

Minutes NCWSC May 18, 2014

Crown Plaza, Concord, CA

Minutes APPROVED Aug 23, 2014 with one minor word correction. Moved by Bonnie, second by Gina. None opposed.

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:

The meeting began at 8:00 am with Serenity Prayer. Chris M read the Traditions; Maria read the concepts and General Warranties.

Committee Roll Call was taken.

Minutes for the February 8, 2014 Committee Meeting were approved, with one revision to Alateen Coordinator's report.

AMIAS volunteers – it was noted that we need them for our own Committee meetings and we don't always take care of that.

Meeting adjourned at 4:36 pm. Closed with the Al-Anon Declaration.

Elections

Nick DeP. stands for Alternate Diversity Coordinator. He stated that he was born and raised in Bolivia. He is unanimously affirmed.

Motions and Consensus

1405.01

Text: To Approve minutes of Feb 8, 2014 Committee Meeting, as revised.

Motion by: John, second by Anna P., 0 opposed, 3 abstaining.

1405.02

Text: Recommend that next panel set aside \$1500 each of the first two years into the savings account to prepare for a budgeted item of \$4500-\$5000 in 2017 for electronic voting.

**1st Patti R.; 2nd Gina R.. 34 members voting
14 for, 18 against, 2. Motion Failed.**

1405.03

Text: Motion: To approve budget for 2015 as amended to be sent to the Assembly for final approval.

1st Debbie O.; 2nd Patti R.

0 opposed, 2 abstentions. Passes.

1405.04

Text: The treasurer guideline will include the following statement "This position requires a financial background and experience." To be inserted at 1st page of guideline.

1st Carla G.; 2nd John S., didn't come to a vote.

1405.05

After discussion - Motion to table 1405.04

1st: Charli D., 2nd Patti R., 4 against, 4 abstentions.

1405.06

Text: Purchase less expensive projector for roadshow, and keep \$500 ones for Assembly.

Passed by Consensus.

Announcements

Institutions: There is a new deposit form and label for pink can fund.

Sponsors R & R, September 19 – 21, 2014.

Three Day Assembly Oct 10-12, 2014 Sacramento

NoCAC Last Chance Dance will be held Oct 18 in San Jose or Palo Alto

Task Force and Thought Force Reports

NoCAC Guidelines- Bonnie

NoCAC guidelines. Worked on this, will have active members review, and will discuss at next NoCAC business meeting. Missed important principle of Alateen Safety Guidelines. Area Alateen Coordinator is considered a member of the NoCAC Committee. NoCAC has no say in who this person is. Want to incorporate something that lets NoCAC come forward if they don't feel safe with person they received.

There is a requirement that Alateen's have a say in who is in their NoCAC meeting. Yvonne says 1998 is date of current guideline. Need working guideline so they have something to go on. Bonnie says can have by August if not before.

DR Meeting Report – Rosanna H. & Chris A.C.

Our DR meeting started approximately 7:40 pm, with a moment of silence followed by the Serenity Prayer. There were about 6 DR's present and the meeting was initially facilitated by Chris A.C. (D 21). We reviewed topics from the April DR meeting. The rest of the DR's came in at about 8:15 and Rosanna continued to facilitate the meeting.

1. District vs AIS and greater connection to our Service Structure.

A DR shared about thought force that is meeting to discuss possible changes such that a local AIS can support the Districts as opposed to the Districts supporting the AIS, as this may be how it is being run today. This change will integrate a greater connection and linkage to the NCWSA and the World Service Office. Another DR reported on how dominance in their service structure is having an effect on how the groups are being run, the district is taking positive measures to alleviate this problem.

When the rest of the DR's arrived, Rosanna (D16) proceeded to continue the meeting by reviewing unresolved/discussed topics from our last DR meeting in April. These included the following topics: *How do we make Service Positions attractive? A GR who is critical of the DR; Assigned Seating at Assemblies; Voting Assembly in Sacramento and changing words in the steps to gender neutral in meetings.*

2. How do we make Service Positions Attractive?

- Share our ESH with enthusiasm and genuine love for the program and how service enhances and grows our recovery.
- One district has the persons who are doing service at the District level give a plug for their service position at the Speaker meeting where more people are present than may be at a regular AI-Anon meeting.
- Introduce folks to the concept of service by asking them to do small tasks such as setting up chairs or asking them to assist in some small way.
- Talk about it in regards to the 12th step and carrying the message.
- Talk with the people we sponsor, and set the example.
- We all talked about the idea of making it more personal by inviting someone to participate as a GR or other service position. "you would be really good at this..." for example.

One DR commented that the presentations given at this Assembly regarding the coming service positions that are available was done very well. Another DR mentioned the upcoming TEAM event and inviting folks to attend. The TEAM event is not just about service but really set about as a "family gathering" and lots of different topics will be discussed.

3. Issues with GR. (Conflict Resolution)

A DR shared about how she is getting criticism from a GR who is concerned about the DR getting her agenda out by a specific time frame. Members were very encouraging and offered ESH in dealing with this issue. It was also mentioned that this kind of conflict resolution will be a topic at the TEAM gathering in September.

4. **Assigned Seating:** A GR requested that a process of assigned seating take place at our Area Assemblies. This person felt that the issue of looking around for seating causes ill will among the members. This person suggested that the DR's encourage all the GR's to pre-register and a table will be "reserved" for the district.

Who will be responsible for this? Host District?

Do the pre-registration, and make a call as to how many people will be coming.

Others felt that this is not needed, okay with how it is now.

In the end we felt that we should continue discussing this topic in our DR meetings, and bring it up at the Area level.

5. **Voting Assembly-**A DR from the Sacramento area brought this up and encouraged all to send folks to help the host committee. This is one way to get people fired up for service. They can see the process in action and may get inspired that way.

6. **Changing the Words in the Steps to Gender Neutral at meetings.** An Alternate DR noted that she is getting phone calls that certain groups are changing the wording of the steps to gender neutral.

1. This was occurring at a local focus group. The group did not have a group rep. The group began reading the steps as they are written after they got a GR.
2. Another group will ask to read it as it is written. One member respects the group's conscience by passing on the steps to another person.
3. Other DR's talked about keeping this dialogue open and listening to the minority opinion.
4. Recognize the power of language and how it affects all of us.
5. This really speaks to issue of diversity.
6. Part of this dialogue may include sharing our history and background regarding the origin of the steps.
7. Keep open to the process. We are appreciative of the current thought force on this topic.
8. Continue to respect the KBDM process at the area and WSO level.
9. One person said, "Change is slow in AI-Anon. And some things may not change. "
10. A good example of change is how the Service Manual changed the language from "dual member" to an "AI-Anon member who is also a member of AA."
11. This is also a discussion topic coming up at our TEAM event.

Committee Reports

Executive Committee Report - Chris D, chair (EC: Susie D, Agota P., Tom K, Sheri W)

The EC interviewed financial assistants for NoCAC and Area events, completed the remaining 2013 Area Officer Review interview, participated in three complaint / conflict resolution processes, and continued to research and discuss the need for a paid Area bookkeeper to support our volunteer Treasurers.

