NCWSA Assembly Minutes-APPROVED by 1210.01 motion  
October 8-9, 2011  
Squaw Valley

**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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**Motions**
1110.01: Approval of Minutes from October 2010 Assembly, as amended. Moved: Charlene R, Seconded: Denice. Passed with substantial unanimity

1110.02: Approval of Minutes from May 2011 Assembly as presented: Moved: Sandi C, Seconded: Joyce E. Passed with substantial unanimity

1110.03: Motion to approve the budget as presented: Moved: Debbie M, Seconded: Martie S. Passed with substantial unanimity

1110.04 Motion: NCWSA allocate $3500 for purchase of audio-visual equipment to be used at Assemblies, Committee meetings, Convention and other NCWSA events. Moved: Sandi C, Seconded: Debbie O. Passed with substantial unanimity

1110.05 Motion: That the Assembly adjourn. Moved: Ruth, Seconded: Marie. Passed with substantial unanimity

**Elections:**
**Results**  
Delegate: Patrick B  
Alternate Delegate: Johanna MM
Chairperson: Yvonne d
Secretary:  Patti R
Treasurer:  Claude D.

Report to Assembly of the Coordinators elected at Saturday night’s Committee meeting:
12-Stepper Editor: Tom K./Laurie B.
Alateen Coordinator: Bonnie M./Lisa B.
Archives Coordinator: Chris M/Diana C.
Bylaws and Insurance Coordinator: Joyce D./Kim H.
Diversity: Chris A-C/Veronica P.
Facilities Coordinator: DeDe W/Peggy P.
Group Records: Carol G/Karleen H.
Institutions: David B/open
Literature Coordinator: Diana S/Charlene R
PI/CPC: Sue M/Cindy D.
Web Site Coordinator: Errol S/open
Coordinator Alternate elections: Chris D willing to stand for Web Site Alternate. Carry message back to your meetings. Let DR or Chairperson know if there is anyone interested in either Web Site or Institutions Alternate. Elections will be at October 29 Committee Meeting.

Process
Chaired by Sandi C (Immediate Past Delegate is alternate to Chair)
1st Voting member count-off: 242+2 * 2/3=163 needed to elect
DELEGATE: Joan W, Patrick B., and Bonnie M stood. In 3 votes we did not get a 2/3 majority and decided to draw from a hat: Patrick’s name was pulled.
The rest of the elections were chaired by Patrick.
ALTERNATE DELEGATE: Johanna MM and Lori K. stood. In the third vote Johanna MM received a 2/3 majority
2nd Voting member count-off: 223+3=226 * 2/3=151 needed to elect
CHAIRPERSON: Tom K, Bonnie M. David B., Patti R, and Yvonne d stood. On the second vote Yvonne d was elected.
SECRETARY: Lisa B and Patti R stood – on the first vote (simple majority needed) Patti R was elected.
TREASURER: No one stood on Saturday. On Sunday morning, Claude D was nominated by the Alternate Delegate. She was called and agreed to serve. Tom K. stood, but withdrew in favor of Claude. She was affirmed by written ballot.
AAPP: Tom K. and Charli D. stood; Tom withdrew in favor of Charli and she was affirmed by written ballot.

Routine Business
The meeting convened at 8:00 am Saturday with a moment of silence followed by the Serenity Prayer. The Traditions (Tobin), Concepts (Judy), and Warranties (Wilma)
were read. The AAPP (Bonnie M) read the Alateen Safety Protocol. The Secretary took Roll and Districts gave their Hollers. On Sunday morning, we were called to order at 8:06 by the Chairman, with the Serenity Prayer. The Traditions (Summer), Concepts (Doreen), and Warranties (Jill) were read. Roll call was taken again with somewhat subdued District Hollers. The Assembly closed at 4:30 p.m. Sunday with the Al-Anon/Alateen Declaration

Chairperson’s Welcome - Patrick B
Welcome. There’s a good turnout. Thanks for coming. How many people are here for your first Assembly (about 30)? How many Alateen GRs: none. This is an election assembly, so it’s a bit different. October Assembly is the business assembly of NCWSA, so we ask for business: approve minutes, approve budget, and at this assembly we will be electing our new panel of officers and Delegate. By the end of this weekend we must have elected our panel and passed our budget. We will try to speed things along by having reports given during voting. Avoid side conversations. If you do want to contribute, come to the mike. Since our time is so limited, we will allow each person two minutes at the mike per topic, and please do not repeat what has already been said. Timekeeper: Peggy. District reports and coordinator reports are limited to 5 minutes. Early on we are awake and enthusiastic and want to hear more, but if we take that extra time it becomes 5:30 and we are only ¼ through the agenda.

Thanks to the host committee. All I can think of here is Serenity. Tonight we are having a committee meeting and will elect the next panel of coordinators and alternates. You are more than welcome to attend the meeting. Service at the Area level is powerful. If you are not coming tonight, there will be an Al-Anon meeting at 7 PM in the Palisades Room, and after that board games will be available for GR informal interaction. The agenda has changed some, but not a lot from the 12 Stepper. Extra 12 Steppers are available. There is a blue packet for notes: cross out word Ultimate in Tradition Two. We do have translators, so if you need a headset, let Janie know and she will get you one. The Diversity Quilt is being finished and will be raffled off at this event: raffle tickets are on sale.

Approval of Minutes from October 2010 Assembly-pg 15-27 in 12 Stepper. On Pg 26 there are 4 minor corrections; ? re diversity report: will be given today
Moved: Charlene R, Seconded: Denice Passed with substantial unanimity
Approval of Minutes from May 2011 Assembly-pg 27-43: Moved-Sandi C, Seconded-Joyce E. Passed with substantial unanimity
Patrick: remembers minutes taking a lot of time at Assembly; and it hasn’t this panel; that’s due to Johanna’s care in doing the minutes.

Group Records Coordinator, Connie F., reviewed who has voice and vote at Assembly.
Voting cards are the information about your group and your right to vote.
KBDM: we talk and talk, and talk some more, and then we vote if necessary. If a motion is made, use the motion form. Voice: members of Assembly and EC and Committee: coordinators, officers, Committee Chairs/members. When someone is talking, please listen and be respectful. Vote: Each group has one vote. Traditionally, only GRs vote. We usually use open voting: hold up your card. Closed balloting is used for elections: there are note pads in your packets for written ballots. Please pass your votes to one person each table. It takes a majority vote to carry a motion, but we strive to follow Warranty Three: substantial unanimity. Voting for Delegate, Alternate Delegate and Chairperson: 2/3 of the voters must approve. Sandi will be running the election, and there may be runoffs. If voting goes on a long time, we might draw winner from the hat. For the other officers, a simple majority is enough. For a count-off, stand up with your card, and sit down when you’ve given your number. Using KBDM, we seldom need to table a motion, but there is a mechanism, also one for rescinding a vote. Sometimes we just need a consensus, and we don’t do an official vote.

As your Group Records coordinator, I made up the voting cards. What is on the card is your Current Mailing Address. If the address is wrong, please make the corrections on the card, and I will make them in the database. If it’s because there is new information (like a new GR), use A16.

