NCWSC Assembly Minutes
May 15, 2010
Modesto, Downy High School

Approved 10/9/10 by Assembly. Diana C moved, Martie S seconded. Passed with Substantial Unanimity

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

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The meeting convened at 10:05 am with a moment of silence followed by the Serenity Prayer. The Traditions (Darrell R.), Concepts (Kathy D), and Warranties (Charlene R) were read.

AAPP (Bonnie) read the Alateen Safety Statement: We are all responsible for Alateen Safety. When an Alateen attends a meeting, we are responsible. When an Alateen leaves the meeting, they become the responsibility of their parents or the AMIAS acting as chaperone.

The Chairperson (Patrick B) welcomed all to Assembly, made sure everyone has an agenda. Second One-day Assembly, which is now closer to what we hoped it would be: Delegate’s report and workshops. It is more about service and less about business. The goal is to get out by 4:15 PM and no later than 5:00 PM. Workshops will be in different corners of the room and some outside. He asked for straw poll about interest in workshops, so he could assign times and places.

The Secretary took Roll and gave a brief report, including apologies for not having minutes ready.

Chair reviewed who has voice and vote at Assembly: GRs are the voters here, not the Committee members.

Audit Report – Juaneta (Secretary for Audit Committee)

Year 2009 Audit, on April 3, 2010. Verified that bank balance agrees with registers. Alternate Delegate Joan distributed copies. Balances: Checking Account $26,701.35, CD Account $6161.21, Reserve account $5006.59, Checking account $6003.55. A few errors were found in postings. Recommendations: transfer $2500 to Reserve (done), upgrade accounting software, changes in reconciliation procedures, no officer to sign a check made out to himself, continue to be prudent with travel expenses.

Convention Committee-Wrap-Up Report

Debbie O. is incoming 2011 Chair (Chris D. will be co-chair). Claude gave report: income $11,888, $2K lower than expected. Expenses were $11,622, $2K lower than expected. In total, there was a $265 net gain. Hotel had a special, so we got a $2000 credit, so bottom line surplus $2265. There were 291 participants. Thanks for everyone who came. Looking forward to 2011: “This Side of Heaven in 2011”. There’s a logo contest. It will be at the Embassy Suites, Monterey Bay Peninsula, Seaside, dates April 29-May 1. Lots of co-chair positions available, plus chair of Entertainment, Non-English-Speaking, Alateen

Count-Off: 119 voting GRs present. Plus one in box=120 voting members.

Affirmation of Regional Trustee Candidate and Alternate Candidate
Al-Anon is incorporated, and it has a Board of Trustees, which guards the legal aspects of Al-Anon. We are in the Southwest Region, and there is one Trustee selected from this Region. We received two candidates last night, and we selected Art B. as candidate and Sandi C as alternate. Trustees are required to attend 4 Board Weeks in Virginia Beach, and the one-week WSC, plus go wherever WSO wants them to go. In the last few years, the Board of Trustees has been very active in looking to Al-Anon’s future. All the Trustees are long-time members and totally dedicated to Al-Anon. Asked two candidates to leave the room. Show of hands: Art as RT candidate affirmed by substantial majority. Sandi affirmed as alternate candidate by substantial majority.

Workshops 11:10-12:10, then lunch
Institutions lead by Yvonne G.
Alateen Safety led by Bonnie M.
Facilitating a Business Meeting, Especially when there is Group Dissension led by John S.

Seventh Tradition was observed, about $280 collected


Love gifts are available, from other Areas; help yourself.

I thought writing the second year’s report would be easier, but that has not been the case. Again, I want to take a week to tell you everything that happened, that I learned, who I met, everything. But I only have an hour and a half.

The overall feeling and tone was different this year, it felt less rushed although the agenda was equally full. Perhaps I knew how it worked this year. We had thought force reports, task force results, leadership workshops; a lot of information presented in easily understood pieces. We had foreign visitors/speakers and a guest speaker, a professor of cultural diversity. Claire Ricewasser spoke: she was a delegate at WSC’s 25th anniversary. Timeline will be in the Conference Summary; it shows our spiritual growth over the years.

The focus this year was on the policy committee’s motions; all of them related to the reorganization of the Policy manual in the service manual. This took a lot of time because everyone wanted it to be right. Some items were taken back to committee because the wording just was not right. The conference would not accept language that was ambiguous or confusing. We were successful at creating a section in the policy manual that is for Alateen, all of the information pertaining to Alateen will be in one place in the new manual.

So where to begin? We were in conference for EarlyBird meeting at 6:00AM, breakfast at 7:00AM, start at 8:00AM, lunch, restart at 1:00PM, dinner at 6:00PM, start again at 7:00PM and finish about 8:30 or 9:00PM. This schedule lasted all week; Mon-Thurs. with the conference ending Thursday night. It was exhausting but exhilarating as well. I don’t think that I knew how tired I was until Sunday after the conference was over.

Board of Trustees presented this year’s big question – What spiritual growth can the fellowship celebrate as a result of 50 years of its informed group conscience as expressed through the WSC? How has it expanded our circle of hope? This echoed the theme for this year: Celebrate! Embrace the Group Conscience to expand our circle of hope. How can we celebrate our 50 year old group conscience conference? What has the WSC given us over the last 50 years that we can celebrate?