Meetings past and present (FA = Financial Assistant):

- 2/8/2014 Annual officer review (2013): AAPP
- 2/19/2014 FA interview: NoCAC Co-Sponsor
- 2/23/2014 FA interview: NoCAC Sponsor
- 3/2/2014 FA interview: NoCAC Treasurer and Co-Chair
- 3/12/2014 EC E-mail Meeting: approved the Budget Committee's recommendation to move \$3,800 into Money Market Funds to increase the Prudent Reserve, according to the guidelines
- 3/23/2014 FA interview: SF Diversity Day Treasurer
- 3/30/2014 FA interview: May Assembly Treasurer and Registration
- 4/7/2014 Regular EC Meeting
- 4/24/2014 FA interview: TEAM Pre-Registration
- Various Meetings related to complaint / conflict resolution processes

EC Chair Activities:

- Received and reviewed copies of financial assistant deposit reports
- Received, reviewed 2013 Financial Statements, 2014 Profit & Loss Budget vs Actual

Plans:

- Continue conducting Financial Assistant interviews
- Based on NCWSC direction, continue to support plan for supporting the Area Treasurer with a bookkeeper

Discussion of bookkeeper ensued:

Should a bookkeeper position be a paid position or volunteer? Is the treasurer required to have accounting knowledge or not?

The Budget committee has recommended asking for a member to provide this for free.

Johanna – in years past, the treasurer simply hired a bookkeeper. It wasn't budgeted for previously. To be a treasurer-we haven't codified that a person needs to have expertise. The bookkeeper would go through the financial assistant process of being approved by EC. We ask many people to do their expertise for free.

Claude – if we can afford it, we should hire a professional bookkeeper, no matter whether the Treasurer has professional experience. Just now the treasurer's budget doesn't cover this. This adds overhead cost to our budget. We could add another financial assistant and that could be fine.

Charli – when she was on executive committee – Treasurer didn't know how to balance the checkbook. The EC got help for her, hired a bookkeeper. Another time they had treasurer who did have accounting expertise.

Claude – bookkeeper if paid would be self-employed, outside contractor. NCWSA would have no payroll taxes.

John – “to Do or cause to do” is the phrase used in the guideline. A new Treasurer could do or not do. John has issue with setting up outside consultant. Suggests we leave at discretion of the officer.

Art – when he was elected Treasurer, someone said he “didn't balance checkbook.” The thing that was obvious – form 990 was just starting to be necessary to file. Art hired the CPA. \$1200 that year for CPA to file forms. Trying to figure out chart of accounts. Another friend – hired her 10 hours per quarter. It never dawned on Art as treasurer to ask the committee.

The issue is “should we put this in a budget?” Our pool is not people in Al-Anon who are familiar with bookkeeping.

Should we have continuity – 3 terms we kept a bookkeeper. The Treasurer from Oakland got rid of that bookkeeper. In the future, if a personality problem arises, then EC can review.

Chris M. – I think have in Treasurer guidelines that can find funds for this. Financial Assistant guideline doesn't cover bookkeeper, just deposits. Chris M. considering Treasurer position. Why have area spend money if Area doesn't need the help?

Kim H. – Treasurer is CFO on the Guidelines. “Cause to do many things” but doesn't say they use someone outside the fellowship as a special worker. (although traditions cover this).

Bonnie – even when our Treasurer is a professional person. They have a lot in a day job if their profession is important to them.

Yvonne remarks that Claude has done a great job, tax season or not.

In the Treasurer's Guideline, reading from form- Treasurer has permission to seek help of paid professionals.

John S. – we haven't finalized or codified financial knowledge of treasurer. If we have problems with this, they can be serious. Lack of experience can cost us in many ways.

Do we want to recommend to Assembly that there be a requirement of financial experience for the Treasurer?

Yvonne - anyone can do the service, we can hire a bookkeeper, but Treasurer needs to be able to know the answer at the Assembly.

Patrick: first – thoughts on budget, Let's document these items in the budget, even the TEAM stuff. Patrick was treasurer at the district, but thinks he could do the job at Area level. Wants us to consider that – if we require that a person has a financial background it doesn't necessarily mean they will do everything well.

We support people in doing their job.

Proactive things we can do – in supporting people who aren't fulfilling their obligations – put together modules for transition instead of just handing them a bin!

Johanna – we are talking about doing a resume form – have you read the Guidelines for the position for which you are standing? Many intelligent people who have been DRs could understand this – they don't have to be a professional.

Agota-Thought we might mention to the Assembly yesterday – have copies of the guidelines given out at the Assembly. Important that people understand the guidelines, particularly with regards to Treasurer.

David-I would suggest we reflect this in our budget. We can reflect as credit back if don't use the funds.

Have cost of bookkeeper reflected in Treasurer's budget, leave Treasurer service position without financial professional requirement. **This was agreed by Consensus.**

Patrick – had a member who stood for treasurer without a financial background. Then Joan put forward a member not in attendance with financial background (Claude) and member stood down.

Veronica – let's phrase it not as a requirement but suggestion.

Budget Committee Report - Johanna

The budget committee had reviewed the 2015 budget prepared/proposed by Johanna and Claude.

Prudent Reserve

The committee recommends to the EC that they direct the Treasurer to move \$3,800 to the Prudent Reserve Money Market Account.

Bookkeeper

The committee discussed the expense involved with hiring a bookkeeper to assist the Treasurer with future panels. Claude interviewed a couple of bookkeepers and learned the yearly fee would be between: \$3,500-\$4,000. This expense could be covered by a yearly appeal letter to the groups.

An Alternate option was suggested to announce at the upcoming May Assembly and October Assembly that there is a service opportunity for a volunteer Financial Assistant who is well versed in accounting and bookkeeping to work with the treasurer for the 2015-2018 panel.

Electronic voting machines

Assuming that the May Assembly approves the renting of Electronic Voting Machines for our October Elections Assembly, the committee concludes that sufficient funds exists to cover the estimated \$3,000 expense.

There were some minor adjustments made to the Budget.

Added two new accounts; 5330 for TEAM outside the NCWSA Area
7045 for the above discussed bookkeeper

AUDIT:

NCWSA: The committee concluded that the NCWSA 2013 books were in fine order. There were no discrepancies.

NoCAC: We commend the 2013 NoCAC committee for the marked improvement in keeping the financial records.

We recommend that they consolidate their three checking accounts (General, Registration and Savings) into one to avoid incurring overdrafts and fees.

Those more involved with NoCAC said "There is a purpose for the three NoCAC accounts -to keep income separate and keep track of stuff. In the past, the Alateens failed to transfer \$\$ to cover anything in checking. Disbursement account is a separate account. NoCAC will consider the advice of Audit Committee but is likely to keep 3 accounts.

Quarterly tax reporting will be needed from NoCAC; this is a new requirement.

Discussion of Budget at AREA Committee meeting:

Budget for 2015: Committee discussing by line

expenses given back/donated expenses line:
example: Johanna donates back second seat on plane to SWRDM.

For instance, you can donate a meal, or mileage .

Except for H&I we have made the assumption of net balance zero on every event: all events self-supporting. AA sets place, rent, etcetera, for H&I (we are just participating) so it is an exception.

Johanna didn't receive budget requests from most coordinators (received 4 or 5) so based on prior year.

John S. – Alateen Liaisons and NoCAC charge need more (ask Johanna) for first year

Keep at \$3K for Diversity (changed back to \$2K)

Kim H: to the District Reps – ask that people refrain from given advise on deduction and tax. This kind of information filters into districts and meetings.

As bylaws coordinator, please increase from \$350 to \$500. No suggestion where to get it.

David B moved us out of SF into storage. Thanks to SF for hosting us for so long. New storage will be a slightly increased charge, getting larger space. Institutions literature, AV stuff, and corporate records stored there.. Do not take any money out of Line #7085 rent for storage of records \$2,550. Can reduce this? Yes, leave \$1200. Then spread this to other lines.

There is an increase to the full price of a delegate going to WSO. SWRDM (Delegate, Alt Del., Chair) is the same as previous. We added for some Officers (Delegate, Alt Del, Chair) to go to Outside of our Area TEAM.

Have we considered splitting out Assemblies? No. Do people want that? No.

