

# Approved NCWSC Minutes May 17th, 2015

Campbell Doubletree Hotel, Campbell

Note: In an attempt to make the minutes more easily used as a reference, the minutes will be ordered in a topical fashion.

## **Table of Contents**

Routine Business  
Elections  
Motions, Consensus and Charges  
Old Business  
New Business  
Reports  
2016 Tentative Budget  
Roll Call

## **Routine Business:**

The meeting began at 8:04 am. The Serenity Prayer, 12 Traditions, 12 Concepts, General Warranties, AA/AFG Statement, and the Alateen Safety Guidelines were read. The secretary read the Bylaws regarding who is a voting member at NCWSC meetings.

Committee Roll Call was taken.

Changes to the agenda were made. The changes included: 1) adding the Budget Report, 2) adding elections and 3) omitting the Chairperson's Report if time did not permit.

Minutes for the February 14<sup>th</sup>, 2014 Committee Meeting were approved with one correction. A request was made for more detailed minutes in the future.

By consensus, the meeting adjourned at 3:55 pm with the Al-Anon Declaration.

## **Elections**

### **Alternate Website Coordinator- Penny G.**

Dean C. stood as proxy for Penny G. and read her letter to the committee. The chairperson asked the current Website Coordinator if she was comfortable with the candidate's level of experience. The Website Coordinator said if someone is willing, she would love to have them. Penny was elected by substantial unanimity.

### **Bylaws & Insurance Coordinator and Alternate Bylaws & Insurance Coordinator**

No one stood or sent a proxy for the Bylaws & Insurance Coordinator or Alternate Bylaws & Insurance Coordinator positions. At yesterday's assembly, someone expressed interest in standing for Insurance Coordinator but not for the position as it now exists. Time did not permit a discussion about breaking the position into two separate positions today so we tabled the idea of considering this person for the position until we could address splitting the position.

## **Motions, Consensus and Charges**

### **Motions**

#### **1505.01**

To approve 02/14/2015 NCWSC Minutes with one correction. Motion by: Dean C., second by Terry H. Passes with substantial unanimity.

#### **1505.02**

Text: NCWSC recommends reducing the mileage reimbursement rate to 50% of the IRS Business Rate to reimburse NCWSC members for any out-of-pocket costs, effective 05/18/2015. Motion by: Dean C., second by Terry H. Passes with substantial unanimity.

### **Consensus**

1. To form a Thought Force regarding the State grant for our Institutions program.
2. To not change the title of PI/CPC to Area Outreach Coordinator.
3. To not take the idea of splitting our Area (Area Structure) back to our districts.

### **Charges**

#### **1. Institutions Grant Thought Force**

A Thought Force (TF) consisting of the Officers, the Executive Committee and three DRs (one from each section) was formed to address accepting a State grant for use in our Institutions Outreach. The TF would parlay into a Task Force (if necessary) with the charge to determine how to make this work unless the TF found areas where it could not work.

## **Old Business**

### **1. Area Structure-** Yvonne deG. and Joan W.

Overview: Our policies allow us to split an Area once. The topic came up at a World Service Conference. Some Areas wanted to split again or combine with other Areas. WSO said we will have a trial period of 6 years to see what best serves our members/districts/Area. The trial ends at the end of this panel 12/2017

The NCWSA came up with CARS (California Area Road Show). The intention was 1) to have conversations with districts about their needs 2) to reach out to areas that have little or no representation at assemblies and 3) to bring workshops to these districts. We were not getting a lot of feedback on this topic. The question is: *Are we sure the outlying districts or Areas are okay keeping things the way they are?*

#### **Comments included:**

- We don't get a lot of groups represented at the Assemblies. There are 800 meetings. Splitting up does not solve the problem if the reason for a lack of GRs is because people aren't stepping up to service.
- I thought the reason for the topic was because our delegate was not able to fully serve a large Area. We also discussed what a well-served group looks like.
- (From Immediate Past Delegate): As delegate, I tried to travel to northern-most and southern-most parts of the Area to get people's perspectives on the topic. I expected to hear

people wanting to split. In fact, they were concerned with losing E, S, & H we have in our Area. I learned that they wanted to be more connected through the use of technology.

- I would love to see us use CARS more. It reminds us that we are an “us”.
- (From Chairperson): I put in a request of \$1K for CARS in the 2016 budget because I do think it is important and we are available.
- We could combine the idea of a TEAM event with district events like DIA or have a section host the event. We could have multi-district events.

There was a consensus to not take the topic of splitting our Area back to districts because the feedback indicates the members are not interested in splitting.

## **2. Requesting PI/CPC Name Change- Veronica P.**

The PI/CPC Coordinator shared her feeling that the title of PI/CPC is vague and does not give clarity to the position. WSO uses Area Outreach. She would like to change the position's name to *Area Outreach Coordinator*.

The Chairperson reminded us that we had discussed this in February and we are in keeping with WSO that the title is under the umbrella of other services (Diversity, Institutions, etc.) A past delegate said WSO has the following categories, Public Information, Public Outreach, and Cooperating with Professionals, Institutions, and Spanish Public Outreach. 12 voted to keep the title as is, 9 to change it and 11 abstained. The consensus was to not change the title.

## **New Business**

### **1. Adjusting Mileage Reimbursement – Chris M., Treasurer**

#### ***Travel Reimbursement Policy***

An Analysis of the Mileage Reimbursement Rate for NCWSA

Since 2001, the NCWSA mileage reimbursement rate has been the full IRS rate as approved in motion 0105.05 which increased the reimbursement from half to the full rate.

In 2009, there was an attempt to reduce the reimbursement rate to half the IRS rate and when that failed members were encouraged to donate some back if they can.

In 2014, NCWSA paid \$20,998 to reimburse for travel expenses. Only \$3,041 was documented as donated back.

In 2013, NCWSA paid \$16,067 to reimburse for travel expenses. Only \$3,755 was documented as donated back.

The current IRS business mileage reimbursement rate for 2015 is \$0.575 per mile.

The current IRS charitable organization mileage reimbursement rate for 2015 is \$0.14 per mile.

NCWSA is not a business but a 501c3 charitable organization that helps families and friends of alcoholics.

***Question: How much should the mileage reimbursement rate be to compensate volunteers for their actual costs?***

Applying Tradition 7 suggests that we are fully self-supporting – not needing funds from outside sources to pay for our way of life. The Al-Anon Alateen Service Manual 2014-2017 states on page 98 under Payment for Speaking: "In keeping with the Eighth Tradition, Al-Anon speakers are reimbursed for expenses only. When a member is speaking to an outside organization, the speaker may suggest funds in excess of expenses be used by the organization for the purchase of Conference Approved Literature (CAL) for distribution by the organization as an educational service."

On the next page (99) under Gifts to Members it reads "Groups funds are used for group purposes only, not for personal gifts to members." The question that arises is at what level is the mileage reimbursement rate paying for actual expenses for the miles driven in service to Al-Anon and Alateen and what is above the true costs.

The costs in the IRS Business Rate is the sum of the following categories and their percentage of the rate of \$0.575:

- Tires 3% or .02
- Maintenance 3% or .02
- License, Registration & Taxes 7% or .04
- Insurance 12% or .07
- Fuel 30% or .17
- Depreciation 45% or .26

Applying the Seventh Tradition an individual is responsible for his or her fixed costs of insurance, license, registration and taxes. A member's additional driving for service in Al-Anon most likely will not change these costs. However, it is reasonable to cover a portion of these costs per mile.

The depreciation cost is not realized until a car is sold. The amount of depreciation on a vehicle driven for a specific service responsibility and its term of service (one time or a three year term) as a percentage of miles most likely is extremely small percentage of the total depreciation over the miles driven. In addition this cost is not an out of pocket cost.

The categories of tires and maintenance could be applicable as an immediate cost incurred in driving when oil changes and tire services such as rotation, balancing and front axle alignment are considered based on miles driven which causes wear and tear on the vehicle.

The fuel category is clearly an out of pocket cost, also referred as an actual cost.

Combining all costs except depreciation, license, registration and taxes, the cost per mile is \$.275 or \$.28.

In accordance with our principle to Keep it Simple, one rate is much easier to administer and we could consider using 50% of the IRS mileage as a reasonable way to cover actual costs of fuel, tires, insurance and maintenance per mile since it is only .01 cent higher than the above costs. In addition, I have provided an analysis which shows 3 different types of cars that get different miles per gallon which shows that even in a non-fuel efficient SUV 4WD, 50% of the rate is adequate to reimburse actual costs.

Using a high and low gas cost and three types of vehicles, I averaged the fuel and other costs per mile and it shows as \$0.29 per mile which is 50% of the IRS Business rate.

Based on the analysis the charitable rate of \$.14 per mile is not enough to cover average fuel costs for our Area so a rate higher is necessary to compensate volunteers for actual costs.

**As a result I recommend that the NCWSC adopt 50% of the IRS mileage rate as the current reimbursement rate for all Area travel.**

NCWSA will benefit from this policy as it will be able to better estimate future expenses as well as lower its costs.

*Members shared their district's policies regarding reimbursement for travel. The Chairperson indicated we do not need to ask the Assembly if we wish to lower the rate, only to increase it. The Treasurer reiterated we are here to reimburse members for their out-of-pocket expenses. We reached substantial unanimity to lower the rate to 50% of the IRS Business Rate (#1505.02).*

*The Treasurer indicated we would round the rate up to .29.*

## **2. Meet the Board- Yvonne deG. and Joan W.**

If we wanted, our Chairperson could submit an application to Meet the Board. The WSO sets the agenda since it is their meeting. If our Area is selected from a hat, the WSO Board would hold their meeting in our Area. We agreed that we would like to host Meet the Board. The Chairperson agreed to complete the necessary paperwork.

## **3. Posting a Speaker Release Form on the NCWSA Website- Terry H.**

Due to lack of time, it was suggested that Terry H. bring this topic to the August NCWSC meeting for discussion.

# **REPORTS**

**DR Meeting** – Carla F. (Mary K. read notes based on her memory of the Saturday night meeting.)

Carla F. chaired the meeting. We discussed use of credit cards and PayPal in a district. Yvonne suggested the idea of having an agenda. We also spoke of communication between the DRs using DR Yahoo group or tele-conferencing. We are not interested in using either of these.

## **Alateen Liaison & Committee Reports**

### **Alateen Liaison North** - Justin T. (read by Lisa B.)

- I am sorry that I am unable to attend the meeting, for I will be at GTW for the weekend.
- I have finalized my submission for the Alateen express while attending the AMIAS workshop in San Francisco.
- I attended the NCWSA Convention in April and am again part of the committee as the event falls into the Northern region this year.
- Additionally, due to lack of volunteers I stepped up to be male chair for NCWSA Chair again, my goal, along with the female chair is to again increase attendance for NCWSA Convention.
- I attended the Districts 6 through 10 intergroup meeting, and thanks to their generosity they have donated a sum of \$3,000 each to GTW, NoCaC, and NCWSA Convention.

### **Alateen Liaison Central** –Jamie B. (no report)

*Jamie has stepped down from this position. Taft W. is now Alateen Liaison -Central.*

### **Alateen Liaison South**- Vanessa (no report)

### **Budget Committee**- Bonnie M.

The NCWSA Budget Committee met on March 1, 2015, reviewed the financial transactions for 2014 and found all to be in order with few problems or errors.

