

Approved Minutes February 6, 2016

Holiday Inn Express, 3751 N. Tracy Blvd, Tracy

Approved by substantial unanimity on May 15, 2016 Tracy, CA

Note: The minutes for this meeting are not chronologically ordered. In an attempt to make the minutes more easily used as a reference, the minutes will be ordered in a topical fashion.

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Routine Business:

The meeting began at 8:32 AM. The Serenity Prayer, 12 Traditions, 12 Concepts, General Warranties, AA/AFG Statement, and the Alateen Safety Guidelines were read.

Committee Roll Call was taken.

Minutes for the August 29, 2015 meeting were approved by substantial unanimity with one correction.

By consensus, the meeting adjourned at 4:16 PM

Elections

Bylaws Coordinator- Jim S. (currently serving as Interim Bylaws Coordinator) was the only person standing for this position. Art B. served as proxy for Jim S. and read Jim's letter of qualifications. By substantial unanimity, Jim was elected as Bylaws Coordinator.

Alternate Bylaws Coordinator- No one stood for this position. We were asked by our Chairperson to encourage members to stand for this position in May.

Alternate Insurance Coordinator- Sandi C. was the only person who stood for this position. By substantial unanimity, she was elected as Alternate Insurance Coordinator.

Website Coordinators- By substantial unanimity, we affirmed the Website Coordinator switching positions with her Alternate. Penny G. is now serving as Website Coordinator and Beth Ann is her Alternate.

Motions and Consensuses

Motions

1602.01 To approve 08/29/2015 NCWSC Minutes with one correction (to change “All-Anon” to “Al-Anon” on page 16). Motioned by Carol G. and, seconded by Yvonne P. Motion passes with substantial unanimity.

Consensus

1602.02 For the Secretary to include, “AMIAS as of...” on the NCWSA Roster. The AAPP will provide the secretary with a list of NCWSC members who are currently certified AMIASs. The AAPP will consider the idea of distributing name tag stickers to current AMIASs on the day of an event to ensure only currently certified AMIASs are labelled as such at our events. Consensus reached by with substantial unanimity.

1602.03 For NCWSA to provide childcare at the May assembly if 1) a qualified person is identified 2) they provide their own insurance and 3) NCWSA has no liability. The hosting district’s (D16) DR was willing to attempt to identify a qualified childcare provider. Consensus reached by substantial unanimity.

Old Business

Inappropriate Behavior Thought Force- Gael R. (Chairperson)

At the February 2015 Committee Meeting in Visalia a Thought Force on inappropriate behavior was created. It was created in response to reports from various DRs about behavior in their districts that they weren’t sure how to address or what might be different options in how to address these behaviors.

The Thought Force in place has 8 members including a member from Alateen.

From February through October of 2015 an email was sent to all the District Representatives asking them to let all the GRs know about the existence of this Thought Force. It was suggested that anyone who had experienced inappropriate behavior at a meeting send in their experience around the issue and how it was or wasn’t resolved.

The experiences collected are part of the confidential data that the Thought Force is gathering in order to follow the steps of Knowledge Based Decision Making. This announcement was also made at the May Assembly.

As of September 2015, 14 incidents had been collected. At this point, the Thought Force thought it best to create a survey both in English and Spanish to ensure that as many members of Al-Anon as possible had been reached. The survey ran for 3 months and 22 additional responses were noted.

Below are 5 questions posed by the Knowledge Based Decision Making format that WSO has provided and the answers that we as a Thought Force have come up with.

1. What do we know about our members’ (and prospective members’) needs, wants and preferences that relate to this issue? (How important is it? Is it what our current members want? How will it affect newcomers? What purpose would this serve? Is it necessary? Is it helpful?)

We know that there were about 35 responses. From this we surmise that inappropriate behavior problems that aren’t resolved in our fellowship are fairly rare. Or they aren’t talked about. We also

know that one of our primary purposes is to welcome and give comfort to families of alcoholics. Safety in our meetings would go hand in hand with that.

2. *What do we know about the resources and our vision for Al-Anon and our meetings that are relevant to this issue?* (What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?)

Al-Anon has quite a lot of resources that can help us resolve difficult issues in our meetings: The Service Manual, The Conflict Resolution kits, our Traditions, NCWSA's B-27, Conflict and Complaint Resolution Guidelines. However it seems that at times members are not sure where to turn.

3. *What do we know about our "culture" and "environment" that is relevant to this discussion?* In other words--will our decision be consistent with our principles, policies, and legacies: the Twelve Steps, Traditions, and Concepts? What are the implications of our choices? What are the pros and cons? (How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue?

Pros/Cons: The advantages of this change might be? The disadvantages might be? (Having more opportunities for members and groups to know where to turn to find tools when facing a behavior that is disturbing can facilitate greater ease and safety. The cons are that whatever is set up be open enough to allow each group and members' autonomy.

4. *What are the ethical implications of our choices?* Would we be practicing our "principles in all our affairs"? (Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take an action, will it be the "right" thing to do?)

There is a range of opinion as to what anonymity means. There are those who believe it a violation of traditions to call the police when a crime has been committed. Since Al-Anon members are not professional, it's not clear when a crime has been committed. Perhaps clarifying anonymity will make our choices more ethical.

5. *What do we wish we knew, but don't?* (Might our decision have unintended consequences? We might need to do some additional work or research to help us make a sound decision.) At this point we feel it would be beneficial for NCWSC to create a Behavior Task Force that could review the inappropriate Behavior Thought Force report with all the recorded incidents gathered in the last year. We also feel that it would be beneficial to consider creating a Behavior Guideline that would be separate from the already existing Al-Anon tools. It could serve as a directory of sorts and a compass for where to get information on how to deal with inappropriate behavior should the need arise. It might also clarify certain safety parameters.

Should there be a decision to create a Behavior Task Force, the Behavior Thought Force would provide the reports of inappropriate behavior that were gathered honoring the anonymity of all the members that reported.

In grateful service,
Gael R. (Chairperson of the Inappropriate Behavior Thought Force)

Our Chairperson asked for a show of hands of those who have experienced inappropriate behavior in a meeting and have not responded to the survey. Nine people raised their hand.

Someone asked what would be the purpose of the Task Force be: to create a behavior guideline/directory? The Thought Force chair said yes. The Thought Force suggested a directory

that would point members to Al-Anon tools such as sponsors, and group business meetings for example.

When ask who was interested in having a task force, the majority of members supported the idea. There was further discussion on the objective of the proposed Task Force. The Thought Force chair said she would be willing to be on the Task Force but not the chair. Our Chairperson said we would continue this conversation at a future time.

Area Wide P.O. Thought Force- Veronica P. (Chairperson)

Thought Force Outreach Members: Veronica P. - Thought Force Chair and NCWSA PI/CPC Coordinator, Bruce H. - D3 Outreach Coordinator, Marilyn H. - DR D14, Linda D. - DR D13, David B. - NCWSA Institutions Coordinator

Charge: To explore various methods of outreach and apply the 5 KBDM questions to Al-Anon's outreach within Northern CA.

Frame: Al-Anon's current membership is 60 year old woman Caucasian and married. Al-Anon membership as a whole is 1/5 the size of AA. I gave a presentation to the Aug 2015 NCWSC if the Area should invest in an Area-wide public transportation campaign. The total cost came out to \$300,000K. Though there are free methods of doing outreach, how effective are free methods vs. investing in paid advertising that Al-Anon exists. A Thought Force was formed to explore what kinds of outreach methods are out there for us to take advantage of while honoring Al-Anon three legacies to inform the general public that Al-Anon exists.

Status Report:

1. Outreach Thought Force Survey was created and launched in Nov 2015 (see flier). The deadline to submit responses is Sept 18th. We need as many people to fill out the survey as possible including Alateens and Newcomers.
2. We were having challenges getting everyone's schedule coordinated to meet so we will instead be using email to correspond with each other.
3. We'll be conducting research on the following outreach mediums: Free Methods, On-line Methods, Print Ads, Mobile Ads, Billboards, Public Transportation, and DMV.
4. Thought Force members will each be answering the KDBM questions individually. We will present our findings at the Fall 2016 Assembly.
5. Survey responses have reached over 100 and we still need more. We are using Survey Monkey to collect responses. The application automatically does analysis of all responses and summarizes the data as a whole. This cuts down the time it takes if we manually tallied and summarized the data collected ourselves. We surpassed the threshold of the free account and I had to upgrade to a monthly plan and increased bandwidth to accept a maximum of 1,000 responses.
6. Top responders are coming from the East Bay Districts and D6-10. We need as much representation from all districts. We have received no response from D19 and D2. Please let your GRs know about this survey.
7. Conclusion: If Al-Anon is to be a significant player in the Recovery Community we need to be proactive in our outreach and not limit our creativity in reaching out to the general public to let them know that Al-Anon exists.

In Service,

Veronica P.

Outreach Thought Force Chair

The Thought Force chair said the survey addresses what P.O. activities your group/district is doing and what activities you would like to do. Tracking outreach efforts is not easy.

New Business

Do Not Refer (DNR)/Delisting Meetings: Yvonne De G.

The Delegate said this topic was brought to WSC in 2011. The Policy Committee considered it and brought it back to the WSC in 2012. WSO is just an organization to refer people to Al-Anon meetings. WSO will not delist a meeting unless the group requests it. Each district is autonomous, but if the Area sets an example of a policy it makes it easier for a GR to bring the topic to their group. We would need to bring the topic to the assembly to have a bigger discussion.

Our Delegate continued to say the Area could take a meeting off the meeting list (this is referred to as the DNR Policy). Examples of sites we could remove a meeting from included the following: the NCWSA website, a district website, a phone hotline or a meeting list.

A past delegate shared that it is important that we not appear to be the authorities. It is important to have a clear policy in place that members know about before we start taking action to enforce a policy. It is possible the members don't know about our Traditions or the conflict resolution tools.

Comments included: there is a difference between delist and defer. Delisting is removing the meeting from a list while DNR means people are not referred to certain meetings but the meetings are still listed; a DR said she was told by WSO that a group without a CMA or GR for 6 years is delisted by WSO; when Al-Anon meetings are reading AA literature, it is not an Al-Anon meeting and it will affect Al-Anon; WSO will not "Not Refer"; adding the topic to your DIA program may get the conversation going; I believe this needs to be addressed at the Area; giving it back to the districts is not going to help this problem; the Groups at Work (P24) helps members know where our readings come from; a group inventory might help.

The Chairperson asked for a show of hands of DRs who have problem meetings. It was a good percentage. The Chairperson said she would like to see the DRs talk to their districts about the possibility of delisting and bring that information back to our May meeting and bring back how the topic was received, if you think it will make a difference, and if your district would like the Area to pursue the topic. Today, most members agreed to have the topic begin at the district level.

This topic will also be on the October Assembly agenda.

Childcare at NCWSC/NCWSA Meetings/Events: Joan W.