Audit and Budget Report - Joan W., Alternate Delegate
Preview of Budget Discussion/Q & A (Budget approval is after lunch)
Exciting to see so many new GRs: welcome! EC asked me to do presentation again. The first year I talked about the budget, people would look at me like “Oh, God, does she have to talk about budget?” What’s the budget?: we have to have money to function as an Area and carry the message. We have Trusted Servants and we need to give them funds to do their work. If we go over budget, we have to go to the EC to approve that. Events, public outreach, help to districts, Intergroups, LDCs to learn about new literature, Alateen info, etc. The Budget Committee receives requests for the following year, and later in each term people tend to know how much they need. We present a line-item budget to the Committee in detail, they discuss, review, make changes. It has been given a lot of thought by the time it gets to you. It’s then presented gain to the Committee in July, which approves a budget to take to Assembly.
Estimated income, estimated expenses
Income: interest on Prudent Reserve, Conventions, H&I conference, Assemblies, Sponsor R&R, donations from members, groups, districts, Intergroups, LDCs, subscriptions to 12 Stepper, collections
Expenses: reimburse officers, delegates, and coordinators for their expenses. It’s OK for them to donate back. There’s an assessment to send the Delegate to WSC: $2200. SWRDM is beneficial for training, and other conferences may be approved. RSS has been replaced by TEAM: we will send officers to event once a panel. There are office expenses and travel expenses. Committees: doing less travel and more conference calls but there are expenses; web site, EC, budget/audit, Institutions, Archives, ad hoc/thought forces, communication expenses. NCWSC: travel
expenses, hotel, meals, copies. Expenses for Convention, H&I, Sponsors R&R, Assemblies, NoCAC. Institutions Literature is purchased from funds from pink cans. There are Twelve Stepper expenses, and we give 1 copy free to all the groups. Corporate expenses include background checks on AMIAS, Insurance, CPA cost for preparing tax returns, archives storage, corporate records expense, licenses and permits and bank fees.

We traditionally present a balanced budget. Went over budget in detail. First year of new panel has more expenses than 3rd year. Line 10Z: donations: we're already over budget for receipts; someone suggested that we budget a higher amount.

We might make WSO contribution, might purchase AV equipment. Acknowledged Budget Committee.

**Motion** to approve budget: M: Debbie M, S: Martie S. SU

Thanks to Joan, who has done a lot of work this panel guiding us through financial issues.

**Officers Reports**

**Area Alateen Process Person: Bonnie M.**

This year we celebrated the fifth Sponsors R & R and it was awesome. The event truly gets better each year. I know I came home with more information and a heart full of fellow Al-Anon members committed to serving Alateen; rejuvenated and recommitted.

On September 24, I participated in a conference call for all AAPPs, Alateen Coordinators and Delegates, coordinated by WSO. Some AAPPs serve Areas with fewer than 55 AMIASs; we have over 300. The agenda began with the reminder that “All of our Alateen Requirements and processes are about SAFETY: knowing who is with our children.” We discussed the recertification process and the variety of processes used by different Areas. I picked up some ideas to pass on to our next AAPP.

WSO shared their proposed changes to the timing of recertification. Their deadline to have all materials from each Area has been July 1, but then they have some cleanup to do when an AAPP inactivates an Al-Anon Member Involved in Alateen Service (AMIAS) who is the Current Mailing Address (CMA) or sole sponsor of an Alateen group. Their proposal is to send us the lists of currently certified AMIAS and currently registered Alateen groups earlier so that we have more time to do our part of the process. Then they would move their deadline for receiving completed packages from the Areas to June 15, giving them time to complete their follow-up by their July 1 deadline. Everyone on the call loved the idea of receiving our lists earlier. WSO also will send us a follow-up AMIAS list and a list of Alateen groups, group sponsors and CMAs in mid-August. This year they said they will send these follow-up lists in October. When I get them, I can send each District their follow-up list.

Thank you for the opportunity to serve our teens and our Area.
Alternate Delegate – Joan W
I’m going home to Australia November 5 to see my 95-year-old mother. When I came into program, I hated my mother, but you gave me the gift of the 12 steps. My sponsor asked me to pray for willingness to be willing to be willing, and I finally made amends to her 13 years ago. I’m looking forward to being able to say goodbye to her. Great appreciation was given to Joan.

Chairperson – Patrick B (written report only)
I have finally finished updating the Chairperson Guidelines (B-3) and they are now posted on the NCWSA website (under Service and then Guidelines). I gathered feedback from other officers and coordinators and submitted the guidelines to the Executive Committee for approval, before they were posted to the Area website.

Updating the Chairperson Guidelines is part of a larger project that the Northern California World Service Committee (NCWSC) has undertaken to update all officer and coordinator guidelines, some of which had not been updated since the early to mid 90’s. This has been a significant effort, since it required us to 1) learn our jobs 2) discover what information was missing from the guidelines and 3) determine where there is/should be overlap and interconnectivity with other members of the committee. Bruce H, our Bylaws Coordinator, has been a tremendous force for change.

During this process, we discovered that information should ideally only appear in one part of the guidelines. That way, if something changes, the information only needs to be updated in one location. We found that many of us were operating on different assumptions, since information had been updated in one person’s guidelines, but not another’s. Keeping this in mind, we have done our best to refer to the primary source of information when that information is not unique to our position.

Although this will continue to be a work in progress, due to the hard work of everyone on this committee, most of the officer and coordinator guidelines have been updated. We anticipate this will make things easier for the next panel of officers and coordinators. Still to be updated are NCWSC Guidelines, NCWSA Assembly Guidelines, NCWSA Convention Guidelines and NCWSA Treasurer Guidelines. All of these are significant undertakings due to the reasons cited above and will continue into the next panel. I have begun to form task forces to update the NCWSC and Assembly Guidelines, but work has yet to start. This will be an agenda item at the Transitional Committee Meeting on October 28 - 29 in Galt.

The Transitional Committee Meeting will be the last NCWSC meeting of the current panel. The idea of this meeting is to ease the transition from one panel to the next by having incoming AND outgoing officers, coordinators and District Representatives participate together. At this meeting, we will conduct regular business and have activities to help the new panel learn about their positions and how the committee conducts business. Topics will include the budget (what it is, what it means to each member of NCWSC and how we manage it) and the bid process for selecting Assembly and NCWSC Meeting locations. Actual turnover of the panel will take place after December 31, 2011. I am working on the agenda for this meeting and will send it out to the committee within the next couple of weeks. If you were elected
to the next panel this weekend, please mark your calendar for October 28 - 29, 2011 in Galt, CA. More information can be found on www.ncwsa.org under Calendar > 2011 Service Meetings > October.

Other Activities
In addition to the above, I have participated in the following activities since the July NCWSC Meeting:

- Attended the District 14 business meeting to talk about service at the Area level.
- Attended the District 13 quarterly speaker meeting to share my story of growth through service.
- Participated in a Long Range Planning Committee (LRPC) to talk about how the Area can participate in public outreach projects and support public outreach at the District, group and individual levels and incorporated ideas from that call into the agenda for this Assembly.
- Assisted the Assembly host committee and individual members of that committee in preparations for this weekend’s Assembly (Thank you to Deb H. and the rest of the host committee from Districts 6 - 10!)

Hard to believe we have reached the last Assembly of our panel. It has been quite a ride and I am very grateful to have had the opportunity to serve as Chairperson for the Area. This has been a tremendous growth opportunity for me. The officers have been wonderful to work with. I learned to listen to multiple points of view. I truly appreciate all the support that I have felt from all of you!

The Assembly expressed its appreciation to Patrick for all his work and leadership.