The next edition of our service manual will be published this fall, with major organizational revisions. Many of the page numbers will change and the tabs will be in different places, but hopefully the information will be easier to find and better organized. One important change has been to put all of the Alateen policy statements in one place called Alateen. These revisions were necessary due to the safety requirements that have been added.

The Al-Anon membership continues to age, the average member is now a 58yr old white woman. This does not bode well for our future, so outreach to diverse groups and cultures is necessary. For this reason, the WSC had a guest lecturer speak to the conference. The actual speaker was a substitute, a protégé of the intended speaker. He was good but the best of his speech came at the end. The discussions that followed were interesting and informative. We also had a leadership workshop on how to reach out in our areas. The suggestion was to target one group and do outreach to that group within the
area. Here in northern California, we have many groups to choose from. Perhaps we can do an outreach project

The use of thought and task forces continues to prove their usefulness. The thought force on WSC restructuring brought forth many ideas on how to start this process, but presented three primary ones. These were based on the ideas that the area’s purpose is to serve the groups through communication, participation and representation. How can the structure support those goals? The ideas that are moving forward this year are: Plot all of the groups on a map to help redraw the area borders. Allow areas with more than 400 groups to divide. Allow smaller areas to combine. Some of our districts are larger than some Areas. This discussion will go on for many years.

The literature committee asked for permission to develop a Legacies Workbook, a workbook like the Blueprint for Progress, but for all three legacies, based on the sharings from the blogs. This was unanimously approved.

The Forum is back in the black. The editor grabbed me and told me that California has increased our subscriptions by 35 %, not as high a percentage as some other areas, but the 700 new subscriptions from California were the greatest number of any area. We are still only 1.9 subscriptions per group. We have work to do to make the Forum part of our meetings.

The Alateen Chat rooms are available to the areas now. The Alateen coordinator will have the information to set one up for us. These chat rooms are moderated for the safety of the kids.

The thought forces presented new topics and during the conference at least 10 new ideas for thought forces came up. The Board will decide which ones get attention this year. The task force to develop tools for the areas to use for Conflict Resolution presented both a workshop on using the traditions for Conflict Resolution and a power point presentation. Both were very well received. Another literature piece is still in development.

Perhaps for me, the open policy meeting was most interesting. The topic was on groups that do not follow the traditions and should WSO set up a do not refer list. This would be a list of meetings from the area have been determined to not follow the traditions and disregard the possible effects on Al-Anon as a whole. Example: Pyramid Sponsorship meetings. The WSO was suggesting that they could use the list as a ‘do not refer’ list, and would not give the group’s name out if WSO were called for available meeting. WSO will not delist any meetings. This is a significant change from WSO’s position when Santa Clara was having problems in the 90’s. The WSO has recognized that there are groups that are only using the name of Al-Anon to entice new members. I was also surprised at the number of areas that are having problems.

Financially, Al-Anon is in good shape. We paid off the building this year and next year will vote on the trail ownership motion. Of course, the budget targets 1.5 million in donations; a target we have never reached. The budget chair pointed out that if every member gave only $1.80 more a year we would reach that goal. That's one cup of coffee.

Al-Anon went traveling again this year to support the developing service structures around the world. Trips were taken to Argentina where they held a RSS for 6 Spanish/Portuguese speaking countries. Also, a trip to Eastern Europe and Istanbul to find those we had visited before. The visits to Hungary, and the zonal meeting held in Essen Germany were helpful to these new structures.

Executive Director Ric B. was invited to both the UK and South Africa, trips paid for by the host countries. The trip to the UK led to discussions on abundance and property ownership, as their building was being sold and they were suddenly faced with the decision to move and rent or buy. They were eager to hear about our experience with property ownership. South Africa has three areas that combined to host Ric and he attended their assemblies.

We had speakers from Mexico, their executive director, and the treasurer from New Zealand. Both were very good speakers and represented their structures well.

The Regional Trustee trial ended and the conference voted to make the changes to the selection of the regional trustee process permanent. This process is much better that the old one, which was fraught with problems and personalities. The new process retains the vetting of the candidates but is much fairer. Now we get the applicants resumes and rank them all and the chair of the selection committee compiles the information and sends it to the board for their decision.
There were thought force reports on several topics: Strengthening the relationships between the area delegate and the area committee; Conflict resolution; How to frame a discussion; property ownership; Integrating Alateens into Al-Anon meetings where there are no Alateen meetings. Using the thought forces to do the basic research into an issue saves everyone a lot of time. Those on the thought force bring ideas back to the group and the group then decides which ideas they want to move forward on. One example was on the use of technology for Al-Anon service work. The task force did a funny skit on use of technology, a knock off of the wizard of OZ. It was fun and showed that we have abundant technical skills in our fellowship if we only ask.

During a slow time (they were counting ballots), the WSO staff was given 3 minutes to report on their work. Barbara Older of group services reported that they were making changes to the group records database access and soon the area group records coordinators would be able to do their updates on line directly into the WSO database. They will also be able to run reports on demand.

There are new bookmarks available in English and Spanish. There is a new PSA (Public Service Announcement): the 15 and 30 second versions feature a young man; the 60-second version features a young mother and an older professional man.