Our Chairperson read a letter from a member regarding a request for childcare at Area-sponsored events. The letter stated how helpful it is to allow those with children to participate. Our insurance Coordinator said our insurance provider said any babysitter providing a service at our events has to provide their own liability insurance. Our Chairperson said we will discuss this issue in May. It was suggested we bring the topic up early in the day so it gets addressed. Our Chairperson said we discuss old business first but since this is now old business, it will be discussed sooner in May.

Someone suggested we try having an insured childcare provider as a trial at our next assembly and that we consider costs.

Our Chairperson asked the hosting DR for the May Assembly if the hosting district would be willing to identify a qualified person to provide this service. The DR said he was willing. By consensus, the committee agreed to provide childcare for the May assembly if 1) a qualified person was identified, 2) provided their own insurance and 3) NCWSA has no liability.

Coordinators/Officers Scheduling Workshops at Conventions/Assemblies: Joan W.
If you want to schedule a workshop at an NCWSA event, please speak to our Chairperson.

2017 TEAM Event: Joan W.

This topic was tabled until our next NCWSC meeting in May.

12 Stepper- Renaming Issues: Debbie O.

Due to time constraints, this topic was not addressed at this meeting.

REPORTS

DR Meeting – Brenda W.

Nearly 40 people attended our District Representatives (DRs) meeting including delegate, a couple past delegates and a former DR. Our agenda topics were:

- 1) A reading from Conference Approved Literature (CAL): Bill W.'s essay on Leadership.
- 2) What authority does a DR have (is there a list of dos and don'ts)?
- 3) DR Exhaustion (doing too much?).
- 4) Avoiding commercialism in Al-Anon fundraising and what are some good ways to raise funds.
- 5) Use of Google/Yahoo groups at District level and who should be on them.
- 6) Seventh Tradition - Do you take one at a District Meeting or not?
- 7) Attendance of non-DRs at our meeting. (We ran out of time for this discussion but it was suggested that the next DR chair re-visit this topic as there did not seem to be substantial unanimity regarding who should be in the room.)

When asked who would facilitate the next DR meeting, our Chairperson said she will ask the DR from D27. The non-DRs attending last night's DR meeting included the Delegate, a past delegate and a former DR. The intergroup liaisons were previously asked not to attend the DR meeting.

Alateen Liaison & Committee Reports

Alateen Liaison North - Justin T.

- Attended NoCaC and its subsequent turnover meeting (and will continue to participate in the committee).

- Is continuing to work with NCWSA Convention, and is pleased to report that Alateen registration packets for Alateens are available in both English and Spanish.
- Is planning to work with the Diversity Coordinator in an effort to learn more about the functionality of the area (along with the other liaisons, who are planning on pairing up with other coordinators).

Alateen Liaison Central –Taft W.

NoCAC was a major success and we are gearing up for Growing Together Weekend in May. This year, we are starting a mentorship program, where Alateen liaisons are paired with another Committee member and shadow them at meetings and assemblies. I look forward to the new opportunities this program offers and learning more about service by shadowing other members in service.

Thanks so much!

Alateen Liaison South- Vanessa B.

A report was not received.

Audit Committee Report - Bonnie M. (Chairperson of Budget Committee)

Audit Report of the NCWSA 2015 Books, January 24, 2016

The NCWSA Audit Committee met on January 24, 2016 and we reviewed the financial transactions for 2015. One of the Committee members was unable to attend so, after consulting with the Committee and the Officers, we invited Anna P., a past District Representative with financial experience, to join us to assist with the audit. We saw improvements in all documentation and accounting over last year, including all records from NoCAC.

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 statements are balanced for all accounts. At year-end 2015, balances were \$30,173.40 for the checking account (reconciled), \$17,302 for the Money Market savings account, \$6,327.33 for the CD Reserve Fund account and \$18,978.58 for the “Pink Can” checking account.
- The Committee reviewed 12 randomly selected from 88 deposits made to the Operating (checking) account finding the documentation complete and well organized.
- We chose to review one of every ten checks chosen randomly of the 283 checks written on the Operating checking account for 29 checks reviewed, finding two signatures on all but one checks reviewed and very few missing receipts.
- There were a total of 40 Journal Entries and all were examined and found to be correct, though we suggest more backup documentation.
- For the “Pink Can” account, we reviewed four of the eleven checks written and found no errors or issues. Thirty-seven deposits were made and we randomly chose one per month to review. For May and July we didn’t see copies of the checks deposited; August and November the copies of checks were not in the same order as on the deposit slip, making it difficult to compare.
- For the NoCAC accounts, the documentation was greatly improved over last year. We randomly selected seven of the twenty-three checks written on the General account. The bank does not include copies of checks written so we could not check for two signatures, most checks were well documented but we found one mismatched receipt. The deposits were much better documented this year but some of the documentation was very difficult to read or follow.

All deposits reviewed were in order and matched bank records. There were five transfers between accounts, all very well documented and showed a very clear understanding of the purpose of the three NoCAC accounts. The spreadsheet provided by the NoCAC committee to monitor their accounts was excellent.

Findings and recommendations:

- The year-end reconciled balances may be slightly different from the Treasurer's Balance Sheet for some accounts but, at the time of the audit, for each account, the reconciled amounts matched the bank statements and all was in good order. As a result of the audit, our Treasurer found and made some minor corrections and adjustments.
- We will modify the Audit forms for next year to include transfers between accounts. One was needed in order to transfer funds from the "Pink Can" account to the Operating account to pay the "Use Tax" on "Pink Can" literature ordered and transfers are required as a part of the NoCAC accounting procedures. All transfers done in 2015 were reviewed and in order.
- We will continue to work with Financial Assistants to organize their documentation better. We request that the Executive Committee, when interviewing Financial Assistants, mention the audit process and ask Financial Assistants to be kind to their auditors by providing clear, legible, well-ordered documentation.

A copy of the full audit will be sent to the Corporate Records.
I am so very grateful for an awesome Audit Committee!

Respectfully submitted,
Bonnie M.
Alternate Delegate

Executive Committee- Dede W.

Greetings NCWSC,

Since October 2015, the Executive Committee has not received any requests for conflict resolution.

B-27 has been a great resource for all of us.

As the Chairperson of the Executive Committee, I have continued to review the financial deposits for the area.

Thanks largely to the 4 other committee members, we have interviewed in a timely manner those interested in serving as area financial assistants. I have been simply letting the Executive Committee know the 3 dates and times that the volunteer would like to be interviewed and the available committee members let me know when they can do it. I then confirm the date and time with the volunteer. This system seems to be working well for us.

As of this weekend, all officers have been interviewed.

Thank you to all the officers who serve. We learned a lot about each position by sitting down with each officer face to face. We were able to learn how we can better support each position and what challenges that they might be facing. We are working to improve the interview process and the way that each position is evaluated. The officers have helped us collect information on how to create a set of measurable and obtainable goals for each position. This would allow a principles-based way to evaluate each position and also act as a guide for the officers.

We received many suggestions in the last year for bylaws, guidelines and policy reviews and changes. Most changes or suggestions will go through their normal routes and don't involve us much. It's great to see so many trusted servants interested in bringing about clarification for their positions and the function of area service.

The Executive Committee plans to suggest language to create clarification on a few important topics. One topic in particular we would like to look into further is, clarifying who has the authority to approve the use of or use the NCWSA/NCWSC corporate name, Federal tax ID number and/or corporate identity.

We will report back later as we look deeper into this topic.

Thank you everyone for all your service,

Respectfully Submitted,

DeDe W

Executive Committee, Chairperson

When asked if the EC needs to interview someone when they change hats, the EC Chair said that needs to be brought to the EC and based on the circumstances, additional questions may need to be asked.

When asked when the EC would be summarizing the October 2015 Evaluation forms, the EC Chair said the goal was to present the findings at the May 2016 Assembly.

2016 NCWSA Convention Chairperson –Patty B.

Our committee is in the final stages of planning. For any of you that have served on a convention committee in the past, you know how busy the last two months can be! At this point we still do not have a co-chair from Central but I'm hoping that somebody will step in. The location for convention is 5321 Date Ave., Sacramento at the Crowne Plaza Hotel April 15-17th. In order to keep the cost down for both the members attending the convention and the NCWSA, we will not be sponsoring a Saturday night dinner. However, the hotel does have an on-site restaurant and we will provide a list of area restaurants for your convenience.

So far, 81 rooms have been reserved out of the 100 we are obligated to have booked. Which is awesome!

However, we have only received 23 pre-registration forms! How is that possible? In January, I sent an email to the District Reps that had the pre-registration form attached. The point of that email was so that you could download and make your own copies for your group or your area for distribution. The pre-registration form is on the NCWSA website, but we know that people often are too busy or forget to go download the form. We want to get this directly into the hands of those who would like to attend. So please make sure that you hand out these forms at the meetings you attend. If you'd like to volunteer to be of service at the convention or if you are an AMIAS and would like to volunteer your time that weekend, please indicate that on the pre-registration form.

The panels, workshops, and speakers have also been locked down. The Friday night speakers are as follows; AA: Brian from Fresno, Alateen: Brittney from Pacifica, and AI-Anon: Joan from Cameron Park. The Saturday night speakers are: Spanish AI-Anon-Charro from St. Helena, AA-Fats from Discovery Bay, Alateen: Francisco from Antioch, and AI-Anon: Kay from Los Angeles. Our Sunday morning AI-anon speaker is Mollie from Redding.

Our T-shirts are now available for purchase. They will be sold at convention or you can buy them here today. Sizes small through extra-large are \$15. XX and above are \$20. We are still selling mouse pads / jar openers for five dollars.

Our donation drawing committee and our hospitality committee are seeking your support for donations of any kind. You are welcome to bring the donation of gifts or food on the weekend. But if that is not convenient for you, either your group or individuals from your group can forward a check to our event treasurer and we will do the shopping for you! If you would like to donate funds for either of these committees, please write a check payable to NCWSA and in the memo section indicate either hospitality or donation drawing.

To date our treasurer has collected \$1448.62 in donations. Those donations include money collected from Alateen, the sale of mouse pads, and donations we have received from District 6. Our expenses to date total \$797.66. The net proceeds are \$650.96. We are in the black and are excited about that.

We look forward to seeing you all there in April. If you have not yet turned in pre-registration form please do so soon. Thank you.

In Service-Patty B.

One of the Convention sponsors stated that Alateens must pre-register in order to sleep in the Alateen hotel room. Otherwise, they must stay with their parent or guardian. Also, the Alateens welcome donations from members wishing to donate towards the Alateens' sleeping rooms.

2016 NCWSA NoCAC Chairperson – Cel N. (Report given by Jessica M, NoCAC Co-Chair)

The Co-Chairperson for NoCAC said NoCAC will not ask for a grant because they are financially self-supporting and there is enough money to cover hotel costs. The location for NoCAC will probably be in the southern section. They are still looking for a hotel. Only Alateens can get scholarships from NoCAC. Fundraiser Bashes are in June and August. Flyers for the Bashes are on the back table.