Secretary – Johanna MM

This is my last report to this Assembly. This has been a position of growth for me. I have come to appreciate the workings of Al-Anon in Northern California. The officers I’ve served with have been excellent companions and role models. I hope to keep serving in the next panel as well, because I like being with the winners.

Connie, Group Records, took over the packet preparation this time, and there was a group stuffing the packets. I really appreciate Connie and the Host Committee taking that over.

I’ve completed all minutes to date, and by the end of the panel the Motions Passed and Failed should be completed for both the Assembly and the Committee. I revised my guidelines and multiple forms assigned to the Secretary. I’ve kept the Roster and the Yahoo group up to date. My last big job will be to prepare a list of the new Officers for the Delegate and for WSO.

This has certainly been a bigger job than I anticipated, and in my revised guidelines I have suggested several ways that various assistants could help the Secretary. I encourage the next Secretary to ask for help right away; I wish I had. That said, it has been a pleasure to serve you.

Treasurer - Carol G.

Last night I had an Al-Anon slip. I didn’t bring the checkbook. I flunked the EC Audit, but I want to thank the EC for being kind and the work they did. The
Management Audit found some things that we on this panel did not do.

Welcome to our fall Assembly! As some of you may know, writing a report is not my favorite thing to do. I’ve been gently encouraged to face my fears, so here goes. It seems incredible to me that 3 years have flown by since I “stood” for the position of Treasurer for NCWSA. I wouldn’t advise anyone to “stand” for a position without first reading the guidelines as I did. I am so very grateful that I had the support of the entire panel as I struggled to attempt to do a “perfect” job. In taking on this job, I learned to accept that I am perfectly imperfect. And it’s okay.

Our panel had some challenges, but worked together to solve them. It’s been quite an adventure and I experienced a lot of growth. I encourage all of you to “get into service” at some level. Service is the key to recovery for me.

As some of you may know, my partner faced and still struggles with some pretty severe “health” issues this past year. It’s been a real “eye-opener” for me as I’ve figured out just what is and is NOT important in my life. I cannot thank everyone who held my little family in prayer. Although I didn’t do everything I would’ve liked (ie. getting thank you notes out to all who made donations to the Area), I am pleased with what I did accomplish. I’d like to thank every individual, group, intergroup and district who donated to our Area during the past 3 years. We couldn’t have done any of the work we did without you.

I’d like to thank Joan W. (our Alt. Delegate) for her continual love and support and all the work she did. It was her encouragement and hard work that enabled me to serve my entire term. Thank you for allowing me to serve in this capacity. I wish only good things for all of you.

Chair: Thanks to Carol: at the beginning of the panel our financial picture was grim, and at this point we have a Prudent Reserve, and Carol deserves acknowledgement, as do those who have made donations.

**Finance Report**

The Income and Expenses Report to Sept 30, 2011 was presented, showing total income of $90,502.64, expenses of $80,455.68, for a net income YTD of $10,046.96. Details are available from the Treasurer. The end of September balance sheet showed total assets of $57,499.21, of which $18,758 was in Money Market and a 12-month CD for a prudent reserve, and $7524.75 was donated especially for literature for prisons and earmarked for that. Current liabilities were $2,819.48, so equity was $54,679.73

Q&A: is it possible to do total of expenses vs. income to see where the net income comes from: will suggest to new Treasurer.

Sponsors R&R line 14 8492, line 66Z expenses about $8000, about $490 to the good. How much is PR: on first page, $18,750, item 105+106.

TEAM even in 2010: actuals on budget page, page 61. Area had net income from TEAM event.

Were any expenses covered by District? However, Delegate says it did not make money, expenses will absorbed by Area, due to vote from Assembly.

There are lots of detail lines hidden in budget. Net income was not from TEAM.
Thought Forces and Task Forces

Formation of Prison Meeting Thought Force
Louise had been trying to get Al-Anon in prisons for a long time, and 2 years ago she succeeded, so now we have Al-Anon in 6 prisons. This is a difficult process: there are lots of rules, and a lot that takes experienced people. There have been some questions and concerns about the cost. We’ve discussed that at the Committee. In accordance with KBDM, we’d like to explore the data. A Thought Force gathers information, would like to have people with questions and concerns and people who know a lot about it, so they can take things to the Committee and ultimately to the Assembly. Patrick will pass around a sign-in sheet: We would like to have them meet by conference call before the October 29 Committee meeting.

Diversity Thought Force – Susie
At last October Assembly, 50 people signed up. I’m grateful for the opportunity. Most of the ideas came from task force.

We’re here to share the results of the Diversity Thought Force. Our recommendations fall into four major categories.

The first category is focused on educating ourselves. First we suggest everyone spend some time learning more about diversity and the many, many, many, many forms it takes. Some of the ways we recommend to accomplish this is through diversity-focused events at assemblies and conventions, “Days in Al-Anon” and Diversity Days. We also suggest that the Area set up a Diversity page on their website where we can post individual comments, suggestions and stories, a few of which you’ll see on Attachment 1.

Secondly, many of us need to become more aware of all the resources Al-Anon already offers, including literature in different languages and literature focused on particular groups, their PSA’s and the like.

Next we recommend that groups become aware of the demographics of the city in which their meeting is located. One of the questions we asked ourselves was how we would know when we’ve succeeded; when “diversity in Al-Anon” was no longer a concern? One of the comments made in the original LRPC survey, and what we also recommend, is that when the demographics of the group mirrors that of its hosting city, we will have reached our goal.

So now that we’ve educated ourselves, how do we get the word out to those under-represented groups about what Al-Anon has to offer? Our PI/CPC and H&I folks are geared to get the message out, but it’s just not enough to reach all of the under-represented groups. Luckily, one of our Thought Force members, Mary, had recently done some reading on the history of diversity in Al-Anon, and she summarized what she had learned. Her summary appears as Attachment 2. Basically, what’s been discovered is that the process that appears to be most successful is when one or more members of an under-represented group start their own meeting within their community. Trust and understanding come more quickly in these groups and as those members become more comfortable and more educated about Al-Anon, they start to attend open Al-Anon meetings. Eventually, they tend to reintegrate into Al-Anon and at some point the original group created for the under-
represented demographic may not even be needed anymore.

This history led to our category called “Develop and Build Relationships”. We recommend starting the conversation with our under-represented members, and, if they’re open to the idea, providing them with tools and resources to start new meetings. We also recommend that these members be encouraged to share their stories at open meetings and special events to help educate others and bridge the gap.

Speaking of tools and resources, as we went through the Thought Force process, we came up with a number of ideas and suggestions to improve and increase the Al-Anon literature, including creating a diversity pamphlet similar to the newcomer packet. Also, we felt it was time for WSO to take a close look at how they are representing Al-Anons in the literature, either via a stock photo in the Forum, or gender-specific language when referring to the alcoholic, the Al-Anon and even God.

We also recommend the creation of a diversity checklist that groups and districts can use to see where they might start in their quest to increase diversity. In fact, one of our members, Georgia, put together a sweet checklist, which we’ve included as Attachment 3 and which the Diversity Task Force can use as a starting point.

We realize that some of what we suggest is outside the scope of the Northern California Area, especially the literature suggestions. However, maybe the Task Force can work with our new Delegate to bring these concerns to the attention of World Service.

Finally, our last category, which is really the most important, is our recommendation that each and every one of us take this issue to heart. No initiative at the Area or even District level is going to work unless it’s taken on at the individual level. In its most basic form, diversity is really about diversity of thought. I don’t know about you, but my HP speaks loudest to me through each of you. When I limit my exposure to just a few people or just a few ideas, I not only limit my own experience of God, but I also limit God’s ability to communicate with me.