WSO is also going to give file share access to our past delegates so that they can stay informed and continue to serve. The Blogs on the members’ site have been re-opened to collect sharings for the new Legacies Workbook. WSO is now offering to host area web sites as well. They are beginning to support the use of technology for service work, using conference calls for meetings for all of the task and thought forces. This saves a lot of time and money. We are doing that here in northern California as well and it is working well so far.

To sum up, the World Service team works very hard to prepare the delegates for the conference, and make sure that everyone has what they need to be successful. There is no longer any ‘us vs. them’. We are all us. All of us are working to make sure that Al-Anon and Alateen will be here for at least another 50 years of conferences.

Next year is another year of celebration! Al-Anon will be 60 next year and WSO is planning a celebration at the WSO office on April 16, 2011. So the conference will start on 4/11 and end on 4/15. Panel 49 will go the Stepping Stones on 4/10, before the conference. This is different from the past because of the birthday celebration.

So mark your calendars – 4/16/2011 WSO headquarters in Virginia Beach, VA. Also don’t forget Vancouver 2013 for Al-Anon’s next International Convention.

Happy 60 years for Al-Anon!!

Thank you for letting me serve and grow in service.

**Treasurer’s Report: Carol G.**

The treasurer presented a report of the Balance Sheet and of the Profit and Loss, both for close of year 2009 and as of April 30, 2010. As of December 31, 2009, current assets were $36,379.94 with current liabilities of $2864.59. Total Income for 2009 was $97,573.36 and total expenses were $87,832.23. We were able to partially replenish our Prudent Reserve.

**Workshops 2:40-3:30**

- Diversity-Janie
- Forum-Kim and Sandy
- PI/CPC-Patti

**AAPP Report-Bonnie M.**

It’s Spring, and time for each member and meeting to send in updates. I’ve put info of groups in your district into your folder. Groups are as of April 9. Since then we have lost 2 Alateen groups and gained 2 other Alateen groups. I need forms for all by June 1, so I can complete my part by WSO’s hard date. Currently (as of Friday) there are 72 groups, 307 AMIAS. I got my biggest help from organized DAPPs
who send in complete paperwork all together. Alateen Safely Committee has not met yet, I will accept all
volunteers. We are making baby steps toward meeting Alateen Safety requirements at Area events. Any
flyer that mentions Alateen has to have the statement and has to know how those safety requirements
will be met. At the Sponsors R&R last September, there was a request to set up a list-serve; Art B set up
the list. We need to follow Area Guideline B17. WSO Guideline G34.

Coordinator Reports

12 Stepper Editor – Denice E. :
Thank you's to Kathy H, alternate editor, who has been a great help, thanks to editing committee, and
Connie who prepares Stepper for mailing. Assembly issue* reports due by August15. Reports will be in
minutes and so she does not need them separately but be sure Secretary gets them. We need more
Warm Fuzzies.

Alateen –Shawn A for Carla G. :
Hola my Alateen and Al-Anon friends! I send you greetings from Mexico as I am enjoying my
newlywed status and vacation with my beloved!! I’m pleased to report some key things that are
going on in Alateen since my last report in February:

- The 28th Growing Together Weekend is May 21, 22, and 23 at Westminster Woods. This is
  a terrific event where Alateens and Al-Anons grow together in the redwoods. Please
  consider attending if you have not already.
- We are confirmed for the 2010 Sponsor R&R weekend September 10-12, 2010 at
  Westminster Woods in Occidental. DRs and Coordinators will have registration flyers in
  their bins and it will be posted on the NCWSA Website. Please share the information with all
  Alateen Sponsors and prospective sponsors. Our speakers this year will be Art B, DeDe W.
  and Doris W. who is a WSO Trustee. The Sponsor R&R is an educational training and
  awareness program. Attendees of previous years have shared how valuable the experience
  was to their development as a sponsor. Please consider supporting your district sponsors
  who might not be able to afford to attend on their own. This year’s planning committee
  consists of DeDe, Chris M., Yvonne D., Bonnie M., Liz R., and Louise M. Thank you!!!
- NoCAC 2010 planning is in full swing with Megan H. Chair and Zoe D. Sponsor. Please
  support their events this summer and encourage Alateens to attend in November.
- In April WSO offered Areas the opportunity to begin Alateen Chat room meetings. There will
  be nine chat rooms beginning in late April and additional chat rooms will be available in
  June. I would love your feedback on having an Alateen Chat room for our area. Feel free to
call me or email me with your feedback. If you are interested in sponsoring such a meeting,
please let me know.

Additional plans for Alateen include:

Distribution of the Alateen Express by Shawn A., Alternate Alateen Coordinator. Continue to
encourage your groups to submit submissions throughout the year. Hants to put new art on cover,
but hasn’t received any submissions. It’s OK to copy Alateen Express; need to get it out a widely as
possible.

- Convening the Alateen Safety Committee to discuss NoCAC Guidelines and other issues of
  Safety.
- Continuing to be available to provide Sponsor Workshops or Forums at Al-Anon/Alateen
  events.

Hasta Julio, mis amigos and amigas!
Discussion: Consider financially supporting your sponsors to get to R&R, etc.
Alateen Liaisons: Camilla, Cat, Jessica

NoCAC Chair report-Alicia
NoCAC is every year in November. There are Workshops and visit time. It's a Convention especially for teens. We hold a series of fund-raisers to enable everyone who wants to to go. A donation can is being passed around now. Bashes are weekend-long camping trips. There are flyers on the back table. NoCAC will be November 12-14, 2010, at the Crown Plaza in Milpitas area.