A request to pass the scholarship can was approved by the Chairperson. A total of \$244.55 was collected.

Our NCWSA Chairperson said she would like NoCAC to sell water and desserts at the May Assembly.

Coordinator Reports

Alateen Coordinator- Lisa B.

AMIAS TRAININGS

I was in District 10 in January and was able to present the WSO Training Modules II and IV A. This was my first time doing these modules and they will be posted to the AMIAS list server shortly. There were people from at least seven districts. We conducted mock Alateen meetings; two groups had behavior challenges with the Alateens and one group had Alateens that refused to share.

SPONSOR R & R

- The 10th Anniversary R & R will be held on September 16-18, 2016. The save the date flyer is on the Area's website in English and Spanish and I have placed a few fliers on the table. Let's make this the biggest year ever!
- We had our 2015 wrap-up meeting in December at Tom K's house and we have had our first 2016 committee meeting. We will have a registration packet for you at the May assembly.

NoCAC

- I attended NoCAC in November, the turn-over meeting in January and first committee meeting last weekend.
- Joan and I reviewed the *DRAFT* version of the NoCAC Guidelines and it has been approved and posted to the NCWSA website. Changes may be made until the end of 2016 when we will hopefully be able to post a final version early in 2017.

ALATEEN SAFETY ADVISORY COMMITTEE

- We had our first meeting at Tom K's house in December to discuss the event safety guidelines for NCWSC meetings and assemblies. Tom, Bonnie, John, Stephan, Taft and Justin attended the meeting. We are testing-out the revised guidelines this weekend. If you would like a copy or the draft, please let me know and I will get a copy to you. We will have a separate set of guidelines for assemblies and will test them out at the May assembly.

LIAISONS

- As Alateen Coordinator I wear a lot of hats and my neck was getting a little sore. John M has graciously agreed to be the Liaison to the Alateen Liaisons.
- It is our hope that we can start a mentoring/internship program where the Alateens work with an NCWSC coordinator to raise Alateen awareness and hopefully we will begin this program this weekend.

WSO

- I continue to receive requests for information which I forward on to the Alateen Coordinators or District Representatives in your district. Please follow-up as soon as you receive the request. If you do not have the time to contact the party requesting information, please let me know and I will contact them.

GOALS

- We had our second District Alateen Coordinator's telephone call in January. There were 12 of us on the telephone call and the topics were: "What was your biggest challenge and reward this past year?" and "What does your district do to raise money for Alateen?" We will have another call in June or July. If there were any changes in your district since October, please let me know so that I can extend an invitation for the new district Alateen Coordinator to join us and up-date my list of current district Alateen Coordinators.
- I have received a lot of calls and emails regarding the lack of Alateens at meetings and lack of AMIAS to sponsor Alateen meetings. I have spoken with Veronica and we will be doing a Webinar later this year to address these concerns.
- I have completed revisions to the NCWSA Alateen Coordinator and Alateen Liaison Guidelines and submitted them to the Joan. They have been approved and should be posted to the website soon.
- 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 my term.

UP-COMING TRAININGS

Saturday, February 27 District 3 (Chico Area) B-17

Saturday, March 26 District 15 (Hayward Area) B-17

Sunday, April 3 District 4 (Redding Area) WSO Modules IV A and IV B

Sunday, May 1 District 18 (Modesto Area) TBA

Saturday, June 25 District 5 (Santa Rosa Area) WSO Modules IV A and IV B

Sponsors R & R September 16-18 (Occidental)

ALATEEN EXPRESS

John is collecting articles, poems, drawing songs, etc. for the spring issue that should be available at the May assembly. His contact information is altalateencoordinator@gmail.com.

Alateen Rocks!
Yours in Service,
Lisa B

Submissions to the Alateen Express are due a few weeks before the May Assembly. Results from a survey taken at NoCAC by Alateens and AMIASs will be published in the Spring issue of the Alateen Express.

When asked if AMIASs who only do meetings in juvenile hall have to have traditional AMIAS training, the Alateen Coordinator said there is nothing stating training must be done by the Area Alateen Coordinator. Members can select their district's Alateen Coordinator, DAPP or someone very familiar with Alateen to perform the training. On AMIAS trainings, it is up to a district's policy to determine how many trainings are expected and what qualifies as a training.

Archives Coordinator - Diana C.

It has been fifteen years since the Journey to Recovery was published. This book was printed in 1500 copies, of which 1200 were sold at \$10.00 each. The remaining copies were given several years ago to GRs at an assembly. Since then the book has been converted to a pdf file.

During the last panel Art and Chris discussed how to update the book and a lot of the initial work was started. Terry and I are now ready to continue this history project. Our first step in this process is to gather information and update our list of past officers, coordinators, Liaisons, DRs and Alt DRs along with historical experiences and growth for the period 2000-2014.

So, we need your help!

Chris had created a Summary for Districts and a separate Summary for Officers/Coordinators/Liaison/Chairs to gather the information for the book. Terry and I will be emailing the appropriate summary along with the section from Journey to Recovery that relates to your current and/or previous service position. We hope that you will get with your previous DR, Longtime and group members and complete this summary for the Area History Project.

You will find the Journey to Recovery (pdf) on line at the NCWSA website www.ncwsa.org. You can also refer to The 12 Stepper which is a great resource for historical information, also online at www.ncwsa.org.

When completed please send to archives@ncwsa.org or mail to Diana Cotta, 3207 Villa Manucha Road, Newman, CA 95360.

In the future we will be assembling a Review Committee. It would be exciting to have a volunteer from each District on the Review Committee, some districts have an Archives Coordinator that may want to serve. We would have the option to use the conference call as well as in person meetings and email.

Thank you for the opportunity to Serve,

Diana C., Archives Coordinator; Terry C., Archives Alternate Coordinator

Bylaws Coordinator – Jim S. (read by Art B.)

Dear NCWSC,

Since becoming Interim Bylaws Coordinator in October, 2015 the following has been accomplished:

- 10/15/15 There were only .PDF copies of the following NCWSC Forms & Guidelines and no attached .DOC(X) on the NCWSA Website. The following Forms & Guidelines in .DOC(X) were sent to the Website Coordinator for update to the web where they did not exist:

- A-07 Ask-It-Basket Form
- A-14 Committee Address Form
- A-21 Archives Acquisition Form
- A-23 Budget Request
- A-24 NCWSA Audit Results
- B-21 Alateen Liaison
- B-25 Dividing a District
- 12/6/15 Sent updated, formatted & approved Guideline B20 NoCAC Committee Guidelines to the Website Coordinator to be updated to the web.
- 1/6/16 Sent updated, formatted and approved Guidelines B28 NCWSA Motions Passed & Failed & B29 NCWSC Motions Passed to the Website Coordinator to be updated to the web.
- 1/19/16 Sent updated, formatted & approved Guideline B21 Alateen Liaison Guideline to the Website Coordinator to be updated to the web.

If anyone has NCWSA Guidelines to update please contact me beforehand so I can send a copy of the Guideline Format Template so it can be used with your updates.

Electronic Voting- To make an update to the NCWSA Bylaws the following needs to occur: An NCWSC approval by a majority vote is needed so the update notification can be put into the 12-Stepper and therefore a majority vote at the next voting assembly in October, 2016.

Yours in Service,
Jim S., Bylaws Coordinator (Interim)

Diversity Coordinator – Nick d (read by Stephan T.)

Dear Assembly of beautiful people in Nord Kalifornien. Bonjour! Guten Tag. Konichi wa. The family disease alcoholism knows no boundaries: Religion, Sexual Orientation, Ethnicity, Age, Gender, Language, etc.

The Diversity Theme for this Panel is on a roll, building momentum as we continue to encourage all AI-Anon/Alateen members to:

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

- **Diversity Day - July 16 2016** will be held at First Presbyterian Church in Hayward/Castro Valley. In the spirit of **Anyone, Anywhere**, we decided to move the event to the East Bay and closer to public transportation (BART). **Please announce this far and wide in as many spoken or body languages you know, and keep a look out for the flyer coming soon.**
- The 2016 Diversity Day Committee is planning speakers and workshops as follows:
 - How to attract young people;
 - Diversity amongst the public and professionals;
 - Double Program (AI-Anon/AA) personal challenges/primary purpose workshop;
 - Virtual Speaker (out of State or USA);
 - LBGTQIA Transgender workshop;
 - AI-Anon in Prison;

- Al-Anon in Spanish;
 - Alateen panel

Diversity Day 2016 will need trusted servants, so if you're interested please let Stephan or me know. We would also appreciate help in announcing this in your districts and groups. We do not require physical presence in this committee, as much of the planning and logistics are done via phone and email. We have created an invite-only Yahoo group for the event this year and we're looking at online chat services like "Band" for cost-free conference calling and document sharing via live calls.

If you are interested in doing service for 2016 Diversity Day – 2016 please contact us.

- **Diversity Committee**

The diversity committee continues to welcome new members from Al-Anon and Alateen. We ask you to communicate to your groups that if anyone is interested in growing in this area to get in touch with us by email ncwsadiversity@gmail.com. We also urge all districts to encourage a point person for Diversity Service. We understand many districts now have PI/CPC Coordinators and we encourage all districts who feel lack of inclusion to consider creating a Diversity Coordinator position as well.

- **Sponsors R&R (Occidental - September 2016)**

While this is a separate event from Diversity, one of our team coordinated the workshops last year, and communicated the urgency of gender identity and sexuality issues among the teens. This resulted in a powerful workshop that addressed these issues. A repeat of this workshop was requested for 2016, and asked to be mandatory for all attending the R&R. We were also ready with the translation equipment but did not need to use it as no Spanish-only speaking folks requested interpretation.

- **Simultaneous Interpreters/ Document Translators**

We continue to seek members that can do simultaneous interpretation as well as translators to any and all languages. We also appreciate folks in Districts 24, 3, 12 and others in requesting the translation equipment. This means that locally the area is building the talent pool and that offers us much hope and gratitude.

The talent pool is building slowly and we are so grateful to those who have already done service this year. That said in 2016 we have already 2 requests for simultaneous interpretation that we could not satisfy because we don't have enough people or because the equipment was already promised to another event, or because the request came at the last minute and people had commitments or because logistically the equipment could not get from one location to another. We are grateful that the demand is growing and we hope to continue to build the talent pool.

- **Document Translation**

Thanks to all of you who are now using Google translate to take a first pass at translating documents. This makes our job on the back end much easier and we have been able to turn documents around much faster. In fact, there are several of you that have been confident enough to simply publish the Google Translation version. While the tool is not perfect, and there are others you can try, we have found it's highly accurate, and conveys accurately the information that is translated. This is another great example of progress, not perfection.