The Treasurer provided the appropriate documents for review and answered questions, but did not choose the samples that were reviewed. Following is a synopsis of what was reviewed and the findings.

The bank statement is balanced for all accounts. At year-end 2014, balances were \$8,018.22 for the checking account (reconciled), \$17,276.13 for the savings account, \$6,308.37 for the Reserve Fund account and \$16,096.54 for the “Pink Can” checking account.

The Committee reviewed 43 deposits with one (1) clarification required for a discrepancy in the Convention deposits. The deposit was verified with the bank.

A total of 308 checks were written and the Committee audited every tenth (10) check written for a total of 29 checks that were examined; all were accurate though two were missing documentation.

There were a total of 27 Journal Entries and all were examined and found to be correct.

We were not able to complete the audit of NoCAC funds. Chris offered to work with the NoCAC committee to locate missing documentation.

Findings and recommendations:

The “Outside Vendor Payment Request” form (A15) was not used; NCWSC members will be reminded to use that when appropriate.

We were not able to review all deposits in the time available, partly because the documentation was not well organized; we suggest providing better training for all Financial Assistants in the future. The

deposits documented by the NCWSA Financial Assistant were an excellent example for others to follow.

DAPPs did not always sign reimbursement requests for Live Scan fees.

We felt that, before the audit next year, the Audit form should be revised with some clarification.

A copy of the full audit will be sent to the Corporate Records.

I am so very grateful for an awesome Audit Committee that made the process as smooth, efficient and pleasant as possible.

Respectfully submitted,  
Bonnie Muscutt  
Alternate Delegate

*NCWSC members were asked to take home the 2016 Tentative Budget, review it and forward any questions or suggestions to Bonnie. By the August NCWSC meeting, all additions would be incorporated. We could then pass it on to the Assembly for approval.*

### **Executive Committee**- Dede W.

Greetings everyone,

The executive Committee has been active. We have done a few financial assistant interviews as requested. All the interviews except one have been done in a very short time from request until interview. We are working directly with the NCWSA treasurer approving the necessary investments and keeping on schedule with our corporate timeline. The Executive Committee met at the February committee meeting shortly after all five members were elected. During this brief meeting among us a secretary and a chairperson for Executive Committee were elected. Darby from central section will serve as secretary and DeDe W member at large will serve as chair. We have had one conference call and another face to face meeting. We will continue to meet in person and on the phone. We will begin to do the officers interviews likely starting in August of this year.

Thank you for the opportunity to serve,

Report prepared by DeDe W., Executive committee chair

### **Thought Force Reports**

#### **Website Development Thought Force – Beth Ann**

The Website Development Thought Force was disbanded.

#### **Inappropriate Behavior Thought Force- Gael R.**

The thought force for “Inappropriate Behavior” created a Yahoo group where we have been communicating with each other. We have created an agenda that at this point is gathering facts

from the districts of the 8 member thought force team around incidents concerning “inappropriate behavior” and how they were dealt with.

In the coming months we will put out an appeal to all the DRs to send us any incidents of inappropriate behavior in their district and how they were dealt with. This should give us a solid body of facts that will facilitate the ensuing discussion.

*In addition to looking at members feeling unsafe in meetings (group and district meetings as well as events), we also want to look at the guidelines for teen behavior.*

*Thought Force has chosen to not have a survey on the NCWSC at this time.*

*Comments include:*

- *(From the Alateen Coordinator) Alateen Safety Guidelines cover a lot of this. When a new group is formed they receive a letter from WSO and from our AAPP. What is stated is each group is responsible for setting group guidelines. I would love to see an Alateen on this Thought Force.*
- *We might want to gather information on what other Areas and WSC summaries have done on this topic.*

*Question: How will the Thought Force handle the confidentiality of the submissions?*

*Answer: The submissions will not be going outside the Thought Force.*

*Send shares to [Gaelr@baymoon.com](mailto:Gaelr@baymoon.com), Inappropriate Behavior Thought Force Chairperson.*

*Shares should include timeframe, district and, when appropriate to know, a pseudonym.*

*Inappropriate Behavior includes but is not limited to: treasurers taking money, someone making guidelines for the group, sexual remarks.*

## **2015 NCWSA Convention Chairperson** – Diana C. (read by Patty B.)

I want to thank the NCWSA 2015 Convention Committee and Facilities for their hard work and creative planning in preparing the NCWSA 2015 Convention in Modesto, CA. It was a very exciting growth experience for me. I am very grateful to be a part of this outstanding, enthusiastic team. I would like to thank the Officers and Coordinators for their support and to the DR's and GR's for carrying the message to their Groups.

I am pleased to report that the Preliminary Financial Statement resulted in a Profit of \$1,614. I am grateful that we were self-supporting considering that the participation totaled about 270 people. I believe this is very low in relationship to the over 900 groups throughout Northern California World Service Area.

The Committee travel of \$2,929 was about \$629 over budget. We were very conservative regarding travel expenses and over half of the Committee was from District 18 (local). I don't believe the millage budget is attainable with the high gas prices. Maybe more Conference call meetings are in order; we had one.



Thank you for the generous donations from many Districts, Groups and Individual Al-Anon members for the abundance of outstanding Donation Draw items and the variety of delicious choices in the Hospitality Suite.

Thank you District 19 for providing a variety of Al-Anon Literature and District 11 for donating the exceptional decorations. Our first impression upon entering the room was impressive. Diversity, your dedication to providing translation was greatly appreciated.

Thank you to the Alateen Committee for their successful fundraising and to the Districts, Groups, Inter-Groups and Individuals that donated. This resulted in a carry over for the 2016 Convention of \$2.882. The Alateens were grateful to have a program and the participation was fantastic. I heard positive feedback from many Alateens.

Unfortunately we have 61 T-Shirts left in inventory. We thought the Committee came up with an “out of the box idea” for T-shirts. Thank you to the people that purchased and enjoyed coloring their world and the Alateens that colored many.

Thank you to ALL who ATTENDED and VOLUNTEERED at the NCWSA Convention.

I am grateful to Patty for reading my report and serving as the 2016 Convention Chair.

Love and Gratitude in Service, Diana C., NCWSA 2015 Convention Chair

*Question: Why do some events have rollover money? Treasurer indicated that only Alateen Convention gets to do this. It shows on the Balance Sheet (Attachment 5) under Liability. This is the Alateen money deferred to the following year.*

*2016 Convention Chair is looking for a co-chair from the Central section.*

**2015 NCWSA NoCAC Chairperson** - Jessica M. (read by Lisa B.) Report not submitted.

## **Coordinator Reports**

**Alateen Coordinator**- Lisa B.

It has been a very busy few months.

I have done AMIAS trainings in districts 19, 18, 14, 1 and 12. We have started each training reviewing the B17 in detail and then doing an additional section devoted to questions or concerns that the district hosting the training has asked me to address. Topics have included: Mandatory reporting, budgets, outreach, tough topics (suicide, self-harm, abuse, and substance abuse), event guidelines, meeting for younger members and unacceptable behavior in meetings. I have used the WSO training modules to address these issues and we have had opportunities to share our experience, strength and hope. The revised WSO training modules will be posted to the AMIAS list servers as soon as I have them revised. Please don't use the ones that are on the list server at this time. I am trying to find a way to remove them but have not been successful.

### **9<sup>th</sup> ANNUAL SPONPONS R & R**

I have attached the Registration Packet and it will be posted to the NCWSA shortly in English with the Spanish version sooner than later.

We have been having monthly committee meetings and everything is on target.

### **NoCAC**

I have been attending monthly meetings and everything is happening in Alateen time.

We have the BASH dates scheduled and on the NCWSA website and flyers are in the DR and Officer and Coordinator's bins.

I attended the District 1 Day in Al-Anon to support the NoCAC committee members up in that area. They raised @ \$395.00 for NoCAC Scholarships for the teens in their district.

### **WSO**

I attended my second Alateen Coordinator telephone call in May. This call did involve audience participation and it was nice to hear other Alateen Coordinators share their experience, strength and hope. The topics for this call were AMIAS recertification, Area Requirements, Alateen Online and Departmental Up-dates.

The WSO does have a page on Facebook "Alateen WSO". The WSO is looking for original art work and one to two sentence sharings that they can post.

One of great public outreach tool is the *Alateen Talk*. Each registered group receives a copy quarterly from the WSO. Please encourage your Alateen meetings to write something for the *Alateen Talk*. Submissions can be done on-line through the WSO member's section <http://www.al-anon.org/members/>. Please consider doing writing workshops at your Alateen meetings or district events and submitting them to the WSO for *Alateen Talk*. *Alateen Talk* Writing Guidelines are available on the member's website <http://www.al-anon.org/members/alateen-talk-writing-guidelines>.

### **GOALS**

I continue to gather the names and email addresses for the Alateen Coordinators in our Area. I will be scheduling a telephone call for some time in June. **If you are in these districts I still need the names and email addresses of your Alateen Coordinators; Districts 2, 4, 7, 8, 10, 13, 20, 21, 22, 24, 25, 26 and 27.**

I will continue to travel to districts to do AMIAS workshops.

See the Alateen Liaisons Guidelines that were submitted in "draft" format last panel approved and posted to the NCWSA website.

I have completed revisions to the NCWSA Alateen Coordinator Guidelines and submitted them to the Area Chair and am waiting for them to be approved and posted to the NCWSA website.

I have been working on the creation of the Sponsor R & R Guidelines that was started some time ago and hope to have it approved and posted to the NCWSA website by the end of this year.

### **UP-COMING TRAININGS**

Everyone is invited.

July 25, 2015 in District 15 Hayward Area

August 15, 2015 in District 5

September 18-20, 2015 Sponsors R & R in Occidental

### **ALTERNATE ALATEEN COORDINATOR**

John has collected sharings from the Alateens and the Spring *Alateen Express* is in each District Representatives bins and is available on the NCWSA website.

Alateen Rocks!

Yours in Service,

Lisa B

*The Alateen Coordinator agreed to post her report on the list server.*

**Archives Coordinator** - Diana C. (read by Terry C.)

Things have been uneventful to date. I received a request from District 19 regarding their District Archives and I sent Sheri an Archives Binder. Over the past 3 years, as the Alt. Archives Coordinator, I had distributed binders to most of the Districts of the NCWSA. If your District is interested in an Archives Binder and/or doesn't have one, please contact us at [archives@ncwsa.org](mailto:archives@ncwsa.org). The Archives Starter Kit with general information is also available online at [ncwsa.org](http://ncwsa.org), and is an opportunity for Groups and Districts to create and maintain their own Archives.

We will be moving the Archives Inventory Memorial Day weekend at the Store More America, Soquel as planned. As we load the trailer, we plan to complete a physical inventory of the Archives. If you would like to help us please contact Diana at (209) 981-1930 and I will be happy to give you the details. I will be storing the Archives at the Turlock Mini Storage, in Turlock. I believe it meets the requirements and is most convenient for my location. Calvin, the storage manager, has assured me there will be a 10X10 available after memorial weekend at a cost of \$65/month.

We received an email from Joe Tanory, WSO Archives Coordinator, through the Archives e-community which referenced that the Group History Checklist (AR-6) is available. We will be emailing this AR-6 to DR's, asking them to forward to GR's for the Groups participation in completing the form and sending a copy to the Area Archives. This would be a great contribution in compiling details for a second edition of Journey to Recovery, Northern California's Fifty Year History book.

Remember Archive displays, skits and/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 us to access and/or assemble the records.

