

# **Approved Minutes NCWSC February 9, 2013**

## **Holiday Inn Express Mill Valley, CA**

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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### **Routine Business:**

Meeting Opened at 8 am with the Serenity Prayer. Traditions,(Chris M.) Concepts (Roger) and Warranties ( Kim R.) were read.

### **Committee Roll Call: Patti, Secretary**

### **Chairperson's Welcome: Yvonne**

Welcome to newcomers. We are one year down, two to go.

Yvonne brought some old literature to share: Digest of Al-Anon Policies from different years. From 70s Al-Anon's. "An Oasis called Al-Anon" about a man who found Al-Anon in 70s, written in 70's for Readers Digest. Yvonne read from Pamphlets that included Slogans: Handrails to the Steps.

### **Approval of Minutes :Patti**

Minutes of 7-28-12 Committee meeting were corrected by various speakers and the Committee approved the minutes, see below.

Please see April 2013 Twelve Stepper for full text of today's reports.

Meeting closed at 4:30 pm with the Al-Anon declaration, "Let it Begin with Me."

### **Elections:**

**South caucused to nominate EC South position.**

**Committee affirmed Mary R. for EC South position by Substantial Unanimity.**

**Opposed: none.**

**Abstention: 1.**

**Cindy D. was affirmed as PI/CPC Coordinator, and Bruce D. as Alternate PI/CPC Coordinator.  
By substantial unanimity.**

### **Motions and Consensus**

#### **1302.02 passed substantial unanimity**

Motion: to approve the minutes of 7-28 -2012 Committee Meeting as amended.

Moved: Tom K.

Second: Sandi C.

#### **1302.02 passed substantial unanimity**

Moved: Kim R.

Second: Bonnie

Motion Text:

I move that we increase the 2013 Grant to NoCAC from \$2000 to \$2500 to cover the increased cost of the hotel deposit. Grant will be provided once the following conditions have been met:

1. NoCAC Financial details for 2012 must be provided to Treasurer.
2. NoCAC Chair, Co-chair, Sponsor and Co-sponsor will meet to review finances with the NCWSA Chair, Treasurer and Alateen Coordinator.
3. NCWSA Treasurer will be added to all 3 of the NoCAC bank accounts and NCWSA Chair will be added to the registration bank account.

### **Announcements**

Convention--March 22-24: Crowne Plaza Sacramento --North- east, 5321 Date Ave, Sacramento, CA 95841 .

One Day Assembly--Saturday, May 4 Registration starts at 8:30 am, event 10 am to 4:30 pm, at Edward Harris Junior High, 8691 Power Inn Rd, Elk Grove, CA

NCWSC Committee Meeting-- May 4-5at Hilton Garden Inn nearby One Day Assembly.

2013 3 day Assembly will be held at Crowne Plaza, Concord, Oct 25-27, 2013.

**You can find your group number on the 12 Stepper if your group gets a 12 Stepper.**

## **Features**

### **SPOTLIGHT! on ARCHIVE'S** - CHRIS M & DIANA C

Chris and Diana donned hats (like Lois and Anne!) and read excerpts from “Many Voices, One Journey.”

Their type of skit can be used at Day in Al-Anon, any kind of event.

### **Website Cruise: Chris D takes us through website**

A guided tour to our website! Someone asked about Events Schedule – people in district hard to locate that information. Go to Calendar and choose Events for members, Service calendar for service events, or Combined Calendar for both. Click on event get more info, including map.

*Can we be more particular about start and end times?* Right now becomes all day event and may not be. Shows meeting start 8 am but might not.

*How do you email coordinators and send attachments?* Go to the contact Us button – can write from there, or can contact in other ways listed on that page

## **Task Force and Thought Force Reports**

### **Task Force Reports on guideline updates:**

#### **List Serve (NCWSC) Guidelines Report** - Johanna MM

Nothing to Report

#### **NCWSA (Assembly) guidelines** - DeDe W

They hope to have a clean functioning guideline by end of year.

#### **NCWSA Treasurer guidelines Task Force Report** - Chris M , Chair

Members: Art B., Carol G., Claude D., Deb H., Johanna M.

- Meeting monthly and making progress
- Plan to present in May 2013 at Committee Meeting
- Worked with current Treasurer to get guideline updated
- Need a little more time to go back and do more thorough review and cross check motions passed, corporate timeline and NCWSC guidelines as they relate to this guideline.

## **NCWSA Convention Guidelines Task Force Report - Debbie O**

First and foremost, I would like to recognize Amparo M, Charli D, Chris D, Bonnie M, DeDe W, Kim H for their dedication to 2 hour meetings every 2 weeks since late Nov 2011 until Jan 23, 2013.

We reviewed the document 18 times, with many updates as you will see and a lot of lively discussions.

After all the work done it is my hope that there is not much more to do, mostly because I want it done. I will follow the group conscience and do my best to do what other questions may arise for this committee.

The only thing the committee is requesting is to clarify that the only Convention committee members expenses for travel and lodging are the Convention Chair, Alateen Coordinator, Alateen Liaison on the dates of the event.

All committee members are reimbursed for travel to and from convention planning meetings. However other than those previously listed, no other committee members are reimbursed for attendance at convention. Any officers or coordinators required by NCWSA to be present are to be reimbursed by NCWSA from the officer or coordinators budget, or the General Travel Budget for NCWSC, not the overall Convention Budget.

It is the request from the Convention Guidelines Task Force that the Alt Delegate, Budget and Area Treasurer guidelines be modified in order to align themselves with the newly presented guidelines. The last revision for the Convention Guidelines took place in October 1998. Let the questions begin....

### **EXTENSIVE DISCUSSION AND QUESTIONS FOLLOWS:**

So many changes hard to go over each one. People had questions in many places on the guidelines and some are listed below.

Chris D. presented: The current convention chair reviews the expenses of the convention committee. (for planning meetings.) Committee members are not reimbursed for attending the convention themselves. They can't sign the expense report – the facilities coordinator has that duty. Convention Coordinator 3 year term and convention chair one year. Convention Coordinator then found facilities and signed off on expense. What used to be called the Convention Coordinator is now called the Facilities Coordinator.)

The Convention elects the Convention Chair, not elected by the NCWSC. There has to be a link between Area and convention.

Finally saw as check and balance that Facilities signing the reimbursement , a good thing. So no check on this particular issue.

Relative center question – Monterey is not in relative center. Do we want to use “relative center” with regards to Convention location.

Claude questioned III(B). Districts and individuals may make donations to the NCWSA Convention.

This is not a change to the guidelines – this was there before.

Art – think this might be seventh tradition (put in seventh tradition basket).

Charli (who was Convention Chair at one time) Always at registration people were encouraged to make an additional donation. At least since Convention 3 this has been happening.

John S. comments: Traditionally the Convention Chair was not a member of the Committee, so there was a Convention Coordinator. Item II. B. Adherence to AI-Anon Principles: the NCWSA Convention Committee

Chris responds: just expressing that if there is a question, the proper spirit is to do the right thing.

III A. Our Intention is that convention be self-supporting

Last year's scare about losing money – want to make it clear that they are responsible to have convention break even. Had "requires" in there but that seemed a bit much.