As mentioned in my last report, our beloved Secretary Rosanna, approached me last Spring and requested if we might/could translate committee meeting minutes. Unfortunately when it comes to business and technical documents the online tools are very far from perfect and

translating such a big technical document is at the moment an enormous feat that no one has time to tackle. It's a noble endeavor but at this point not realistic because of the volume and the technical issues related with technical translations.

We are happy to note that our beloved Debbie, 12 Stepper Editor is now publishing this technical document using online translation tools and one or two "checkers" We are grateful that the "google" translated versions will be welcome and understood, albeit not perfect. Kudos to Debbie for letting go of the fear that these tasks are perfect. They are not.

Thanks to Art who has asked us to translate the NCWSA Bylaws for use by our intergroups. This is also a massive technical document, and like the B-17, a very important one to translate with meticulous detail. I have personally started this work and anticipate that it will take quite some time to review, even though google translate was used for the initial version. Because the bylaws is a legal document I'm finding, like in the B-17, that context is very important to translate correctly so it's taking quite a bit of time.

Following up from research on translation from the November report, as far as actual real time AI-Anon/ Alateen content translation, Northern California has done more than any other area in the country and even internationally. I hope everyone feels good about this and if you find a source that has done more, please let me know.

- **Content Translation/ Interpretation Requests**

As mentioned earlier 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 to NCWSADiversity@gmail.com. We try to respond quickly but sometimes we are unable to so we ask for patience.

- Thanks to the Spanish Intergroups 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 AI-Anon members informed about any activities involving inclusion of diverse population members. We hope to attend as many events as possible. We are also excited to be able to help cross pollinate the California Spanish Convention this year.

- 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 this panel we've not received any request to provide ASL interpretation, as needed upon request. We are also looking to expand our base of fellow AI-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 AI-Anon program language gets "lost in translation".

- **Diversity Outreach/Translation Equipment**

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

- The purchased headset splitters (that almost double our 37 headset capacity) did and will enable English speakers to get more English translations. To enable us to serve you better 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. However, we have not since Convention last year had a demand for even half of the equipment. We need more English speakers to "want what they have" and attend Spanish speaker meetings to "hear the translated message".

- We are forever grateful to District 23, 25, 2 and 3. D15 will be using it in March for an AMIAS training. Since the last assembly the equipment has been crisscrossing the state and has been at NoCAC, DIAs/Speaker meetings in Salinas, Monterey and requested in Fort Bragg, Chico, Paradise DIA (didn't make it there) and will be at NCWSC Feb meeting, the AMIAS training in Castro Valley in March, Convention and H&I Conference in April.
- 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.
- Again, we recently had a situation where, due to the large geographical size of the Area, we were unable to get the equipment from one group to another in time, so we may want to explore the possibility of splitting the equipment into two smaller sets. It is likely to be rare for smaller events to need all of the headsets. Of course, that would make keeping track of the equipment more interesting.
- We continue to reach out to diverse groups and encourage all GRs to ask any fellow members that are also part of LGBTQIA, Asian, African-American populations, Hispanic Cultural centers, that you put us in touch with those so we can share about AI-Anon in the area. Native Americans seem particularly underrepresented. We have not received any requests lately.
- 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 AI-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 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 account that can be shared with past and future trusted servants. We added two people to this database since the last report.
- We continue to look for translators in other languages.

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:

- A-22-7-Alateen Travel And Treatment Authorization
- A-22-3-Letter To Alateen Sponsor Applicant
- B-17-EN ESPANOL Alateen Safety Guidelines
- Sponsors R&R registration packet
- NoCAC Registration packet

- Growing Together Weekend Registration Packet
Coming in 2016..... NCWSA Bylaws en Español

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

**Let us Offer hope and welcome to Anyone, Anywhere reaching out for help.
Let it begin with me!**

Facilities Coordinator - Carol S.

- I have gone to all the monthly NCWSA Convention Committee Meetings.
- Our May Assembly will be located at the Trinity Baptist Church in Livermore on May 14th. District 16 will be hosting. A copy of the flyer is in your folder and will be on the website soon. Please share with your GRs.
- Our next Committee meeting is May 14-15, after the Assembly. It will be located here in Tracy again. I was unable to find another facility in the Livermore/Pleasanton area. Room costs will be \$119.95. You can call the hotel for your room reservations or make them as you're leaving today. I will post all the information on the Yahoo Group.
- The August Committee meeting will be in the North. We are looking in the Redding area, but nothing as of yet.
- The October Assembly will also be in the North. I haven't been able to secure a facility yet.

In Service,
Carol S.
NCWSA Facilities Coordinator

This weekend's room rates are more expensive because this is Super Bowl weekend.

The Facilities Coordinator said the drive from May 2016 Assembly in Livermore to the NCWSC meeting in Tracy is about 20-30 minutes.

Group Records Coordinator - Wendy L.

Dear Family,

It was 1 year ago at this committee meeting that I announced WSO had added the group email field to their group records change form. I also was wondering why we should not do the same as it would be of great value for groups to have electronic information sent to them directly from WSO. In addition, George and I knew that the current A-16 Form needed updating and various resource references were not current. Since we were new to the position, we wanted to make a knowledge based decision on what other changes might surface with a little time under our belts. Here's what we came up with:

1. Easier to fill out on your computer (without having to print)
2. Intuitive
3. Consistent with current guidelines and service manual updates
4. Non repetitive

Attached is our draft proposal (*not included in these minutes*). The new form is an Excel sheet (versus PDF) and areas on the form are open to editing, others are locked. We've updated 8 collection data points/categories to be consistent with WSO and if you are filling it out with a pen on paper, there is more room to wiggle. We've added group email which is an email address created to receive group e-News and other group announcements. We have referenced current guidelines.

Next we will work with the Website Team to see about uploading. Stay tuned!

As always, we thank you for entrusting us to serve you!

George and Wendy

The Group Records Coordinator welcomed feedback on the draft A-16 Form.

We were reminded of a 2013 group conscience to retain the Focus Box. When asked if the group records database contains updated Focus Box information, the answer was "No". A request was made to bring the topic back up at Assembly to eliminate it (Focus Box) so we would be in line with WSO. Our Chairperson said the Website Committee would be meeting at lunch today to discuss this and more would be revealed.

There was a request to make a Spanish A-16 Form available. The Coordinator thought this was a good idea.

The Group Records Coordinator said there is no place on the WSO database to place NCWSA's Focus Box information. A Website Committee member said there is a database that contains all of the old Focus Box data and they need a place to store it.

Institutions Coordinator - David B.

Hello Everyone,

The growth in our service to institution facilities stretched throughout last year and is continuing this year as well. The NCWSA Institutions Conference Planning Committee is in the process of completing the details for the 2016 Hospitals and Institutions Conference of A A. in Santa Rosa. On a more local note, the number of AMIAs volunteering to go into Monterey County Juvenile Hall is at its highest level ever. More members are finding their way to help carry our message of hope behind the walls.

Al-Anon meetings were started in four state prisons in 2015, totaling ten such facilities. The highest level of participation has been at the High Desert Prison in Susanville. There are two full meetings of over 25 members each in 'C' Yard. Two more meetings will open in 'D' Yard when the volunteer applications are cleared. There are four members from District 3-Chico and five from District 2-Reno. The Susanville facility has become a joint service effort from the membership level thanks to Art B. (Marin), Brenda H. (Chico) and Jonnie Gay (Reno). There will be 11 volunteers cleared for service by the prison.

The other very important ingredient to this success is the Pink Can Fund. A total of \$34,825.64 in donations was deposited in 2015. A big heartfelt "Thank You" to the members of our Northern California Fellowship for their generous contributions. Literature purchases and taxes totaled \$39,319.05 in 2015 resulting in a deficit of \$ 4,493.41 for the year. The fund's balance as of December 31, 2015 was reported at \$11,603.13. The Pink Can Fund literature (books & workbooks) in the NCWSA storage (Dublin) is approximately \$15,619 on February 5, 2016. The pamphlets are kept in Monterey and that inventory is estimated to be \$1,800. The most recent order priced at \$3,583.19 is there as well. The total is \$21,002.96. This is the prudent reserve.

The Pink Can Fund provided literature for the Al-Anon meetings that will start for the first time at the Sierra Conservation Center in Jamestown and at the California Substance Abuse Treatment Facility in Corcoran. The growth of the Al-Anon program in Northern California institutions has state administrators and correctional staff talking very positively about AFG volunteers as well as the growth they've seen in inmates who practice our program. The Conference Approved Literature has played a big role in this outcome.

As previously announced, Claire R. of Virginia Beach will be the Al-Anon speaker at the Northern California Hospitals & Institutions (H&I) Conference in Santa Rosa. She has been working at the Al-Anon World Service Office since it was in New York City and has spent many years focusing on Institutions service. Four different panels of speakers will be held before Claire addresses the conference at 4 p.m. Please come join us!

The H&I registration flyer now includes a Helping Hands contribution option (for members and/or groups) to encourage those with financial limitations to attend. No one will be turned away for lack of funds. All funds paid to NCWSA are for NCWSA expenses only and the committee will cover Claire's travel expenses this year. The committee held a speaker meeting last month in Santa Rosa to raise awareness of the Conference and bring in additional funds. Historically, NCWSA conference expenses have outpaced revenue from registrations. This year that difference will double so I am suggesting group donations to help this event be self supporting. The number of "donation-only" registrations will be acknowledged and groups are encouraged to write their group name on the form. I believe this message of support will also acknowledge the value we place on carrying our message of hope to those not able to attend Al-Anon and Alateen meetings in our communities.

An Institutions panel will be facilitated by Alternate Coordinator, Dean C., at the Sacramento Spring Fling, on Saturday, Feb 13 at 10 a.m. Please consider attending if you can. Our members continue to carry the Al-Anon message into crisis shelters, rehab centers, state prisons, county jails and juvenile halls. The literature continues to flow to the inside members. Please pass along our gratitude to everyone involved in this service as we continue to bring hope to those affected by someone else's problem drinking.

Thank you for allowing me to be of service to the Northern California Fellowship!
In gratitude,

David

Per a conversation between the Treasurer, Literature Coordinator and the Institutions Coordinator, there is a literature invoice of \$3,000.00 that has not been paid.

When asked where the Institutions fundraiser funds were deposited, our Institutions Coordinator said they went into the NCWSA general fund.

Insurance Coordinator- Carol G.

Hello Committee Members. It has been a fairly busy past six months. I'm in the process of getting comfortable with this position. I am fortunate to have a very good working relationship with our Client Advisor and Assistant Client Advisor who make this job easier.

Since our last meeting, I took part in the renewal of our General Liability Policy. As of today (Feb.06,2016) our policy has been renewed. The increase to the policy is due to adding the extra

costs of some of our Special Events (which entail overnight stays) in advance, instead of paying for them as they occur.