So the next time a newcomer walks through the doors or your home group, give them a genuine smile and offer your hand. Whatever language they speak, or the color of their skin or what part of their body is pierced, just remember, they may be bringing you a message from your HP. Just as important, their HP may need your voice to tell them, maybe for the very first time, that they’re loved, and it’s going to be ok – just keep coming back.

We all thank you for this awesome opportunity to be of service.

Chair: List going around to work with new Diversity coordinator: we will turn this report over to her and if you want to work on Diversity
GR: Has there been thought about how we share and express ourselves, and whether that creates a welcoming environment for diversity? Are we really careful about anonymity? GR: we can be sensitive to differences. Susie: there is a lot in the Let it Begin With Me section about that
GR: Do you have suggestions for welcoming people who are different? GR: looking for commonalities rather than differences. We all have bodies and feelings. GR: look at Develop Real Partnerships piece. Outreach to churches you would not ordinarily go to? Encourage people of diversity to participate.
GR: from Marin County, connected to minority communities. It’s hard to reach out to even someone who is like you, and it’s harder if it’s another community. Susie: good point, that will go back to educating ourselves.
GR: we need diversity training so we can be more informed, should be in budget to provide diversity training to all districts
GR: Translating literature to Tagalog. Would like to send literature to her family in the Philippines. Susie: how to we go about asking WSO to change Literature, both re languages and language?
GR: How do we get information from teenagers about how we can serve them?
Susie: not sure how to answer that; educate ourselves about how to serve that particular community.
DR (D26): Indirect vs. direct communication, especially re Asian communities. They traditionally use more indirect communication, whereas Al-Anon uses direct communication. Asians are under-represented.
GR: There is a repository of this information, the discussions we had. Once they do come, welcome each newcomer: let it begin with me.
GR: new Young People in Al-Anon meeting. Showed them the PSA that has a young person, but he was very “clean”, should probably have one that shows tats, etc. Important to welcome everyone, but respect their space.
GR: Welcoming people from the other program, AA. Susie: addressed
GR: Languages: German is her native language. WSO doesn’t have it, and the German service structure doesn’t ship overseas. Would like it to be easier to get literature in other languages.
GR: Talent tool in Al-Anon, suggest to people that they put their name forward.
Alateen Coordinator: talk to Alateens, come to Alateen fund-raisers and events
GR: home group changing, getting more diversity, participating with AA has helped.
Susie: thanks for the opportunity. Get tickets for diversity quilt drawing. I was a brand-new GR, and serving on this task force was wonderful!
Al-Anon/members/link on left-hand: skills inventory.
This thought force presented a lot of things. Will have diversity coordinator go through that and decide what they can do, and what needs separate Work Forces.
GR: why are 12 Stepper and Forum only in English? Most info in only 1 place. I intend to work with both Literature coordinator and Diversity Coordinator. We need to look at gender issues also. Homeless, foster care background. Lots of Diversity issues. Diversity means we accept everyone’s background. We need to look outside our own box.
Incoming 12 Stepper Editor: not willing to translate all 66 pages of 12-Stepper, but will try to translate the most critical pages, like the Agenda. The other pieces of literature come from those communities.
A Report was given by Vanessa from District 23’s Thought Force on Keeping Newcomers
Hi my name is Vanessa; me amo Vanessa, estoy felice que ay personas aqui hablan espanol. Y una ves mas gracias a Jamie y l’otras por la traduccio.
I’m here as Rep from the D 23 Thought Force on Creative Solutions to Keep Newcomers
I’d like to share my intentions with you, which are to:
Create connection with all of you and allow space for vulnerability
To give perspective as well as my experience
Create opportunities for the sharing of ideas in reference to newcomer retention
Create space for awareness and conscious action
As well as to dispel fear and give hope and possibility

The things I may reference could bring up unease, however, I want to remind everyone that I am not here to bring up a vote, motion, or anything of the sort. I am here to share the insights our Thought Force on Creative Solutions to Keep Newcomers has found. I also have experience as a Young Adult and LGBTQ in Al-Anon. I can’t represent all in these constituencies however, I see and hear firsthand the difficulties people in these communities face. I am here because I truly care about Al-Anon (I have learned so much from this program and I am very grateful) and want to see it continue. However, from my point of view, the way I can see this happening is by allowing room for growth and change for upcoming generations. I am not here to push these ideas or even name much about them. What I realize I want to tell you more about is how difficult it has been for me to feel safe to share, than my actual ideas about what changes I think should be made.

During the process of this thought force, I have seen a lot of fear of change in people that doesn’t allow space for people of diverse backgrounds to be heard. Unfortunately this fear is so crippling that, instead of it being a useful and productive means for awareness, it blindsides us from seeing the greener pastures on the other side. So the most key voices that need to be heard (in order for Al-Anon to continue) are being drowned by this unconscious fear of the unknown. However, I hope we can remember our past achievements from the program that when we let go of our worries, it’s then when miracles show up.

I see the upcoming young adults being highly educated on how systems of oppression function, how to critically think about complex issues around diversity, and we are missing the boat if we are only leaving these discussions up to the diversity task force. It is in all our best interest to become aware, because these are our future sponsees and support systems. How will these newcomers see what we have to offer if we aren’t aware of how they think and what is alive for them? I hope we can stay with the times by creating SAFE, caring and loving spacing for people’s voices to be heard. I can’t tell you how many people I’ve met, when I bring up a hard issue, are so glad I did because they were thinking the same thing, but they didn’t felt safe to share either. This form of silence is prevalent and so pervasive that it is debilitating our capacity for growth in Al-Anon as a whole. So I’m asking (regardless of weather the topic could be something as triggering for some people as talking about gender neutral steps to someone sharing a personal story) that we can really demand that our principles and traditions are being used to protect brave voices that do choose to share.

I’m not suggesting this to say that certain voices are right or better, I am identifying possible shifts in perspective we all can have, while shedding light on the ineffectiveness in trying to stop possible changes from happening. What I’m suggesting is that we allow more space for people of different beliefs to share respectfully with each other, and then truly amazing things will happen for all of us. I believe that we all want the best for each other and I believe that we need to practice
and learn how to be more effective in having these conversations.

As a thought force, we are hoping that at an area level through the districts and groups, we can get communication training, diversity education, and whatever support is needed to allow for this necessary dialogue. We also want feedback and ideas. So please share what is coming up in your districts with us. We get to have lives beyond our wildest dreams. I see Al-Anon being a space for people of all backgrounds for the upcoming generations.

And in closing, I would like to take a moment of recognition on diversity and the history we stand on, I would like to have a moment of awareness for the ancestors and the land in Squaw Valley.

I would like to say thank you, and thank Spirit for the courage to change, and thank you for letting me share our thoughts with you.

If you would like to share any thoughts, please go to ChooseInclusion@gmail.com

Task Force on DR Rotation – Patti R
I chaired the DR Rotation Committee. I took it on as a very green DR. I didn’t know my own resources. The idea is that, since our area is so large, each year 1/3 of DRs (and their GRs) would start each year. Our committee did not meet this year, but it was discussed at the DR Conference Call: the tone was cautiously in favor. Suggested we discuss with California South again. What about coordinator positions? SoCal says they have not had a problem with that. Initial meeting of panel, although confusing, built camaraderie, which might be lost if only 1/3 met. Not rotating may keep people on an equal footing. Mentorship would be helpful. This month the Transitional Committee meeting may help to deal with some of the problems that rotation of DRs was intended to serve.