Rosanna – what is the cost for electronic devices? Electronic voting cost is not in budget. Reply: We are trying in 2014. \$3-\$4K for electronic voting will come out of our reserves. Yvonne states that we are trying this out this year. 3 years in future would be election assembly – we have 3 years to discuss to put in 2018.

How about registering for events electronically? (Rosanna) Yvonne replied that we are looking into this but we don't know cost.

Omar-Alateen budget- understands the reasons to take out of budget. But some people will come and need reimbursement. Johanna – it was the administrative expenses that weren't spent that were taken out.

Kim H. DR Monterey County – do we currently incur fees for tax filing now that we are filing the State Sales Tax quarterly? Response: there is no fees for this. LDC had ebbs and flows in deposit, too much income in one quarter, filing quarterly-increase –member who is a CPA files and charges them.

Errol spoke on the idea of electronic registration. From the technology-point of view-we already have that ability. People can sign up online, can go to an email, people can pay online as well, needs to be coordinated with the Treasurer.

Chris M. offers a comment (probably belongs under new business) – outstanding item under Treasurer Guideline. How do we determine how much excess we have in looking at a formula in how we donate up to WSO.

Diana – literature. Put in a line item, Johanna 0,0, 5000? (for 3 years).

Patti – suggest setting aside a fund each year but not a budget.

John S. – reserve fund, why don't we use that? Why create a new account.?

Motion: Recommend that next panel set aside \$1500 each of the first two years into the savings account to prepare for a budgeted item of \$4500-\$5000 in 2017 for electronic voting.

Made by Patti R.; 2nd by Gina
34 members in attendance

14 for; 18 against; 2 abstentions. Motion Failed.

We have Consensus to not put \$1500 on budget line item.

DeDe: many options available and could change by 2017. Why prepare for this now?

Motion: To approve budget for 2015 as amended to be sent to the Assembly for final approval.

1st Debbie O.; 2nd Patti R.

0 opposed; 2 abstentions

NCWSC recommends that funds be included in the budget for the treasurer to hire a bookkeeper as needed to fulfill the requirements of the Treasurer. This was done in the budget. We had Consensus.

NCWSC affirms that the current Treasurer guidelines are adequate in describing the requirements for service in this position.

Chris – should we have separate motions?

Patrick – let's break it apart and keep the motions separate.

Carla-guidelines are clear on the responsibilities.

Motion: The treasurer guideline will include the following statement "This position requires a financial background and experience." To be inserted at 1st page of guideline.

1st Carla; 2nd John S.

Discussion of the Motion:

Johanna spoke against the motion to add the statement. Chris –are we ready to say we have had problems with this over the year, requirements on Treasurer keep going up and up, changed from cash to accrual accounting, there comes a time when you know as a frog you are being boiled. We have in place an expert in the position.

Relationship between the Treasurer and bookkeeper – of course needs to be good, EC reviews, this is getting us into details we don't need to resolve.

In order to have smooth transition-why not have that bookkeeper in place.

I would not know how to tell a professional bookkeeper what to do. 5 treasurers ago we had that problem-documentation we received was a disaster because she didn't know the different between different kinds of travel. This was with a treasurer who didn't have financial experience. Someone needs to be capable of supervising them.

Guideline (Chris M) – tax return payments...etc.

Patti brought up that Treasurer "supervising" the bookkeeper can get us into trouble tax-wise.

Where are we in the process? Patrick asks, we started with recommendation from EC that we hire an ongoing bookkeeper.

Bonnie – GRs vote in the Treasurer, GRs responsibility is to elect qualified people, believes it shouldn't be so narrow.

Charli – what's going in my head," if I make enough rules nothing bad will happen. "

– there was a **Motion** to table the previous motion
1st Charli D., 2nd Patti R., 4 against, 4 abstentions. Motion to table passes by consensus.

Coordinator Reports

Alateen Coordinator's Report – Bonnie

- Registration packets are available for **Sponsors R & R, September 19 – 21, 2014!** They have been posted on the NCWSA website and distributed on the NCWSC and AMIAS yahoo groups and at SWRDM (Southwest Regional Delegates Meeting).
- I was able to attend SWRDM this March including a breakout session on welcoming and encouraging participation from underrepresented cultures. One of the best quotes of the weekend was "Alateen is a different culture."
- I have been able to participate in AMIAS workshops hosted by Districts 6-10, 12, 14 & 16, 18, 24 and 26 and an impromptu workshop during District 1's Day in Al-Anon. The format we used this year was very well received.
- The WSO AMIAS training modules, adapted for NCWSA have been posted to the AMIAS Yahoo group. Still to come – Alateen games and activities shared by group sponsors
- Participation has increased on the Yahoo group for AMIAS as a useful forum for exchanging ideas and solutions.
- The Spring 2014 edition of the Alateen Express has been posted on the NCWSA website and distributed to the District Representatives. Copies will be mailed to each Alateen group next month after group addresses have been confirmed by our Area Alateen Process Person. Lisa requested our Diversity Coordinator arrange to have this edition translated into Spanish. Please keep sending your Alateen related sharing to Lisa B, to be included in the next edition of the Alateen Express; and please encourage the teens in your Districts to send in submissions.
- We again have sharing from Northern California Alateens in the current issue of Alateen Talk.
- Please let me know when you plan an Alateen event or AMIAS training; I'd love to come and visit.
- I am in the process of updating the guidelines for Area Alateen Coordinator, Alateen Liaisons, Sponsors R & R and chairing the team that's updating the NoCAC Committee guidelines.

NoCAC Chair Report - Omar

There is a new Co-Chair: Claire B from Santa Cruz

The 1st committee meeting was held in February.

The 1st fundraiser was held March 15 – a murder mystery fundraiser, \$400 gross.

The Committee participated in D1's day in Al-Anon April 12, Omar was on panel, and accepted donations of \$100, they held a committee meeting there.

He participated in D16's day in Al-Anon.

The Growing Together Weekend was held 2 weeks ago – they had small committee meeting there.

Last weekend D13 had a Day in Al-Anon, the Alateens sold goodies, snacks, etc., raised \$400.

They have selected the hotel for the 36th annual NoCAC! Doubletree in Modesto for Nov 14-16.

On June 14 they may be at District 11's Day in Al-Anon possibly. some event didn't make into 12 stepper.

Coming up:

July 19- Ocean Beach fundraiser

Aug 1-3 Oregon Alateen conference

Aug 9 participating in Diversity Day

Aug 15-17 2nd NoCAC Bash

They were asked to participate in AA Roundup in Crescent City.

They will be at TEAM on Sept 6.

Oct 18 Last Chance Dance will be held in San Jose or Palo Alto

From Assembly yesterday they received \$767 from passing can, food, etc.

No Alateen Liaisons available to give reports today

Archives Coordinator's Report – Chris M & Diana D.

Prepared for Assembly Workshop presentation regarding Archives and provided Archives display and love gifts for Assembly and a copy of a 1989 Inside Al-Anon article for GR's regarding welcoming newcomers. As the year winds down we will be busy gathering and organizing the archives in preparation for the transition to the new panel.

Archive displays, skits or movies are available for special events and will be provided upon request. Sharing area archives at events is a great way for the fellowship to learn about the past. Please allow at least 2-3 weeks for Coordinator to access and assemble records for a new display.

Did you know, the AFG headquarters has a history book, that makes a great literature and discussion book complete with questions? Check out Many Voices- One Journey!

No archives parties this summer since Chris M. gone part of this summer.

In August Chris will bring thumb drive-coordinator and officer information to pass on.

Skits have been a big hit, she gets calls for them all the time.