I have submitted many insurance applications for regular weekly meetings, as well as applications for Special Events. The usual turnaround time is usually only a few days, but sometimes the certificate dept. gets confused and thinks a Special Event is going to be held a month later than was requested. Hence, an URGENT REQUEST is made to my Assistant Client Advisor and I hold my breath until I receive the certificate. I am happy to report that they have never failed to get us the certificate in time for the event.

As per Joan's request, I have revised the guidelines for the position of Insurance Coordinator. I made an inquiry as to whether or not our policy covers a child should they get injured while in the care of a babysitter at one of our events. I was informed that babysitters need to supply their own liability insurance.

I am still learning new stuff everyday and enjoy working as your insurance coordinator.

Thank you for allowing me to be of service.
Carol G / NCWSA Insurance Coordinator

Literature Coordinator – Catalina L.

Writing Workshops

I have responded to inquiries from 2 districts who want to conduct their own writing workshops. I send them the WSO flyer for the particular topic, and the WSO Guidelines for conducting a writing workshop. Depending on the piece of literature they intend to write on (e.g. "Intimacy," Grandparents and Parents of Alcoholics, New Daily Reader, etc.) I have "scripts" I have prepared, which I offer to send.

District 15 and I are working on a date for me to conduct a writing workshop in Montclair later this year.

I may conduct a writing workshop at the one day assembly in May 2016.

Literature Orders for Institutions

Since October 2015, Verena has processed orders totaling \$ 16,000.00 for literature for institutions.

NEWS FROM THE WSO

October 2015 Literature Coordinator Telephone Conference call

The following information was announced during the October 2015 Literature Coordinator conference call:

At this point, we've received over 1,159 sharings for the Intimacy piece, about 176 sharings for the parents/grandparents pamphlet, and 515 sharings for the new daily reader. We hope to have the daily reader ready for the 2018 International Convention. We still would like more sharings--especially Step sharings for the parents/grandparents pamphlet, and sharings for the daily reader. A new writing guideline for the daily reader can be found on the Members' Website, in addition to the original one. All of the other writing guidelines are already there in the library section in the "Guidelines & Procedures" folder under the folder icon.

The deadline for AI-Anon members who are professional freelance writers/editors to send in proposals for the Intimacy piece and the parents/grandparents pamphlet was Thursday, October 15th. We received 30 intimacy bids and 13 parents/grandparents bids.

NEW e-book: Our first e-book version of a daily reader is now available. *Courage to Change* (eB-16) is available electronically in English, Spanish, and French from the following electronic media providers: Apple iBooks, Amazon, Barnes and Noble, and Kobo. On Apple iBooks, the

electronic book is priced at \$13.99 (U.S.). On Amazon, Barnes and Noble, and Kobo, it is available in two parts, each for \$6.99 (U.S.). If members should ask, the reason why the e-book is being offered in two parts by these three companies is to ensure most of the purchase price goes to Al-Anon, instead of to outside entities. *This announcement is informational only, and not an endorsement of any electronic media provider, e-reader, or other products sold by electronic media providers.*

2016 CAL Catalog (S-15): The January issue of *The Forum* included the new catalog as an insert. It is also available for free download on the Al-Anon Online Store and will be included in all literature orders from the WSO during the year. Please consider ordering a bunch for your Assemblies!

"CAL Corner": November's "CAL Corner" in *The Forum* included the cover story, "The turkey on the floor," about how a sharing in *From Survival to Recovery* (B-21) made a lasting impression on a member. The December article was on *Many Voices, One Journey* (B-31), and the January articles, tying in with the CAL Catalog insert, will be about Conference Approved Literature in general.

CAL Sample Chapter: Each quarter the WSO posts a sample chapter of Conference Approved Literature on both the Public Outreach site, al-anon.org and the Members' site, al-anon.org/members. From January through March, it will be *Al-Anon's Twelve Steps & Twelve Traditions* (B-8).

Due to budgetary constraints, effective March 2016, for a one-year trial, groups will no longer receive a complimentary copy of The Forum.

In loving service and gratitude,

Catalina, Area 3 Literature Coordinator, Email: nocallit@outlook.com; Phone: (415) 509-2706 and
Verena, Area 3 Alternate Literature Coordinator

We were encouraged to pass the Pink Can for Area's Institutions literature purchases.

PI/CPC Coordinator- Veronica P.

Original report was in Keynote. To obtain a copy of the slides, please email picpc1951@gmail.com

Report Topics

1. PICPC - Who Are We and What We Do
2. NCWSA Thought Force Outreach
3. PICPC and the District Outreach Coordinator
4. News & Gifts!!

PICPC - Who Are We and What We Do - Join the NCWSA Outreach Team!

1. PICPC - Veronica P. - We let the general public know that Al-Anon exists
2. Diversity - Nick D. - "Anyone Anywhere" - Diversity Day/Interpretation/English as a 2nd Language
3. Institutions - David B. - Serenity To... - Prisons/Crisis Centers/Family shelters

Notes: all three are outreach, but each has a different focus

PICPC VOLUNTEERS

1. Bruce D. (Mountain View, CA) - Orders for Table Cloths, Pull Out Banners, District Customized Posters Email: Bruce.publicinfo@gmail.com
2. **New*----->** Brandon R. (San Jose, CA) - Assist in getting Press Coverage and Press Releases for District & Area events. Email: roos.b@sbcglobal.net

Districts That Don't Have A District Outreach Coordinator:

D1	D2	Spanish Intergroup - East Bay
D12	D25	Spanish Intergroup - North

D20 D21 Spanish Intergroup - South

D27

*D8 & AIS D6-10 - I have someone listed, but have not received any response back.
Is the person still in service?

PICPC MONTHLY CONF CALLS

FOR DISTRICT & ALT DISTRICT PO COORDINATORS 2nd THURSDAY EVERY

MONTH 6-7PM Q&A 7:00-7:15PM FOR GUEST LISTENERS

EMAIL: PICPC1951@GMAIL.COM Able to Participate via Landline or Internet Connection

OUTREACH THOUGHT FORCE - UPDATE

CHARGE: Explore other media channels for ads both paid and free for Al-Anon outreach within NCWSA

- Meeting Sat Feb 6th during lunch to plan time line and coordinator schedules
- Committee Members' answers to KBDM Questions
- Nov 2015 launched outreach Survey (see flyer)
- Research Categories: PRINT, MOBILE/ONLINE, PUBLIC TRANSPORTATION, MALLS, DMV, FREE METHODS, AIRLINES, and BILLBOARDS.

Upcoming Events

1. NCWSA Convention - Outreach Workshop Sat April 16, 2015 8-9am & Office Hours 4:30 - 6:30pm (See Flier)
2. Office Hours During Assembly - I'm available during my lunch and dinner breaks to have discussion about Outreach in your districts. Location TBA. Look out for a post on NCWSA list serve
3. Pleas S. to attend the H&I Conference 2016.
4. July 16th - Diversity Day Workshop on outreach diversity methods exploring creative methods on carrying the message to the community.

PICPC Infrastructure Panel 55 - NEWS!! & GIFTS!!

- Private chat group App - BAND with District Outreach Coordinators
- July 2015 implemented MOXTRA www.moxtra.com cloud collaboration/conference call platform for testing.
- Discontinued digital newsletter idea replaced it with Private Chat Group on BAND to engage with all Al-Anon members who would like to have on-line discussion about outreach in their community. Email picpc1951@gmail.com to be part of the Chat Group *Dec 10th, 2015 PICPC Hosted for 1st time in our area a Webinar Speaker Meeting. 15-20 attendees topic: Alateen in your Community. Working with Tom K. AAPP & Lisa B. AAC on how Alateens can participate in Webinars while providing on-line safety to the Teens. This is New Territory. Keeping WSO in the loop on how this technology can benefit our service structure.
- PSA Report from WSO posted on the List Serve. Check to see if stations in your district are listed. If so, send station a THANK YOU card :) If not, contact the station to get current info and format needed. Send info to WSO. WSO will send the station the proper format for PSA's
- QUESTION TO ASK GROUPS/GR's: "Is your group easy to find?"
- ATTN DRs!! BE sure to pick up your outreach gift at NCWSC meeting for distribution to your groups. See Veronica. If you are not able to be at the meeting, email me so I can mail them to you.

In Service One Day At A Time,

Veronica P.
NCWSA PICPC Coordinator
DRs can pick up a Public Outreach door hanger to bring back to your GRs.

It was suggested that those of us with acronyms like PI/CPC be mindful of using them since many members do not know what some of the acronyms stand for.

12 Stepper Coordinator- Debbie O.

One year down and I am getting a better understanding of my position.

1. To date I have updated the Trusted Servant list in the 12 stepper to the best of my ability.
2. Updated all business meetings and special events in the appropriate places.
3. I have attached all reports that were sent to me whether by email, which I prefer or hand written so I can practice patience and understanding in a timely manner.
4. Worked with the new coordinator at the printing company to get a better understanding of their time frame for printing, folding and sealing to get to the mailing committee.
5. Watched the outgoing mailing committee (Thank you for all you have done Connie F) review the 12 Stepper Guidelines and the Mailing committee guidelines to have a better understanding of what the job entails.
6. Working on the 12 Stepper Spanish Versions and getting them mailed this issue.
7. Working with my alternate to recreate the format for the 12 Stepper to be a little more user friendly.
8. Attaching all flyers for NCWSA events.
9. Carol G. did share with me that we do have enough Spanish meetings with in NCWSA if over the amount of 175 and Wendy confirmed that we have 183...awesome because all the groups will be receiving 12 Steppers in Spanish.

I neglected to share the new names of the 12 Steppers

- **Spring Issue** – This issue typically includes the Annual Financial Report, Spring Assembly agenda and May through August announcements and reports. Deadline is 2 weeks after the February NCWSC meeting to go to printing. This issue includes the minutes from the prior October Assembly, the next year's budget, reports, and announcements of NCWSA Events and a Calendar of AFG Events.
- **Fall Issue** – Will have all reports for the May NCWSC and any old business of NCWSA, special events, task forces along with and NCWSA Events not yet posted.
- **Winter Issue** – The web-only (paper copies will NOT be sent) issue includes information from the Winter Assembly, and announcements of special AFG events from January through April. Deadline is the end of October.
- My request is for the Website committee to change the names of the files on the website of the existing 12 Steppers so our members are better able to find them.
- I did see that the 2015 Winter Assembly is there in both English and Spanish, would it be to much work to change the others?

Love in Service, Debbie O and Melinda N.

Website Coordinator – Penny G.

Dear NCWSA:

- Beth Ann B. and I have swapped roles; I am now the Website Coordinator and Beth Ann B. is the Alternate Website Coordinator.