Thank you for the opportunity to Serve,

Diana C., Archives Coordinator and Terry C., Archives Alt Coordinator

**Bylaws and Insurance Coordinator** - Cindi H.

Dear NCWSA:

Since our last report at the Committee meeting held in Visalia on February 14, 2015:

**General Liability Insurance** - Since the beginning of 2015, we have received 20 requests for General Liability Insurance Certificates and 12 requests for Insurance Certificates for special events. A total of 32 requests have been responded to since the beginning of 2015 as of May 6. In 2014 there were a total of 36 requests for the entire year.

Based on our experience, the By-Laws and Insurance positions require much more than 1-2 hours a month as stated in the current Guidelines. Each insurance request requires:

Communication with the GR/person requesting the certificate,  
Completion of an online form by one of us for the insurance broker,  
Responding to her questions,

Contacting the GR/person with additional questions due to incomplete applications or questions from the broker,  
Logging the final certificate into our tracking database, and  
Forwarding a courtesy copy to the GR/person who requested it.

Based on our experience, 15 hours a month is a more accurate estimate of the actual time required to complete the insurance certificate process. This 15 hours does not include reading, reviewing, proofing and communication with the broker and our colleagues regarding the policy renewals for the NCWSA's General Liability and Directors & Officers insurance.

Responding to insurance requests is time-sensitive and requires weekly attention.

We are recommending that the NCWSC consider:

Splitting the By-Laws and Insurance Coordinator/Alternate into two positions - a By-Laws Coordinator with an Alternate, and an Insurance Coordinator with an Alternate.  
The Insurance position be filled by someone with time to devote to the position every week (e.g., someone semi-retired or retired – in other words, not working full-time).

or

A part-time, paid position to manage the Area's Insurance policies and requests.

Please remind DRs and GRs that, to request an insurance certificate, Groups must complete Forms 26a & 26b, which can be found under the Service Tab on the NCWSA website. Please complete the forms in full. Lead time for submission of insurance requests is three weeks. This allows sufficient time for the Coordinator to receive materials, complete and submit forms, answer questions from the broker, and for the broker to submit the request to the insurance company and receive a response. Whenever possible, Groups are asked to submit Insurance certificate requests via e-mail. Full details on how to submit the forms are included at the top of Forms 26a & 26b.

**Directors & Officers Insurance Renewal - Sept 2015 to Sept 2016** – There will be a questionnaire sent by our insurance broker to NCWSA in June. This will need to be completed and returned. The broker will then forward an invoice for processing and payment.

**By-Laws/Guidelines** - A number of Guidelines still need to be updated on the website.

Both Cindi and Phyllis are stepping down from their positions due to busy work schedules outside of AI-Anon. We have appreciated the opportunity to get to know the new panel members and how the By-Laws and Insurance work in AI-Anon.

All materials for By-Laws & Insurance are being turned over to Chairperson, Joan W at this meeting. Once a new By-Laws (& Insurance) Coordinator is selected all existing Guidelines will be updated on line.

Gratefully yours, in service:

Cindi Hubbard, By-Laws & Insurance Coordinator and  
Phyllis Cronin, Alternate By-Laws & Insurance Coordinator

*All emails sent to [Bylaws@ncwsa.org](mailto:Bylaws@ncwsa.org) will be forwarded to the Chairperson by the Website Coordinator.*

*The Website Coordinator asked committee members to resubmit forms that have been approved by Bylaws & Insurance Coordinator but not posted. Send the forms to her and the Chairperson. She will then post them.*

**Diversity Coordinator** – Nick d (read by Veronica P.)

Dear NCWSA:

The family disease of alcoholism knows no boundaries: Religion, Sexual Orientation, Ethnicity, Age, Gender, Language, etc.

**Diversity Theme for this Panel:** The Diversity Strategy for this panel continues to build momentum as we strive to:

**“Offer hope and welcome to  
Anyone, Anywhere reaching out for help”**

**Diversity Committee**

We continue to build the Diversity Committee and would urge you to communicate to your groups that if anyone is interested in growing in this area to get in touch with us @ [ncwsadiversity@gmail.com](mailto:ncwsadiversity@gmail.com).

**Diversity Day (August 15<sup>th</sup>, 2015)**

Diversity day is gaining momentum. We will offer exciting workshops, great speakers (including a virtual speaker) and hope you will all attend Saturday August 15, 2015 at the Billy Dee Frank Community center in San Jose. We will reserve a handful of rooms across the street for all those who need to stay overnight the night before to help prepare. We also hope to offer online registration and hope to be able to take credit/debit cards like some districts have already done.

Diversity Day 2015 is still looking for folks to do service that day so please contact me if you are interested:

Workshops Coordinator	- Open
Hospitality	- Marlo T.
Event Treasurer	- Suzanne C
The program and Social Media / Devices	– Veronica P
Special Workshop	- Beth Ann
Speaker Coordinator	- Open
AI-Anon of Color	- TBD
AI-Anon with Disabilities	- Cecilia L. (Nebraska – Virtual presentation)
GLBT AI-Anon	- James L. (tentative)
Asian AI-Anon	- Open
Young AI-Anon	- TBD
Alateen Panel	- Brittany
Transition from Institution	- TBD
AA Speaker	- TBD

### **Simultaneous Interpreters/ Document Translators**

We are still seeking additional folks to help us with Simultaneous interpreters and Translators to any and all languages. The pool is building and we are so grateful to those who have already done service this year, particularly at convention.

### **Document Translation**

The backup of documents to be translated is stable thanks to those are taking a first stab at translation using Google translate. This makes our job on the back end much easier and we can turn documents around much faster. That said we still have a backlog so if anyone else is willing to help with this please contact us.

### **Content Translation/ Interpretation Requests**

Translation request keep coming in. However, the translators this year are all very busy and we don't have enough people in the pool to cover all events in the Area, so we would ask that you all ask any fellows with that skill set (again, any language) to send me an email or call us so we can add them to the availability database.

Districts/Groups/events may also submit requests for translation equipment by using an online form or simply sending us an email. We try to respond quickly but sometimes we are unable to so please be patient.

Thanks to the Spanish Inter-groups and Districts who reached out to talk about how we can help expand the concept of diversity and how we can collaborate in the area to extend our reach, and to encourage them to keep Al-anon members informed about any activities involving inclusion of diverse population members. We hope to attend as many events as possible.

If anyone needs the equipment please let us know. Districts are free to provide their own interpreters (fellows in the rooms), or if you'd like the Area to provide we need as much advance notice as possible. We only have a few folks signed up for simultaneous translation and these folks are quite busy.

So far we've not received any request to provide ASL interpretation, as needed upon request. We are also looking to expand our base of fellow Al-Anon's that are fluent in ASL so that we can share the message from within. We have discovered in the last few years that "professional" interpreters who are not part of the fellowship get interpretation technically "right" but that the interpretation loses meaning as the Al-Anon program language gets "lost in translation".

### **Diversity Outreach/Translation Equipment**

Veronica P represented P.I. & Diversity and Celebrated with the Spanish Northern Intergroup on their 22nd Anniversary held at the West Bay Alano Club in Daly City, CA. Spanish-English interpretation provided by the SF Al-Anon members who served as interpreters. Thank you, Veronica and Gloria for your awesome service.

The Equipment was also used in District 12 in San Francisco and by district 5 in Napa again thank you for your awesome service.

**Convention:** Diversity at convention was truly felt. Thanks to Lorena for organizing the awesome Spanish Alathon meetings. They were well attended all day and I'm also glad English speaking fellows took the time to attend some of the Alathon meetings. We could not have done this without Diana's guidance. Thank you. Convention was the first time since I've been involved (5 years) that we had so many people actually asking for and using all of the equipment. It was truly amazing to see.

We continue to encourage Area to invite Spanish Speakers to all the main workshops.

We purchased headset splitters (and almost doubled our 37 headset capacity) so that more people can listen to get the English translation of the Spanish speaker at Convention and the feedback we received from the interpretation was great. Unfortunately we ran out of headsets so please note that **for future we ask that:**

**Anyone with a smartphone headset to bring their own and use it please. Most headsets work really well with the splitters and plug right in.** We are also looking at purchasing additional headsets.

Our research indicates that the next generation of translation will be phone/tablet/internet-based and we will continue to research as we build the capabilities and drive the cultural change required for the demand to exist.

We are starting to schedule joint meetings with PI/CPC and Institutions to reach out to diverse groups and encourage all GRs to ask any fellows that are also part of LGBT, Asian, African-American Populations, Hispanic Cultural centers, that you put us in touch with those so we can share about Al-Anon in the Area. Native Americans seem particularly underrepresented.

We have yet to create working groups to reach diverse groups of people and work on ways to help them feel included and part of the Al-Anon. We ask all DR's to announce that we are looking for people to participate in these meetings (which will be virtual, to a great extent) and those interested to email [ncwsadiversity@gmail.com](mailto:ncwsadiversity@gmail.com) or call me Nick d @ 925 570 3969

### **Diversity Database**

We continue to use Google Drive to centralize our interpreter/translator database, establish a workflow to efficiently translate documents from English to Spanish.

The Drive is shared with collaborators and is set up using [ncwsadiversity@gmail.com](mailto:ncwsadiversity@gmail.com) account that can be shared with past and future trusted servants. We added two people to this database since the last report.

We also need translators in other languages

### **Potential Future Events – that will need Trusted Servants to help:**

AMIAS training May 31 in Petaluma from 1-5pm – Need 2-3 Interpreters

AMIAS training in June (TBD)

Santa Clara Valley Al-Anon Open Speakers Meeting Friday, June 26, 2015 7:30 – 9:30 PM

Al-Anon table at SF Gay Pride 2015 June 27-28 (2015 Theme: Equality without Exception)

SF Unity Day (October)

District 15 Outreach to Colonial Acres Escuela (elementary school with about 675 students) date TBD

Sponsors R&R (Fall)

### **Partial List of Documents translated Available in Spanish are posted on the NCWSA Website.**

(If you are looking for a particular document please contact us and we will help you find it) Some of the most used documents are as follows:

A22-7-AlateenTravel And Treatment Authorization

A22-3-LetterToAlateenSponsorApplicant

B17-EN ESPANOL Alateen Safety Guidelines

Sponsors R&R registration packet

NoCAC Registration packet

Love in Service,  
Nick d. - Diversity Coordinator and Stephan T. - Alt Diversity Coordinator

*Translation equipment is on a first come first served basis with NCWSA and NCWSC events having top priority. Arrangements were not made to have equipment available at yesterday's Assembly. Per the Chairperson, there will be further discussion in August.*

**Facilities Coordinator** - Carol S.

I've gone to all the Convention Committee Meetings this year. I worked with the Doubletree Hilton in Modesto to complete all the event setup. We met all our room and our food and beverage commitments. I'm looking forward to working with the Doubletree hotel again for our 3 day Assembly.

I've been working with the Campbell City Banquet Hall for our 1 Day Assembly. David brought all the equipment again this weekend. He is such a great addition to the Facilities position.

I've also been working with the Doubletree Hilton here in Campbell for this Committee Meeting.

The next Committee Meeting will be in Fairfield on August 28<sup>th</sup> & 29<sup>th</sup> at the Fairfield Marriott. The room cost will be \$115 per night. I will be setting up room blocks soon so you can make your reservations.