Archives Coordinator – Chris M.
Not too much has happened since the last committee meeting due to my intense work schedule. I have plans for this summer to get busy and have some fun. Over the next months I will continue to take time to review the details of each box and update the detailed listing as needed. I will also begin the task of contacting past coordinators and officers that may not have submitted all the records for archives.

Each meeting I continue to receive additional information for archives. Keep it coming. Remember to fill out the Archives Acquisition Form – A21 – as a cover sheet identifying the records before you give me anything so I can properly record it.

Archive work parties are scheduled for this summer July 24 and August 28. It's an opportunity to come to Santa Cruz in the summer and spend a Saturday inventorying the boxes, and then we'll work on Archive Displays in the afternoon. I have made contacts in my local district interested in being on the archives committee and assisting as needed, but we still need more help. Please contact me if you are interested in joining the next work party. Spread the word to your Districts and see attached flyer for more information.

Last meeting I received some great ideas about electronic archive records. I will be putting this plan into action this summer.

Remember, the Archives Starter Kit with General information and tips is all available online. Groups and Districts can create and maintain their own Archives. Keep it simple.

Archives and Displays can be requested via request form or via email. Please allow at least 2-3 weeks for Coordinator to access and assemble records. Archive displays are available for special events and will be provided upon request. Sharing area archives at events is a great way for the fellowship to learn about the past. We don’t have to always “reinvent the wheel”.

If you recently completed an Area position and you have not turned over your area records for archives, please do so before things get lost or damaged. Use form A-21 – Archives Acquisition Form.

Thanks again for the opportunity to serve and grow. I’m excited to be your Archives Coordinator. Have a blast while you assemble the past.

Bylaws and Insurance
Bylaws – Bruce
Bylaws represent a collection of wisdom from Al-Anon service work, application of required California Nonprofit Law and a reflection of continual changes in the service structure of NCWSA. In 1981, after more than twenty years of Northern California Al-Anon, a Bylaws committee developed and approved Bylaws approved in 1983. Since that time major changes in the Bylaws came from new developments in NCWSA in ’88, ’95, ’98, ’07 and ’08. The Bylaws are kept in a binder with Articles of Incorporation, NCWSC Guidelines and Forms as well as Assembly and Committee Motions Passed and Failed. The functioning of your NCWSC for Northern California Al-Anon is guided by the documents in this Binder.

Some of the more recent Bylaws work has been to update Committee Position Guidelines that are more than ten years old. This activity is sponsored by the person in that position, possibly aided by the person in the prior term.

Insurance – Joyce
Report to Assembly: Please go to ncwsa.org/forms. It is obvious from the requests we get that there is lots of confusion out there about how of obtain insurance coverage for a meeting or event and what a facility needs to get so they have evidence that we are covered. They confusion is not just on our parts but in many cases the facilities themselves don't understand what they mean. Let me list some of the
things you don't need: a binder, a copy of the policy, or in most cases an endorsement. All you need is a CERTIFICATE OF INSURANCE. It is a standard insurance document. It is issued as evidence that you have General Liability Coverage if any one attending the meeting or the meeting facility is damaged.

Since the last assembly we have changed the policy so that it no longer costs approx. $30 to cover a special event so long as it lasts less than 24 hours and is attended by less than 1000 people.

For evidence of coverage for a regular weekly meeting: complete form A26a.
For evidence of coverage for a special event: complete form A26b.

Diversity - Janie L.
I had two goals: Diversity Quilt, and we have just a little bit done. Some pieces are still missing. Please complete the ones you have been given or have taken. Other goal is to get CAL available in Large Print and Braille, and Sandy has helped with that. Web page http://www.loc.gov/als/ Since interpreter cost is so high, NCWSC decided not to hire interpreters but to ask members to volunteer. She would like to suggest that their expenses be paid when they come to Assembly, Convention, etc. She is available to go to District Meetings. Still needs an Alternate. I need help. I have a form for borrowing translation equipment.

Facilities Coordinator – Debbie O.
Wow it is midway through this panel and I am grateful to the things I have learned in this position. My personal growth is taking leaps and bounds. I started my area journey to help feel apart of and I am so feeling that right now because of the strength I get from all of you. No matter what the future may bring for me, because of what I am learning and trusting my higher power I can do nothing but widen my circle of family.

So for my report, our next commitment is at the

1. Friday July 30 & 31 2010, Hilton Garden Inn, Redding
I am unable to attend this committee meeting due to a work commitment and I must be self-supporting first, so my Co Chair Jo will be going in my place.
District 4 will be your host district for this event, and Charlene R will Chair the DR meeting on Friday night in the Wintu B room.

The next 3-day Assembly will be our final commitment with the Marriott Santa Clara to help recoup the expenses for the 2009 Convention. Today I know that good things come from bad, if it was bad!!! I am not sure but I do know that I got to be a part of a lesson our past members have crossed. This process called recovery give me the lessons I need to grow and become the person my disease kept me from being. Here is that information.