- We have accomplished our goal of determining the current ownership of the domain name for www.ncwsa.org and the hosting account for the website. The owner is currently working with us to transition the ownership to NCWSA.
- There is now a Google Analytics account owned by NCWSA and it has been embedded on the site for several months. We will be able to provide data to interested parties.
- We are in the process of bringing the Meetings by Map back online; please be patient.
- District 4 kindly audited all meeting data online late last year. Due to the magnitude of incorrect data, we took all meeting data offline in December. Group Records provided a fresh data file and we were able to bring the meetings back online in the first week in January. A big thank-you to Wendy, George and Dean C. for assisting in this task.
 - It is the Website Committee's job to receive accurate meeting data from the Group Records Coordinator; it is not the Website Committee's role to create, update or delete records. (In other words, if there is a problem with your meeting's data on the website, check with Group Records. If the problem is on your district page's data, you may come directly to us.)
- We hired a professional assistant to help us during this transitional period. We are in the process of phasing out her assistance by assembling a Website Committee to complete all web related tasks. If you know interested, willing parties (preferably with some WordPress or computer skills), please send them our way.
 - We would like to formally invite all District Webmasters and other interested members to join the Website Committee.
- We do not create content for the site. Each Area's trusted servant (this includes Coordinators, District Reps, etc.) is invited to review or create the page relating to their service. If there is an addition or change you would like to make, it is our role as the Website Committee to facilitate that. Our question to the group is whether there is the process to review content before it is published. If there is not one, we would like to put one in place.
 - Veronica P., PI/CPC Coordinator, is our guinea pig in this project; she will be reviewing and updating the Public Outreach page.
- We are ready to work with Alateens that would like to explore Website development as an intern area of service.

Respectfully,

Penny G.,
Website Coordinator

Our Chairperson said we will discuss the Focus Box at the October Assembly.

The aliases for the Bylaws Coordinator and Insurance Coordinator are now available for use. Those aliases are: bylaws@ncwsa.org and insurance@ncwsa.org.

Flyers sent to the Website Coordinators are forwarded to the AAPP then forwarded back to either Website Coordinator. Currently, there is a bounce back happening with flyers coming from Yahoo accounts. We were encouraged to use another account. The turn-around time for flyers is 2 weeks.

District 6-10 Intergroup - Lisa K.

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 from 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 always in need of volunteers both at the office and for the after-hours phone line.
- Due to operating the office for two years now solely with the help of volunteers, we have found ourselves with a surplus of money, and have formed a Thought Force for members in Districts 6-10 to help come up with the best way the money should be spent. A letter explaining this surplus and an invitation to join the Thought Force has been put on our website, in our newsletter, as well as distributed to each group, via Group Representatives. Members in D6-10 who are interested in joining the Thought Force should email our Intergroup Treasurer, Brian R. at: surplus_funds_committee@hotmail.com.
- We were able to provide 12 half scholarships to both Alateens and AMIASs to attend NoCAC this past year.
- Intergroup continues to hold elections for open positions. We need the following positions filled: Alternate Chair, Insurance Coordinator and a Service Board Member.
- Next weekend, Feb 12-14th is the Spring Fling at the Double Tree Hotel in Sacramento. This is a huge annual AA even with Al-Anon participation. There will be Al-Anon meetings, a donation drawing and hospitality room. Thank you to Steve O. and Isabelle C. for coordinating the Al-Anon portion of this event!

With Gratitude, Lisa K, (916) 903-9022 or [lisafitz@aol.com](mailto:lisa@fitz@aol.com)

Northern California Hispanic Intergroup – Janie L.

A report was not received.

Santa Clara Valley Intergroup- Bruce D.

Santa Clara Valley Intergroup is the Al-Anon Information Service of Districts 20, 21 and 22 in the greater San Jose area. As an AIS, Intergroup is charged with managing important program functions in fulfillment of our program purpose of helping families and friends of alcoholics, both in and outside these rooms.

Intergroup consists of Officers, Service Board Members, Meeting Group Representatives and a full slate of Coordinators, similar to the current service positions of our Northern California World Service Committee. The Group Reps and Coordinators rotate yearly.

Intergroup meets monthly, and works in cooperation with the three Districts. As stated in the G-4 Guideline, Al-Anon Information Services, "Experience shows that when the Information Service works closely with the Area and the Districts, it increases its formula for success." Currently, a Thought Force is examining whether our multiple service bodies in Santa Clara Valley are delivering the Al-Anon message as effectively as they can, in concert with one another.

We are pleased this year to already have all Coordinator positions filled with only a handful of Alternates and a Board position still open. Attendance was the largest at a January Intergroup meeting in several years and we are looking forward to an energetic and productive year.

Kicking things off for 2106, literally, is our Public Information Coordinator Chris AC, past Diversity Coordinator here at Committee, who has acquired space for an information table at the huge Valley Fair Mall during Sunday's Super Bowl game which is being held right in Santa Clara Valley this year. Her volunteer pitch to the membership is "Kick-off your recovery with outreach to the community." Sanity and serenity on Super Bowl Sunday? What a concept! Santa Clara Valley Intergroup is an active, multi-faceted service body bound together by obedience to the unenforceable and a common purpose. It is a pleasure and privilege for this newly-refreshed group conscience to take on the challenge in 2016 of fulfilling our program purpose to help families and friends of alcoholics.

Yours in Service,

Bruce D.,
Santa Clara Valley Intergroup Liaison

Oficina de Informacion Hispana del Este de la Bahia Al-Anon (Spanish Intergroup East Bay)- MariaCarmen G.

To: NCWSA Family

The Intergroup meetings are every first Sunday of the month, at 113 W 10th St Pittsburg CA, 94565. This Quarter a group from Seaside transferred to the San Jose Intergroup. The Intergroup has 17 Al-Anon groups, 10 Adult Children groups, 2 Alateen Groups. We still have a total of 29 groups up to this year.

The Intergroup has four Committees that are working to support the groups that require help every month; however at the moment we have a new Coordinator for Institutions her name is Sandra D. At this time we do not have an Alateen Coordinator, however the service is being provided by the board.

We had our annual event, with workshops and a great Al-Anon speaker (Claudia P.) from San Diego, CA.

On November 1, 2015 we were happy to have been visited by Alternate DR from District 26, her name is Amanda W. and we were very happy to hear her speak in Spanish in our meeting.

Sincerely,
The Pittsburg Intergroup

South Bay Spanish Intergroup- Maria Elena H.

A report was not received.

Delegate & Officers Reports

Delegate – Yvonne deG.

Hello NCWSC

Welcome to your second year Panel 55 Hope you are feeling settled in slightly more comfortable.....awesome! Last year I was privileged to attend and participate in the DIA for South Bay Intergroup, It was a blast to give the Delegates report in Spanish at the Spanish convention, I visited District 5/15/12.

January is hell on the email as WSO blows up the delegates with info on the upcoming World Service Conference. This year the conference is April 10 to 15 in Virginia Beach. 2016 World Service Conference Theme is:

“Realizing Our Spiritual Potential”

Sixty-seven Areas from the United States, Canada, Puerto Rico, and Bermuda send their Delegate to the Conference. In addition to the 67 Delegates who have voice and vote, the Board of Trustees, the Executive Committee, and the World Service Conference WSO staff also have voice and vote. Other attendees include:

International Representatives, The Director of Business Services and Chairperson of the Executive Committee for Real Property Management It may be necessary for certain non-voting participants to attend the World Service Conference at the discretion of the WSO.

That brings me to the LOVE Gifts.

What are love gifts?

Love gifts are thought off and made by members to give to other members. The Love in the Love gift is the gift of time from one member to another. To take time out of your life to come and sit together and craft the love gift is the love in the gift. One can make up for money but one cannot make up time. All we have is the dash between our date of birth and the date that is still to be determined.

How can Northern Ca participate in sending Love from Ca North to the Delegates of the United States, Canada, Bahamas, Puerto Rico, and GSO Representatives from all over the world at The World Service Conference.

Please talk to your District and here is how to send love gifts, cards and letters to your Delegate.

HOW?

Number of gifts: +/-130 hotel storage space is limited and packages will **NOT** be accepted before **April 7th**. To help the hotel sort and deliver the mail, please include the following information on the address label.

My Name Yvonne de G. (hold for WSC April 10-15, 2015) Wyndham Virginia Beach Oceanfront
5700 Atlantic Ave...Virginia beach, Virginia 23451.

Please write **my name and address** (Yvonne de G , 50 Oakvue Rd , Pleasant Hill Ca 94523) in **the return section** of the envelope/package in the event that mail delivery is delayed it will be sent to me.

Thank you so much for participating in being a gift of Love to the world!

“Do not refer”

I have sent out thanks to Sandy C. a summary of “the do not refer” discussion at WSC. I still get lots of mail concerning meetings not following AI-Anon Traditions. Page 81 in the Service Manual. I have also put a request out to see who does and does not have a “do not refer policy” and who is working on it.

I have also requested the policies that areas have developed.

PRAASA = Pacific Rim Alcoholics Anonymous Service Assembly.

I have the privilege to be asked to be the AI-Anon Chair for PRAASA 2017 March 3/4/5 in Sacramento. If you would like to be of Service please contact me. Our AI-Anon luncheon Speaker will be Paula B current Chair of the Board of Trustees.

Love in Service Yvonne de G., Delegate panel 55 Ca North.

Our delegate, with approval from our Chairperson, will take some of our previously purchased electronic voting devices to SWRDM to allow others to experience electronic voting.

The Delegate said the TEAM event will probably be in the Central Section to make it available to as many people as possible. The event is overseen by the Delegate and Chairperson. We were asked to ask our districts what topics they would like to see at this event.

Alternate Delegate - Bonnie M.

Hello family,

Since October, I've met regularly with our NCWSA Officers, by phone, and communicate regularly with our Treasurer.

January 24, 2016, the Budget Committee met for a brief Budget meeting, followed by our audit of the 2015 financial records. I put a copy of the very tentative first draft of the 2017 budget in the Officers', Delegate's and Coordinators' bins, with a copy of the Budget Request form for 2017. I changed the “due date” on the Budget Request form to March 1, 2016 to give you time to review your 2015 actuals to your proposed 2017 budget, and to give the Budget Committee time to review any requests before our May NCWSC meeting.

- There was a discussion of a request from our Website Coordinator to increase her budget for Professional Services. After discussion between our NCWSA Chair, our Treasurer and our Website Coordinator, we recommend moving \$1,000 from the Coordinators travel budget to Website Professional Services to cover additional needs for 2016. Any changes to the 2016 budget need to be approved by the Chair and the Executive Committee, so the Budget Committee can only make the recommendation. We did make that change to the 2017 Budget.
- We discussed the TEAM event proposed for 2017 and copied the budgeted amounts from 2014 to the 2017 budget.
- We discussed Chris's recommendations for distributing our excess funds from 2015 to our NCWSA prudent reserve. After much discussion, I think we all understand the process better. We recommend following the plan that Chris suggests in her report for this year: move 75% to our Reserve Account and send 25% to WSO. We also recommend re-evaluating how we calculate our reserve based on Chris's suggestion of including the checking account in the calculation and making sure that we have enough money in checking to handle cash-flow at the beginning of the year. Our events are self-supporting, but need start-up money before that support starts coming in.
- We then proceeded to the audit. That report follows separately.
- Audit highlights:

- Documentation for all accounts has improved.
- We had all the records we needed from the NoCAC Committee (except for the printed Dec. 2015 bank statements, which Chris could review online)

In January I attended the District 24 business meeting as facilitator of their District Inventory. They did an awesome job, emphasizing “Presume Goodwill” and “Principles before Personalities”. It was a privilege to be a part of their process.