Our 3 day Assembly will be back in Modesto at the Doubletree Hilton on October 9<sup>th</sup> – 11<sup>th</sup>. The room cost will be \$114 per night. We will be having boxed lunches for Saturday October 10<sup>th</sup>. I'm not sure of the final cost yet, but probably around \$15. The room blocks will also be setup for Assembly soon.

Our 2016 Convention will be in the North, we are looking in the Napa area. More information soon.

In Service,  
Carol Smith  
NCWSA Facilities Coordinator

*Carol also mentioned that in order to get the room rate, we need to book rooms before the cut-off date.*

*A discussion followed regarding the Concepts and Warranties banners to hang at these meetings. It was recommended that we shop for banners online. The Facilities Coordinators were asked by the Chairperson to gather information and share it with her so we can have banners for all of our Legacies.*

*The DR from the hosting August NCWSC meeting said this was the first time she heard about the NCWSC meeting being in her district. Facilities Coordinator said she found a hotel that would meet our needs in the North. Also, no offers from districts to host the meeting were given to Facilities Coordinator so steps were taken to find a facility in the north.*



## **Group Records Coordinator** - Wendy L.

Dear Family:

I am happy to announce that George Leong, Alternate Group Records Coordinator, is willing and able to share the load with me and some of you have already received correspondence from him. Together, we have noticed a few things that need clarification when contacting us about your group:

If you contact us via e-mail about an error or fill out the A16 change form, at a minimum, three items will help us identify you: (1) City of your meeting, (2) Day of the week of your meeting and (3) Meeting start time. Of course, your meeting WSO unique number is good, but who remembers that?

If you are a group representative, we need your first and LAST name. The WSO database will not let us insert only a first name. For those service positions that are identified in the WSO data base (CMA, GR, DR, Area Coordinators and Area Officers, first and last names are required for mailing purposes.

*The "Anonymity Within AI-Anon/Alateen" policy is stated on pages 92-93 in the "Digest of AI-Anon and Alateen Policies" section of the 2014-2017 AI-Anon/Alateen Service Manual (P-24/27) and states: **Anonymity in Service** "In AI-Anon/Alateen service positions (Group Representatives, District Representatives, Coordinators, World Service Conference members, etc.) it is practical to use full names and addresses to facilitate communication."*

We only do group changes to the WSO database and provide a monthly report to the NSCWA Website Team who then updates the NCWSA website. We are not responsible for local websites, local printed meeting schedules, etc. Please find out who is responsible for that so people can find you!

12 – Stepper: All CMA's (the current mailing address on record with WSO via A16 change form) will receive a printed newsletter when a mailing is done. All SUBSCRIBERS will receive a printed newsletter when a mailing is done. All NCWSA Officers, District Representatives and Coordinators will receive a 12-Stepper when a mailing is done. If you do not want to receive the printed version in the mail, please let me know and I will tag you as a "NO MAIL" status and save on costs!

District Reps & Detailed Group Reports: As announced at the last committee meeting, I am happy to print out your District Group detail reports but in so doing, went through 2 reams of paper (double sided). Since we are trying to be cost conscience, please let me know if you need a print out. We understand some of us are not able to print or use a computer and we are here to serve you. At any time you can request your group detail report electronically and we will send you a PDF via an email attachment. The print out of your group detail report is available at committee meetings upon request. Some of you know how to access your group details via WSO online records and don't need our help at all! We all progress at different speeds!

Thank you for your service and allowing us to serve too! George and Wendy

## **Institutions Coordinator** - David B

David B and Dean C. announced an opportunity to receive a grant. The California Department of Corrections Rehabilitation (CDCR) was offering a grant for innovative programming in California

prisons underserved by volunteers and in remote areas. Art B, David and Dean reviewed the Service Manual for guidance regarding grants. CDCR needed our Letter of Intent by February 20<sup>th</sup>. David submitted that letter. The CDCR was looking for organizations that had successful programs in prisons. We have that in Solano prison among other prisons. The application was due March 13<sup>th</sup>. The grant period is July 1, 2015- June 30, 2016. We selected 7 prisons. The following districts will be affected: D1, D4, D9, D19, and D27.

Page 98 of the Service Manual was mentioned. It references "Payment for Speaking". Dean shared the following, "anytime an organization pays me as an Al-Anon member to do service for them, I can use that money to reimburse my expenses and nothing more. If the institution wants to do more, we can request they buy CAL literature. As an organization we can receive freebies as long as we don't get anything different from any other charitable organization. Currently we receive space for meetings, a prison employee to make sure we get where we need to go and help with paperwork. "

David said," we requested literature for 7 prisons and we will be implementing (supplementing ?) with additional funds from the Pink Can funds for a total of \$10K per prison. Southern California has chosen to participate too.

The Institutions Coordinator also said they reference the SM because of the travel/hotel expenses by the Brown Card (the state institution views card holder as an employee without getting paid) holders. "We will need the Brown card holders to go into the prisons on a random basis with our volunteers. We estimated \$4,750 for each of the 6 facilities (not including Mule Creek State Prison) for a total of \$28,500. Excess grant funds can be given back to CDCR or can be used by the institutions to buy literature. Meals (dinner and breakfast) totals \$9000. Mileage from Bay Area and Monterey to various prisons totals \$78,187. \$155,858 is the amount of the grant." Yvonne deG and Joan W stated that we were never in Mule Creek. We started a conversation but nothing ever came about from that conversation.

**Question:** Isn't this money from outside of Al-Anon? An outside organization can pay for Al-Anon member expenses doing Al-Anon related work?

**Answer:** Yes it is. That is why we sited pages 97 and 98 of the SM.

The Treasurer thanked David for the presentation, and requested a copy of the report because it has a lot of the details. Also, David called her about the grant and the Treasurer said we could keep the funds separate.

**Q:** In the slide, you used a mileage reimbursement rate of .565 and the current IRS business rate is .575. Does the state have a limit to the mileage rate they want us to use?

**A:** The state uses .565 currently and the hotel cost is the same used by the state.

**Q:** If we accept the grant, is there any obligation on the Area's part to continue the program for a defined period of time after the grant period is over?

**A:** The objective of this grant is to have volunteer groups continue to serve in these prisons after the grant period is over.

**Q:** What's going to determine where we are at the midpoint and are there any negative penalties to not meeting their goals? At the end of the period, what does, "the programs are able to be sustained through the normal prison budget" mean? Does this put the Area on the hook for more money?

**A:** Regarding penalties, they are still putting their packet together. I don't know of any penalties. We are reaching out to Nevada for volunteers as well as working with the DRs where the prisons are located. Our money comes from the Pink Can for literature. Treasurer said Institutions mileage is part of the Area's budget and comes out of the general fund. The local members will not be reimbursed for their mileage. We will give a survey to the prison members every month over a one-year period so they can report their attitudes.

**Q:** Is there a deadline for turning in the paperwork?

**A:** We are waiting for the CDCR to send us documents.

**Q:** Have those who applied for the grant considered how this grant impacts NCWSA financially, including taxes, possible audits, and filing fees related to the grant? 2) How will this impact other coordinators who would apply for grants outside of AI-Anon? 3) Was the grant applied for by David as the Institutions Coordinator or using the name of the Area (NCSWA)?

**A:** WSO gave examples of an Area that was awarded a grant they applied for. I can't answer your question but we are going through the process.

**Q:** Can we get a synopsis of the slides on the Yahoo group? Not answered.

**Q:** How do DRs share this information with our GRs?

**A:** Suggestion was to say we have an exciting thing happening in Institutions, there are still questions that need to be answered but expect to see a lot more Institutions work being done.

Comments included:

- I have a different interpretation of page 98. We are getting into money from outside organizations supporting AI-Anon expenses. It could open up the topic of getting reimbursed in general.
- If we were invited by a school or hospital to come in and talk about AI-Anon so people there would understand how AI-Anon works, that is part of Public outreach. If they asked us to travel 60 miles, it would be reasonable for them to reimburse us for the travel expenses to do that. We are doing the same work that we would be doing to treatment centers and hospitals but they are giving us the money ahead of time to do that.
- The chairperson indicated she was not aware that we had been approved for the grant and emails to her were sent to an old email address so she was not in the loop. As CEO and agent for NCWSA, she has not been asked to sign any documents.
- I am confused. I learn that something is a done deal and I feel that I have no voice. : Any committee member with a topic this big, please post it to the Yahoo group so we are aware.
- (From Alternate Delegate): We need to consider how we adjust the budget to cover what is not being covered next year after the grant period ends.
- (From Chairperson): We can make adjustments to the 2016 budget if necessary so it can be presented to GRs in October.
- This needs to be presented to the Assembly for discussion first before we sign any documents.
- This idea is within the scope of the Institutions Coordinator and those who are working on this grant. I think a Task Force will help us get the answers we need so we are clear. This is a huge opportunity and it is in keeping with our Traditions. We may not get this opportunity again.
- This is a one-time grant and it isn't a "done deal".
- I believe this is the 5<sup>th</sup> Tradition in action. This is in keeping with our Bylaws.
- An opportunity was offered between our February and May NCWSC meetings. At his first opportunity, the Institutions Coordinator has presented it to us. A better attitude is "How can we make this work? How can we support the districts doing this service?"

Following comments and questions, the consensus was to form a Thought Force consisting of the Officers, the Executive Committee and three DRs (one from each section) The Thought Force would parlay into a Task Force (if necessary) with the charge to determine how we make this work unless we find areas where this does not work.

DRs on the Thought Force are: Julie E. (North), Marilyn H. (Central), and Sheri W. (South).

## **Literature Coordinator** – Catalina L. (read by Art B.)

### **1. Writing Workshops**

On April 18, 2015, I conducted a writing workshop for submissions for the Intimacy in Alcoholic Relationships piece of literature. I had 16 participants and 9 shares were submitted to the WSO.

On May 9, 2015, Art B conducted a writing workshop of all men for submissions for all four of the literature pieces: Parents/Grandparents of Alcoholics, Intimacy on the Alcoholic Relationship the new daily reader and the Forum. Art had 36 participants and 4 shares were submitted to the WSO.

On June 5, I will conduct a writing workshop for submissions for the New Daily Reader.

### **2. Literature Orders for Institutions**

In April, I processed a literature order for Institutions for approximately \$7,100.

### **3. NEWS FROM THE WSO**

A. Update on sharings for literature pieces in development. As of March 25, 2015, the WSO has received over 1,130 sharings for the intimacy piece, about 155 sharings for the parents/grandparents pamphlet, and 216 sharings for the new daily reader.

B. Writing for the new daily reader. The new daily reader hopes to include sharings that represent the fellowship as it is today. How can we help more members submit writings that reflect the inclusiveness of our program?

The Associate Director of Communications—Literature said this can be challenging, because since our books don't include the names of those who write, it can be difficult to know if a man or a woman wrote the story. Diversity is not always evident in most of the sharings received so far. A Coordinator suggested encouraging writers to include more descriptive information about themselves in their writings. For example, they could start the sharing with, "I'm a young man from Nebraska..." or "As a grandparent of an alcoholic..." and then share how they use the program in these particular situations. The hope is that the daily reader will let members who feel alone and isolated know that they do belong.

One Coordinator suggested reaching out to those groups made up of members in similar life situations, such as women's, men's, LGBT, or parents' groups, and ask them to share their experiences. One bilingual Area will be accepting Spanish sharings and translating them, so they can be submitted to the WSO. This is a way of being inclusive of the Spanish-speaking segment of the fellowship.