2. October 8,9,10, 2010 Assembly
Mariott Santa Clara, 2700 Mission College Boulevard, Santa Clara, CA. 95054, Ph: 800-228-9290 for Reservations, and ask for NCSWA Room Block.
Room Accommodations:
Standard Double Bed Room Single $109.00 Double $109.00 a night.
The cut off date for attendees is Friday October 1, 2010.
There will be a registration flyer out as soon as we know who is chairing.

3. My next task will be looking for a Site in the Southern Section for a February 2011 committee meeting so I am reaching out to Districts 18, 19, 20, 21, 22, 23, 24, and 27. If you are in one of these districts and would like to submit a bid for this event contact me, or down load the event bid forms of the NCWSA site at http://www.ncwsa.org/Docs/A09-Committee_Bid_Form.doc I would suggest that if a district that hasn’t hosted an NCWSA Event, help share the Recovery In Service.

Embassy Suites Monterey Bay-Seaside
1441 Canyon Del Rey
Seaside, CA. 93955
Direct # 831-393-1115  
Or toll free # 800–362-2779  
Montereybay.embassysuites.com  
Room Accommodations:  
Double Bedded Suites for Single Double Triple or Quad…………………………...$143.00  
King Bedded Suites for Single Double Triple or Quad……………………….……..$143.00  
With a $1.00 per night Tourism Assessment fee. Parking is complimentary along with a fully cooked to order breakfast each morning. All rooms have a kitchenette with a sleeper sofa. The Cut off Date for this event is March 30, 2011 by midnight.

I know that some districts have events planned this weekend and I am sorry for any inconvenience this event causes in your event, but we can’t always accommodate all our members. My District which is D-18 has their business meeting this month, and guess where I will be!  
I get to wear two hats this weekend as your Facilities Coordinator and the Event Chair; my responsibility is by the Bay…. Poor Me…  
A big Thank you to District 5 who showed up in force to help and participated at our Convention in Rohnert Park as they had their Day In Al-Anon the same weekend and you would have never known. I am doing the best I can to rotate the weekends we are booking dates for our events so they don’t fall on the same weekend every year, as our guideline suggests. This is not easy, but it has been fun.

5.  Saturday  May 21, 2011  Conference Committee Meeting (Pending)  
Waiting to get the signed contract back before confirming.  
Sonoma County Veterans Memorial Auditorium  
1351 Maple Ave.  
Santa Rosa, CA. 95403  
District 5 will be the host district, for more information check with Peggy P the DR for this district.  
This event doesn’t have sleeping accommodations as yet due to the committee looking at different options. More to be revealed…..

6.  July 29-30, 2011 Committee Meeting  
Holiday Inn Express  
4360 Town Center Blvd  
El Dorado Hills, CA. 95762  
www.hiexpress.com/eldoradohills  
Ph 866-833-8779  
Room Accommodations:  
Double Queen Beds or Singe King ………………………..…..…………$ 99.95  
All sleeping rooms include the deluxe hot breakfast bar.  
The Cut off Date for this event is July 14, 2011  
District 9 will be our host With Karleen H chairing the DR meeting Friday Evening.  

7.  October 2011 Three Day Assembly (Somewhere in the Northern Sections)  
So districts 1 through 10 where do you want it to be… Let me know if you are interested in hosting and Assembly and I will help or if you know a facility you can download the Assembly bid form at http://www.ncwsa.org/Docs/A08-Assembly_Bid_Form.doc  
You will be able to see all of our requirements we need for our event.

This will not complete my term as I get to start the 2012 event planning into the next panel so who ever steps up for this position will not be jamming at the start of this panel as my committee did, so please help me by looking into hosting an event in 2012.  
The Feb 2012 Committee meeting will be in the Northern Sections of Districts 1 through 10.  
The 2012 Convention will be in the Central Section and Chris D will be your Chair as he is the Co Chair for the 2011 Convention. Good for Me…..  
The May 2012 Conference Assembly will be in the Central Sections of Districts 11 through 17, 25 & 26  
The July Committee Meeting will be in the Southern Sections of District 18 through 24 and 27  
Wow it has been a wild ride and I look forward to more service because without it, I am causing trouble in the outside world. I prefer Serenity to Insanity. Service has saved my butt and a lot of others as well.

**Group Records - Connie F.**

Hi fellow Al-Anons.  
As your Group Records Coordinator I am responsible for keeping our groups contact data up to date. I am current on all change requests I’ve received up to the time I left home. I have submitted reports
containing group information to coordinators as well as labels for mailing the 12 Stepper. I also prepared required documents for assembly registration and voting purposes. Periodically, WSO sends data for update verification, which along with NCWSA data sheets I forward to your DRs (District Representatives) for review and correction as needed.

**Importance of accurate group information:**
- To maintain connection with the links of service
- To help newcomers find meetings
- To provide reliable information to callers on the WSO toll-free meeting line
- To reduce returned mail as it is a great financial expense for the fellowship

**Processing Al-Anon New Group Registration and Group Record Changes:**

The current form is available at NCWSA's web site at [www.ncwsa.org](http://www.ncwsa.org); click on service; forms; A16. Please make copies and distribute as indicated at the bottom of the form. Note: the GR is not always the CMA (current mailing address) for the group. If your group has a change in the GR section and unless it is specified in the CMA section that the GR is also the CMA only the GR change will be processed.