Purchase of AV Equipment Thought Force -- Patrick, Sandi, Debbie
Spreadsheet presented of lowest and highest costs (see Addenda)
Hand Mikes, mike stands, receivers, active loudspeakers, speaker stands, laptops (might not be needed), projectors, VGA Cables, Splitters.
Purchasing vs. Renting. October 2010 Assembly AV rental cost $2500, convention $2100, TEAM $210, this meeting $2200. There might be a connection fee, but we could also go to a broader range of places.
Full price of everything we want is $2500.
Q: GR: bulbs on projectors burn out, cost us to $500, we need to have spares.
GR: costs of transporting and storing: would be a service opportunity for someone who knows AV: Alateen suggested. Could be covered by insurance.
Q: size of screen—not as big as what we’re using now. Standard, like at the one-day Assembly. Would be two screens, have two projections
Facilities Coordinator: 10X10 or 16X16. Price of $260 for 2 is for 10X10.
Insurance Coordinator: translation equipment broke down, and was covered by warrantee.
GR: Could it be rented by Districts?—decided to keep it for Area events.
Facilities Coordinator: high drop-down screen is better that stands. Can we vote on a line-item? Patrick says the motion is for funds to go shopping.
DR: are loudspeakers included? - yes
GR: he came up with $3410 covering highest costs—that would include laptop
GR: I understand this is a package. Drop-down screens are better, but is there a screen-rental charge? Yes, depending on contract,
DR: Has own projector and laptops, makes her life a lot easier. Renting is a lot of hassle as well as cost.
GR: her district has Fender system in their district. Simple, lightweight; lets do it.
Imm Past Del: if we had our own pull-down screens, that would be expensive to mount.
GR: screens will be bulky to transport. Sometimes white walls will work.
GR: I’m a member of Al-Anon because I love to be in control and hard to designate that someone else has the right. The right of decision makes effective leadership possible. Our question is whether to buy one-time or more efficient to rent every time. Patrick gave us numbers that would justify buying the system. If we decide to buy, we trust our trusted servants to make the decisions about what to buy.
Delegate: Trusted Servants will take our discussion under consideration. He does recommend we get the extra bulbs and have a big enough budget that the Trusted Servants can buy the best equipment.
Facilities coordinator gave numbers on rental costs
Former DR: was here when we discussed purchase of translation equipment.
Motion: M Sandi, S Debbie O. NCWSA allocate $3500 for purchase of audio-visual equipment to be used at Assemblies, Committee meetings, Convention and other NCWSA events. SU

Committee Reports

NoCAC Committee - Alicia
Since last Assembly, we had our 2nd Bash (which raised $700) and another fundraiser (carnival, $600, plus a lot of registrations). We have paid the first deposit to the hotel. We’re still getting registrations. I was an Alateen speaker at MBAR. We’re putting together the roaming list, and making the 2nd deposit to the hotel. We will pass around a bucket to collect funds for scholarships. Thanks for your help.

Convention Committee – Chris D
Convention will be April 20-22, here in Squaw Valley. It will be fun: suites can be shared to cut the cost. Steps Up Slippery Slopes is the theme. Pre-registration is already open. We will be doing silent auction; I’m soliciting pictures for that. Charmane is in charge of hospitality. We still need a Treasurer, Secretary, male Alateen sponsor, male and female Alateens, Greeter, Entertainment, and Literature Coordinators and an AA liaison. At 5:15 today, they will meet with a representative from Squaw Valley for a walk-through; anyone who is interested can meet at the hotel check-in counter.

14 of 180 NCWSA 10/11
Executive Committee – Charlene R (see also extensive Addenda)
Many thanks for the team’s dedication and hard work over the last 18 months we have revised or recommended many things. Our members served from July 2010 through Feb. 2012
Maintain the policies of the NCWSA by revising the Corporate Timeline, developing a EC checklist, revising the draft Financial Assistant guidelines, revising the EC guidelines, and finally providing the Management Audit of the corporation. We also recommend that the EC chairperson advise the NCWSC if an item on the EC checklist isn’t provided to the EC chairperson.
Authorizes expenditures: The EC approved additional funds for the Institutions Coordinator position from other areas of the NCWSA budget that were not being used.

Moving Reserve Funds into the operating fund. No requests were made

Appoints, removes, employs, and discharges agents and employees of the corporation, when appropriate.

There were no requests made from the EC group.

Supervises the performance of officers, agents, and employees of the corporation to assure that their duties are performed properly
The EC completed and approved all interviews with the current officers and financial assistants identified for 2011 and 2012 with some recommendations.

Meets at all times and places: The EC met at all NCWSC meetings and held regular conference calls on a monthly basis. The EC provided regular reports at the NCWSC/NCWSA meetings.

Elects Executive Committee officers

At the first meeting we elected our officers and started business at hand.

Transfers information to successor Executive Committees

The outgoing EC plans to transfer duties to the next committee in Feb. 2012.

The EC is recommending that the current EC binders be placed on the NCWSA website for newly elected members to have access to. This will provide easier access rather than trying to hand off the current binders from the outgoing members.

The outgoing EC plans to meet with incoming NCWSC officers. The outgoing EC also recommends that financial assistant guidelines be revised and approved.
The EC further suggests that the Treasurer's guidelines need immediate attention including identifying Treasurer’s business needs for sales reports and tax returns be filed correctly with the government agencies. Ongoing is the NoCAC financial assistant interviews. The EC minutes and agendas are currently being worked on to provide to the archivist for storage. The EC also gave thanks for the Host Committee for this Assembly, and the Chair thanked the Executive Committee for their work.

**Long-Range Planning Committee - Claudia M**

Our purpose is to bring ideas and research them. We’re not in a hurry. Evaluation of Assembly Surveys, Exec Comm term, Dashboard, meeting map, diversity survey, reporting standards, web presence, and using electronic media are some of the idea we’ve had a hand in. We’ll try to help the next panel to get a good start on Public Information. There’s a survey in packets; they can go in the same box. If you have idea later, send them to Patrick. Thanks to those who served: Connie F, Peggy P, Karen H, Sue W, Bruce, H, Debbie O, Irma C, Joan W, and Chris D. We put all our defects and assets into a committee, shake them up and get wonderful special effects.

**Coordinator Reports**

**12 Stepper Editor – Denice E.**

Denice was ill and not able to give report. There are about 70 Twelve Steppers left; take some back to your meetings.

**Alateen Coordinator - Carla G.**

Wow, our final Assembly for this panel. Thank you for the opportunity to serve as the Alateen Coordinator for the past three years. It has been an amazing opportunity to learn, to grow, to care for the Alateen program and to develop many new friendships. Since the July Committee meeting I have been able to participate in the following:

1. Participated WSO Alateen Coordinator’s Conference Call in August. What an opportunity to hear the World Wide Fellowship in Action. During the discussion I learned that any Alateen can participate in the WSO On-line Chat meetings that currently occur. We also discussed partnership with the Public Information coordinators to share about Alateen. The fall issue of Alateen Talk is on the WSO member website in the Alateen section.
2. Posted information about our Sponsor R&R on the WSO eCommunities electronic billboard information sharing hub for Alateen Coordinators throughout our worldwide fellowship. The highlight of this was a call from Chris in the UK who would like to know more about our Sponsor R&R.
3. Attended the Northern California Alateen Convention (NoCAC) August Bash. We had an opportunity to follow and learn from our safety procedures when a teen became ill very early on Saturday morning. Alateen member was seen by medical
personnel and all was resolved. Please join me in supporting the efforts of Alicia, the NoCAC Chair and Melanie the NoCAC Sponsor for 2011. The event will be held in November in Fresno and Registration packets are available at the website www.ncwsa.org. Get them in soon!!