We hope to have the daily reader ready for the 2018 International Convention, so Coordinators were asked to continue thinking of additional ways to reach out to our diverse fellowship and encourage these members to write.

C. Throughout this year, we'll be featuring *Many Voices, One Journey* (B-31) in the "CAL Corner" section and on the "back flap" of *The Forum* several times. We encourage Coordinators to create Area-wide tie-in projects to encourage members to read this book.

D. The 20 quotations for use in 2016 service arm calendars (in English, French, and Spanish) have been completed and approved, and posted on the Area Chairperson e-Community. (See your Area Chairperson for more details.)

E. The new conflict resolution tools are now available in Spanish and French:  
*Loving Interchange to Resolve Conflict* wallet card (SS-71/FS-71)  
*Conflict Resolution using our Twelve Traditions* card set (SS-72/FS-72)  
*Talk to Each Other—Resolving Conflicts within Al-Anon* booklet (SS-73/FS-73)  
*Using Al-Anon Principles to Resolve Conflicts* kit (SK-70/FK-70)

F. Answers to frequently asked questions about literature can be found in the Literature Coordinator e-Community in the “Questions and Concerns” sub-folder.

G. CAL Workshops: There are several PowerPoint Workshops about CAL in the Workshop subfolder of the Literature Coordinator e-Community. These include:

- A workshop on using CAL in meetings from Bill D, Arkansas Literature/Forum Coordinator
- A writing for CAL workshop from Bill D, Arkansas Literature/Forum Coordinator
- A writing for *The Forum* workshop from Bill D, Arkansas Literature/Forum Coordinator, for those Literature Coordinators who are also Forum Coordinators. (Literature Coordinators may wish to adapt it for various CAL projects in development as well.)
- A workshop on the importance of CAL from the 2013 WSC
- A skit on the importance of CAL that serves as a framing for the PowerPoint workshop from the 2013 WSC

H. Your Questions Answered: We’ve updated the "Recurring Questions with Table of Contents" document to include seven new questions and answers, based on your recent inquiries. Several other answers were revised with the latest information. You can find it posted in the "Questions and Concerns" subfolder of the Literature Coordinator e-Community.

I. “CAL Corner”: Each month, the “CAL Corner” feature in *The Forum* includes recovery. May’s articles focus on *Reaching for Personal Freedom* (B-22). The June articles are about *Many Voices, One Journey* (B-31). **Sharings Needed for “CAL Corner”:** We have very few sharings about how CAL has helped members with their recovery. Please urge members to write. We could especially use articles about *Discovering Choices* (B-30), *So You Love an Alcoholic* (P-14), *Al-Anon’s Twelve Steps & Twelve Traditions* (B-8), or our Conference Approved Literature in general. A sharing sheet for “CAL Corner” can be found in the “Literature Projects” subfolder of the Literature Coordinator e-Community.

Respectfully Submitted,  
Catalina Area 3 Literature Coordinator Email: [nocallit@outlook.com](mailto:nocallit@outlook.com) Phone: (415) 509-2706  
and  
Verena Area 3 Alternate Literature Coordinator

**PI/CPC Coordinator**– Veronica P.

NOTE: The original report was a Power Point Presentation. If you want a copy of the original slides, email us at [PICPC1951@gmail.com](mailto:PICPC1951@gmail.com)

### **The Road to 2051 - Report Summary**

1. Who’s Who in NCWSA - Districts that do not have an Outreach Coordinator
2. Where We’ve Been
3. Upcoming Area Events for 2015
4. Book us for your next Event
5. BAND Demo

### **Districts that do not have PO Coordinators (Public Outreach)**

D2 Spanish Intergroup - North  
D4 Spanish Intergroup - South  
D12 Spanish Intergroup - East Bay  
D20  
D10  
D21  
D22

### **PICPC VOLUNTEERS**

Bruce D. (Mountain View, CA) will be serving as the contact point for creating and placing orders for table cloths, Pull Out Banners, District Customized Posters, Bill Boards, Bus Ads. Email Him at [Bruce.publicinfo@gmail.com](mailto:Bruce.publicinfo@gmail.com)

### **Where We've Been**

1. Jan 30th D6 Speaker Meeting
2. Feb 13th meeting with D19 GR's at NCWSC mtg
3. April 11th 22nd Anniversary of North Spanish Intergroup in Daly City, CA
4. April 24th Pleas S. spoke at D6 Speaker Meeting
5. April 25th D16 DIA gave an AI-Anon outreach workshop
6. April 18th NCWSA Convention

### **Upcoming Events**

1. 2015 SF Pride Sunday June 28th TBA We plan to have an AI-Anon Outreach Table
2. July 11th D3 Chico Dist Mtg
3. July 17th D26 Berkeley Speaker Meeting Topic: How I Found AI-Anon
4. August 15th NCWSA Diversity Day Outreach Workshop

### **Book Us For Your Next Event!**

1. Email [picpc1951@gmail.com](mailto:picpc1951@gmail.com)

Area Outreach (PICPC) Report for Northern California AI-Anon Family Groups

2. Districts that have expressed interest, but have not booked a date: D20, DR Darby T., DR Brenda W.

### **BAND DEMO**

1. Using Communication Apps to support your service work

### **Conference Calls**

1. 2nd Thursday of every month, 6-7pm call PH# 866-479-6576 Code: 663338855  
FOR DISTRICT AND ALT DISTRICT PO COORDINATORS. Guests can listen in. Please refrain from taking part in the discussion. We will have 5-10min at the end of the call to take questions from guests.
2. PLEASE NOTE THAT THE AREA IS CHARGED PER MIN EVEN WHEN YOU CALL IN EARLY. PLEASE DO NOT CALL IN EARLY. THE HOST OF THE CALL WILL DIAL IN AT EXACTLY 6PM.

In Service One Day At A Time,  
Veronica P.  
NCWSA PICPC Coordinator

*The PI/CPC Coordinator shared a demo of how she uses an application (similar to live chat) to communicate with District PO coordinators.*

*Districts without a PO Coordinator were encouraged to invite past PO Coordinators to the district meetings to talk about the position.*

*PI/CPC Coordinator suggested wearing "gear" (t-shirt that says "AMIAS") to identify ourselves at events. Alternate Delegate said this topic came up on a WSO call and it was strongly suggested that we remember we serve One Day at a Time.*

## **12 Stepper Coordinator- Debbie O.**

Keeping it Simple,

Compiled paperwork-let it set.

April read my guidelines and the By Laws again, Oh Crap!!!

Missed my deadline for the Feb 2015 issue, procrastinated.

Reached out, asked for help and found out I wasn't alone in my lateness.

Procrastinated some more

Reached out again and started from where I was.

Talked to my co-chair, Melinda N will be doing the 12 stepper formatting so it auto sets the Table of Contents as the template I have was done manually.

Sent the document off to the printer using McClaskey Adult Center in Sacramento with help for our mailing assistant Connie F.

Called Joan W several times and found more support.

The 12 Stepper was ready for pick up on Thursday May 15, 2015 to deliver 300 copies so the Officers, Coordinators, and GR's could have a copy at the One Day Assembly. A big thank you to Wendy L our Group Records coordinator for picking them up and bring them today and saving me a trip to Sacramento to get them here. A thank you to Yvonne P from District 10 for her willingness as well to help out if needed.

I had 1200 copies printed, which the mailing committee will be mailing out to all the members past and current of NCWSA.

I will become more aware of my time line by studying my guidelines and By-Laws.

I will be working with Rosanna which is imperative to getting all the reports posted.

I will be working to be on time utilizing my Review Committee.

I would like to have personal shares on recovery where I would love all of NCWSA to submit to put in the next 12 Stepper.

I will add all the Ask It Basket Question to the next 12 stepper as well.

I have heard here that communication is key, I ask that you all know I am grateful for all the input I have been given and look forward to growing in this coordinator position.

The next 12 Stepper will be going out after our Aug 2015 committee Meeting.

Love in Service, Debbie O, Melinda N.

*When asked what the cut-off date is for the next edition of the 12-Stepper, the editor said 45 days plus an additional 2 weeks before the next event. Reports can be sent by mail.*

### **Website Coordinator** – Beth Ann B.

Dear NCWSA:

I have to start with some sad news: Alex R., my Alternate, stepped down at the end of March and Errol S., the Immediate Past Coordinator and current Website Committee member, is scaling back in anticipation of stepping down toward the end of July. That leaves only myself and Chris D. (Immediate Past Alternate Website Coordinator) as the Website Committee, so we could definitely use more members to help with site maintenance and growth. Useful skills would be database management, FTP knowledge, prior Wordpress experience but I'm of the opinion that willingness is truly the most important thing.

There have been other challenges, as well. We haven't been able to meet again as a committee yet. The majority of my time, at least, is spent on maintaining what is already on the site and updating various areas, leaving me no time to work on growing or changing the site. (This has been particularly challenging for me, personally, because that's why I wanted to take on this role.) I am also realizing that certain types of queries that come through the website should perhaps not come to me and that defining out my role more firmly would help with this. I'm hoping to tackle this in the not too distant future.

Now some good: I have been taking a class about website design, which is teaching me more about Wordpress and also what makes a good/useful design versus what is more challenging to users. I'm beginning to see that I can probably redesign the site myself, which would definitely save NCWSA some money. The issue is finding the time. So long as the majority of what I do is site maintenance, I suspect there will be no major changes.

I'm realizing that there are features to Wordpress we are not fully utilizing, which could make some of our processes more smooth and easier on the Coordinators/Officers. For instance, we do not currently use the blog function at all; however, I think several of the coordinators (PI/CPC, Alateen, Institutions, Literature, Archives, etc.) could benefit from being able to provide updates in their own time about what's going on. Additionally, Wordpress has worked to make their sites more tablet and mobile friendly, which has in turn helped with one of my goals (creating a mobile version of the site) without any work on my end!

Through the challenges, I'm finding myself growing and learning a lot. Certain things have tested my patience; however, I am trying to trust the process. The main problem for me today is finding time and people willing to help but you, my fellows, can help with the latter! I've created a flyer



seeking a new Alternate Website Coordinator and Website Committee Members. Please circulate it. I can't do this alone; thankfully AI-Anon has taught me that I don't have to.

Sincerely,  
Beth Ann B.

*The Website Coordinator gave her report as well as a workshop on using the Area's website. When asked about expanding the map to be full-screen, the Coordinator said she is working on it. Treasurer said the A4 form is not interactive and to please print out form until the situation is fixed online. A discussion ensued regarding the naming of the 12-Stepper issues (eg. Convention Issue, Delegate's Issue, One Day Assembly Issue.) When asked what would be the process for NCWSC members to have their own page, the Website Coordinator said she was thinking of a blog so one could change or add to their page. What is the process for including Alateens on flyer? Use the Submit an Event page under Calendar and following instructions when Alateens are involved. A DR asked the Website Coordinator to refer event planners with complaints back to their DR. Alateen Coordinator indicated that blogs may need to be reviewed if Alateen is mentioned. The Website Coordinator said no one has said what people can and cannot do regarding renaming/rewording. She is trusting when someone makes a suggestion that they know if it is allowed. It was shared that because our website is not password protected, we get more visits and the Coordinator is not responsible for what we want posted.*

*Website Coordinator asked if she could change to another server for the website. It was shared that anyone can do research and bring it to the NCWSC and if there is no added cost or penalty, you can make a change.*

*Chairperson agreed to put the following topic on the August agenda: What does being a "trusted servant" mean.*

### **District 6-10 Intergroup** - Lisa K. (read by Jeannie O.)

Hi Everyone! I am, Lisa K, the Chair for Intergroup D6-10.