**Group Name:** As part of the registration and change processes the WSO Group Records Department reviews new group names for compliance to Policy per page 78 of the 2006-2008 Al-Anon/Alateen Service Manual. The member listed as the contact person for the group is contacted by the Group Records Coordinator by phone when the group name doesn’t comply with Policy, and an explanation is provided. Most of what is discussed on that phone call can be found in the section titled “Choosing a Group’s Name” in the Al-Anon and Alateen Groups at Work (P24) booklet. Choose a name that complies with Policy to expedite the registration process.

**Multiple meetings:** When registering new meetings for a group it has been the WSO Group Records Department policy to contact the group and let them know that multiple meetings can be registered separately. Group Records explains the benefits, for instance, the additional copy of The Forum and the additional vote at Assembly, but it is ultimately a group’s decision. WSO recently changed internal policy regarding multiple meetings. Per Area request, WSO Group Records is now adding an unlimited number of meetings in the database even though WSO reports only show a limited number of meetings. When you receive the bi-annual Al-Anon group printout, please note the report has a limit of seven meetings and the Annual Update only displays three meetings. Groups that meet in different locations have to register their meetings separately as the WSO’s database does not permit group records to have more than one location. Groups with multiple meetings that meet in different locations have been difficult to handle in the Area as the Bi-Annual Area Printout and Al-Anon Annual Update Sheet only reflect one meeting location, those groups are aware that only one meeting location is listed. Those additional meetings are not in the WSO database so they’re not provided on the WSO toll-free meeting information line.

**Meetings that meet bi-weekly or monthly** have a note in the special instruction. Those special instructions are not listed on any WSO report at this time, but are available to the WSO toll-free information meeting line operators.

**Complete information required in submitted forms:** Essential information is needed in order to process Al-Anon new group registrations and changes.
- The full name of the CMA - data entry procedures requires that the first and last names are included in the record (this meets Postal mailing requirements)
- The meeting address - an exact address is needed as more members are looking for directions using the Internet.
- Meeting zip or postal codes - used as search criteria on the toll-free meeting line to provide meetings in surrounding areas.

**Returned mail**
The WSO procedure for processing the returned mail: A report of groups placed in “no mail” status is sent monthly to the area coordinator. A listing of those groups that have been in “no mail” status for two years and therefore changed to “inactive” status is also included. As your Area Coordinator I pass on the information to your DR (District Representative) along with NCWSA current records for the identified groups. Use form A16 to correct.

**Communication, Communication, Communication!** Let us know where you are and how to reach you.

FYI we have: 772 total active groups which include: 59 Spanish; 14 Parent focus; 65 Alateen; 20 Institutions.

Thank you for the opportunity to be of Service.
Q: CMA is a person, can you leave the name of the group off the mailing label? A: No, label has the name, but it should just be AFG.

**Institutions – Yvonne for Louise**

Louise is at Soledad in David’s place. Yvonne read her report.

Institutions is alive and well in Northern California. At present we have 28 meetings a month at Solano (Vacaville) State Prison, 4 meetings a month in Soledad (Salinas), and 1 meeting a month at Deuel (Tracy) Vocational Institute. The inmates are getting together for their own meetings since they cannot wait for us who come only once a week. They will be registering their meetings with WSO. We still need volunteers to go in and especially people who would be committed to go in on a regular basis. Please see David B from Salinas for Soledad and Yvonne D from District 14 for Solano and Tracy. We are still waiting for San Quentin but it should not be long now. We are planning a one-year celebration in September for the inmates at Solano. We plan to have a banquet, a guest speaker, and birthday tokens (cardboard, not metal) for the inmates. Recovery in the prisons is remarkable and we volunteers are the ones who are benefiting from it by watching the inmates embrace the Al-Anon program and grow from it.

There is a need for people to get involved in inmate correspondence service; it goes through the WSO and is an opportunity for sponsorship, the only one the inmate can have. John S. will be taking to WSO a request for soft-cover versions of How Al-Anon Works and Paths to Recovery, since inmates are not allowed to take hard-cover books to their cells.

The AA H and I Conference with Al-Anon participation plans are going great guns! Yvonne is the conference chair and everything is coming along fine! The Conference is open to anyone. You do not have to be a member of the Institutions Committee or a volunteer. The dates are June 4, 5, 6, 2010, at the San Ramon Marriott. We will have various panels, a Spanish speaking meeting, Alateen participation, and several speakers including Cullen P. from Santa Cruz, Doug F from San Jose, Theresa T from Suisun City, and David B from Salinas. Please join us.

Also please keep passing the pink cans for prison literature and many thanks to the many groups which have been so generous.

**Literature Coordinator – Sandy S**

It's an Honor and Privilege to service as your Literature/Forum Coordinator. My alt is Kim H. I’m excited to be a part of this year’s Assembly.

**LITERATURE REPORT:**

The books and pamphlets on the literature table are for display only, to show you how much Conference Approved Literature is available. The binders of the Forum are to show you the history of the Forum. They are for display only too.

The new 2010 Service Manual is expected to be printed in the fall of 2010. When the English-language "Service Manual" is printed it is distributed to the Current Mailing Address (CMA) of all registered, active English-Speaking groups in the World Service Conference structure, as well as Area Delegate, Chairperson, and all Area Coordinators served by the WSO and all Al-Anon Information Services and Literature Distribution Centers in the Conference structure. The French or Spanish versions are given a similar distribution that includes French-or Spanish-language groups and French or Spanish Coordinators. (as a reminder, please make sure all groups are registered with WSO, so each group rep will receive a copy). Extra copies will be available at a cost of $10.