An unofficial responsibility that I’ve assumed is as Al-Anon Liaison to NCCAA (Northern California Council of Alcoholics Anonymous). They have been very welcoming of Al-Anon participation at their conferences. So far, the Fall Conference in Fresno was great, providing wonderful opportunities to share information about Al-Anon with alcoholics and family members who haven’t yet found us. Coming in March, Districts 14 and 16 will host the Al-Anon participation at the San Ramon conference, and have a great program lined up. And in June, District 5 will host the Al-Anon participation at the Santa Rosa conference. Please support our efforts to reach those family members who have not yet found Al-Anon,

Thank you so much for letting me to be of service.

Love in service,
Bonnie M.
NCWSA Alternate Delegate

Our Alternate Delegate stated neither Al-Anon nor AA can use the term “Alateen” on flyers unless Al-Anon is insuring Alateen participation is safe.

Area Alateen Process Person– Tom K.

Dear NCWSA Family,

I will be celebrating Lois W.’s 125th birthday (March Forth!) this year with it being my first day of retirement. With the extra time I plan to get more involved in Alateen in my home district and area wide. It will also give me more time to be of more help in my role as AAPP. I am the custodian of records – keeper of confidential information for 366 certified AMIAS in our area, NCWSA. I hope to meet with District Alateen Process Persons (DAPPs) more this year and I hope to invite all certified AMIAS to the Yahoo group who are not already in the group.

New AMIAS: In the first month of 2016 I have sent letters of congratulations to 6 new AMIAS’s.

Annual Recertification March through June: 27 DAPP’s will help with this and all AMIAS need to complete A-22.1b recertification forms, even if you are newly certified any time prior March 30, 2016.

Web Postings: I need to assure the safety of teens at district and area events. For detailed instructions see <https://www.ncwsa.org/submit-an-event/#about-submit-an-event>

Annual Alateen Meeting Update: 76 meetings in NCWSA will be sent a form and an envelope printed with my address from WSO in April. They will need to make any changes and send them to me.

R&R Planning Team: I am on the planning team for the annual Alateen sponsors event in Westminster Woods September 16-18, 2016.

As an NCWSA Officer I meet with the other officers as needed, and I sign checks as second signer.

California Department of Justice (DOJ): I am the custodian of records for NCWSA, I am the only person who sees finger printing results. Turnaround can be weeks or months, I'm never clear why such variation.

Serving in gratitude,
Tom Kellogg

When asked who was opposed to having to have AMIASs identified on the NCWSA Roster, no one raised their hand. There was a discussion about providing name tag stickers to identify currently certified AMIASs at Area events. The AAPP agreed to look into that idea including how to distribute the name tag stickers.

Our AAPP also agreed to consider posting a FAQ regarding AMIASs at events.

Chairperson – Joan W

Hi Committee Members,

I was very grateful to attend 2015 NoCAC. The Alateens did a great job the entire weekend and I felt very much a part of the fun and participation. Did return home sleep deprived though – worth it! I'm thrilled to be the Friday night speaker at our April 15-17, 2016 Convention in Sacramento – thank you Committee. Feel the same about speaking at District 22's Day in Al-Anon, March 26, in San Jose.

Reading Assembly Evaluations is quite an experience, especially those few that are very critical. Overall, however, the comments are constructive and kind. The negatives were mainly uncomfortable chairs, room temperature, and reports were too long. So, I am shortening the reports to four minutes to see how that feels.

I will be asking committees to lessen their "in person" meetings and to utilize conference calling where possible – this saves the Area travel expenses. Also, I would appreciate all flyers and reports to have our name spelled correctly, i.e., "Al-Anon". Also, to use "Al-Anon Family Groups" (AFG) especially when speaking with the public community – this from our World Service Office. Looking forward to attending the South West Regional Delegates' Meeting (SWRDM) in La Jolla in March, it is a wonderful opportunity to participate at provoking meetings and workshops, as well as seeing past friends.

Post Meeting:

I enjoyed the loving Executive Committee interview prior to our Friday Meeting.

Our May Assembly will have Literature, Alateen, and combined PI/CPC, Diversity and Institution Workshops held concurrently.

I appreciated the discussion regarding delisting meetings – thanks to all who participated thoughtfully. Congrats Alateens for being self-supporting declining the Al-Anon budgeted amount for NoCAC – great job!

Much Love in Service,

Joan W., Area Chairperson

Our Chairperson stated she believes the Area Chairperson's expenses to attend NoCAC once a panel should be covered since the Area Chairperson has to approve the NoCAC guidelines. Attending NoCAC helped her understand the guidelines.

Secretary – Rosanna H.

Dear NCWSC Family,
Since October, I have:

- Discussed with my fellow officers the idea of having draft minutes ready for approval at the following meeting (e.g. May Assembly minutes ready for approval at the October Assembly, February NCWSC minutes ready for approval at the following May NCWSC meeting). The officers supported this goal. I recognize the challenge of turning the May Assembly minutes over to the 12 Stepper Editor within one month (in order to have them printed in the Spring Edition of the 12 Stepper). This will require cooperation with the proofers, the 12 Stepper Editors as well as the Delegate.
- Discussed with Joan the idea of not including workshop presentations in the minutes but rather post them to the Area website, possibly under “Assembly Misc.” I plan to discuss the idea with the other officers as well.
- Sent the draft October 2015 Assembly minutes to outside-proofers in late January.
- Paid the bi-annual fee associated with our SOI (Statement of Information) form to the Secretary of State in late October. Keeping current on this form and its fees allows our Chairperson to book hotels, among other things.
- Submitted B-28 (NCWSA Motions Passed/Failed) and B-29 (NCWSC Motions Passed/Failed) Guidelines to the Interim Bylaws Coordinator for formatting then posting to the website.
- Reviewed B-32 (NCWSC List Server) Guidelines and invite past moderators to help in the editing process. My hope is to pass them to Joan for approved and website posting by late winter.
- Continued to invite new members of NCWSC to join the Yahoo group, stressing that joining is optional but provides access to valuable information.
- Cleaned up the “Files” section on Yahoo group. Anyone wishing to have something posted to the “Files” section should let me know.
- Updated the NCWSA Roster as necessary.
- Taken the minutes on the Officers’ Calls.
- Planned to be interviewed by the Executive Committee on February 5th.

Please and Thank You’-s

- Thank you to all who submit your reports to me within the 2-week-post-meeting period.
- Thank you to the proofers who share their understanding of sentence structure and grammar with me.
- Thank you for the Traditions and Concepts that keep me from editing/over-editing others’ work.
- Please pass on my contact information to anyone who may be a good non-NCWSA proofer. I need more “outside” help.
- Please consider summarizing reports that are over 2 pages long (I appreciate the one-page reports). Consider who our readers are and that reports that are short and to the point are appreciated.
- Please send reports as Word documents rather than PDFs whenever possible.

I continue to discover areas of my position that challenge my recovery. I am grateful for the opportunity to learn, serve and grow.

Peace, love and joy in service,
Rosanna H

Treasurer – Chris M.

Since the last Committee Meeting I have accomplished the following:

- Monitored available funds in order to pay all reimbursement requests and remain within budget.
- Prepared for the audit of the 2015 records by reviewing all transactions and draft reports.
- Met with the NoCAC Sponsor and Treasurer and reviewed the 2015 records and reports.
- Prepared the prudent reserve calculation for the Budget Committee. Recommended 2015 excess funds net profit of \$5,877 to be distributed 75% to reserves and 25% to WSO. (Covers ½ the reserve shortfall).
- Hosted the Audit Committee and answered questions and made corrections as needed.
- Prepared the quarterly sales tax report online from prior quarter data.
- 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.
- Updated Coordinators and Officers on Expense Reimbursements. Things to watch out for.
- Provided a copy to each officer and coordinator a listing of all prior year expenses.
- Updated Mileage for IRS change to \$.27/per mile for 2016 and recommended meal reimbursement guideline similar to IRS average with a limit on breakfast (\$15), lunch (\$16) and dinner (\$28) costs.

Attached are the current financial reports for the period ending December 31, 2015:

- 2015 Total Income - \$107,880.41 (decrease over 2014 by \$651.39)
- 2015 Total Expenses - \$102,003.65 (decrease over 2014 by \$12,800.59)
- 2015 Total Net Profit (Excess) - \$5,876.76 (increased over 2014 by \$12,149.20) (P&L Attached)
- Ending Checking Account Balance 12/31/15 - \$26,272.38 before distribution of excess (net profit)
- Money Market & CD Account Balances - \$23,629.37 for a Prudent Reserve (about 4 months of operating expenses before increase from distribution of 2015 Net Profit.) (Balance Sheet - Attached)
- Pink Can Fund Ending Balance 12/31/15 - \$11,603.13 (For Institutions Literature)

Things to Think about:

- The 2016 budget anticipates \$75,150 from donations, which equates about \$85 per group per year.
- The Special Appeal Letter will be included in next 12 Stepper and mailed to Group Reps. GR's encouraged to pass the envelope to collect for individual donations.
- **All donations are appreciated. Please mail to: NCWSA, PO Box 728, Vacaville, CA 95696.**
- Prepared a proposal to update the reserve policy to include all bank accounts and operating cash in the checking. Recommended increasing reserve to 9 months all accounts similar to 6 months without the checking. Approved by Budget Committee and referred to Executive Committee for review and future consideration by GR's at an Assembly.

Things to Do:

- Prepare details for the 2015 taxes with the CPA.
- Continue work with the budget committee on the 2017 budget and CY budget to actuals.
- Review details with the new NoCAC committee and Treasurer.

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

An NCWSA Financial Appeal letter directed to each group will be distributed from the Treasurer to GRs via DRs by the end of the month. The letter will also be posted in the Spring Edition of the 12 Stepper.

When asked about Thank You notes to document write-offs, the treasurer said Thank You notes are written for donations of \$1,000.00 or more. They can be written for all donations but the current Financial Assistant has a full load. Help was requested. A past D19 DR volunteered to send out the Thank You notes based on a list from Treasurer.