NCWSA paying for members who are required to be at the Convention by NCWSA Guidelines. This doesn't make sense.

Johanna: If NCWSA requires someone to be there, then is an expense.  
She has a problem with the entire first 2 pages.

Yvonne pointed out that Guideline: what to do? Job Description: how to do it? We no longer have job descriptions. Just guidelines

Yvonne can ask the Committee to approve, Yvonne can approve it or ask the Committee to approve.

Art: Page 12: Donation drawing. We need a license from the state – shouldn't that be in the guideline?

Chris: This isn't in Convention Guideline because not duplicating Financial Assistant.

How about as a check, not "go get a license." But check to make sure there is a license.

It may be that the value of having a Convention is enough that it is worth doing even if we don't break even.

Patrick: Great the work everyone did on this. So many questions. How about a review committee that then comes back?

Claude: V3c: advance. Also in emergency? Maybe not "approved expenses."

V(A) 3

V(A) 3 c – take out "Normally."

C and advances – not just a procedure to advance money. These are nothing new- not part of the changes either. It is not such a good process to do advances, but ok as exception.

Copies sent for deposits (page 6, item 6 A 3) add “NCWSA Budget Chair.” Chris: maybe “Adhere to Financial Assistant reporting Guidelines.”

Someone states that they would have liked changes spelled out versus clean copies of the Guideline.

\$300 was voted on by NCWSA Committee, for petty cash.

Maybe collect comments from members on Guidelines on Website?

Yvonne asked for volunteers from the DRs for a committee to review and report back on this Convention Guidelines.

Central -Kim R  
North-no volunteer  
South- no volunteer

### **Thought Force Reports:**

#### **NoCAC Sponsor expense reimbursement - Joyce D**

Members of the Thought Force: Sandi C, past delegate; Bonnie M, Alateen Coordinator; Joyce D, Coordinator Bylaws and Insurance

We reviewed the history of how the NoCAC sponsor’s expenses were paid when attending NCWSC meetings:

The sponsor paid for their own expenses because they want all funds raised to go toward helping the Alateen participation.

We do not know if NoCAC has a budget that includes the cost of paying for the sponsor to attend.

We are not sure if NoCAC has the funds to pay the sponsors expenses.

Often the sponsor has been the parent of the NoCAC chair so they drive and room with the sponsor.

We do not know if the sponsor’s expenses are paid when they attend NoCAC

We were unable to find anything in the Bylaws or guidelines for NoCAC, AAPP, or Alateen Safety that defines the responsibilities of the NoCAC sponsor. Without that definition which would state why they are required to attend Committee meetings, we are unable to recommend that NCWSA should reimburse them for their expenses.

Tradition seven says “we are self supporting through our own voluntary contributions.” Intergroups and Districts pay for the expenses of their representative so we cannot recommend that NoCAC should be exempt from the principle of this Tradition.

However, it is obvious that the NoCAC sponsor should accompany the NoCAC chair to all NCWSC meetings and Assemblies in order to advise, coach and be informed regarding the decisions made by these bodies, therefore

We recommend that the NoCAC Guideline, B20, be revised to include the requirement and that the NoCAC budget show allocation of funds for Sponsor travel expenses.

Further that until NoCAC guideline can be revised that NCWSC increase the grant which is currently \$2K by an amount which would cover the sponsor travel expenses including housing, mileage and meals.

**Discussion:** Johanna. A grant is a grant. We do not say what to spend where. (not earmarked). Joyce replied \$2K amount needed to hold convention site. We can add to that. The intention is that the \$2K go for the deposit with the hotel but that isn't what they have to do

Chris M: : it is confusing to include that money with the grant. \$200-\$300 cost per meeting.

NoCAC guidelines should include sponsor expenses – may want to wait to decide what to add until we have the guidelines in place.

We have a NoCAC sponsor here today – who will reimburse that person.

John: important that NoCAC make the request, we don't just give it. The guidelines need to be updated.

NoCAC has to vote and approve the guidelines

The expenses are covered for Assembly but not for Committee. (Claude stated)

Would like to hear from current NoCAC sponsor Jen: Jen heard that prior sponsor spent over \$1K last year of his own money coming to committee meetings. She definitely would need reimbursement.

Does NoCAC have it in their budget?

Chris M history: When she was a NoCAC sponsor she also wore a different hat, so had reimbursement. NoCAC doesn't have it in their budget. They do half of current mileage rate one way for reimbursements. The Chair is part of this committee. It doesn't say the sponsor needs to be here.

Is there a budget out of which we can take the expense for Jen?

We don't have finances from NoCAC for last year.

John S. suggests the NoCAC sponsor Jen be reimbursed as the AMIAS for this meeting. Charli said can come out of her budget. Question on this coming out of travel budget – no, it can't since Jen is not member of committee (voting?)

Bonnie: NCWSA guidelines – works as temporary solution to use this budget.

DeDe: ok if choose to do temporarily. The Bylaws Change needs an Assembly vote – we don't have anything we need to change our Bylaws. NoCAC needs to change their guidelines maybe.

Maybe look at this at Assembly in May?

Art. Some thoughts. In Bylaws, the committee chairman shall attend Assembly. If NoCAC guideline says it is a requirement that the sponsor attend these meetings, they would be able to fund it. Easy solution would be to increase the grant. Let them pay for the NoCAC sponsor

We accept the NoCAC sponsors as non-voting members. We shouldn't hide it in someone else's budget. We already set our budget.

Chris: How about making a decision for today? Maybe use chair's discretionary funds? Maybe come back in May.

If this was to come out of AAPP budget it would involve a budget change for 2013 – executive committee can approve.

**Yvonne is willing to pay for it out of her discretionary budget for this meeting and the May committee meeting/Assembly. Consensus approved.**

### **Time and location of NCWSA Assemblies, Committee Meetings and Convention –Art B.**

Members of the thought force: Art B, Chair; Tom K, 12 Stepper Editor; Johanna M-M, Alternate Delegate; Amparo M., Convention Chair; Kimberly R., DR D-11; Debbie O., DR D-18; DeDe, Facilities Coordinator.

Our chairperson has asked us to review the current situation concerning the number, the location and the month in which we meet at Assembly and Committee. Her charge to us is:

*Create a proposal to discuss the rotation of 3 NCWSC meetings per year and two Assemblies a year rotating North/Central/South and weekends.*

I wanted clarity about who is responsible to decide the time and location of NCWSA Meetings, as well as the practice of NCWSA. Documents we found are listed in Appendix A. The purpose of setting up specific dates is to allow the districts to plan their events at times different from area activities, so that the two do not conflict. I believe that with this list in place, those responsible can identify the best weekends to hold meetings well in advance of district requirements. In addition, there are religious and civil holidays that NCWSA has been asked to avoid. Those dates are listed in the Appendix B.



I have received a “minority report” from Johanna. It was not the intention of this thought force to make decisions, but instead to research what we did and offer alternatives as necessary to allow discussion.

**Appendix A:**

The thought force has consensus that what NCWSA has been doing has worked. We propose the following rotation for NWSC Meetings and Assemblies.