Please continue to increase awareness of Opening Our Hearts (B-29) and Discovering Choices (B-30). Sales have fallen behind in comparison to the introduction of other new books in the past. WSO is also working on having Discovering Choices printed in Spanish and French.

WSO is preparing a new book (Tracing Our Growth) about Al-Anon’s history, planned for April 2011.

The Sample Chapter has gone through all the books, so therefore, no projects are in the works.

If your District has a newsletter, WSO is asking for you to send a copy to WSO attention Susan Martin. They would love to read your newsletters.

A question came up about members with special needs, if we carry books in large print or Braille. In our literature catalog there is a form, which is S-14: Al-Anon/Alateen Directory for members with Special
Needs. It can be ordered through the catalog or downloaded from the website. It lists organizations that are permitted to reproduce Al-Anon Conference Approved Literature (CAL) in audio, large print, or Braille formats. They can be contacted directly. The WSO does not publish or stock CAL in Braille or audio, and only the three daily readers are available in large print and courage to change is in CD-ROM.

When a group has a member who is visually impaired, members of the group (or district) have been known to enlarge CAL on a copier as a service project or create audio recordings. Providing that the document is for the member’s use only and will not be sold, and it is not altered in any way except enlarging, it is not in violation of any traditions.

I have brought with me today, 2010 Catalog (S-15) Remember—when you buy from your local Literature Distribution Center, you support your local services. For a list of LDCs please go to: (http://www.ncwsa.org/ldc.html)

There’s a new Alateen table card: Has Al-Anon helped you? Then why wouldn’t you want that for your children? Its order number is M 80.

FORUM REPORT:
Subscriptions have increased by 15% since December, but even though these numbers are encouraging, remember that our primary goal has to do with quality rather then quantity; we want to make The Forum a meaningful part of our personal programs and Al-Anon group discussions. The Forum is an under-used tool that offers benefits that members will never know until they open its pages and share with other members. Some well-meaning members have offered to buy multiple Forum subscriptions for schools, Dr's, etc. While that gesture may increase the number of subscriptions, sending copies outside the fellowship does not serve The Forum’s higher purpose of strengthening the fellowship within. That purpose can only be served when members share their recovery in the pages of The Forum, and then share The Forum with each other.

Years ago, The Forum September issue-was used as a public outreach tool. But the Forum is the place where we share member-to-member. It does not usually answer all of the questions that a newcomer might have about the Al-Anon program. Al-Anon Faces Alcoholism, our public outreach magazine, serves that purpose. In the Forum, we keep the focus on ourselves. With Al-Anon Faces Alcoholism, we reach out to others. Our goal is to attract members to The Forum, and to use Al-Anon Faces Alcoholism to attract more newcomers to Al-Anon.

Reminder: GRs are the Forum Representative to their group – see Guideline 11, Group Representative. Please refer to Seventh Tradition pamphlet (S-21).

I’ve brought with me the Forum subscriptions order forms. If anyone would like to order the Forum today, please fill out an order form, along with $11.00 made payable to AFG. I will be happy to mail all of them to WSO. There is a place on my literature table for you to place them in.

Al-Anon Faces Alcoholism 2011, orders may be placed until 5pm ET Wed, July 7, 2010. It will be shipped before September 2010.

Thank you for allowing me to be of service,

PI/CPC – Patti M.

Hasn’t spent much time on position. Special issue, Al-anon Faces Alcoholism: copies available for outreach, lots of copies of order form on literature table. Deadline is July 7. Now it will be in full color, more shares but each directed at only one topic, more written by Al-Anon members (rather than professionals).

Web Committee – Jim S.

Web Site Committee members are Shannon J., Alternate Web Site Coordinator, Art B., Mike M., Lori K. & Bruce D. Other volunteers at the District/AIS level keep the Independent and Separate web sites updated. Thank you for your Service on the NCWSA Web Site.

Currently status of NoCal Web Sites:
- 18 - Independent/Separate Districts & AIS’s
- 8 - Dependent Districts
Pass along that anyone creating flyers to make sure Members last names do not appear in their e-mail address. It cannot be posted if this is the case according to page 110 in the Service Manual.

We would appreciate a specific request if something needs to be posted or updated to the web site. Send flyers though Bonnie M., AAPP, when mentioning Alateen on a flyer.

Alateen last name, phone number or e-mail cannot appear in the flyer. They can use a sponsor’s or Area Coordinators email address.

Forms found through the Services sidebar are the responsibility of the Officer or Coordinator listed next to them.

All Alateen Meetings posted on the web require a current WSO Number, current registered meeting address and Certified Sponsors. This includes Dependent, Independent and Separate Web Sites connected to www.ncwsa.org.

The text for *Journey To Recovery: A 50 Year History of Al-Anon and Alateen in Northern California* book is available on the Literature sidebar link.

In The Works:

Site Map as a side bar link.

Working with Treasurer on a list of “What to Bring to Assembly” for GR’s which will be posted under Services; Assembly.