I attended Washington Area Alateen Convention (WAAC) in July with a few other sponsors and gathered some wonderful memories and ideas to bring back. There are 4 Alateens from Oregon who are planning to attend NoCAC because they are interested in having an Alateen Convention in Oregon. I would like to recommend that we make it part of Alateen Coordinator guidelines that once during panel Alateen coordinator go to an outside event. I am requesting $400 reimbursement for going to that event.

Shared experience, strength, hope and enthusiasm for Alateen and Al-anon Recovery in District 7 in July. It was a wonderful event.

Shared about Alateen at the International Conference of Young People in AA (ICYPAA) on September 3 in San Francisco.

Created a tool for Alateens to use to log into the existing WSO Alateen On-line Chat meetings. This was shared with Sponsors at the R&R. I have also discussed a Northern California on-line chat meeting with the Alateen Liaisons and suggested they try the existing ones to inform decisions about hosting a Northern California on-line meeting.

Chaired the Sponsor R&R event on September 16-18, 2011 at Westminster Woods. A total of 55 Al-Anon members participated with nearly half of the participants being new Alateen sponsors or folks considering becoming sponsors (Al-Anon Members Involved in Alateen Service (AMIAS)). Participant evaluations were quite positive and will be shared with the incoming Alateen Coordinator for use in next year’s planning. Many shared how beneficial it was to talk with other Sponsors and the NCWSA Coordinator and AAPP. The event income was $8491.94 and the expenses were $7,916.92 leaving a balance of $575.02 in income. There is one additional expense to come in which will leave an income of about $500. Thank you to this year’s planning committee – Bonnie M., DeDe, David B., Lee B., Chris M., Nancy A. and Yvonne D. They were a wonderful group to work with this year!!

The 2012 Sponsor R&R has been scheduled for September 15-17, 2012 and the deposit will be paid in January.

In the remaining months of this panel I plan to complete the following:

Preparing materials for the incoming Alateen Coordinator to ensure a smooth transition.

Attend NoCAC in November in Fresno.

Developing Sponsor Guidelines for NoCAC with input from the NoCAC Committee, Chris M. and past sponsors. There are guidelines for all of the teen roles in the NoCAC Committee, but not the Adult Sponsors.

Writing guidelines for the Sponsor R&R for the incoming Alateen Coordinator and next year’s committee.

Maintaining collaboration and cooperation with the AAPP, Bonnie M. to connect sponsors, districts and potential sponsors with resources and support to get new sponsors and meetings through the registration process.
Working with Shawn A., Alternate Alateen Coordinator, to produce the next version of Alateen Express, the Northern California Alateen Newsletter. Check the NCWSA Website for the new version.

Speaking at District 15 on October 15 and in Monterey on November 4.
I look forward to working with the new coordinator and watching Alateen continue to grow in Northern California.

Re request for Carla’s reimbursement: this is a Committee decision to be made at the end of October Committee Meeting. Re incorporating that for future, we will pass that on to incoming Alateen coordinator to request that for their budget for 2013.

Alateen Liaisons: Emily (central)
Things I’ve been doing lately: life has been hard so I haven’t done much. Glad I’m here; I got to see Lake Tahoe. Cool to see the budget, the backbone of our program. I’m really interested in the whole Diversity thing, would like to get more kids to come to Assembly. I have been active in NoCAC committee, going well. Everyone go! It’s home away from home. The online chat room very exciting. Good to be able to talk to people who understand even when you’re stuck at home. I’m open for speaking.

Archives Coordinator – Chris M.
I am going to read my report because it is very short. The inventory of existing archives is nearly complete. I have started the process of having the old 12 steppers scanned so they can be retained electronically. History Project: Next year is the 10 year anniversary of the book about the history of NCWSA. I am asking for new stories so that this book can be updated. Nancy from District 26 is interested in helping with this process. I am looking for new submissions and they are going to have a submittal process on the area website. WSO has a history book out – Many voices, One Journey that I highly recommend. I am interested in running for another 3-year term as archives coordinator or as alternate archives coordinator. Thank you for opportunity to serve in this position.

Bylaws and Guidelines – Bruce
This report finishes my elected position of BL&I for Northern California Al-Anon. I have enjoyed the position and also working with my friend Joyce D., Alt DR, who is our insurance expert. Bylaws are the Area’s accepted description of purpose and function saying how we in northern California Al-Anon carry on as a group. Without bylaws unification we as a group would quickly fall apart. For me these three years have been a notable success in that with gradual understanding of our bylaws, members have followed the dictums and led meetings without disharmony or confusion. I don’t believe this position is for everyone, nor is it something that will give you a real high. But Bylaws make sense. I have gotten a lot from the exposure and would work with bylaws any time in the future.

My Recent Activities:
List NCWSA Committee Guidelines updates on the web
The footnote in the guideline will tell you the date the guidelines were updated.

Keep Bylaws Binder current
Assist secretary, Johanna in updating Motions Pass/Fail
Corporate Time Line by Executive Committee
Work on Special Events insurance and providing insurance certificates for groups with Joyce D., Alt Coordinator.
Work on area insurance coverage with Alt Coordinator.
Attend LRPC monthly conference calls—note uniform standards for reporting. This is not an official Bylaws activity.

**Insurance – Joyce D.**

If you were not at the May assembly or have not read my report in the 12stepper pg21, the most important information you need about insurance is there.

We renewed our Directors & Officers policy. This protects our trusted servants if the corporation is sued for any reason. It has been in place for a number of years and the premium drops because we don't have any claims.

The most exciting thing I have to tell you is that Intergroup AIS6-10 has voted to issue Certificates of Evidence on their policy rather than depending on NCWSA. This is exciting to me because they accounted for 30% of the Certificates we issued at the NCWSA level. There was a lot of fear created by past experience that had to be calmed but once we established that there would be no increase to the premium for Intergroup to do this we were able to move forward. They now have their own Insurance Coordinator and I am grateful. All groups in Districts 6-10 who have been covered by the NCWSA policy need to notify their meeting facility that they will be getting a new certificate issued on a new policy. The new Intergroup Insurance Coordinator and I will be getting all the certificates issued and will notify the group contact person by email that the new one is on its way.

On an issue that is not directly BL&I but I get questions about. We cannot give out the Tax ID Number in order to establish a bank account or as proof to a meeting facility that our groups are part of a Non-profit entity. That number is used for tax reporting purposes and it is for reporting NCWSA taxes not for individual meetings. There is an FAQ on our website (ncwsa.org) that gives the California Secretary of State web site where you can get a document that will verify that our corporate status is active. It no longer states that we are non-profit. You can request it online. I will be doing some research to see if we can get that posted online.

Thank you for letting me be of service for the past three years and the opportunity to call about a third of you friends at least by email. I'm so grateful that our trusted servants in the past recognized the need for an insurance policy that covers our meetings.

**Diversity – Janie L.**

Drawing for Diversity Quilt: Janie: this was a goal of my service. The quilt has lots of colors, like Al-Anon. Raised over $300. Marcy from D26 won the quilt.