**Assemblies:** Location by section:

Assembly	When	Where Year 1	Where Year 2	Where Year 3
Spring (one day)	Apr 22 – May 8	Central	South	North
Fall (three day)	Sep 22 – Oct 13	North	Central	South
Election (one day)	October	N/A	N/A	Central*

**Committee Meetings:** Spring meeting is coincident with Spring Assembly; Fall meeting is coincident with Election Assembly.

NCWSC	When	Where Year 1	Where Year 2	Where Year 3
Winter	1 <sup>st</sup> Weekend Feb	North	Central	South
Spring	2 <sup>nd</sup> Weekend May	Central	South	North
Summer	3 <sup>rd</sup> Weekend July	South	North	Central
Fall	October	N/A	N/A	Central

At least since 1988, when the Bylaws were updated, NCWSA held an annual Assembly in September and an Election Assembly every third year in October. The annual assembly rotated among the three sections and the Election Assembly was held where the most Al-Anon groups meetings reside, that is around San Francisco Bay. The annual assembly held in the same year as the Election Assembly was usually held in the South or North Section. Districts bid to have the Assembly in their District. The committee meetings were rotated among the three sections each year, on the first weekend in February, the second weekend in May and the third weekend in July. In election years, the October meeting was held at the same place and time as the Election Assembly.

**Convention:**

The annual convention has traditionally been held in the Spring in such a way to avoid other area functions

### **Sponsor R and R:**

The Sponsor R and R has traditionally been held in September in such a way to avoid other area functions.

### **NoCAC:**

The NoCAC Committee determines its dates independently from NCWSA; traditionally the 2<sup>nd</sup> weekend prior to Thanksgiving. Appendix B:

### **Events to consider:**

1. A single day Assembly shortly after the World Service Conference, (The WSC is always held in April.)
2. The Annual Meeting of NCWSA of AFG, Inc, called the Fall Assembly.
3. Three NCWSC Committee meetings, currently held in February, May and July. (see NCWSC Guideline.) (The NCWSC Committee may change the frequency and time.)
4. Election Assembly, once each three years, required by the Bylaws to be in the fourth quarter, but has always been held in October.
5. Annual Convention, traditionally held in the Spring. (This year on 4/22 – 4/24)
6. Sponsor's R and R, traditionally held in September. (This year on 9/14 – 9/16)
7. NoCAC, traditionally held in November, two weekends prior to Thanksgiving.
8. Civil and Religious Holidays include Easter, (3/31/13), Mother's Day (Sunday 5/13), Father's Day ( Sunday 6/17), Independence Day (Wed 7/4), Labor Day weekend (8/31 – 9/2), Rosh Hashanah (this year Thursday 9/5 – 9/6) We could recommend that we scope out religious holidays for several years in advance.)

### **Rotation of meetings:**

#### **Fall Assembly:**

We have rotated three fall assemblies per panel (three year term) through each section so that each section has the opportunity to be "close to the Assembly". As you may all know, our area goes from Visalia in the south to Yreka in the North, from Big Sur on the south coast to Eureka in the north coast. From a practical standpoint (the availability of large meeting places, this has limited us generally in the north as far as Santa Rosa and Redding and in the south to Fresno, though we did hold an Assembly in Visalia one time.

#### **NCWSC Committee:**

We rotated the three committee meetings into each section each year. With Committee meetings we found we could reach out to outlying districts, e.g. cities like Eureka. In order to minimize the

disruption of district meetings held on Saturdays, we changed which Saturday we held the meeting. We met on the first Saturday in Feb, the second in May and the third in October (when we had meetings in October.)

Spring Assembly: This has been difficult to schedule because of the May Committee meeting and Mother's Day in May.

**Election Assembly:** While there is no Bylaw provision, we have focused this Assembly to be central to the area, generally in the Bay area so that most groups have no more than two hours' drive (If we use concord as the spot, Groups from Santa Rosa southward to Monterey are all within two hours' drive, groups from the Sacramento, Stockton and Modesto areas are also within two hours' drive and Fresno is just outside the two hour. I checked our roster several years ago about 80% of groups were within this two hour window. This allowed an Assembly to begin at 10:00 AM, complete about 3 PM, allowing almost all group representatives to have a one day trip.

### **Purpose of Assemblies and Committee meetings.**

It has been my view that the assemblies have different purposes and that each committee has specific requirements.

**Fall Assembly** is the official legal Assembly. This is where legal business is done in addition to the traditional business.

**Spring Assembly** is a "message" Assembly, where the primary purpose is to hear the Delegate's report, hold traditional business issues as determined by the Chairperson and delegate, such as PI, Institutions, Literature workshops. There is no current need for legal issues, though they can be brought up if necessary.

**Election Assembly:** The only purpose of an election assembly is to elect a new delegate and officers. It is not necessary to combine it with the Fall Assembly, though there are no legal or traditional reasons not to.

**Winter NCWSC Committee:** Introduction of the budget, prepare the Spring Assembly

**Spring Committee:** Approval of budget, prepare for the Fall assembly.

**Summer Committee:** Complete the preparation for the Fall Assembly.

**Fall Committee:** (I know there isn't one) Begin new tasks brought to the committee at the Fall Assembly. (This could occur at the winter committee meeting). Every three years, elect new coordinators. (This has traditionally been done following the Election Assembly.)

**Minority Opinion  
Re Rotation of Meetings  
February 3, 2013**

## **Johanna M-M, Alternate Delegate**

I respectfully disagree with the conclusion as presented by our thought force chair that the current rotation is working. I fear I missed most of the meetings and did not present my objection earlier. Please accept my amends for that.

I have a great deal of difficulty with two things that are intertwined. It is not practical to have a Committee meeting with the Fall Assembly, and thus there is a gap of 6+ months between the July Committee meeting and the February Committee meeting. This is too long a gap.

My counter-proposal is that there be a Committee meeting either the weekend before Thanksgiving (if NoCAC is two weekends before Thanksgiving) or the first weekend in December. I don't think we should try to move Assembly, but the 60 members of the Committee should be easier to get together than the 200-300 members of the Assembly.

An alternative would be to move the July Committee meeting to August and have a January Committee meeting. The Committee would then meet in January, in May with the Delegate Assembly, and August. That still leaves a 5-month gap, but it's a bit shorter.

I would also like to point out that in the time I have been in service in the Area, we have had a separate Election Assembly only once, and I don't think it was well attended. If we are going to have the Election Assembly with our Fall Assembly, then we need to be doubly sure that the Fall Assembly in the 3<sup>rd</sup> year of the panel is in the relative center, and it might be wise to have in the Central Section.

### **Comments:**

DeDe – no contract for July committee since we were going to discuss at this meeting – suggestion is end of August.

DeDe - Election Assembly 3<sup>rd</sup> year are held within 100 miles from center (not necessarily Central)

We can also consider web-based meetings

Map from 1994. Joyce – relative center is pretty wide, she quotes a bunch of counties and districts. Created as part of convention guideline. Last updated 2003. Created to define relative center. This is no longer part of convention guideline, but helpful document.

Bruce: Assembly in Fall is a voting assembly, need 45 days notice to be given to the districts. But we only use May committee meeting info for the Assembly, not July.

Statement about the convention. Charli likes things being spread out. Another event: H&I, everything clustering March through July.