**Summary of NCWSA Web Site:**

State Map: [http://scws-al-anon.org/state_map/index.htm](http://scws-al-anon.org/state_map/index.htm)

Service Links: [http://ncwsa.org/service.html](http://ncwsa.org/service.html)

- Forms
- Guidelines
- Donation Form
- Minutes
- Assembly

Contact Us: [http://ncwsa.org/contactus.html](http://ncwsa.org/contactus.html)

12-Stepper: [http://ncwsa.org/12stpridx.html](http://ncwsa.org/12stpridx.html)

All event flyers with any Alateen involvement must be approved by our AAPP (Area Alateen Process Person) at AAPP@ncwsa.org before it will be placed on the www.ncwsa.org web site.

**Usage Statistics for ncwsa.org:**

**Summary Period: Last 12 Months**

**Generated 14-May-2010**

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Intergroup Liaisons

**AIS District 6-10 (Sacramento area) – Bob L**

AIS/Intergroup 6-10 began 2010 in a bit of a quandary. The immediate issues have been settled. Our 3 mandated-by-law positions have been filled. Our bylaws are being produced with due diligence. Our Al-Anon/Alateen birthday event is on the rails. Our 2011 Spring Fling coordinator is attending the planning meetings. The rotation of our leadership has been greatly smoothed by the willing assistance and attendance of the outgoing trusted servants. Our financial house is in order, per our treasurer. Our 501 (c) obligations have been fulfilled. Our office manager is working well with our revitalized office committee. This service arm is most healthily doing the deal for the ones it was created to serve. The chair wishes to acknowledge the willingness and dedication of all twenty-plus Al-Anon members who present themselves for service to our area fellowship. Lastly, the chair commends to all present, our service Concept Four: Participation is the Key to Harmony. When we get busy, we get better. Namaste.

**Spanish Intergroup East Bay Liaison-Lupe**

They have 20 groups, 12 Al-Anon, 6 Adult Children, 6 Alateen. Several committees are working.

Other Business

Assembly Bids for October 2011

Deb, AIS 6-10 interested in hosting, possibly Roseville or Squaw Valley
Will turn it over to Facilities Committee to find appropriate venue

**Long Range Planning Committee- Peggy P. for Claudia**

LRPC is an idea and research committee; we don’t take any action but present alternatives to the Committee and the Assembly.

Following is an update on the status of the agenda items we reported on in February.

**Evaluation of Assembly Surveys**

Assembly surveys are currently reviewed by the Chairperson. Several requests were made during the previous panel for other individuals or groups to be involved in reviewing the surveys in addition to the Chair. The LRPC is looking into this.

In order to determine if this is appropriate or necessary and if so, who else should be involved, we reviewed the surveys from the October 2009 Assembly to see what type of information is available in the completed surveys. We found there is quite a bit of useful and valuable information in the survey responses. Survey respondents use the surveys as a method to provide input and observations on Assembly reports, format, timing, workshops, the type of information they would like to receive at Assemblies, too much info/not enough info/confusing info, suggestions for fellowship during Assemblies, etc. In other words, valuable information on how things could be improved that could provide valuable insights to several groups or individuals. For instance, information that would be useful when the EC interviews officers, information on issues the EC or LRPC should address, feedback that would be helpful to officers and coordinators, etc.

The LRPC recommends that the NCWSC discuss this further at the July meeting to determine next steps and confirm whether a Thought Force or Action Committee should be responsible for taking this on. The LRPC also recommends that the surveys be revised to take advantage of the opportunity to obtain information and input from the GRs on behalf of our members.

During our review, the LRPC did identify several key issues. However, since we are not an action committee and are not currently responsible for making recommendations on issues identified in the surveys, this information was forwarded to the Area Chair.

**How can NCWSA broaden its membership, i.e. by age, ethnic and/or cultural background, etc.?**

In order to better understand this issue and what it means to our members, the LRPC developed a Diversity Survey. This survey is being distributed at this Assembly and copies should be available at your tables. We ask that you all take a few minutes at some point today to complete the survey. Please write legibly so we can read your responses. Please place your completed surveys in the pink basket located near the exit.
Copies will also be placed in the NCWSC bins and distributed via the NCWSC list serve so every district has an opportunity to respond. Please respond by July 30th. Once we have reviewed the responses, the LRPC will report back and make a recommendation to the NCWSC and the Assembly.

**How can NCWSA better manage and retain the knowledge and experience of service members**
relative to rotation of service, accelerated retirement of members from service, and the current age demographic of service members. The LRPC has nothing to report on this issue right now.

**Executive Committee term length is currently 18 months. Should that be changed?**
The LRPC has obtained historical information on how and why the 18-month term was established. This information will be reviewed and discussed over the next several months. We plan to report back and make a recommendation at the July NCWSC meeting.

Following is a new agenda item being discussed by the LRPC:

**Assembly and NCWSC reports.**
There seem to be several issues around this. The LRPC is discussing whether it would be useful to develop reporting standards for officers and coordinators and is discussing several options and will make a recommendation at a later time. The options being discussed are:

- Report template for NCWSC and Assembly reports
- NCWSA Info At a Glance Dashboard - A method to summarize key reports and information, such as financials, budget, website activity and traffic, meeting attendance figures for Assemblies and NCWSC meetings, upcoming events and event financials, e.g. Convention, H&I.

The Assembly closed at 4:50 p.m. with the Al-Anon/Alateen Declaration.

Respectfully submitted,
Johanna MM
NCWSA Secretary