Bylaws and Insurance Coordinator's Report - Kim H. & Staci

I am happy to report that things are going swimmingly....I'm working with a wonderful alternate Stacey, who, as was noted in our previous committee meeting minutes, not only has a vast amount of experience in insurance, but also possesses an understanding of Al-Anon that enables the two of us to work together very compatibly. My motto has become....Let Go, Let Staci!

No, seriously, since the two of us have stood for the two positions we have processed almost fifteen requests for certificates in less than five months. This is a big increase in requests from the same time last year! Additionally, 52 General Liability Certificates were sent out automatically since then-something Joyce D., the previous By-Laws and Insurance Coordinator, mentioned would need attention as she departed to Southern California.

Some of the conversations regarding insurance and liability I have had not only with Stacey, but others in the Area concern:

- A question of mold in meeting spaces.
- A question of lead paint in a closet where toys were stored in a childcare room at a meeting.
- Numerous questions about liability coverage, Alateen Sponsorship and concerns about coverage if a molestation accusation is made of anyone in an Alateen meeting.
- The loss of equipment belonging to the Area and how that might be replaced.
- That loss led to a question about the amount of our deductible, which has now been revised and lowered by the way, at no additional cost to the Area.
- Processing billing for events that exceeded the parameters of coverage for NCWSA and special events.
- Asking our insurance company to please change the address they have for billing, as it was previously an address for Joyce in Auburn, which somehow was changed to, I think, the site of our corporate records storage and now finally, to the correct address.

Speaking of Joyce, I want to thank her, Chris M. and Claude D. who revised the Treasurer's Guidelines last year. Apparently there was a formatting issue with the document and Chris requested Joyce's help in getting it straightened out as Joyce had paid meticulous attention to the previous guidelines she reviewed and posted. I received it on Friday and will review and get it posted as soon as possible.

As a side note to the budget committee, I think a review might be in order of the amount needed for the 2015 incoming panel under the By-Laws and Insurance line item. Remember, binders will be needed for those DR's, Officers and Coordinators requesting a hard copy from the Area. I know not everyone will want one, as they can be downloaded from the website, but this is an additional expense that might not have been accounted for and one that the Area is bound by to provide. From what I can see there was no increase in the budget from the previous year, and a decrease from the two prior years.

Errol sent an email Friday letting me know that he had finished posting the newly revised Literature Coordinator Guideline after Diana S. did a beautiful job of getting hers completed and sent along to our Chairperson for review and approval for posting. I know there are others of you who received a request from our Chairperson to review and re-write some of the Coordinator Guidelines. Some are very, very, very old and very, very, very outdated. If you have any questions, please don't hesitate to contact me. The entire process, and I mean this sincerely, is very interesting to me! I'll do the best I can to help you have your Coordinator Guideline be a true reflection of the work you do. And some of you need to hire help from what I can see! There is ton of effort being made on

behalf of Al-Anon in Northern California-And I know it is a reflection of love and gratitude for that which you have received.

Lastly, since so many members have difficulties with using outdated insurance certificate request forms, email and printing, I picked up the phone one day after encountering a lost certificate request that was sent via snail mail and had a conversation with Errol. I made it clear that this was not an emergency, this was just a conversation and a question. I posed the idea of having the certificate requests, both general liability and special events be something we might be able to convert to pages on our website that would allow the requester to just populate the proper fields, hit submit and have the request be immediately sent to the bylaws@gmail.com email address. This would not only eliminate the use of outdated forms, it would also allow those who don't know how to download, complete and forward via email a much easier and efficient way of sending requests, AND when a panel change occurs and a new coordinator is elected we don't have to worry about hard copy errors with contact information. The change won't take place immediately, but it is something Errol says will occur soon. So my hat is off to Errol for his willingness and flexibility in working to make things better for the members of our Area. It is much appreciated!

2015 NCWSA Convention Chairperson's Report – Diana D.

Diana couldn't be here, see 12 Stepper for her report.

She's looking for a co-chair, and the Convention's theme is "Color My World With Recovery."

2014 Convention the income was 11K plus, expenses 12K, net \$810 negative.

Diversity Coordinator's Report –Veronica P. and Nick De P.

I'm your new Diversity Coordinator. Chris AC has stepped down as Alt Diversity. Let's thank her for her service these past 2 1/2 years. Both of us have made significant milestones in speaking in districts and at Al-Anon events about the topic of diversity and how it relates to our NCWSA membership. The position of Alt Diversity is open and I have asked Nick D. from D16 to step in.

Highlights since our Last Assembly

April 6th hosted a Conference Call Workshop for Al-Anon members with bi-lingual skill sets to be of service in carrying the message to our foreign language speaking members. We had 4 who attended the workshop. We went over Interpretation and Translation, FAQ, and shared experience, strength, and hope. My favorite quote from the workshop was "The effects of Alcoholism doesn't stop at English".

April 18th spoke at D26 Berkeley about diversity and shared my story.

D12 San Francisco office has trusted servants able to take new comer calls in Chinese and Russian when they call our district office.

I have been giving several talks on the topic of Al-Anon In The Electronic Age. If your district would like to hear more on this topic email diversity@ncwsa.org. July 12th I'll be in Sacramento and July 26th in Palo Alto. See the PI/CPC Flyer for more information.

There has been Spanish Interpretation at D12 San Francisco and D16 San Ramon AMIAS Workshop. B17 is now in Spanish and is pending review and approval from WSO. A draft is available please see your DR to see the copy. A HUGE thank you to Nick D. of D16 who spent over 80 hours and 5 months on this document. It was this project that inspired him to apply and become a certified AMIAS.

NCWSA Diversity Day 2014 is an Al-Anon/Alateen Event with AA Participation. Our theme for this year is Keep The Door Open celebrating our diverse background in Al-Anon Recovery. It was the bond of being effected by someone else's drinking that first united the early Al-Anon groups in 1951. Since then, the face of Al-Anon has changed from a fellowship of mostly wives of alcoholics to an explosion of people from different social economic, ethnic, racial, multi-racial, bi-lingual, functional alcoholic homes, young adults, Alateen, LGBT, dual members (AA/Al-Anon), and ACA (Adult Child of Alcoholics). The Al-Anon demographic continues to expand and we hope that this event will stimulate your recovery to keep coming back and challenge our world view that was shaped when living in an alcoholic home. **Saturday Aug 9th 10:00-8:00pm Billy DeFrank Community Center 938 The Alameda, San Jose, CA 95112**

They do have a block of rooms down the street at a hotel. The information is on the flyer.

NCWSA Facilities Coordinator's Report – DeDe

DeDe and Carol are working on the Assembly Guidelines.

Southern California, San Francisco – the markets are really changing– all contracts have Amendment – if the hotels are to gain more financially, they can cancel with you.

Electronic voting, online registration and panel transition. Carol is working with Johanna for TEAM event. They are looking into electronic voting (more later).

The August Committee Meeting was previously planned for San Francisco but there were problems with the location. The hotel wanted \$4K cash deposit, with only returning \$1K. DeDe is suggesting Tracy hotel – we can have Tracy if we want it, for a lot less. Get coffee tea and water service. \$89/night. Group Consensus is for Tracy.

Next year, for May Assembly/Committee, they are planning the 1st weekend in May 2015 –looking into a local community center in San Jose. Convention may be at the Doubletree in Modesto. Oct 2015 may be Modesto as well.

We need to book February. Is it OK to look at Ukiah, Fortuna, Eureka? How about Visalia? Hanford? Fresno? Visalia Marriott are eager for our business. February date – 2nd weekend. Most people ok with keeping this Feb 13-14 and the various locations.

Group Records Coordinator's Report - Carol G.