3<sup>rd</sup> weekend of August is under consideration for Convention.

Art will modify report to include Civil and religious holidays and World Service Conference!

## **Alateen bridging the Gap** -Chris M

The Survey is posted on our website. Alateen is a part of Al-Anon, it is for our younger members. Many Alateens don't transition on to Alanon

Suggestion: maybe ask if people answered survey ever did service in Alateen?  
Chris will report in May on survey.

## **DR Meeting report** Kim R DR 11

Presence on DR calls has not been great –DRs are trying to remedy that.  
Monday may not be a great night – switch to Thursday,  
Could someone host? March 11 is hosted.  
Hard getting people to host calls

Debbie O – making sure everyone on list serv (Patti check with Debbie)

Reimbursing for Growing Together Weekend. Growing Together Weekend is Self-supporting not connected to Area per Yvonne. Alanon-Alateen-AA events are totally self-supporting. NoCAC is connected; Growing Together is not.

Can Districts provide scholarships? Some districts do provide scholarships to cover part of the Alateens' expenses. Each District is autonomous.

Later Art commented from the service manual – said the group does not provide financial aid to NoCAC, to Growing Together, etc. page 54 from the Service Manual. 'Group Finances and Budget.'

Chris M's district (D23) does a separate collection for Alateen – separate from the districts funds, they are individual contributions

Newcomer meetings – should districts follow WSO suggested guidelines? Yvonne: Each meeting is autonomous. Some newcomers meetings have things that seem like cross talk – asking of questions/answering.

## **Committee Reports**

### **Budget Committee Report** - Johanna

Audit had been planned for February, but after this meeting was moved to April.

### **Executive Committee Report**

The Executive Committee performed a skit, to the tune of the song "My Favorite Things," in pajamas!

"Super yummy breakfast and very cozy beds  
Spectacular hospitality, great views and well fed

UN-manly nametags all tied up with strings  
These were a few of my favorite things

Public outreach workshop was awesome & inspiring  
At time the long days inside, well they got tiring  
Why don't we have 1 day ASSEMBLYYYY???  
Then we could spend the whole day at the BEACHHHH

Get minutes out sooner, & have working lunches  
More Ask it basket questions & reports in bunches  
Registration was lacking, they lost my reg pack  
Because I came late, had to sit in the BAAAACK

When the elevator is slow  
Or the room is too hot  
When I've sat too loooooog  
I simply remember my favorite things  
"A really great job, Y-VONNE?"

Since our last report to you at the October Assembly we have completed the following:

- Held regular monthly phone meetings
- Reviewed the October Assembly Evaluations- Over 165 turned in and the results were excellent. The evaluations were returned to Yvonne along with results.
- Approved the Prudent Reserve
- Submitted our 2013 budget to Johanna on time
- Interviewed Patti and Yvonne
- Interviewed the Treasurer and Pre-Registration Financial Assistants for the 2013 NCWSA Convention
- Reviewed the NCWSA Executive Committee Checklist 2012-2014 to see how we did in 2012. We are on track at this point.
- Attempted to contact John S to confirm that the LRPC will look into the possibility of storage using cloud storage vs. storage of hard copies
- Created peer review questions for Officers to assist us in our Officer Evaluations

#### Work in Progress:

- Need to make some revisions to the EC Guidelines
- Creating one current hard copy of the EC binder which would be available at all NCWSA meetings and the possibility of having an on-line version available too. This would require a change to the EC Guidelines.
- Establishing a reasonable time frame in which an Officer should have to prepare the report that they are supposed to give to us when they have their evaluation.
- Continue discussion regarding whether the NCWSA should take advantage of rewards point which could be earned and used to receive free meeting space and or up-grade.

#### Goals:

- Interview the 2013 NoCAC financial assistants: Jen A (Sponsor), ????? (Co- Sponsor), Christina B (Chair), Emily (Co-chair), Omar (Treasurer)
- Interview the NCWSA 2013 Convention Registration Chair
- Check-in with each officer one more time before the end of our term in person or via phone
- Interview the May Assembly Financial Assistant
- Continue monthly meetings and
- Continue working on the “Work in Progress” items

***Put the new EC member from the South to work***

### **Coordinator Reports**

**NoCAC Chair** – Christina B., Chair and , Emily T. ,Co-Chair are present.

It was stated that NoCAC Financials have not been handed over from last year. Claude, NCWSA Treasurer should be on all 3 bank accounts and Yvonne, Chair, on 1 bank account, they are wanting a meeting with Chair, Treasurer, NoCAC sponsor, and NoCAC chair to discuss prior year. We (NCWSC) would like to not pay out any funds committed until we get all our paperwork.

Christina B says she is more than willing to meet the demands/logistics. They are fully responsible, and they will get the information. She’s sorry. They fundraise and do scholarship funds. Can they pass basket? They pass basket for collection for NoCAC. It was suggested we hold onto the money collected today until EC interview NoCAC chairs. Claude is willing to hold onto money from collection temporarily.

Christina said that they are having their first committee meeting Sunday – the turnover meeting, transfer the accounts and give everyone their new jobs. They buy lock boxes for publicity people. Treasurer will not have keys just chair and co-chair. They plan their first fundraiser for sometime in March or May. Someone asked: Please don’t have it on Convention weekend.

Christine asked: Can we have our grant? We responded with: how much would you like? As economy has gone up, and since working with bunch of teens, want to raise it by \$1,000 to \$3,000, if not \$2,500 as deposit has grown larger than \$2K.

NoCAC has been breaking the records on teens coming out.

Motion was made and passed to fund \$2,500 when conditions are met (see motions section for details)

### **Alateen Liaison reports**

**North: Hume** introduced himself and said he is excited and grateful to be here.

**Central:** Maurice T. or Ivan (alt) not present.

**South:** Jessica introduced herself.

**Alateen Coordinator** – Bonnie M

- Save the date for the 2013 Sponsor R&R, September 20 – 22, 2013! We have Dolores T. from New Mexico as our out of area speaker. More information and registration packets will be coming.
- Sponsors R & R 2012 ended with excess funds that let us return \$228.96 to NCWSA and to purchase CAL: books for display and pamphlets to share
- I attended NoCAC and was so impressed with the wonderful job done by the committee. It was a terrific convention with many first time attendees made to feel welcome. There were a few issues but each was handled smoothly and fairly by the committee
- We are starting the process of reviewing and updating the guidelines for NoCAC and Alateen Liaisons.
- At NoCAC there were new Alateen Liaisons and alternates elected for each section: North, Central and South.
- Please remember that the *Alateen Express* is a newsletter by Northern California Alateens for Northern California Alateens and remind the Alateens in your meetings to send their sharings, poems and artwork to Lisa B at: PO Box 67294, Scotts Valley, CA 95067 or at lisabd23@hotmail.com

**Archive Coordinator Report** – Chris M & Diana, alternate

- Archives binders still available for your districts contact the alternate Archives coordinator, Diana C: dcotta@dimare-ca.com
- Took Convention Display to Serenity in Yosemite
- Have some skits now
- Take question out of history book at your meeting (Journey to Recovery, a history of NCWSA's first 50 years).
- Have some long timer questionnaires
- Gathering history – not getting that much response
- Archive Starter Kit with General information and tips is available online. Groups and Districts can create and maintain their own Archives.
- AFG headquarters has a history book that makes a great literature and discussion book: "Many Voices – One Journey!"
- Planning a second edition of "Journey to Recovery – A Sixty Year History." (prior edition Fifty Year)
-



## **Bylaws & Insurance – Joyce D.**

The important thing to know about the Bylaws part is that it's my job to notify all of you when something new is posted that needs to be added to your binder, whether electronic or hard copy. The Bylaws include two appendixes. "A" is for all the forms and "B" is for all the guidelines.