Personal thanks given to interpreters yesterday.

Thanks to everyone. I didn't know what I was doing, and little by little I have set a path for the next person, but there is still a lot to do, One Step at a Time.
**Facilities Coordinator – Debbie O.**

This has been a wonderful position, anyone doing this position next panel have fun, keep it simple and always include the Chair in on you decision before you sign the contract!!! Thank you Patrick for making my mistakes wonderful lessons. This position has been a great tool in my recovery, I am grateful for the friends I have made all over our area.

The transitional committee meeting in Galt – Oct. 28/29 and the room cut-off date is tomorrow (10/9). If you are an incoming Officer, Coordinator or District Rep this meeting is for you. Come see what we do, why we do it and the people who have come before you. Room rates are $84.05 per night double occupancy. If at least 20 Standard rooms with Two Queen Size Beds are occupied under this group block on the night of Oct 28, 2011, the nightly rate will decrease to $80.32 per night plus tax. We will have the Littleton Convention center on the 29th.

**Convention 2012”Step Up Slippery Slopes” April 20-22, 2012-Central Section:** The Village at Squaw Valley; 1750 Village East Road Olympic Village, CA. 96146; Phone #: 888-767-1907 ask for NCWSA, or the website at www.thevillageatsquaw.com: for online booking Code is 40A9P3

Cut off date Wednesday March 21, 2012

Room Accommodations:
- One Bedroom with Village View $129.00
- One Bedroom with Extra Den $149.00
- Two Bedroom with Village View $239.00
- Two Bedrooms with Twin beds $239.00
- Three Bedroom Suites $419.00

All rates are per night and have a $12.00 resort fee, which covers high speed internet, parking in heated underground garage, use of the fitness center, and conference services. The group rates are good two (2) days prior and two (2) days following this event. Check In time 4 p.m. and Check Out 11 a.m.

**Important Note:** Book early: this facility is very popular and has no fudge space. If they are sold out, which they do very often, the other accommodations in the area are as well.

The Palisades room fee is waived, with our breakout room fee of $99.00 per day X 4

We have a deposit of $2500.00 with a $500.00 Deposit by Sept 3, 2010 with the remainder of $1,500.00 to be paid by Aug 31, 2011. With Carol’s help I hope this got paid. If not I do have an invoice to get it taken care of. Convention T-shirts are available for sale this week.

**Three Day Assembly Oct 12-14, 2012 Southern Section, as we agreed in July 2011 will be at the** Embassy Suites Monterey Bay-Seaside: 1441 Canyon Del Rey, Seaside, CA. 93955. Direct # 831-393-1115, or toll free # 800–362-2779


The Cut off Date for this event is Wednesday Sept 12, 2012

Room Accommodations:
- Double Bedded Suites for Single Double Triple or Quad $159.00
- King Bedded Suites for Single Double Triple or Quad $159.00

With a $1.00 per night Tourism Assessment fee. Parking is complimentary along with a fully cooked to order breakfast each morning for anybody staying at the hotel.
So if you and 3 other people in a room all of your breakfasts are included. All rooms have a kitchenette with a sleeper sofa. Check in time is 4 PM and check out is 11 AM. We need a deposit of $600.00 to be paid by Sept 30, 2011, which I don’t have an invoice for, but it has been requested. I am assured we have the space.

*Things in the wings are the Feb 2012 Committee Meeting, which Sarah from Dist 1(Northern Section) has asked for help in get a bid, I hear road trip!!! There has been interest in the Conference Assembly in May 2012 for Dist 14(Central Section), hopefully we hear more on this as well.

When I started this position 3 years ago, I was very excited, I still feel that way along with sadness for letting it go. Jo, my alternate and I had to start our position early, so we had to hit the ground running, but we want to leave everything in good shape for the next coordinator and alternate. I want to leave it so the incoming Coordinators have a little more breathing room; I feel that we should be book a year in advanced. This position is one that lives in the future, so our work as a whole can stay in the moment. I want to thank everyone here for being apart of my recovery. I love you all.

**Group Records - Connie F.**

I would like to thank you for allowing me to be of service as your group records coordinator these last three years. It has been as always an opportunity for self-discovery and this time lots of guideline changes. WSO is in the process of revamping group records and it has been a rewarding journey for me. I liked watching the process work and will actually miss this changing job. There have been a few challenges, even though now as this job ends for me, the challenges became learning experiences. I am looking forward to sharing all the exciting changes with the new coordinator. I had fun being your group records coordinator and have enjoyed getting to know and working with each of you.

**Group Records Upgrades - Data Entry Changes and Reminders:**
A new meeting start date field will be added to the registration form A16, so groups that register several weeks before the first meeting will be able to receive their new group packet before they actually meet.

The web site committee and I have been working together to determine how best to link the group record database to the web site group listing as well as an area online meeting map. It is in the 'process' and looks great. Thank you Chris and Mike.

I am now able to update WSO group records for our area and register new groups via NCWSA form A16. You no longer need to notify WSO of registration of new group or changes to existing groups. At this time I am maintaining both data bases with the anticipation in the near future to be able discontinue the NCWSA group database. We would still need a database for Alateen Groups, NCWSA Committee Members (Officers, Coordinators, and District Representatives) and 12 Stepper Subscriptions.

The Group Details by District Report in Excel format will be released probably spring 2012. The report will contain all the information on form A16. Each report can be customized in Excel. This report will be for DR use from WSO database.

In the spirit of electronic progress NCWSA has again made a great change. A16 form, along with A16i, instructions is available on our web site (ncwsa.org). Fill in the
form on line and email to NCWSA Group Records Coordinator to update or add your group.

A16 Registration and Change Form:
Box 3, Group Focus. This box has been frozen and will be deleted. All groups are now registered as Al-Anon groups with no group focus field. If your group has one of the focuses it is suggested to include that in your name.
Box 8, Current Mailing Address. Reminder need first and last name.
Box 9, Group Name. Be sure to review the Service Manual sections referring to the group’s name in “Al-Anon and Alateen Groups at Work. P24. WSO verifies that group names reflect the Al-Anon program.
See form A16i for additional and detailed instructions for form A16. These can be found at ncwsa.org.
Questions or problems – please let me know
As for general housekeeping: I am current on all data entry updates, report requests and other miscellaneous Group Record Coordinator responsibilities.
Total Registered groups 797: = 102 Spanish; 75 Alateen; 19 Institution.

Institutions – Louise M.
This is my last report for my term. I am most saddened that this time has come. I have certainly enjoyed my time on the panel. Our committee has met monthly by conference call. Many thanks to all the groups which have contributed to the Institutions pink can donations, the many volunteers who have come out to help out at the meetings in the institutions, the members of this panel who have supported me, my point people who took care of scheduling and problems at the various prisons, and most of all to my alternate coordinator Yvonne D. who has been my right hand person these past three years. It is a bittersweet moment for me to step down as Institutions Coordinator.
Since we started going in to prisons two years ago on August 23, 2009, our groups have grown to where we have three meetings a week on Tuesday evenings in Solano, four meetings a week on Sundays in Solano, two meetings which meet every other week in Soledad on Saturday plus a Spanish speaking meeting, one meeting a week on Saturdays at San Quentin, one meeting a week on Thursday evenings in Folsom, and one meeting once a month at Deuel Vocational Institutions at Tracy on Saturdays. Debbie H helps with the Folsom meetings, and Nancy did the first Spanish meeting in Solano. We are still waiting word from Chowchilla, the women’s prison, and Mule Creek, which is near Stockton. We have had many requests to go to other prisons but could not because we did not have the volunteers. We are in many County Jails such as Sacramento and Santa Clara, jails in Santa Cruz, and we are in a few Juvenile Halls such as Santa Clara, Monterey, and Yolo County. Our message is spread about in the many recovery homes throughout Northern California. We are indeed diversified as in our prison meetings men of every color, ethnicity, and religion gather round. Our inmates take home literature we have purchased through the pink can donations and the Forums, which members have donated to us to distribute.