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 the Share&Care, and at each meeting. Meeting schedules are also available on our website. Our AIS office is operating solely with the help of volunteers and they do a tremendous job! Having all volunteers, the AIS Office has 7 coordinator positions: Office & Facility, Communications, Literature, Finances, Office Volunteers, After Hours Phone and Share&Care Subscriptions. They are looking for some help in the office and with some of the coordinator positions and are always in need of volunteers.

Recently we have allocated some money for the Alateens to attend the Convention and Growing Together Weekend. We are also going to establish an Area scholarship for our D6-1-0 Alateens to attend NoCAC. Be on the look-out for a flyer regarding this in the summer.

Intergroup continues to hold elections for open positions. We need the following positions filled: Alternate Chair, Spring Fling Coordinator(s) and a Service Board Member.

With Gratitude, Lisa K, (916) 903-9022 or lisafitz@aol.com

**Northern California Hispanic Intergroup** – Janie L. (no report)

**Santa Clara Valley Intergroup-** Bruce D.

Santa Clara Valley Al-Anon Family Groups is an Al-Anon Information Service serving Districts 20, 21 and 22. While the roots of Al-Anon in Santa Clara Valley go back to the 1940's, an Intergroup was first formed in the late 1950's by just a handful of meetings who saw the need to reach out to the public with their message of hope. In 1964, California was divided into north and south and District XI, which included all of Santa Clara County, was created. There were eight groups in the District. 1979 saw the division of District XI into three new districts which came to be designated as 20, 21 and 22. In the late 1980's and with growth approaching 100 meetings, an Incorporation Committee was formed and Santa Clara Valley Al-Anon Family Groups Intergroup came to be created as a nonprofit public benefit corporation with 501(c)(3) status and for the following reasons: (1) Tax benefits, (2) Limit of liability for officers and members, (3) Perpetual legal existence (4) To focus the business purposes of the group and (5) WSO and several Al-Anon service arms in California had previously incorporated as nonprofits.

Intergroup provides selected program services for its three Districts, services that are normally provided for, in whole, by individual Districts themselves. Intergroup operates the central literature depot at the Campbell Community Center that we call the Bookstore, publishes a regularly updated Meeting Directory, provides the umbrella insurance policy for its current 87 meetings, generates the minutes, financial reports and newsletter required of its legal status and has established the Coordinator positions of Alateen, Alateen Process Person, Archives, Directories, Insurance, Finance, Facilities, Literature, Public Information, Institutions, Newsletter, Special Events, Teleservice and Website to carry out these important program functions in concert with the three Districts.

2015 brings the continuation of a Thought Force begun in 2014 to consider the communication and coordination between Intergroup and the Districts and to examine the combined Area effectiveness in serving both membership and public. On hiatus since the first of the year due to service rotation, the leadership of each of the four bodies shall reconvene in June to discuss, in our program of realistic self-assessment, the continuation of the Thought Force.

Respectfully Submitted,

Bruce D.

Alternate Chairperson, Santa Clara Valley Al-Anon Family Groups, Liaison to NCWSC

**Spanish Intergroup East Bay-** Maria Carmen G. (no report)

**Officers Reports**

**Alternate Delegate** - Bonnie M.

During our February NCWSC meeting, the District Representatives from the Northern, Central and Southern sections elected a representative from each section for the Budget/Audit Committee. Our

Budget Committee is now: Bonnie Muscutt, Alt Delegate and Chair; Chris Mowrey, Treasurer; John Stafford, Past Delegate and Past Alt. Delegate; Kristie Anderson, Northern Representative, D1; Mary Kellogg, Central Representative, D12; Sheri Walker, Southern Representative, D19. The Audit Committee is the same except for the Treasurer, who provides all documentation and her expertise but does not participate in the actual audit.

We met on March 1 to perform the audit of the 2014 financial records. What a wonderful committee! Chris M. graciously hosted us in her home, all members of the committee were present and we worked through the audit with dedication and good humor. We were not able to complete the audit of the NoCAC financial records because we were missing documentation. Chris is working with the current NoCAC committee to help them improve their accounting processes.

In March, I was also able to attend SWRDM (Southwest Regional Delegates Meeting). What a wonderful experience. We participated in the "Spiritual Principles" workshop that we will have here today. Delegates from around the region shared their Area Highlights: several Areas require resumes from anyone standing for Officer positions; Southern California has rewritten their service position guidelines to provide clear directions, with all information in one place; I think it was Arizona that requires a KBDM form to be filled out by anyone wanting to initiate a discussion. Great quotes:

"Finding a new family in recovery has given me back my family by blood."  
"Service is an integral part of recovery, not an intrusion."  
"Being kind is more important than being clever."  
"Everyone has the right to a minority opinion but not the right to be 'right'.  
"Be slow to judge."

I've placed in your bins a copy of the draft 2016 Budget that we will discuss, adjust and approve to present to the October Assembly. Please remember that a budget is a plan. In our program we learn to be flexible with our plans, expressing our needs and remaining considerate of the needs of others.

In April, I was offered an opportunity to serve as Al-Anon Liaison to NCCAA (Northern California Council of Alcoholics Anonymous), who put on AA conferences three times a year throughout Northern California. This is not part of my job as Alternate Delegate but my Area level service gives me the opportunity to work with the Districts to improve our cooperation with Alcoholics Anonymous.

Thank you so much for letting me be of service.

Love in service,  
Bonnie M.  
NCWSA Alternate Delegate

*We were encouraged to work with AA members on their flyers when they mention Alateen on their flyers but don't have a safety plan in place.*

**Area Alateen Process Person**— Tom K. (read by Joan W.)

Dear NCWSA,  
It is truly an honor to serve Al-Anon/Alateen in this way. The job of AAPP, Area Alateen Process Person, is much bigger than I could have ever imagined:

**New AMIAS:** In the first 4 months I have corralled 21 newbies through the process of becoming certified AMIAS (really Charli D corralled me as I was learning how to be the shepherd).

**California Department of Justice:** SCARY!!! I am the custodian of records for NCWSA and got fingerprinted for this purpose in November after election Assembly. Some results show up in days others take weeks and months before results appear. The database is like an alcoholic, hot and cold, on and off... Many times I have logged in, saw a list, system got frozen, had to close it then when I opened it a minute later all documents were gone, called Charli and she assured me that she experienced the same. I wait a day and the documents all re-appear.

**Web Postings:** I need to assure the safety of teens at district and Area events by checking that;

At least 2 AMIAS are committed to ensuring the safety of all teens at each event

The Alateen safety statement is on the flier and is not on fliers for events that do not state that Alateens are expected to be involved

“B17 section F Minimum Safety and Behavioral Requirements for an Alateen Member” is read at each Area event with Alateen participation

**Annual Recertification March through June 12:** Nearly 400 AMIAS in NCWSA need to sign and initial every question on a form to maintain certification as AMIAS. I then manually update the WSO database and 2 excel spreadsheets to keep track.

Annual Alateen Meeting Update: Around 80 meetings in NCWSA received a form from WSO in April and my mail box has a constant flow of envelopes with these forms

Training on B17 Alateen Safety: I attended in Visalia and San Francisco but, gratefully, Lisa B and John Mc are delivering this training multiple times

R&R Planning Team: I am on the planning team for the annual Alateen sponsors event in Westminster Woods in September (I attended my first R&R in 2014 prior to being elected as AAPP)

**NCWSA Officers' Monthly Meetings:** I met in San Carlos to sign the NCWSA bank documentation with the other officers and we meet on phone calls monthly

In January 2015 I had registered and paid for GTW prior to knowing that the May Assembly was scheduled on the same weekend. I feel it is important for me to be with the AMIAS and teens at GTW so I send my regards to NCWSC from a distance this time. I look forward to seeing you all at our next NCWSC meeting August 28-29<sup>th</sup> (I think it is Fairfield).

Giving Back In Gratitude,

Tom Kellogg

## **Chairperson** – Joan W

Hello members of NCWSA.

My first report as your Area Chairperson and I would like to welcome you all to this panel's first Assembly. We will hear about what the WSO has in store for us this year and what they achieved last year. We will learn much, thank you Yvonne in advance.

We are also here to enjoy service, learn and have fun. My first assembly was an eye opener for me, expecting to see all of these "recovered" members. Instead I met AI-Anon members from all over Northern California – just like me and all in different stages of recovery. I was hooked! This is probably my 26th assembly and I still enjoy how varied they are and how much I enjoy seeing many people in service who have become very dear to me over the years.

This year we will have our immediate Past Delegate, Patrick B., conducting a workshop – overview on last years' theme "Spiritual Principals". After that I will introduce a game that we enjoyed at the South West Region Delegates' meeting in Salt Lake City focusing on this same theme.

It has been a great learning experience these past four months – I still have much to learn. We have lots of newer members serving beyond the group level and I believe they can serve as an inspiration to all of you this Saturday, especially at the October Assembly. We are getting our feet wet as to what we need to do to be trusted servants to all in Northern California World Service Area.

Much Love in Service,  
Joan W.,  
Chairperson

*The Chairperson read some of the evaluation forms from the previous day's Assembly. For the most part, the feedback was positive regarding the facilities and reports. The main complaint was the room was too cold or too hot, we ran out of food and GR Packets, and we were missing the translation equipment.*

## **Secretary** – Rosanna H.

Dear NCWSC Family,

I have discovered that, though I cannot type while members talk (I like paper and pen), this service position is well suited to my abilities and I am adjusting to my responsibilities better than I expected. The position is far more computer-oriented than I realized. I am learning a lot.

Here's what I have been doing since February:

- Posted a draft of February 2015 NCWSC Minutes on April 26th
- Made corrections to August 2014 NCWSC minutes and submitted to Website Coordinator for posting to Website
- Educating myself about the recording device so I can record our meetings
- Mailed unclaimed materials from bins to appropriate persons
- Updated the B29 Guidelines (NCWSC Motions Passed/Failed) and submitted them to Chairperson for review before Bylaws/Insurance Coordinator gets to format them then send them to the Website Coordinator for posting
- Updating the B28 guidelines (NCWSA Motions Passed/Failed)
- Continuing to serve as moderator of the Yahoo groups

My goal from now until September is to prepare and submit to the Website Coordinator the draft of the May Assembly minutes in a timely manner. My hope is for GRs to have 3-4 weeks to review the minutes before October's 3-Day Assembly.

In preparing the minutes for February, I have found that I rely heavily on others to support me. Just like sponsorship, I am unable to edit my own draft minutes. I had the support of 4 people to proof them before they were ready to submit.

I have also found that I best serve when I focus on my position and guidelines and let others do the same. Concept 11 has been helpful. From a share in Reaching for Personal Freedom, I am learning to focus on "serving the potatoes."

I more fully appreciate the work of those who have gone before me and am grateful I get to serve our Area.

Peace, love and joy in service,  
Rosanna H

*The Secretary asked that all reports be sent directly to her in addition to being posted on the list server.*

### **Treasurer – Chris M.**

Since the last Committee Meeting I have accomplished the following: (It continues to be busy but manageable!)

Hosted the Audit Committee and provided assistance on the audit. This was very interesting.

Attended the NoCAC bank turnover meeting and committee meeting and spoke to committee about the importance of documenting all expenses and deposits and providing information to the Treasurer timely.