### **In Appendix A we have all the forms that we use in doing business:**

Just yesterday we posted a new Reimbursement Form, A4. If you use the pdf version it will do the math for you including figuring your mileage. We owe many thanks to Claude our treasurer and Errol, our web servant for getting this done!

We're about to add a new one:

12 Stepper Subscription Form – with a link to it on the Newsletter page

So here's what we've changed or added to Appendix B, Guidelines since October:

Added a column on the Guideline page that shows which ones we're working on. These include:

- Treasurer – last updated in 1997
- 12 Step Editor – last updated in 1999
- Teen Safety – last updated in 2007
- Assembly – last updated in 1999
- Convention – last updated in 1998
- NoCAC – last updated in 1998

We have task forces working on these, some are reporting today. It's not a quick, easy job so watch for notices on the yahoo group that they are done. They are usually completed in the third year of the panel so they're ready for the incoming panel. The NCWSC Chair has to approve any changes and send it to the BL&I Coordinator. So no changes are considered "approved" until we post them so all members have a copy of them.

Only one has been revised & approved so far this panel:

B31 – AAPP (big job done valiantly by Charli with thanks)

One new one is being written:

Using the Yahoo.group

The list of those needing revision is getting shorter:

Alternate Delegate	- last revised 2008
Diversity Coordinator	- last revised 2005
PI/CPC Coordinator	- last revised 1995
Budget Committee	- last revised 2005
Alateen Liaison	- last revised 1990 (it's older than the person currently holding the position) Had Alateen Liaisons come up and handed to them!
LRPC -	- last revised 1992

DRs, I strongly suggest you look at these and consider writing guidelines for your district. It can help members who may be willing to volunteer for the position and helps create continuity, not to mention helps us clarify what the duties and responsibilities are for the position. I have put a copy of the format I am currently using to standardize our guidelines in your bins and will be glad to send an electronic copy.

On the insurance side, we renewed our General Liability Policy this past week. For any one who hasn't already heard, if the venue where any group meets asks for evidence of liability we can get you a certificate without charge. Complete the application form A26a or for a special event, A26b. Just remind the groups that their donation to NCWSA is what pays the premium.

#### **NCWSA Convention Chair** – Amparo

- I want to thank all of you once again for the support and encouragement you have given me as Convention Chair.
- It's been great having wonderful dedicated Convention Committee members do their best towards a successful Convention. As 2013 Convention Chair, I'm requesting all of you to Pre-Register today and buy your Dinner tickets as the deadline is February 21, 2013. The dinner will give you front row seat to the main speaker at the Saturday event. Book your rooms with the hotel and help us meet our requirements. Encourage other group members to do same. Tell them about the \$10 tote bags and let them know how they can get \$5 T-shirts from past Conventions.
- We still need volunteers for a Recording Secretary, Entertainment, and Alateen Liaison or volunteers as Alternates for any service.
- Remember, you can be an instrumental person to help someone be aware of a different way of living.

#### **NCWSA Convention Survey Summary.** – Sandi C.

See report published in 12 Stepper for full details.

- People seemed confused between Convention and Assembly.

- Kim R had a question – do we every consider calling it anything else? Jamboree? Celebration?
- Oregon gets great turnout for their convention, but groups are invested in it, do fundraising.
- Conference and Convention – very confusing which is which.
- Average time in AI-Anon for convention goes over 10 years. It shouldn't take 10 years to figure out what convention is.
- Awhile ago the way convention was run was to ask each surrounding district to put on parts of convention. District 1 gets 8 to 10 on Sat morning, etc.
- Sandi remembered our first convention – each district took a part of the work, before they had a committee, which possibly Involved the districts more.

### **Diversity Coordinator Report** – Chris AC and Veronica, alternate

Excerpted. See 12 Stepper for full report

The use of translation equipment: They secured 2 translators for one-day Assembly in May 2013 and are working with temporary employment service to get translators for Convention.

As we move into the new year, 2013, we have decided to make "Access" our theme this year. This will help us to focus our mission as Diversity for the Area. Some questions you may ask yourselves are as such:

“How is AI-Anon accessible to everyone in your district? Where can the Newcomer Find Us?” And of course, “How can we make AI-Anon accessible to our local communities and persons of differing backgrounds, socio-economic status, sexual orientations and cultures?”

### **SUMMARY**

Here's a summary of the activities that have been taking place in the area:

- **Talking it up: Carrying the Message:**
  - On speaking engagements talking about progress with developing a closer relationship with the Spanish Speaking community and getting more young adults involved in AI-Anon.).
- **Growing Young Adult Participation**
  - I also understand that there is now a Young Adult Group in Santa Cruz and I was also approached by Michelle in Santa Rosa who wants to meet with our San Jose group and get a young Adult group started there as well.
- **Increasing Participation from Spanish Speaking Population at the Area Level.**
  - In my home District (21) most of our meetings are in Spanish and for the first time we have Spanish Speaking Group Reps coming to our District meetings. They are very enthusiastic and share a lot with us about their groups. It's been really great having them. And I'd like to introduce to you my alternate DR, Laura. (If she is here)

- District 21 will be having a speaker Meeting on April 27<sup>th</sup> that will be a bilingual speaker meeting. We are in the process of getting a main speaker who is bilingual and will include participation from both English and Spanish meetings. Please see the save the date flyers.
- **Outreach**
  - Outreach Flyer for AI-Anon Members in NCWSA to take the language skills survey. See Flyer. Veronica has been working with the Errol on the website so that we can get an idea of who can speak and interpret different languages. Please go to the website and complete the survey. Thank you.
- **Translation**
  - Veronica and I have been working on getting translators set for our events.
  - You can help! We are looking for AI-Anon members who are professional translators and are not current GR's. I say this because it's hard to do Simultaneous Translation and be a GR at the same time at Assembly events.
- **Public Info**
- **Institutions**
  - For the past year, AI-Anon has made its debut at SF County and San Bruno Jails. For the first time inmates are connecting to their feelings on what it was like living in an alcoholic home and applying the AI-Anon tools while in jail.
- **Other Language Access**
  - San Francisco district has received interest in having AI-Anon help available to Chinese speakers
  - Chris looking for info in Vietnamese for the member who has now been attending our Saturday Serenity Seekers group in San Jose.
- **Technology**
  - The use of QR Codes. To recap from Last Committee meeting and Assembly. QR codes are Bar Codes that can be scanned using your smart phone. The code can be easily generated and saved as a Jpeg file for cut and paste on AI-Anon event flyers. We'd like to include a workshop on QR Codes at the One Day Assembly as well.