Miscellaneous Business

May 2016 Assembly: Our Chairperson stated that we will have uncomfortable chairs in May so plan accordingly. There will be 3 concurrent workshops at the May Assembly: 1) a writing workshop (writings for new daily reader), 2) a Public Outreach workshop including PI/CPC, Institutions, Diversity and Alateen and 3) an Alateen workshop. There is a 45 minute time period to do something fun. Please share your ideas with our Chairperson. It will cost \$1000 to rent tables and the gymnasium space will cost \$450. Our May NCWSC meeting will be at this same location in Tracy.

Assembly Bids: District 19's DR expressed interest in hosting the February 2017 NCWSC meeting in the Southern section. There were no bids to host the May Assembly and NCWSC meeting in the Central section. There was a member who would discuss the idea of District 3 hosting the August 2017 NCWSC meeting in the Northern section. All leads should be directed back to our Facilities Coordinators.

Copying and distributing speaker meeting shares from the October Assembly: Vali F. shared her personal story on Saturday night at the October 2015 Assembly and it was recorded. When asked in an Ask-It-Basket question if the recording would be available, our Chairperson said it would. Today, we began a conversation about copying/sharing/charging for the share and whether we had permission to do so.

We discussed making CDs and/or MP3s. We discussed what is appropriate/ inappropriate for individuals to do (copy/share) and what is viewed by some as inappropriate for NCWSA to do (make revenue from the sale of speaker shares). The topic of whether we had permission to share the speaker's share was also discussed. Our Treasurer said if we sell the CDs we have to pay sales tax and we have to report it and that she was not in favor of this approach. The conversation concluded when our Chairperson said she would call Vali to see if she was comfortable with us selling or distributing a CD of her share.

Respectfully submitted on March 22, 2016 by
Rosanna H.
NCWSA Secretary

NORTHERN CALIF. WORLD SERVICE AREA OF AFG, INC.

Balance Sheet

As of December 31, 2015

ASSETS

Current Assets

Checking/Savings

1010 - Checking General	26,272.38
1015 - Money Market	17,302.04
1020 - Certificate of Deposit	6,327.33
1030 - Checking Pink Can Fd	<u>11,603.13</u>

Total Checking/Savings 61,504.88

Other Current Assets

1190 - Inventory	1,143.80
1210 - Postage account	1,000.00
1220 - Prepaid convention	1,356.47
1230 - Prepaid facility	233.00
1240 - Prepaid Insurance	760.33
1250 - Prepaid archive rent	390.00
1260 - Prepaid WSO conference	1,965.00
1290 - Prepaid other	<u>504.00</u>

Total Other Current Assets 7,352.60

Total Current Assets 68,857.48

Fixed Assets

1610 - Equipment/Software	3,930.69
1620 - Old Equipment	7,202.05
1690 - Accum. depreciation	-1,969.00
1691 - Accum. Deprec. Old Equipmen	<u>-7,202.05</u>

Total Fixed Assets 1,961.69

TOTAL ASSETS 70,819.17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2010 - Accounts payable	<u>1,544.40</u>
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12 Stepper Estimate

Total Accounts Payable 1,544.40

Other Current Liabilities

2110 - Sales/Use tax payable	1,064.00
2380 - Deferred Inc Convention	790.00
2390 - Deferred Inc. Alateen	3,535.30
2391 - Deferred Income - H&I	<u>165.00</u>

4th Qtr 2015

For Convention from Donations

Total Other Current Liabilities 5,554.30

Total Current Liabilities 7,098.70

Total Liabilities 7,098.70

Equity

3200 - Fund balance 74,496.34

32000 - Unrestricted Net Assets -12,159.22

Net Income 1,403.35

Total Equity 63,720.47

TOTAL LIABILITIES & EQUITY 70,819.17

NORTHERN CALIF. WORLD SERVICE AREA OF AFG, INC.

Profit & Loss Budget vs. Actual

January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>		
Ordinary Income/Expense					
Income					
4000 - Donations Income	69,044.68	74,100.00	-5,055.32		
4100 - Events Income	38,688.86	33,500.00	5,188.86		
4310 - 12 Stepper subscriptions	102.00	50.00	52.00		
4910 - Interest Inc	44.87				
Total Income	107,880.41	107,650.00	230.41		
Expense					
5000 - Officers & Delegate	4,293.69	5,550.00	-1,256.31		
5100 - Coordinators	18,080.13	18,950.00	-869.87		
5200 - Committees	24,142.20	23,900.00	242.20	Over due to a year-end correction to charges	
5300 - Conferences	6,467.64	8,000.00	-1,532.36		
6100 - Events	35,356.30	34,450.00	906.30	see offsetting income increase	
6310 - NOCAC grant	3,000.00	3,000.00	0.00		
6410 - 12 Stepper expenses	4,312.02	3,150.00	1,162.02	Over due to an estimated accounts payable	
7000 - Corporate Expenses	6,351.67	10,650.00	-4,298.33		
Total Expense	102,003.65	107,650.00	-5,646.35	75%	25%
Net Ordinary Income	5,876.76	0.00	5,876.76	4408	1469
Other Income/Expense				to Reserve	To WSO
Other Income					
8100 - Institutions Literature	-4,493.41			Purchases greater than donations, net draw on the Pink Can Fund	
Total Other Income	-4,493.41				
Net Other Income	-4,493.41				
Net Income	1,383.35	0.00	1,383.35		

NORTHERN CALIF. WORLD SERVICE AREA OF AFG, INC.

Profit & Loss YTD Comparison

January through December 2015

	Jan - Dec 15	Jan - Dec 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 - Donations Income	69,044.68	65,128.57	3,916.11	6.01%
4100 - Events Income	38,688.86	43,285.45	-4,596.59	-10.62%
4310 - 12 Stepper subscriptions	102.00	73.00	29.00	39.73%
4910 - Interest Inc	44.87	44.78	0.09	0.2%
Total Income	107,880.41	108,531.80	-651.39	-0.6%
Expense				
5000 - Officers & Delegate	4,293.69	4,544.82	-251.13	-5.53%
5100 - Coordinators	18,080.13	16,939.30	1,140.83	6.74%
5200 - Committees	24,142.20	26,398.53	-2,256.33	-8.55%
5300 - Conferences	6,467.64	5,922.42	545.22	9.21%
6100 - Events	35,356.30	46,737.60	-11,381.30	-24.35%
6310 - NOCAC grant	3,000.00	3,000.00	0.00	0.0%
6410 - 12 Stepper expenses	4,312.02	3,419.74	892.28	26.09%
6600 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
7000 - Corporate Expenses	6,351.67	7,841.83	-1,490.16	-19.0%
Total Expense	102,003.65	114,804.24	-12,800.59	-11.15%
Net Ordinary Income	5,876.76	-6,272.44	12,149.20	-193.69%
Other Income/Expense				
Other Income				
8100 - Institutions Literature	-4,493.41	-5,886.78	1,393.37	-23.67%
Total Other Income	-4,493.41	-5,886.78	1,393.37	-23.67%
Net Other Income	-4,493.41	-5,886.78	1,393.37	-23.67%
Net Income	1,383.35	-12,159.22	13,542.57	-111.38%

NCWSC Roll Call EVENT: NCWSC - Tracy

DATE: Feb 6, 2016

POSITION	NAME	PRESENT=X
Delegate	Yvonne D	X
OFFICERS		
Alt. Delegate	Bonnie M	X
Chairperson	Joan W	X
Secretary	Rosanna H	X
Treasurer	Chris M	X
Area Alateen PP	Tom K	X
EXEC COMMITTEE		
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
COORDINATORS		
Alateen	Lisa B	X
Alt. Alateen	John McG	X
Archives	Diana C	X
Alt. Archives	Terry C	X
Bylaws	Jim S (Interim)	-
Alt. Bylaws	Open	-
Diversity	Nick d	-
Alt. Diversity	Stephan T	X
Facilities	Carol S	X
Alt. Facilities	David D	X
Group Records	Wendy L	X
Alt. Group Records	George L	-
Institutions	David B	X
Alt. Institutions	Dean C	X
Insurance Coord.	Carol G.	X
Alt Insurance Coord.	Open	-
Literature	Catalina L	X
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	Penny G	X
Alt. Website	BethAnn B.	X
DISTRICT REPS		
D-1 DR	Kristie A	-
D-1 Alt DR	(open)	-
D-2 DR	Carolyn L	X
D-2 Alt DR	Jane Mc (open)	-
D-3 DR	Julie E	X
D-3 Alt DR	Open	-
D-4 DR	(open)	-
D-4 Alt DR	(open)	-
D-5 DR	Arlene O.	X
D-5 Alt DR	Open	-
D-6 DR	Dru W	X
D-6 Alt DR	Dennese G	X
D-7 DR	Walter L.	X
D-7 Alt DR	(open)	-
D-8 DR	Amparo M.	X
D-8 Alt DR	(open)	-
D-9 DR	Heide P	X
D-9 Alt DR	(open)	-
D-10 DR	Yvonne P	X
D-10 Alt DR		-
D-11 DR	Darby T	X
D-11 Alt DR	Edy R	X
D-12 DR	Mary K	X
D-12 Alt DR	Veronica P	X
D-13 DR	Linda L	X
D-13 Alt DR	(open)	-
D-14 DR	Marilyn H	X
D-14 Alt DR	Billie T	-

DISTRICT REPS	CONTNUED	
D-15 DR	Maria A	X
D-15 Alt DR	Nerissa M	-
D-16 DR	Bill G	X
D-16 Alt DR	Sandy S	X
D-17 DR	Eva B	X
D-17 Alt DR	Delta D	X
D-18 DR	Brenda W	X
D-18 Alt DR	George L	-
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	X
D-22 DR	Carla F	X
D-22 Alt DR	Nancy D	X
D-23 DR	Gael R	X
D-23 Alt DR	John R	X
D-24 DR	Terry H	X
D-24 Alt DR	(open)	-
D-25 DR	John McG	X
D-25 Alt DR	open	-
D-26 DR	Maggie E	X
D-26 Alt DR	Amanda W	-
D-27 DR	Gaye E	-
D-27 Alt DR	(open)	-
INTERGROUP		
D 6-10 Intergroup	Lisa K	-
SCV Intergroup	Bruce D	X
Spanish –East Bay	Maria Carmen	X
Nor Cal Hispanic	Janie L	-
Spanish- South	Maria Elena	-
ALATEEN LIAISONS		
North	Justin T	X
Alt North	Ashlynn S	-
Central	Taft W	X
Alt. Central	Shelby	-
South	Vanessa B	-
Alt. South	Aurora C-P	-
CONVENTION		
2016 Chair	Patty B	X
2016 Co-chair	(open)	-
NoCAC 2016	Cel N.	-
NoCAC co-chair	Jessica M	X
NoCAC Sponsor	Stephan T	X
NoCAC co-sponsor	BethAnn B	X
PAST DEL. /Other		
Immediate Past Del	Patrick B	X
Regional Trustee	Joyce B	-
Past Delegate P-49	John S	-
Past Delegate P-46	Sandi C	X
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	-