Hello there, fellow “fun-seekers”. It is hard to imagine that we are on the “downhill” side of this panel. What an adventure it has been. Most of you know that writing a report is not one of my favorite things. I am happy to announce that there are now only 25 groups

in the “No-Mail” status. I keep hoping it will get down to zero by the time this panel is over.

I would like to ask each DR to check the status of each of your meetings, and attempt to get an accurate CMA for those groups with that “No-Mail” status. In an effort to save ink, paper and time, I have emailed each district the current updates for your district. When you have changes, please fill out an A-16 form and either email or snail mail the changes for each meeting to me. I continue to struggle with communicating when I DO receive emails from people regarding their groups’ information.

I’m still a “work in progress”. I tend to get caught up in getting information entered into the database; I forget to let people know that I have received their mail or email.

I continue to be grateful to those who are always so willing to help me when I allow them the opportunity to do so. A special thanks to Errol and Chris D. for their help, patience and guidance.

Thank you for giving me the opportunity to serve and being part of my recovery.

Institutions Coordinator’s Report – David

Opening our hearts, transforming our losses being used in one woman’s jail.

There is a new deposit form and label for pink can fund.

The last five months has been a busy time. The Institutions literature has finally found a new home at the NCWSA Storage in Dublin. Louise moved and we had to move the literature to Diana and Art’s garage on a temporary basis. A big “thank you” to Louise for the use of her garage since 2009 and for Diana & Art for sharing a part of their garage. All orders were postponed as the inventory level was reduced to below the prudent reserve. This caused the Pink Can Fund bank balance to rise to a level we normally do not keep it at. We now have been ordering to refill the different facilities. In addition the Courage to Change book is now being distributed to the incarcerated individuals and they are very excited to use this daily reader. Please carry our message of gratitude to our fellowship for their contributions to the Pink Can Fund.

An Institutions panel titled ‘How do I Keep It by Giving It Away?’ was organized for the 2014 NCWSA Convention in Concord. Panel members Diana C, Terry E, David B and Yvonne dG participated. It was very well received by the audience and members came forward with their interest to carry the AI-Anon and Alateen message to those in need.

Previous inside member Rafael M., whose share was published in the July 2012 issue of The Forum Magazine, was the AI-Anon keynote speaker at the Southern California H&I Conference in La Mirada. Two members of his family attended to support him. He also participated on a panel talking about his experience of starting the first Spanish-speaking AI-Anon meeting in a state prison. Copies of his recorded CD were purchased to be played at the inside meetings of the state prisons. His share is bringing hope to those who hear his story and know that our fellowship is comprised of diverse people of equal standing in the program.

The next weekend was the Northern California H&I Conference in Chico. Members of District 3 stepped up and did a great job putting the AI-Anon meetings together. The committee reached out to the professional community to inform them about the AI-Anon/Alateen program. The panels focused on group homes, crisis shelters, treatment

centers and members who carry our message of hope into incarceration facilities. The "Sharing Our Service" workshop was held Sunday morning and the committee was in attendance. Valuable experience, strength and hope were shared by all.

One of the many outcomes from the Conference was one member stepping forward to bring an Al-Anon meeting into a crisis shelter for mothers and their children in the Sacramento area. It is truly a gift to be able to provide our literature to support the start of this meeting. The Pink Can Fund removes a large obstacle for our members wanting to share the Al-Anon program with those at a very challenging time in their lives.

I feel that I always come short in expressing my gratitude for being of service to our fellowship, both inside and outside the different type of facilities that receive the Al-Anon/Alateen message. (If you want to become a part of this service, see page 20 for more info.)

Please express the gratitude of everyone involved in this incredible service to our Northern California fellowship

Literature Coordinator's Report – Diane S.

NCWSC REPORT ON LITERATURE AND THE FORUM

The Forum is now available electronically! Al-Anon's monthly magazine, *The Forum*, is now available from Nook.com, the Barnes & Noble electronic book store. The cost of an annual electronic subscription is \$11. Individual electronic copies are available for \$1.49. See the E Literature handout for how to subscribe.

Subscribers can now read the electronic version of *The Forum* on Nook E-readers. With a free Nook app, the magazine will also be accessible on iPads, iPhones, iPod Touch handhelds, Android phones (version 2.1 and later), Android tablets, Windows PCs, Macs, and via Web browsers. Al-Anon does not endorse Nook or any outside enterprise. Although the electronic version of *The Forum* will be available only from Nook at the current time, Al-Anon may offer the electronic version of *The Forum* through other e-book vendors at a later date.

Conference Approved Literature (CAL)

E-LITERATURE: (See E-Literature handout for details on how to get these special lit items.)

Having Had a Spiritual Awakening, now out of print, is *available online* via the usual online booksellers at \$9.95.

Now available as a Digital Audio book, How Al-Anon Works, at \$24.99.

Newest E-Book, How Al-Anon Works, at \$11.99.

OTHER NEW AND FEATURED LITERATURE:

Legacies Workbook - Reaching for Personal Freedom — Living the Legacies. Many members are now using this book as a new study resource! Include it in your collection! \$16.

Conflict Resolution using our Twelve Traditions - set of colorful cards illustrating how to apply the Traditions to conflict situations. Only \$4. Give a set to your home meeting!

Many Voices – One Journey, an amazing illustration of Al-Anon principles via how we work together. Read about how they came to decide to buy the property in Virginia Beach or incorporate Adult Children into the fellowship. So much learning is shared in detail! \$16.

Writing Workshops – "Intimacy" AND "Parents/Grandparents!"

FROM WSO (March 2014):

"Please encourage members from minorities within Al-Anon (men, teens, gays and lesbians, parents, and others) to submit sharings for INTIMACY IN ALCOHOLIC

RELATIONSHIPS (working title). Although we have received over 1,050 sharings, we have received very few from these portions of our fellowship. We want this book to reflect the experiences of all who are affected by alcoholism. There is still no deadline date set at this time for accepting submissions. . . AND only 33 members have responded to the Parent/Grandparent pamphlet request."

On Sat. July 19, there will be a Parent/Grandparent Writing Workshop from 1-2 pm at the United Methodist Church, 410 Sycamore, Mill Valley, to elicit sharings for the new pamphlet. Flyers are now in distribution and on websites. Preceding the workshop is a regular parent meeting from 10-11:30 am which will feature a speaker who is both a parent and grandparent of teenage and young adult drinkers. Come early to listen, break to grab lunch, and stay to write!!

Lit Hits!

We have published around 27 LIT HITS, quotes from our CAL, on the NCWSA listserve. All these quotes and the current one are now on the area literature page at www.ncwsa/literature.

Charlene reports, "Printing literature quotations from WSO has been very interesting to me to discover the different items that can be republished such as Area Highlights, Inside Al-Anon Family groups, Service Tools (one of my favorite), and Forum Articles reprinted from current and past Forums."

Translated Literature – NEW PROJECT!

Al-Anon CAL is translated into many languages. Obtaining translated CAL, other than Spanish and French, is not always simple. What would be great for our diverse and many-language Northern California area is to collect literature when members travel! So, when you are traveling in another country, please try to find and bring back some literature that we can copy and share with those who are interested. We now have some Portuguese items to share from a member who travels to Brazil. Another member purchased Paths to Recovery when she went to Germany and found that reading her home language was quite different than her acquired English. Let's expand the effort!

PI/CPC Coordinator's Report– Bruce D.

Outreach in Action: Strengthening Your Program Through Service to Others

Thanks to all in Northern California who have helped carry our message of strength and hope to those in need since our last gathering in October. Your outreach service, in all of our 27 Districts, makes the Al-Anon program visible and available to those who still suffer outside these rooms and, by example, inspires others in the program to step up to the personal growth and joys of 12th Step service.