It seems that progress is slow but we are working well together. We would REALLY LIKE TO come out to your Districts and talk about Diversity. We need your creativity, energy and experience in order to open our doors to members of every race and culture so that we can carry this message of Love to so many who are still suffering. Please invite us. Get us on your calendars. We'd love to hear from you.

### **Facilities Coordinator – DeDe**

Here in Marin \$550 for meeting space, which is less than we paid in Tracy.

Cut off dates for reservations – please make them before the cut-off date. Really inappropriate to haggle the hotel staff.

One-day Assembly will be held Saturday, May 4, 2013 Sat May 4 in Elk Grove – This was the first place we ever heard a one-day assembly place. We are in chairs with backs, but no tables. Ok to bring a camp chair or something more comfortable for yourself.

One day assembly and committee will get updated. \$1200 for one-day Assembly and Committee.

The flyer for 3-day assembly will be out at 1 day Assembly. Cost is about \$2300

Hotel information for committee meeting will go onto listserv for committee only. Hilton Garden Inn looks to be the place in Elk Grove.

In contract for the now August meeting. It was Gilroy, Morgan Hill that had offered to host. Will work with them. (this changes some time after meeting-everything booked in Gilroy area)

Preregistration for the 3 day Assembly will include lunch \$25 registration.

Guidelines : I need to put this on the front burner of all my hot topics. The Chairperson has created and sent me a charge and selected a diverse group of members to go through the process of reviewing and editing our current guidelines for NCWSA and NCWSC events. The last revision was completed in 1997.

## **BIDS**

District 11 raised hands to volunteer to host committee meeting and DeDe googled and found this place in Marin, and here we are.

We accepted and voted District 22 host the Committee meeting for August 2013– Gilroy or Morgan Hill. (after meeting it was found there are no hotels available)

Which bids do you still need? 2013 is done. August committee and Oct done.

2014 Feb, 1 day Assembly with Committee, Summer Committee, 1 bid in for 3 day election assembly October. Will post this on list serv. 2013 Crowne Plaza Oct 25-27, lunch included (both days?)

Debbie D5 – Sonoma and Napa county – had the one day in Santa Rosa. Happy to host, or fine if others place bids, feelings won't be hurt.

**Group Records Coordinator** - Carol G. (not present)

See 12 Stepper for report.

**Institutions Coordinator** – David

See full report in 12 Stepper

- There may be an institutions version of Al-Anon faces Alcoholism
- Thank you for donations to pink can fund.
- The first meeting at Folsom's Woman's Facility starts today.
- December issue of Forum has an article written from an Alateen in a Juvenile detention facility. See page 16.

- SCWSA Institutions Coordinator Margaret S. attended her first two institutions meetings held inside a state prison at the Solano State Prison last October.

**Literature Coordinator Report** – Diana S

Excerpted – see 12 Stepper for full report

- \* **The new Legacies Workbook will be published before the International Convention in Vancouver.** Stay tuned for more info!
- \* **We continue to run Writing Workshops to help get the new book, “Intimacy and the Alcoholic Relationship,” published.**

Next workshop is:

Saturday, April 27 District 16 Info later.

If your district or group of districts wants to sponsor a workshop, or use the materials to run your own, just contact me, [literature@ncwsa.org](mailto:literature@ncwsa.org), or call the number above. I have shared the outline, handouts, and related materials with at least three people who planned to do their own workshops, esp. in farther away districts.

There are Intimacy Share Sheets with more info and directions on how to send in your share on the WSO site,

<http://al-anon.org/members/pdf/intimacysharing.pdf>

You can also write a share online at the WSO link,

<http://al-anon.org/members/intimacyss.php>

- \* We have **published 12 LIT HITS**, quotes from our CAL, on the NCWSA listserve. **All these quotes and the current one are now on the NEW literature page for NCWSA** and enjoying the hunt!
- \* **The NEW LITERATURE PAGE FOR NCWSA**, as described above. Check it out! It has all the planned and past writing workshops as well as the current LIT HIT and all the past ones. **The link is [www.ncwsa.org/literature](http://www.ncwsa.org/literature).**
- How Al-Anon Works in soft cover is also still being sold.** Stock up your meetings to give it free to newcomers if you can afford it!
- \* **Keep ordering Many Voices and find ways to use it in meetings in your district.** Let me know if you use it in a fun way!
- \* **WSO has said they will publish Having Had a Spiritual Awakening, now out of print, *ONLINE* in 2013!** You will know details as soon as I know them.

- \* Remember, **three articles from each month's magazine are published online. The Forum has made a commitment to go to an online format** in the future. We await the date of when this happens.
- \* **Get your members ready for the transition by suggesting they read an article online and share about it at meetings.**

Does the Literature Coordinator order service manuals for new members? Yes. Diana will order them.

Doesn't literature coordinator order new ones – yes, but not yet. Not ready yet.

Louise thanks Diana for ordering literature for prisons.

### **PI/CPC Coordinator Report – by Alt Coordinator Bruce D.**

Cindy D steps into PI/CPC – and Bruce D steps into alt PI/CPC.

Main thrust is getting message out to those who need.

Mobilize the membership, get people to step out and step beyond, simple and easy tools to implement to help people participate in 12 step service.

Unify people in outreach community. Rotation of leadership. Term ends and programs fall off edge of cliff, so need to build continuity. There are baseline outreach tools that work with very low maintenance. Will be sending survey out, please designate someone at each district as PI/CPC contact.

Sue, not attending, had stepped down as Coordinator, and Cindy, the alternate was not attending. Cindy was willing to move into the Coordinator position, and Bruce D. was willing to be Alternate.

### **12 Stepper – Tom K**

12 Stepper is the place for DRs to put reports. District reports showing up in Dec issue. Not all put in last year because didn't receive them. If want to get in for April will be in for April issue. Thank Alternate, Laurie, who has been very helpful – definitely a team effort.

1<sup>st</sup> newsletter created – Family Forum.

Not flyers just calendar for events outside of Al-Anon. in Al-Anon: R&R, Convention, H&I, NoCAC.

No flyers for Serenity in Yosemite.

- Started revising the 12 Stepper guideline B15 which was last updated in 1999
- Revised the 12 Stepper Subscription Form posted at [www.ncwsa.org](http://www.ncwsa.org)
- Published December 2013 issue for web posting (none sent in mail)

WSO Area Newsletter Editors Feb. 6, 2013 Notice on e-Community announced:

- G-21 Guideline for Editors and WSO Style Sheet are being revised this year
- CAL reprint information is reiterated from Service Manual pages 102-3
- WSO is seeking sharings for the new book Intimacy in Alcoholic Relationships and for the annual AI-Anon Faces Alcoholism
- They asked for copies of or a link to the 12 Stepper and I sent the link to The 12 Stepper the last 13 years posted at [www.ncwsa.org/newsletters/](http://www.ncwsa.org/newsletters/)
- WSO encourages me to get in touch with all district or intergroup newsletter editors.
- 

April 2013 issue: Send reports and announcements to me by Feb. 18, 2013. April issue includes the Annual Financial Report, 1-Day Assembly Agenda and May through August announcements.

I encourage NCWSC to maximize use of NCWSA web page for quicker publication.

