outreach Coordinator, but a decision was never reached and it was referred back to NCWSC.

WSO sends out public outreach mailings. Public outreach is an umbrella name of Institutions, PI and CPC and that renaming position might leave out people using that title.

It was stated that WSO has a form that the delegate completes and updates for them which lists all of these positions and so there are several options for listing each of these positions, and no one would be left out.

It was suggested that the PI/CPC call themselves whatever they want in the Area, but that their official title remain the same. Patti said that she was okay with PI/CPC so discussion ended.

It was also suggested that we spell out the name and not use the acronym.

Institutions - Louise

Louise thanked Carol and Denice, Chair and Co-Chair, as well as Districts 6-10 volunteers who helped with registration and all areas where needed at the H&I Conference.

Long Range Planning Committee – Sandi

Sandi asked people to sign up for LRPC or those who will continue on the committee. Previously Peggy, Irma, Dede, and John were members and will continue on the LRPC. Commitment will be a phone call a month during this panel and Sandi will chair. Peggy mentioned that service commitment was

reactivated during the last panel. We want some to remain. Peggy would serve first half and Bruce would take it up. Several Coordinator positions were identified and DR volunteered. Some of positions will overlap.

One great example that came out of the last LRPC was the new committee orientation we did at our February meeting. If you want something considered please e-mail Sandi.

Patti (D26) asked if we want to stagger DRs in panel rotation. She has agreed to chair a committee. She explained what she knows and said that meetings would take place on line or via conference calls. She also suggested that we could use past panel members to supplement these committees, since they had more experience.

On that note, Patrick passed around a tablet with all past experience on it. Please feel free to add to it. Patti has volunteered to type it so we have more resources we can ask.

Intergroup Liaisons

AIS District 6-10 (Sacramento area)

They have extended office hours and the office is now open Saturdays from 10 to 2 pm. Each district takes turns to staffing office. Jauneta is training new workers. It is hoped this will open up more service within the Intergroup.

They are looking into adding a credit card machine so any group can order and pay with a credit card. If groups use a credit card, they can save extra shipping.

They received a great plaque from the Sacramento Sheriff's Office thanking them for their institutions service to jails.

The AIS birthday party was great. We will also participate in the *Recovery Happens* event in September at the State Capitol. We purchase literature and hand it out to those who visit the table.

The Intergroup positions are due to expire, so elections will be held in November for all positions.

New Business

Change in Corporate Address for NCWSA

Art has requested that Santa Clara Valley be our new mailing address for corporate mail. SCV would have a box where NCWSA mail can be collected and distributed appropriately. Most of previous mail is junk mail, but we do need an

official address. For now, Art is willing to pick up and distribute the mail. This will be mail only, not files currently stored at the San Francisco District Office. We will not have to revise Bylaws as long as the address is in same county. Only the mailing address would be changed and corporate records would reside at the San Francisco Office.

Business address needs to be a place where someone is actively checking the mail; San Francisco has space for the records. Santa Clara Valley is willing to have a mailbox. We can change it to go to San Francisco County but that would require a Bylaws change and a vote by Assembly. It is okay to have different locations.

To frame it, this is an interim solution. If we wish to change it later or use it for other mail to come to in, let us discuss that at another time. We are just focusing on an interim solution that Art has proposed. A consensus was taken and it was unanimous to use this as an interim solution.

It was also suggested that Bylaws and Insurance discuss using that address with Art to see how that would work for them.

Thought Forces/Work Forces/Task Forces - John

A work force is formed to look at what is happening and give ideas. A thought force decides which items will be considered and/or selected to work on and comes up with an assignment to implement an idea. Then the task force carries out the plan selected by the thought or work force.

District Representatives appreciated the amount of thought and level of detail of what had happened and why we asked for money and how it was explained in the appeal letter.

We did a great job tonight talking about this tonight and should applaud ourselves. Money discussions in AI-Anon are never easy, but I think we all did a wonderful job. We should probably do the Serenity Prayer before we start this discussion tomorrow so it can continue on that note.

We also will have an abundance workshop, which may aid us in this discussion.

Next Committee Meeting

The next Committee meeting is scheduled on July 31 and August 1 at the Hilton Garden Inn in Gilroy.

Respectfully

Sandi C.
Acting Secretary