We continue to encourage Districts to identify their own District PI/CPC Coordinator and to grow an active PI/CPC Committee. Numerous Districts have recently found new public outreach Coordinators. There is a wide array of effective outreach from which PI/CPC volunteers can choose according to their talents, time and inclination. The 12th Step service of carrying the message is presented to the membership in the form of an invitation and the offer of opportunity. Keeping the invitation open and in front of the membership allows those who are interested to join in.

The current focus is on making the 12th Step service opportunity real and available to the members in the meeting rooms, allowing any who are ready to identify themselves and to "Let it Begin with Me."

To help our District PI/CPC Coordinators with their outreach, we continue our monthly PI/CPC conference call and periodic newsletter, *The NCWSA Beacon*, (three issues published). One of the best supports we Area Coordinators can give is to simply share

with all districts the resources and how-to's that are successful in others. Our District PI/CPC Coordinators have created some remarkable models of outreach that can be easily implemented by other Districts. In addition to our 8 1/2 x 11 NCWSA poster, customizable for each District, we have also introduced our first event aids: the printed table throw and the 6-foot retractable banner. We're excited at this Assembly to release the Spanish version of the NCWSA poster, also customizable with your local District contact information. The Spanish version will be a valuable addition to outreach virtually throughout the Area. Contact Bruce for ordering.

A number of Districts have active professional community outreach and health fair information table schedules. Where we see immediate and significant potential is in direct-to-the-public media outreach. That is the thrust of Easy Outreach, our NCWSA Public Information campaign that accomplishes two goals at once: Making Al-Anon visible and available to our communities while enabling the general membership to become the carriers of our message. These quick and simple outreach methods are such that any meeting group or individual member who wishes to can put them to use in their own community, today. Easy!

Thank you for this opportunity to serve. Don't hesitate to contact us for help with your local outreach activities.

Notes:

12 Step Workshop Lisa is taking AMIAS spot, Charli helping out.

Approve in Bus placards. Do we have measurable results from placards in buses? Obviously we do not. In advertising world it obviously works. \$1,000 each and they throw them away.

12 Stepper Coordinator- Tom K.

Would you like to serve as editor? If so you can expect to spend about 40 hours for each of three issues. You need email and ability to work with a computer to create this newsletter. See www.ncwsa.org/service/guidelines/B15 for a full description.

I have updated the contact list for this issue. The August 2013 issue contact list was inaccurate.

Website Coordinator's Report – Errol S.

Be sure to send me things that need to be posted. Some things posted to the Yahoo group and he hears about it. About 10-12 DRs left in room – website is suppose to let members know about meetings. It is hard in own district to keep meeting data current. Errol went to all districts website and pulled info and compared to his data, about 25% is wrong. How do we make more accurate data?

I went to meeting and no longer there, or I got there at 7 because website said that and it had started at 6. You can post meeting data on google.docs with Errol as an owner, easy for him to pull up if it is in spreadsheet form on google documents.

Errol needs volunteers for entering data, people to be member of Website committee. Have a few people interested in alternate position, no one has expressed interest in Errol's position.

Kim H. asked - Can A16 form be mapped back to DR?

News and Announcements person Tom K.– all events occur on Yahoo site.

People have so many places need to update – Charli for Alateen related, Carol for Group Records, WSO (Group Records may take care of that), and Website if changing location or times of meetings, District Reps (maybe). How do we flow all this information?

Could we have a form that fills in on the website where it would go to appropriate people and don't have to name it three times.

Wendy, DR, D10 – they don't send anything to WSO. They send to the Area Group Records, that is correct, that is all they need to send.

DAPP talk to Charli about anything with Alateens.

Single place to submit - we can look into this for the future.

Officers & Delegate Reports

Alternate Delegate's Report - Johanna M.M.

It seems like it's been a long time since we've met, and it has. Our family emergency kept me away from our February meeting, so this is the first time I've been present with all of you since October (and yesterday at Assembly).

Patrick has stayed healthy, so my major function as Alternate Delegate has been to propose a budget (more on that later), audit the books (ditto), and take the lead on TEAM, at Patrick's request.

TEAM is set for **Saturday, September 6, 2014**, at San Ramon Valley United Methodist Church, 902 Danville Blvd, Alamo, CA, 10 AM to 6 PM. We know the team coming from WSO: Paula B is a Regional Trustee from US Southeast, the current chair of the Policy Committee of the Board and incoming chair of the Board of Trustees. Jennie McC is a Trustee at Large and the incoming Treasurer, and Julie M is the Communications Manager at WSO. Patrick, Yvonne and I had a phone call with them to work out the agenda for TEAM. At least tentatively, our agenda includes personal sharings from the members from WSO, presentations on Giving, our Spiritual Link to Gratitude, Trustee Search, Conflict Resolution, Spiritual Practices vs. Procedures, and Public Outreach. That may be subject to change, because I would really like us to have some time for workshops that we in NCWSA put on.

Our theme is TEAM: **Beyond the Group, Reaching for Personal Freedom**. I hope this will be a program that everyone in the fellowship can benefit from. As one member of the TEAM team said: we need to let every sponsor in the program know to go with their sponsees. There is so much to learn about AI-Anon beyond the group. Flyers were given out yesterday. We've got a great lunch planned, and it's at a lovely facility, so I hope everyone plans to come. Please sign up ahead of time to help lunch planning. (no quick food nearby).

We set the time of the event so that people from up to three hours away can day-trip it. If you're hardy, even four hours away is do-able. We will have information on hotels, but I do not want to put the Area at risk of meeting any commitment for a certain number of rooms blocked for us, as I think most people will daytrip. Some districts are looking

into buses and others carpools. If there are requests for childcare, we can look into that, but I'll need to know at least a month in advance.

I know I have guidelines on the verge of being completed, but at the moment I can't find where I was amid all the work on TEAM.

I do have a problem with the Budget Committee "requirement" to have the budget for the following year ready for first review at the February Committee meeting. In the first year of a panel, the Budget Committee members aren't chosen until that February meeting. Even after that, there is not enough time to get the data together to create the budget. Since the prior year YTD (year to date) figures are usually not ready until the end of January, there is just not enough time to incorporate that data, draft a budget, and have it reviewed at a Budget Committee meeting. I propose that we change the guideline to be what we've actually been doing: first review at the May Committee, second review, if necessary, at August Committee, and final approval at the October Assembly. Remember, these are for the subsequent-year budget. For instance, we are approving (I hope) the 2015 Budget today.

Discussion on timing of budget approval/submission:

John S. – suggests that we start next year's budget after October meeting. The Committee needs to see it twice. 1st year is always the most painful. Take last year's budget as the first draft. At the February meeting is really important for new members of committee to see the budget and get adjusted to it (on first year of Panel especially).

Roll over last year's budget into this year's budget.
We have **Consensus** to change Guideline.

Patrick-we can update budget at Feb meeting after discussion.
Agota – but the Budget Committee not elected until Feb meeting!

Johanna's understanding is that between election and Feb meeting, the outgoing Panel Budget Committee plus newly elected Alt Delegate meet and draft budget or just roll it over from prior year.

Art-3 year window of continuing operation – recognize that just because new committee and new alt delegate. Outgoing budget committee can present the 1st draft.

Area Alateen Process Person's Report – Charli D.

Training and Resource Materials

A Spanish translation of the B-17 NCWSA Requirement for Alateen Member Safety is available for review now! Nick deP took on the daunting task of translating the 17 page document: tri-lingual: English, Spanish, and Al-Anon. Many thanks to Veronica for assembling the Interpretation/Translation team and encouraging his effort. There are still several shorter Alateen Safety documents awaiting translation, but this was the big hurdle.