**Website Coordinator** - Errol S., given by Chris D., alt Website Coordinator

Our website is adding functionality to make it easier and faster to find information and interact with members and newcomers. For example, we've recently added three surveys: "Bridging the Gap", to help us better reach out to Alateens as they transition to AI-Anon, a Convention Survey to find out how to do them better, and a Language Survey to find volunteers to help with various translation tasks as we try to improve our accommodation of our diverse Northern California membership.

Our Literature page has recently been updated at the request of our Literature Coordinator to help spread the word about the Writing Workshops, give up-to-date schedules and feature the monthly "Lit Hit".

We are just about to release a "News" section to the front page that will rotate announcements and other happenings such as new and recently closed meetings, new events, and other items of interest. We are looking for volunteers to be our "News Desk" coordinator or editor, so if you're interested, drop us a line.

We've had various groups throughout the nation wanting to implement the same functionality as our site. If you'd like to convert your district's site, let us know. The District 6-10 AIS has recently converted their site to Wordpress using the NCWSA's server, which helps AI-Anon overall to save money. The Santa Clara Valley Intergroup just launched their new website and have many links to the NCWSA site. They've elected to depend upon the NCWSA meeting and event lists as their on-line resource. Speaking of which, you may have noticed we have room to improve the accuracy and timeliness of meeting info. This will be our number one priority for the coming year.

Another priority will be to work with the Coordinators to help them implement pages that will best serve our membership. We are experimenting with ways that could allow the coordinators to easily enter and change their own content, similar to a blog. If you have any suggestions on how to make it



easy for you to interact with the site, we're all ears.

Some of you may have seen the flyers being produced by a Speaker's Meeting in the San Francisco area. They feature a "QR" code that is like a square bar code. Scan it with your smart device and you can do things like download the latest flyer or go directly to their web page with more info. Handy when your group's binder has run out of paper copies. If you'd like to do something similar, Contact us for more info.

Traffic on the site continues to increase, but I'm not going to bore you with the details. Suffice it to say that we are one of the busiest service group sites in Northern California. A hardy thanks to all our website team, GRs, DRs, Coordinators and all that have helped make us more effective spreading the word about Al-anon.

**Question on finding your group number – you can find it on the 12 Stepper if your group gets a 12 Stepper**

## **Officer and Delegate Reports:**

### **NCWSA Chair Report** –Yvonne de G

Wow it has already been one year. It has been a full and extremely rewarding year beyond my wildest dreams. I want to thank everyone for their willingness to be of Service on the road of recovery for their patience as well as their love. We all were new this past year in our positions and here we are 1/3 of the way.

I am happy to have facilitated my first 3-day assembly.

Completed my yearly interview with the executive committee at the end of the year

For the holidays I decided to send everybody cards as there is nothing like some fun mail during the holidays.

In January I contacted all the Coordinators and their Alternates just to check in how they are doing and if anything is needed. Most of you had great responses and it was great checking in one on one .I have been busy with revising the guidelines, currently under construction are: NCWSA Assembly Guidelines-NCWSA Convention Guidelines-NCWSA Treasurers Guidelines –B17- 12 Stepper Coordinator Guidelines-

We also now have a tab signifying which guidelines are being revised so that one may keep in mind that there might be more info needed than just navigating by the (mostly outdated) Guideline. And we are starting on the NoCAC Guidelines. I am hopeful to turn this panel over with all guidelines current.

I am working with Claude on trying to gather the Finances of the 2012 NoCAC for tax purposes.

I had the privilege of being invited to a lot of your district events for speaking or conducting a workshop, among others I went to Fresno where Al-Anon participated with NCCAA; what a great event that turned out to be.

I have met with the alternate Delegate to start working on putting together a TEAM event for 2014

Facilities is always busy but thanks to the Facility coordinator it is pretty smooth for me, good thing I like road trips.

I am working on the agenda for the one-day assembly. The Area Structure Issue – created some challenges at 3-day Assembly. Vicki H. is going to come be a part of this since she is a Trustee at large and part of that project at WSO.

As Area Chair I will be going to SWRDM in March which this year is in Albuquerque New Mexico. Southwest Regional Delegates Meeting. It is for Area Chairs who at Area level have voice and no vote, and at SWRDM they have no voice, no vote.

### **Secretary Report** – Patti R.

- Challenging first year as Secretary, overscheduled.
- Hopes to be caught up with minutes by the early May meetings.
- Met with the Executive Committee in October at Assembly - felt very supported and heard.
- Yahoo group access problems: we believe it is based on the yahoo id password not being known - this password can be recovered, and we hope that will help anyone with this difficulty. Show of hands who cannot get onto the yahoo group to read files, etc. (3-4 hands)
- Please send me electronic versions of your reports (not expected from DRs for Committee).
- Please leave your nametags in the bins when you go.
- Secretary's copy of the Roster is next to the bins – please mark any changes and if you are new and I didn't get to make you a nametag, please mark if you want a typed nametag (versus one of your own design).
- Is there anyone who can volunteer to mail out bin information to those who couldn't make it to the meeting? We will reimburse you for postage, and I have envelopes here. Sandi C. volunteered. Thank you, Sandi!

### **Treasurers Financial Report** – Claude D

Balance Sheet as of 12/31/2012 and the Profit & Loss Budget vs Actual for the calendar year ended 12/31/12 are submitted herein. There is a large surplus at the end of this year. Donations income and Events income exceeded expectations and on the expense side all categories except "COMMITTEES" were below budgeted amounts. For Tax purposes, NOCAC accounting needs to be added.

Claude has a volunteer to send out thank you notices this year, didn't have one last year.

Regarding **donations** please remind your groups that the correct address is:

**NCWSA TREASURER  
P.O. BOX 728  
VACAVILLE, CA 95696-0728**

The old PO box in Sacramento is no longer going to forward mail. Please verify that all your websites, newsletters, meeting lists have the correct address.

In December 2012 \$2,900 was added to our Money Market account to bring the Prudent Reserve to the required balance per the guidelines. The Prudent Reserve is the average 6 months of all expenses except Events for the three preceding years.

The Sales & Use Tax Return for 2012 was e-filed on 01/28/13. We paid \$1,746 of which \$1,146 was for use tax on the Pink Can institution literature. The balance was for sales & use tax on sales of merchandise by the convention Ways & Means and NOCAC as well as use tax on equipment purchased on the internet and literature purchased from AFG, Inc.

**IMPORTANT:** for 2013 the Internal Revenue Service has changed the mileage rate to: **0.565/mile**. Please note that this is the rate that should show on form A-4 Expense Reimbursement Report.

At the beginning of last year, form A4 was revised to include a line for your email address. I have received many reports that do not have this line. If when you go to NCWSA website to download form A4 you do not see the email address please notify the website coordinator.

Regarding the expense reports, please remember to submit your expenses within 60 days of occurring as required by the NCWSC guidelines.