Met with NoCaC sponsor and received a copy of financial reports and details through April.

Prepared the quarterly sales tax report online from prior quarter data.

Gathered and provided documents to the CPA to complete the 2014 tax returns.

Received and filed tax return by May 15, 2015.

Prepared requests received for payment and sent checks to be signed by the Chair or available officer.

Provided copies of financial reports to Officers and Executive Committee Chair.

Prepared an appeal letter with attached 2014 Financial Reports for the GR's at the May Assembly.

Attended Convention to check in and pay bills for Convention Committee and gather final financial information. Prepared a Preliminary Convention Financial 2015 Report which indicates the Convention made a net profit of \$1600. (Attachment 1)

Completed the mileage analysis and recommend that the NCWSC reduce the mileage reimbursement rate to 50% of the IRS rate since it is adequate to cover out of pocket expenses. (Attachment 2)

Attached is the current financial reports for the period ending May 10, 2015:

2015 Income to date - \$44,084.32 (increase over 2014 by \$6,773.59)

2015 Expenses to date - \$44,213.72 (increase over 2014 by \$7,498.89)

2015 Net Loss to date - \$129.40 (increased loss over 2014 by \$725.30) ( P&L Attachment 3 & 4)

Ending Checking Account Balance 5/10/15 - \$15,596.24 (about 2 months operating expenses)

Money Market & CD Account Balances - \$23,599.25 for a Prudent Reserve (about 4 months of operating expenses. Balance Sheet - Attachment 5)

Things to Think about:

Need to continue to monitor and review the cash flows to determine the proper amount needed for reserves and checking. Consider maintaining a minimum in the checking to accommodate cash flows.

The 2015 budget anticipates \$66,500 from donations, 15% increase which equates to about \$75 per group per year. Donations are up compared to last year so we appear to be on target.

**All donations are appreciated. Please mail to: NCWSA, PO Box 728, Vacaville, 95696.**

Completed the prudent reserve calculation and will prepare recommendation for next budget committee meeting. Current policy is 6 months reserves based on the 3 year average of operating expenses and currently we have about 4 months in savings and CD combined so we are short about \$8,000 to achieve our goal. Based on 885 active groups this is about \$9 more per group.

Budget Committee:

I will be joining the budget committee to continue the work on the 2016 budget to be presented to the GR's in October for approval.

**Please thank your groups for their donations! We can't continue to carry the message without their continued support!**

**Thanks so much for your support. Think abundantly!**

**Participation is the key to harmony!**

Yours in service, Chris M., NCWSA Treasurer

*The Treasurer shared a comment heard at yesterday's Assembly regarding the 7<sup>th</sup> Tradition donation and how some members may have added more because they thought we would send some to WSO. An item for new business suggested by the treasurer is to consider at year-end we send excess to WSO or consider we look at sending excess from this event to WSO sooner. The topic was not discussed.*

Respectfully submitted on July 29, 2015 by  
Rosanna H.  
NCWSA Secretary

<b>2016 Budget Tentative</b>		Budget	Actual	Budget	Actual	Budget	Proposed Budget
		Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
<b>Income</b>							
4000	Donations Income						
4010	Individual Donations	5,900.00	3,242.57	5,000.00	2,296.25	3,500.00	3,500.00
4020	Group/Dist/AIS Donations	58,820.00	59,176.30	65,950.00	58,126.60	62,700.00	62,700.00
	appeal letter					3,800.00	6,300.00
4030	Expenses Given Back/Donated Expe	2,500.00	3,755.44	3,000.00	4,705.72	4,100.00	4,100.00
4000	<b>Total Donations Income</b>	<b>67,220.00</b>	<b>66,174.31</b>	<b>73,950.00</b>	<b>65,128.57</b>	<b>74,100.00</b>	<b>76,600.00</b>
4100	Events Income						
4110	Assembly Income	10,000.00	12,077.76	10,500.00	15,905.87	10,500.00	10,500.00
4120	Convention Income						
4121	Registration	8,000.00	12,105.00	9,100.00	7,061.00	9,100.00	9,100.00
4122	Ways&Means/items for sale	2,250.00	2,090.00	2,000.00	1,094.98	2,000.00	2,000.00
4123	Raffle	1,150.00	1,316.00	500.00	756.00	500.00	500.00
4124	7th Tradition		1,126.80	1,000.00	1,374.00	1,000.00	1,000.00
4125	Convention Income - Other	1,600.00	282.92	400.00	131.00	400.00	400.00
4120	<b>Total Convention Income</b>	<b>13,000.00</b>	<b>16,920.72</b>	<b>13,000.00</b>	<b>10,416.98</b>	<b>13,000.00</b>	<b>13,000.00</b>
4140	H & I Conference Income	1,000.00	231.00	250.00	786.00	250.00	250.00
4150	Sponsors-R&R						
4151	Registration	8,000.00	8,852.00	9,750.00	12,362.00	9,750.00	9,750.00
4152	Sponsor R&R Income Other	750.00	0.00				
4150	<b>Total Sponsors R&amp;R</b>	<b>8,750.00</b>	<b>8,852.00</b>	<b>9,750.00</b>	<b>12,362.00</b>	<b>9,750.00</b>	<b>9,750.00</b>
4160	TEAM event	0.00		3,000.00	3,814.60	0.00	0.00
4100	<b>Total Events Income</b>	<b>32,750.00</b>	<b>38,081.48</b>	<b>36,500.00</b>	<b>43,285.45</b>	<b>33,500.00</b>	<b>33,500.00</b>
4310	12 - Stepper Subscriptions	50.00	77.00	50.00	73.00	50.00	50.00
4910	Interest Income		48.67		44.78		
<b>Total Income</b>		<b>100,020.00</b>	<b>104,381.46</b>	<b>110,500.00</b>	<b>108,531.80</b>	<b>107,650.00</b>	<b>110,150.00</b>



		Budget	Actual	Budget	Actual	Budget	Proposed Budget
		Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
<b>Expense</b>							
5000	Officers and Delegate						
5010	Chairperson						
5011	Administrative	300.00	242.80	300.00	141.87	300.00	300.00
5012	Discretionary Fund	500.00	467.00	1,500.00	29.31	1,000.00	1,000.00
5010	Total Chairperson	800.00	709.80	1,800.00	171.18	1,300.00	1,300.00
5020	Delegate	500.00	24.03	500.00	645.25	500.00	500.00
5030	Alternate Delegate	400.00	53.48	100.00	31.96	100.00	100.00
5040	Secretary	700.00	625.52	1,400.00	1,213.72	1,000.00	1,000.00
5050	Treasurer	1,200.00	952.58	1,300.00	1,166.07	1,000.00	1,000.00
5060	AAPP						
5061	Officer Expense	400.00	435.35	400.00	752.81	1,000.00	1,000.00
5062	AMIAS Certification	1,000.00	360.00	500.00	390.00	350.00	350.00
5060	Total AAPP	1,400.00	795.35	900.00	1,142.81	1,350.00	1,350.00
5070	Officer - Teleconference	300.00	284.13	300.00	173.83	300.00	300.00
5000	Total Officers and Delegate	5,300.00	3,444.89	6,300.00	4,544.82	5,550.00	5,550.00
5100	Coordinators						
5110	Alateen	1,000.00	1,322.72	1,000.00	1,228.65	1,500.00	1,500.00
5115	Alateen Liaison	150.00	0.00	150.00	0.00	100.00	100.00
5117	NoCAC chair	50.00	0.00	50.00	0.00	100.00	100.00
5120	Archives						
5121	Archives Coordinator	500.00	521.32	400.00	98.93	800.00	800.00
5125	Archives Storage	1,700.00	1,715.25	2,000.00	1,788.00	2,000.00	2,000.00
5120	Total Archives	2,200.00	2,236.57	2,400.00	1,886.93	2,800.00	2,800.00
5130	By-Laws & Insurance	400.00	0.00	350.00	0.00	500.00	500.00
5135	Diversity	2,000.00					
5136	Coordinator Exp		347.70	400.00	635.06	400.00	400.00
5137	Interpretation	2,000.00	875.55	3,000.00	1,402.85	3,000.00	3,000.00
5138	Diversity-Other						
5135	Total Diversity		1,223.25	3,400.00	2,037.91	3,400.00	3,400.00

		Budget	Actual	Budget	Actual	Budget	Proposed Budget
		Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
5140	Group Records	500.00	386.88	600.00	658.21	600.00	600.00
5150	Facilities	500.00	206.86	400.00	496.28	400.00	400.00
5160	Institutions	1,400.00	1,731.18	1,400.00	1,118.90	1,400.00	1,400.00
5161	Institutions Com.Trav.(Prisons)	5,000.00	4,968.00	5,000.00	5,625.91	5,000.00	5,000.00
5170	Literature	900.00	1,028.77	980.00	1,042.94	1,200.00	3,000.00
5180	PI/CPC	1,800.00	2,027.96	2,500.00	2,843.57	1,800.00	2,500.00
5190	Stepper Editor	150.00	0.00	150.00	0.00	50.00	50.00
5195	Website Coordinator	200.00	0.00	200.00	0.00	100.00	100.00
5100	<b>Total Coordinators</b>	<b>18,250.00</b>	<b>15,132.19</b>	<b>18,580.00</b>	<b>16,939.30</b>	<b>18,950.00</b>	<b>21,450.00</b>
5200	<b>Committees</b>						
5210	<b>NCWSC Meeting</b>						
5211	Facility Rental Expense	4,000.00	2,486.00	4,000.00	6,415.35	4,000.00	4,000.00
5212	Lodging/Meals	9,500.00	13,180.52	11,000.00	11,669.44	11,000.00	11,000.00
5213	Travel	7,000.00	6,987.68	9,000.00	7,767.39	7,400.00	7,400.00
5216	DR Teleconference	500.00	0.00	500.00	0.00	100.00	100.00
5215	NCWSC Misc.	500.00	42.95	300.00	159.68	200.00	200.00
5230	<b>Total NCWSC Meeting</b>	<b>21,500.00</b>	<b>22,697.15</b>	<b>24,800.00</b>	<b>26,011.86</b>	<b>22,700.00</b>	<b>22,700.00</b>
5220	Budget Committee	300.00	124.81	350.00	66.58	300.00	300.00
5230	Executive Committee (EC)	500.00	456.93	300.00	130.66	500.00	500.00
5240	Long-Range Planning Committee	100.00	0.00	100.00	0.00	100.00	100.00
5250	Ad Hoc Comms, task forces, though	100.00	287.68	250.00	189.43	300.00	300.00
5200	<b>Total Committees</b>	<b>22,500.00</b>	<b>23,566.57</b>	<b>25,800.00</b>	<b>26,398.53</b>	<b>23,900.00</b>	<b>23,900.00</b>
5300	<b>Conferences(Officer/Delegates )</b>						
5310	World Service Conference (WSC)	2,200.00	1,968.00	2,300.00	1,907.00	2,300.00	2,300.00
5320	<b>SWRDM (SouthWest Regional Delegates Meeting)</b>						
5321	SWRDM Officers & Delegate	2,000.00	2,064.69	2,000.00	2,696.87	2,000.00	2,000.00
5322	SWRDM Past Delegates	2,000.00	1,681.60	3,000.00	1,318.55	3,000.00	3,000.00
5320	<b>Total SWRDM</b>	<b>4,000.00</b>	<b>3,746.29</b>	<b>5,000.00</b>	<b>4,015.42</b>	<b>5,000.00</b>	<b>5,000.00</b>
5330	Officers to outside TEAM					700.00	700.00
5300	<b>Total Conferences(Officer/Delegates )</b>	<b>6,200.00</b>	<b>5,714.29</b>	<b>7,300.00</b>	<b>5,922.42</b>	<b>8,000.00</b>	<b>8,000.00</b>