Bonnie M, Alateen Coordinator, and I have conducted several training workshops together, and some separately. Bonnie has assembled a power point that shows the resources for Alateen Members Involved In Alateen Service . Findings from each workshop are being collated for posting to the AMIAS-CA-no yahoo group. Questions raised by AMIAS about training of AMIAS, age of Alateen members, group meeting formats, sponsor responsibilities, appropriate sharing by AMIAS in Alateen group

meetings, interaction with Alateen members beyond the group meeting, transportation issues, Alateen group finances, schools or institutions meetings, challenging situations, and whether AMIAS must report abuse or suicidal sharing. Participants searched for answers, and recorded where those answers were found. It was fun to use our phones, electronic notebooks and computers as we looked for answers, and more importantly, found out where to find them.

While not every AMIAS interested in recertification participated in the trainings, just about every district had AMIAS attend one. Having resources from the World Service Office (Guidelines, Service Manual, Alateen Service e-Manual, Power Point Modules) and our B-17 Requirement, related forms as well as the experience, strength and hope of one another, enables us to find answers without relying on “experts” among the membership.

Two challenging procedures overlap at this time of year, Annual Group Updates and Recertification of AMIAS.

In March, World Service Office mails Group Update Sheets to the current mailing address of each registered Alateen group requesting that information be verified or amended and mailed to the AAPP (me). A few AMIAS members, who serve as CMA, responded immediately, but quite a few put the mail aside or lost it. It is very important to have the Group Update Sheets or a reasonable facsimile as the process of recording recertifying AMIAS begins. If an AMIAS is associated with a group and fails to recertify, it puts the group’s registration in jeopardy. The deadline for returning Group Update Sheets and Recertification Forms to the AAPP is May 25. I then enter the recertification information into the World Service Office’s Group Records Data Base, first the AMIAS Recertification, then any group change forms that arise because sponsors of groups or current mailing address AMIAS have not recertified.

The District Alateen Process Person bears responsibility for gathering and signing the AMIAS recertification forms. Group CMA is responsible for returning the Group Update Sheets with any changes or verifying there are none.

Chairperson’s Report – Yvonne dG.

It has been a busy first almost half of the year. First things first thank you for the privilege of sending me to S.W.R.D.M (South West Regional Delegates Meeting) in Tucson Arizona. This year was very interesting as the Chair set the agenda to resemble WSC (World Service Conference). Wow I have a newfound respect for the endurance of the Delegates.

We have been looking at the rising rates and availability for facilities and in lieu of the turning over of the panel we may have to book further ahead than just for today. So we are looking at booking 2015.

Between agendas, power point, pictures, menus and workshops I have also been working on electronic election procedures, how to check devices in and out etc.

Electronic voting is the talk on the list serve for Area Chairs. Southern California is also very interested in what we are doing. They’re expecting to send some officers to visit our Fall Assembly.

I secured a Saturday evening speaker for our Fall Assembly, Corrie L. from Wetumpka, Alabama.

I am working hard to clean up loose ends and turn over this panel without too many loose ends, such as having all coordinator and officer guidelines updated, having the Assembly guidelines finished and ready for approval at our next NCWSC in Aug. Claude has committed to cleaning up our financial records dating back... in our storage. Errol will walk through the web and try to have all records updated.

We have successfully moved our storage from San Francisco to Pleasanton, I would like to thank David B for moving the items and San Francisco for their co-operation and hospitality. We now have one storage space housing Institutions Literature, AV equipment and corporate storage.

I am working with the DR for Sacramento Tobin to get our hosting committee together and a pre-registration Chair so we can start flyers and pre registration on paper as well as on line.

Yvonne sent out emails on guidelines – Diversity 1995, Veronica is working on it. Look over your Guideline even if it says 2011, maybe needs some changes, send it to the Chair and she approves it or not. Also send to Kim H. We want everything cleaned up as of the end of this Panel.

List of what Well-served group looks like. It didn't go back to many districts for discussion. This needs to happen.

Translation equipment information didn't go back to districts/groups.

Kim H. –Literature Guideline needs to be approved by NCWSC first before posting, So she will review motions to see what has been approved. Yvonne mistakenly thought she did the approval.

The Guideline is the NCWSC Guideline, the appendix guidelines only need to be approved by the Chair per Patrick; we are going to look up the correct procedure. In the NCWSC Guideline, III Appendix A & B – send to the chairperson and Bylaws Coordinator. Nothing that says it has to come to the committee.

The day after Delegates Report: (Q&A) and C.A.R.S-CA Area Road Show-Patrick B

Meet the Board event, (Patrick read the description) First Meet the Board Event was held July 19, 2014 in Newfoundland/Labrador). We have the opportunity to apply to host this event in July 2015.

Question on a section of the Service Manual p 36 near top: *These members have formed Al-Anon groups for men, women, parents, adult children, and gays and lesbians (LGBT)*...Why does WSO allow you to put a focus in the group name but not a check-box on the form to track meeting focus?

The Policy committee felt the focus box on the form was not in keeping with the traditions-we would do better to have names for group as open and inviting as possible. Patrick-we have a thought force looking into this issue – the A4, members in our area felt we should have more conversation. He did not hear an absolute group conscious from Area- this will be discussed again at Assembly. The thought force is discussing this matter and researching it. It was not the unanimous opinion of the Area.

WSO Visit: showed slides to Committee.

F.R.O.G. = Fully Relying on God (lots of frogs in Executive Director's office.

They showed picture of Al-Anon books in different languages.

CARS-fill up car to travel around different parts of Northern California, to deliver a workshop relevant to that area and also talk about Area Structure.

Goal: to hear from people who aren't participating.

We need lead time to reach as many people as possible. What is reasonable distance to travel? Bring printed copy or have laptops available so people could complete survey. People travel there and back in day.

This is like a local T.E.A.M. David originally had approached with this idea for exploring Area Structure.

We would let people know when we are available, then they can choose a date that works for them. Charli talked about this – she and Bonnie did these kind of workshops for Alateen related issues, and they were generally multi-district attended.

David: Attraction, attraction, attraction.

Agota? Is this for this panel only?

Debbie: someone already wants one in October!

How about a thought force for this – DR from each section, Coordinator, Patrick, plus one officer?

SWRDM Idea-re Intergroup, That we could have a meeting (for instance at Convention), same page read from Courage to Change in two different languages.

Secretary's Report – Patti R.

I want to thank those who were able to proofread the minutes this past week – I now understand what multiple sets of eyes can do! Procrastination is still a character defect, but I am beating myself up less and getting more accomplished – that's how AI-Anon has helped me, and one of the ways I've grown by doing service. Through contact with many of you, I've come to see myself through my Higher Power's less judgmental eyes and this has helped me to be less judgmental of others. Interesting how HP works. But I am sorry that I didn't give more lead-time with the minutes for February 2014.

I am now caught up with minutes; Oct 2013 Assembly in the works to complete by month end for the 12Stepper.

I've updated the Motions Passed/Failed for Committee and Assembly and Kim H & Staci S. are updating those indices for the additions. We've posted the updated documents on the ncwsa.org website. We will repost once indexing is completed.

I am in the process of finalizing previous minutes and posting to the website. Please let me know if you are struggling at all with accessing the Yahoo group – I'd like to pass this responsibility on to the next Secretary without any unresolved problems.

If you haven't sent me your report already, please do so as quickly as possible. No reports are due to me from the DRs, other than the report from last night's DR meeting, and that can be a handwritten note if you have one. I'm usually able to catch most of what is said. Here's that reminder to return your nametags to the bins at the end of the day and check the bins for additional material as some notices don't get in there until later. This is really appreciated in that it means I don't have to carry them home with me and mail them to you.