#### **Area Process Person Report** – Charli D.

AMIAS are Al-Anon Members Involved in Alateen Service. They may serve as group sponsors, event sponsors, transportation providers, district or area process persons, substitute group sponsors, or other service to Alateen. **Three hundred forty-eight** Al-Anon members are currently certified as **AMIAS** in our Northern California Area. Seven more have completed applications in process. Eighteen more have partially completed application paperwork. Two hundred three members have been certified in the past and could potentially reactivate. Nineteen former applicants or AMIAS either were ineligible or had old applications that were never completed, so they are no longer of interest and are not in the DOJ database. Another 27 are no longer active because of illness, death, moved away, etc. but cannot be taken out of the DOJ database because we have no birthdates recorded for them.

There are **sixty-one** active Alateen **Groups** in the Area and one more reactivating. (In an email after the meeting, Charli corrected to **eighty-five**)

**The high number of incomplete applications has motivated me to continue to clarify the forms and instructions.** The process is complex, and there have been changes. The most common glitch to the process is the applicant not paying for an FBI report when they go to get scanned. Without both an FBI and DOJ report, I cannot forward the application for certification. Only a few of the forms are available in Spanish. Two more that will help guide applicants through the process are being translated now—the letter to the applicant and the instructions about the fingerprint process. There is an idea to have a **Spanish speaking DAPP** to serve either each Hispanic intergroup or all of them collectively. While that may take some time to get organized, and there may be unforeseen difficulties, the overall clarity for those Spanish speaking members who wish to serve Alateen will greatly increase the safety of our Alateen members interested in Spanish speaking Alateen Groups, as well as communicating better with Spanish speaking parents of teens attending English language Alateen.

**In their folders, each DR will find a note** about the annual AMIAS recertification process and **forms to use if they are appointing a new District Alateen Process Person (DAPP).** If there is a current DAPP, they may continue. Some districts have had personnel changes, and this is not the highest priority for some DRs, so this is a reminder. I hope that each district will have a DAPP designated before the process starts next month.

I would also urge all DRs, Alternate DRs and other trusted servants in the Area to go through the process to **become certified AMIAS.** Your local DAPP can walk you through the process!

One person wanted to know how to reactivate their certification. People would prefer they do that offline not in meeting time.

Question on illegal immigrants – the background check must show immigration stuff completely clean.

Janie spoke to problems registering – Charli emphasized you go with the district Alateen process Person (DAPP). So this is sometimes an issue with Spanish speaking.

Maybe we need an Intergroup Alateen Process Person? Or one at each. Sense that people think this is a good idea.

### **Delegate's report** - Patrick B.

Conference communication kit arrived 12 documents. April 14-18, 2013 World Service Conference, each gets 1 minute at mike, share success and challenge.

Topics that will be discussed include:

- Proposed changes to Policy section of the Service Manual.
- Updates from some of the Areas on Trial period for structure changes. Southern California will be reporting.

- Updates on Electronic Literature.

SWRDM (South West Regional Delegates Meeting) is coming up. SWRDM is open for any Al-Anon member to attend. We send Delegate, Chairperson and Alternate Delegate. This is preparation for WSC meeting.

If your group wants to send love gifts – address included in report.

Planning underway for Al-Anon's International Convention to be held in Vancouver, British Columbia, July 5-7, 2013. Info on al-anon.org website, in the Members' area.

The 2018 International Convention will be held in Baltimore, Maryland.

Patrick has been willing to ask for help – he's been grateful that Johanna has taken lead on TEAM event – maybe 2014 – give Johanna something to do since she was praying for his health.

### **Alternate Delegate's Report** – Johanna MM

In addition to praying for our Delegate's health, I have served on several thought forces and task forces. The Budget and Audit Committee should have a report for the May committee meeting. I am working on getting us ready for TEAM in 2014: Together Empowering Al-Anon Members, an opportunity for fellowship and growth in service with members of the World Service Office.

At the International one of the traditions is a parade of the Areas – we need to give some thought to what we want to do. Golden Gate bridge was what we did in Pittsburgh –maybe that's good enough to repeat

## **Intergroup Reports**

### **Northern California Hispanic Intergroup** - Janie

Janie forgot we had a meeting. They are on Grand Ave in San Francisco. They divided into another group, many of service people left – she's learning a lot. Only thing to report: no flyer yet, but having 25<sup>th</sup> Anniversary for time in service at that place in Santa Rosa and will be posted on website later.

### **East Bay – Spanish Intergroup** – not present

### **Santa Clara Valley Intergroup** – not present

### **District 6-10 Intergroup** – Lisa, new alt chairperson

AIS office in Sacramento M-F; W & Th literature orders are processed.  
M 2/18<sup>th</sup> office is closed, Presidents Day.

Please consider making a donation to offset costs if you use literature distribution center.

They will be doing a benefit

They held elections in Nov, filled 4 out of 5. New Share and Care editor, Don C., Denise E., ( ), Lynette E., Alateen Coordinator

Feb 22-24 Spring Fling – AA with Al-Anon participation (Denise E and Carol G.)

D10 Fundraiser – ice cream social June 8

## **New Business**

### **Team (Together empowering Al-Anon members)-2014** Johanna MM

This is an opportunity of fellowship and service with member from WSO office. Southern California Al-Anon is having a Team event in January 2014. When should we have a TEAM event?

**Discussion of when and how long:** Maybe February or March? 1 day or 2 day thing? Maybe reach out to other areas and welcome people to our TEAM event. Why would we have a conflict with So Cal? Can only send out so many people. How about combining with So Cal. They have applied already, but it may be too late to combine with them. It is suggested we give 3 dates to WSO. What do people want? What kind of place? Depends on what we do – 1 2 or 3 day. Need to decide what we want. Will they do just a Sunday? We could possibly hold it the same weekend in Feb 2014 as Committee meeting. If people paying on their own, may want to have it be one day. Definitely in relative center of Area.

**Prior:** 150-200 were there for the last TEAM event we had in Livermore.

**Location:** Marin county would be glad to have us. Someone suggested Pleasanton Fairgrounds. From facilities standpoint not so much a problem – theater style seating. One day event seems to get most interest.

Johanna will pursue options.

### **Explore Childcare as part of Assembly event.**

People spoke on this – we don't need to make it free, could charge for childcare, but may want to offer it – some said hosting district would need to do this part, just like hospitality.

Question: does it create an additional liability. Yes it would be covered.

Chris A-C- yes for the diversity, get this service going.

In some cases licensed childcare is provided at speaker events at district levels.

People spoke for this. Room cost. Kim H. will come back in May to committee and have more KBDM questions.

To go on to another topic: DeDe, Patrick our delegate has continued to store, travel and set up our AV Equipment. Delegate already has job, not setting up our **AV Equipment**. Shouldn't be taking time away from his work with members. Does DeDe have alternate? She is quite limited physically and has not been responsive to phone calls, emails. Maybe John give it some thought as Long Range Planning person – as to how to solve this. Anyone with space willing to store equipment.

**Reminders:**

Alateen Surveys – please give to Chris M. (also Long timer Survey)

Tom- Convention hat – Tom is collecting registrations. Committee planning meeting tomorrow.

Chris A.C. announced Amparo is going to be District 21 speaker (on 24<sup>th</sup>)

David – pink cans to fund Institutions literature in back of room on table, grab one as you go.

District 16 Family Fundraiser – in bins.

Respectfully Submitted,

Patti R.  
Secretary  
4-17-13

Approved May 5, 2013.