	Budget	Actual	Budget	Actual	Budget	Proposed Budget
	Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
6100	Events					
6110	Assembly					
6111	7,000.00	7,226.38	7,000.00	12,985.79	7,500.00	7,500.00
6112	Committee-Lodging & Meals					
6113	Committee Travel					
6114	600.00	779.15	600.00	41.20	800.00	800.00
6115	1,400.00	550.00	1,400.00	202.41	1,200.00	1,200.00
6116	500.00	110.46	500.00	397.70	200.00	200.00
				3,500.00	0.00	0.00
6117	500.00	0.00	1,000.00	694.65	800.00	800.00
6118	Expenses Paid by Others					
6110	10,000.00	8,665.99	10,500.00	17,821.75	10,500.00	10,500.00
6120	Conventions					
6121	2,500.00	3,538.97	2,300.00	5,410.75	2,300.00	2,300.00
6122	4,000.00	7,407.94	5,400.00	3,246.48	5,400.00	5,400.00
6123		1,463.01	2,200.00	1,504.16	2,200.00	2,200.00
6124		59.95	200.00	0.00	200.00	200.00
6125		0.00	200.00	213.35	200.00	200.00
6126		239.06	200.00	242.08	200.00	200.00
6127	3,000.00	655.66	900.00	584.42	900.00	900.00
6128		0.00				
6130	3,500.00	124.00	100.00	62.00	100.00	100.00
6131		1,831.91	1,500.00	575.51	1,500.00	1,500.00
6120	13,000.00	15,320.50	13,000.00	11,838.75	13,000.00	13,000.00
6140	H & I Conference					
6141	800.00	572.54	800.00	1,714.84	600.00	600.00
6142	200.00	87.94	200.00	0.00	100.00	100.00
6144	50.00	0.00	50.00	73.36	50.00	50.00
6145	600.00	23.00	600.00	265.48	200.00	200.00

		Budget	Actual	Budget	Actual	Budget	Proposed Budget
		Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
6146	Facility Expense	300.00	0.00	300.00	0.00	200.00	200.00
6147	Miscellaneous	50.00	32.59	50.00	0.00	50.00	50.00
6140	<b>Total H &amp; I Conference</b>	<b>2,000.00</b>	<b>716.07</b>	<b>2,000.00</b>	<b>2,053.68</b>	<b>1,200.00</b>	<b>1,200.00</b>
6150	<b>Sponsors R &amp; R</b>						
6151	Facility Expense	7,500.00	7,738.00	8,500.00	10,580.00	8,500.00	8,500.00
6152	Speaker Expense	500.00	332.55	500.00	668.33	500.00	500.00
6153	Other Expense	550.00	460.45	750.00	877.92	750.00	750.00
6154	Committee travel	200.00	0.00	0.00	330.32	0.00	0.00
	<b>Total Sponsors R&amp;R</b>	<b>8,750.00</b>	<b>8,531.00</b>	<b>9,750.00</b>	<b>12,456.57</b>	<b>9,750.00</b>	<b>9,750.00</b>
6160	<b>TEAM event:</b>						
6161	Facility Expense	0.00		2,500.00	1,090.00		
6162	Speaker Expense	0.00		0.00	0.00		
6163	Teleconference			200.00	0.00		
6164	Lodging/Meals	0.00		0.00	661.47		
6165	Copies/etc.	0.00		200.00	432.93		
6166	Travel	0.00		0.00	148.40		
6169	Miscellaneous			100.00	234.05		
6160	<b>Total TEAM event</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>2,566.85</b>	<b>0.00</b>	<b>0.00</b>
6100	<b>Total Events</b>	<b>33,750.00</b>	<b>33,233.56</b>	<b>38,250.00</b>	<b>46,737.60</b>	<b>34,450.00</b>	<b>34,450.00</b>
6310	NoCAC Grant	2,000.00	2,500.00	2,500.00	3,000.00	3,000.00	3,000.00
6410	12 Stepper Expenses	3,150.00	3,025.23	3,150.00	3,419.74	3,150.00	3,150.00
7000	<b>Corporate Expenses</b>						
7010	Bank Fees	200.00	78.00	100.00	148.92	100.00	100.00
7020	PO Box and Mailing Permit Fees	350.00	322.00	350.00	344.00	350.00	350.00
7030	Insurance Expense	3,000.00	2,656.22	2,800.00	2,886.45	2,800.00	2,800.00
7040	Legal & Accounting	1,500.00	895.00	1,200.00	895.00	1,200.00	1,200.00
7045	Bookkeeper				0.00	3,800.00	3,800.00
7050	Filing Fees	20.00	20.00	60.00	20.00	40.00	40.00

	Budget	Actual	Budget	Actual	Budget	Proposed Budget
	Jan-Dec 2013	Jan-Dec 2013	Jan-Dec 2014	Jan-Dec 2014	Jan-Dec 2015	Jan-Dec 2016
7055 Web Hosting and Registration	300.00	300.00	500.00	166.34	400.00	400.00
7060 Taxes & Penalties	300.00	309.86	410.00	215.08	310.00	310.00
7070 Repairs & Maintenance	50.00	0.00	50.00	0.00	50.00	50.00
7080 Depreciation	400.00	562.00	400.00	695.00	400.00	400.00
7085 Rent-Storage of Records	2,550.00	2,866.00	2,550.00	1,676.56	1,200.00	1,200.00
7090 Miscellaneous	200.00	0.00	200.00	437.48	0.00	0.00
7095 Penalties						
7000 Total Corporate Expenses	8,870.00	8,009.08	8,620.00	7,484.83	10,650.00	10,650.00
<b>Total Expense</b>	<b>100,020.00</b>	<b>94,625.81</b>	<b>110,500.00</b>	<b>114,447.24</b>	<b>107,650.00</b>	<b>110,150.00</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>9,755.65</b>	<b>0.00</b>	<b>-5,915.44</b>	<b>0.00</b>	<b>0.00</b>

DATE: May 17th, 2015

POSITION	NAME	PRESENT=X
Delegate	Yvonne D	X
<b>OFFICERS</b>		
Alt. Delegate	Bonnie M	X
Chairperson	Joan W	X
Secretary	Rosanna H	X
Treasurer	Chris M	X
Area Alateen PP	Tom K	-
<b>EXEC COMMITTEE</b>		
EC North	Heide P	X
EC Central	Darby T	X
EC South	Gael R	X
EC At large	Dede W	X
EC At large	Yvonne P	X
<b>COORDINATORS</b>		
Alateen	Lisa B	X
Alt. Alateen	John McG	-
Archives	Diana C	-
Alt. Archives	Terry C	X
B & I	Cindi H	-
Alt. B & I	Phyllis C	-
Diversity	Nick d	-
Alt. Diversity	Stephan T	-
Facilities	Carol S	X
Alt. Facilities	David D	X
Group Records	Wendy L	X
Alt. Group Records	George L	X
Institutions	David B	X
Alt. Institutions	Dean C	X
Literature	Catalina L	-
Alt. Literature	Verena R	-
Public Information	Veronica P	X
Alt. PI/CPC	Pleas S	-
12 Stepper Editor	Debbie O	X
Alt 12 Stepper Ed.	Melinda N	-
Website	Beth Ann B	X
Alt. Website	(open)	-
<b>DISTRICT REPS</b>		
D-1 DR	Kristie A	X
D-1 Alt DR	(open)	-
D-2 DR	Carolyn L	X
D-2 Alt DR	Jane M	-
D-3 DR	Julie E	X
D-3 Alt DR	Denise P	X
D-4 DR	(open)	-
D-4 Alt DR	(open)	-
D-5 DR	Martie S	X
D-5 Alt DR	Arlene O	-
D-6 DR	Dru W	X
D-6 Alt DR	Dennese G	X
D-7 DR	(open)	-
D-7 Alt DR	(open)	-
D-8 DR	(open)	-
D-8 Alt DR	Amparo	-
D-9 DR	Heide P	X
D-9 Alt DR	Vaughn J	-
D-10 DR	Yvonne P	X
D-10 Alt DR	Jeannie O	X
D-11 DR	Darby T	X
D-11 Alt DR	Lynn R	-
D-12 DR	Mary K	X
D-12 Alt DR	Veronica P	-
D-13 DR	Linda L	X
D-13 Alt DR	(open)	-
D-14 DR	Marilyn H	X
D-14 Alt DR	Billie T	-

<b>DRs Continued</b>		
D-15 DR	Maria A	X
D-15 Alt DR	Nerissa M	X
D-16 DR	Bill G	X
D-16 Alt DR	Sandy S	-
D-17 DR	Eva B	-
D-17 Alt DR	Delta D	-
D-18 DR	Brenda W	X
D-18 Alt DR	George L	X-
D-19 DR	Sheri W	X
D-19 Alt DR	(open)	-
D-20 DR	Cynthia P	X
D-20 Alt DR	Jackie C	X-
D-21 DR	Maria G	X
D-21 Alt DR	Robin W	-
D-22 DR	Carla F	-
D-22 Alt DR	Nancy D	-
D-23 DR	Gael R	X
D-23 Alt DR	John R	-
D-24 DR	Terry H	X
D-24 Alt DR	(open)	-
D-25 DR	(open)	-
D-25 Alt DR	Jim M	-
D-26 DR	Maggie E	-
D-26 Alt DR	Amanda W	-
D-27 DR	(open)	-
D-27 Alt DR	(open)	-
<b>INTERGROUP</b>		
D 6-10 Intergroup	Lisa K	-
SCV Intergroup	Bruce D	X
Spanish –East Bay	Maria Carmen	-
Nor Cal Hispanic	Janie L	-
IA – Este de la Bahia	Elena	X
<b>ALATEEN LIAISONS</b>		
North	Justin T	-
Alt North	Ashlynn S	-
Central	Jamie B	-
Alt. Central	Taft W	-
South	Vanessa B	-
Alt. South	(open)	-
<b>CONVENTION</b>		
2015 Chair	Diana C	-
2015 Co-chair	Patty B	X
NoCAC	Jessica M	-
NoCAC co-chair	(open)	-
NoCAC Sponsor	Moriah R	-
NoCAC co-sponsor	Stephan T	-
<b>PAST DEL. /Other</b>		
Immediate Past Del	Patrick B	X
Regional Trustee	Joyce B	-
Past Delegate P-49	John S	X
Past Delegate P-46	Sandi C	-
Past Delegate P-43	Vicki H	-
Past Delegate P-40	Marilyn R	-
Past Delegate P-37	Cathy C	-
Past Delegate P-34	Art B	X
Past Delegate P-31	Peggy C	-
Past Delegate P-28	Mary A	-
Past Delegate P-25	Barbara L	-
Past Delegate P-22	Jean McL	-
Past Delegate P-19	Faun L	-
Past Delegate P-16	Irma C	-
Past Delegate P-13	Bonnie H	-
Past Delegate P-10	Judy W	-
Past Delegate P-7	Muriel B	-
Past Delegate P-4	Ann O	-
Past Delegate P-1	Helen B-R	-

Roll Call May 2015 NCWSC.doc