Treasurer's Report - Claude D.

Sales/Use Tax

On 1/24/14 (due date 01/31/14) I filed the Sales/Use tax return for 2013. Total tax owed was \$1,592. Most of this is for use tax on literature purchased from AFG, Inc. for the Institutions' literature.

The California State Board of Equalization has informed us that for 2014 we must file quarterly tax returns. So I filed the Sales/Use Tax return for the quarter ending 03/31/14 on 4/21/14 (due date 4/30/14). The tax owed was \$575.

These tax forms are e-filed as required by the State Board of Equalization.

Sales Tax question - T-shirts, NoCAC, when do we pay? – Theoretically, this year we need to get information as it happens, per quarter. We need the amount, city and county where sale took place.

We will want to update corporate timeline and guidelines with sales tax quarterly filing and the NoCAC Guidelines needs to be updated with quarterly reporting of sales.

2013 Annual Federal and State tax forms:

I did send to David Palm, our CPA, the financial reports for the calendar year 2013 together with the report for NoCAC 2013. The CPA did file an extension of time to file the Federal and State forms that extends the deadline to 08/15/14.

The QuickBooks accounting has been updated through April 2014, the 2014 budget has been entered and the bank accounts are reconciled with the bank through April 30, 2014. A copy of the Balance Sheet as of 4/30/14 and the Profit & Loss Budget vs Actual for the period of 1/1/14 through 4/30/14 has been placed in the NCWSC bins and distributed to the Group Representatives at Assembly.

In addition to the accounting, in February I did participate in the Budget Committee budget meeting to work on the 2015 budget and also I did provide assistance for their audit of the 2013 financial records.

I did calculate the amount of **Prudent Reserve** to add to our Prudent Reserve accounts and submitted it to the Budget Committee for their review. The Budget Committee did approve the \$3,800 and the Executive Committee has given me the authorization to transfer this sum to NCWSA Money Market account. At this time I have not yet made the transfer. I am waiting until after the May expenses to see where the cash balance is and proceed with the transfer of funds.

Note regarding the EXPENSE REIMBURSEMENT REPORT – A4. For 2014 the Internal Revenue Service mileage business reimbursement rate is \$0.56. The form A4 has been updated on the website to show this amount. Please DO NOT USE AN OLD FORM WITH THE 2013 RATE. IT IS NOT CORRECT. Disregard any old forms you may have and go to the website and complete or print the new form. I will change the mileage amount to the new rate if the old one has been used.

Several coordinators and officers didn't have submittals yet so we are not up to date with expenses.

It is costly to put a stop payment on a check. \$30 for 6 months. Please immediately cash any checks you receive.

We terminated the rent in SF as of March 31. \$45 for Dublin versus \$212 SF

Last year we had a surplus of \$9K plus. Below that we had the world service donation. So we had -\$5K at the bottom

Lisa B mentioned that if you are donating anything, it is important that we know that. Please submit all expenses and take a credit for donating back (on expense report).

Intergroup Liaisons

District 6-10 Intergroup Report - Lisa K.

- Our AIS office is located at 5429 Palm Ave, Suite A, Sacramento, CA. Our office hours are Monday – Wednesday 10- 3 pm and Thursday’s 10 – 4 pm. Closed Friday – Sunday. Our email is aisbookcenter@yahoo.com.
- We print our meeting schedules quarterly available both in our monthly newsletter, Share&Care, and at each meeting.
- Our AIS office has been operating solely with the help of volunteers for almost a year now, and the volunteers have done a tremendous job! We will be reviewing in July with the Office Committee whether to continue to run it “as is”, or consider if an office manager should be hired. Now having all volunteers, the AIS has 7 coordinator positions: Office & Facility, Communications, Literature, Finances, Office Volunteers, After Hours Phone and Share&Care Subscriptions.
- In February was the Spring Fling, which is an AA event with Al-Anon participation of an Alathon and donation drawing. The money raised goes towards the operation of the AIS office.
- In March, Intergroup hosted a Volunteer Appreciation Luncheon for all our office and phone line volunteers. Intergroup, as well at Districts 6-10 had “love gifts” as a token of our appreciation for each of the volunteers.
- In April was “Pass the Bunny Basket” – a separate collection taken at the group level to help raise money for the AIS office.
- On June 14th from 1:00 to 3:30 pm, will be the Al-Anon 63rd/Alateen 57th Birthday Party at Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park. Hosted by D6-10. It will include speakers and donation drawing, and everyone is welcome to attend!
- Attending the Assembly in October and the theme of “What is well-served group?” got me thinking and I began attending the district meetings to ask them if the AIS office and Intergroup are serving the districts as best they can. DR’s and GR’s were invited to share their thoughts and contact me with questions and suggestions. Intergroup is now forming a two month task force to address the feedback I received. Both Intergroup members and other members in D6-10 are invited to be part of this task force.

- Intergroup has about five positions open right now and we are having some trouble getting them filled. We need the following positions filled: Alternate Chair, PI/CPC Coordinator and Spring Fling Coordinator(s). In the fall we will need a new editor for our newsletter, The Share&Care.

Santa Clara Valley Intergroup – Bruce D

Participated in AA Event, and Day in Al-Anon.

They service Districts 20,21&22, have a bookstore, have approximately 25 intergroup reps who come to meetings.

A Thought Force has gotten going by Maria– Intergroup became strong enough that it usurped power from districts! They may send Intergroup reps home to be GRs and keep some other positions at that intergroup level to serve.

Old Business - none

New Business

Translation Equipment – Veronica

Veronica lends out the translation equipment (to districts for instance). Veronica made a Google form for borrowers to use when checking out equipment.

Form: district is responsible for replacing any damaged parts.

Do we lend equipment to the Growing Together Weekend or not? We will not pay for interpreters for other than our events- Assembly, or Convention. Not everything we participate in, per Yvonne.

They will have to pay, including the district – they would pay for the interpreters.

Art – use of the equipment. We supply Equipment to anyone in the area who needs it.

Chris D. had issue with Google form maybe not being legitimate – collecting information on members, possible anonymity issue.

Q. Is this first come, first serve basis? Is H&I added to list?

A. Yes, but Assembly takes precedence. First come first serve with list of priority (i.e. Assembly, etc.).

Nick – procedural aspects. Would love to have translators this busy.

Kim – DRs please don't think this is only possibility – there are other places that rent.

Art wants to say something. He would like to continue the discussion of **Diversity**. He would like everyone to be able to have translation-to buy 150 receivers minimum so people could come to mike and speak in Spanish. Maybe buy 50/year starting in 2015. Start a Task Force maybe?

Maybe our translation equipment isn't so good-make sure we have quality equipment and quality translation.

3 languages – main language, translated language and al-anon language. Need all three.

Voting Registration – Carol

Why do we have this? Someone made the suggestion to use plain cards. How to maintain control? Printed label tells the member what information we have for them – so this is another way to correct info on database. We had some discussion, and will table to August for further discussion.

Wristbands could be another possibility – they are bar coded.

Projectors – a little over \$500 each (use for Assembly). Currently, Coordinators use these to do events within Area. Get less expensive one for roadshow, and keep \$500 ones for Assembly.

There was **Consensus** to go forward with this idea of keeping expensive projectors just for Assembly.

The Eleventh Tradition - Bruce PI/CPC

Attraction versus Promotion – Bruce created a document – please read the document and give some feedback. We will discuss in August Committee if he is still wanting to.

Closed at 4:36 with Al-Anon declaration.

Respectfully submitted,

Patti R.,
Secretary
August 21, 2014