As of September 28, 2011 NCWSA groups have donated a total of $13,396.91
this year and we have ordered and paid for literature totaling $11,431.33. We are profoundly appreciative of all the monies that have been contributed. As for travel expenses, none came out of pink can donations. NCWSA has helped me with travel expenses but I did not submit all of it. Up to September 28th I had put over 1100 miles on my car going to Tracy, Solano, San Quentin, Soledad, Folsom, Mule Creek, and to Fresno for the H and I Conference planning meetings this year, and to Redding where the next H and I Conference will be held. I often picked up some of our volunteers to take into the institutions. Yvonne and I have brought 608 hours of meetings in to the state prisons these past two years. With our volunteers we brought in 1290 hours of recovery. Yvonne and I have each traveled over 1000 hours. Other expenses include stamps for the thank you notes I send out to each group when a donation comes in, flyers for the H and I Conference, copies of the twelve steps and traditions we use in our meetings, and toll fees.

Next year the AA Hospitals and Institutions Conference with Al-Anon participation will be held in Redding on May 18, 19, & 20, 2011. We have already started planning the event and our chairperson in Redding is Charlene R. I am excited as she is doing a bang-up job and handling things very efficiently up in Redding. I hope you will be able to attend. You don’t have to be a member of the Institutions committee to attend. Anyone can attend and it is a worthwhile event. Many thanks to the people in Fresno this year who helped out with the Conference.

I could not have done this job without the help of sooooo many people. Many thanks to all who helped.

Appreciation for all the Louise has done was expressed by the chair.

Literature Coordinator – Sandy S. (written report only)

It’s an Honor and Privilege to service as your Literature/Forum Coordinator. My alt is Kim H, who I love and adore, and I’m so happy she is my alternate. I’m excited to be a part of this year’s Election Assembly. I cannot believe my 3 year term is up. I have truly enjoyed it and have learned so much. I have met new friends that I will treasure for a lifetime. This position has enhanced my Al-Anon program. I want to thank each and every one of you for allowing me to be of service.

LITERATURE REPORT:

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

Al-Anon’s Newest Book, Many Voices, One Journey (B-31) is available. The price is $16.00. I hope everyone has a chance to purchase this amazing book. This inspiring book is the story of the growth and recovery of the fellowship and its members over the past 60 years. How Al-Anon Works is available in soft-cover (B-32). The price is $5.00. I have placed several orders of this book for our institutions coordinator who delivers them to the prisons.

The Policy Committee has approved a title change for the pamphlet “To the Mother and Father of an Alcoholic” to “To Parents of Alcoholics” (P-16), to be more inclusive of all parents of alcoholics. This title will appear on the next printing.

Intimacy Sharing Sheet: The Literature Committee has approved wording for a sharing sheet for INTIMACY IN ALCOHOLIC RELATIONSHIPS (working title), the
piece approved by this year’s World Service Conference. The sheet is currently in the process of being designed. Once designed, it will be available on the members’ web site, and mailed as an attachment in The Forum.

Legacy Workbook Sharings Needed: Please encourage members to post sharings on any of the three legacy blogs found on our members’ web site. (www.al-anon.org/members). Postings are still being considered for use in the new Legacy Workbook in development, as approved by the 2010 World Service Conference. WSO is hoping for the workbook to be available at the 2013 Al-Anon International Convention in Vancouver, BC.

I have brought with me today the 2011 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)

FORUM REPORT:

The Forum is a bigger part of our shared recovery as members of Al-Anon Family Groups. Everyone’s recovery is stronger when we reach out to a wider circle of support and participate in Al-Anon beyond the group level. The Forum can keep our group meetings fresh with stories and discussion topics shared by Al-Anon members from across he US, Canada, Bermuda, Puerto Rico and around the world. Our challenge is to help members understand how The Forum can be relevant to their recovery. In order to do that, we have to first make The Forum more visible to the fellowship as a whole.

As your Forum Coordinator, I’m asking you to please help attract more interest in our magazine. Here are some suggestions:

- Have a meeting based on a sharing from The Forum.
- Give newcomers a Forum or include one with the newcomer packet.
- Have your groups order the Forum. Cost is $11.00 per year.
- Have your district purchase a subscription.
- Donate a subscription at your Day In Al-Anon, speaker meetings and any other event.
- Make copies of the Forum subscription order form and have them in your group binder.
- Encourage members to send in their sharing’s.
- Conduct a Forum writing workshop.
- Give the Forum as a Holiday Gift or Birthday Gift.

(Reminder: GRs are the Forum Representative to their group. Please refer to Seventh Tradition Pamphlet (S-21), Al-Anon Group Representative (G-11) and our Service Manual (page 45).

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.

Thank you for allowing me to be of service,

PI/CPC – Brenda W.

First of all I just want to say congratulations to the incoming Area PI/CPC people, Sue and Cindy. It’s a fantastic job and I envy you tremendously! My only regret is not getting to serve for a full term. My home district duties precluded me
from standing for this position in the next panel so this means I am letting go! I am happy to be just a resource for the incoming person, sharing what little I know…

November marks the start of the WSO’s new Public Service Announcement (PSA) campaign. Not only are these announcements available for your districts and groups to purchase and distribute to their local media outlets, but WSO also distributes a fair number of these on their own to radio and television stations. In the 2010-2011 year, for example, WSO delivered about 1,000 of these presentations to the major televisions markets in the U.S. and Canada.

Lists of what PSAs WSO distributed (and where) will become available to your area PI/CPC probably sometime in December. The lists are made available on the E-Communities website, but the access to that is limited to me and other PI coordinators around the country. So it is my job to get this information to you. I am sorry this list wasn’t made available to you last year, but I wasn’t in the position at the time of the campaign, and by the time I had access to E-communities it was already mid-year. Since this was one project where I feel like I dropped the ball, I would like to try to get this information out to you this December, but if for some reason I don’t, I would definitely suggest it as a project for the incoming person. Knowing where PSAs have been distributed is valuable in not only avoiding duplication of effort but also WSO would like members to contact these TV and radio stations to thank them whenever they do run our PSAs. In fact WSO also tracks which of the PSAs they distribute are receiving airplay and they generate a list. So you should also be getting a copy of that list from your area PI/CPC as a resource, so members can write or call those media outlets who did give us airtime.

Now having said all that, WSO also contacted me with an opportunity for Al-Anon to get some media coverage in November on the Spanish language station Unavision in the San Francisco area. I believe they also contacted one of the intergroups as well. They were looking for a Spanish-speaking member (preferably a parent of an alcoholic child) to do a 5-minute interview with Unavision (no face shown, anonymity protected, of course). They felt this would tie in nicely with the PSA campaign. I sent a message to the area list-serve when this came up - about a month or so ago now – passing the ball to the district reps in hopes that they would find someone willing to do this interview. It sounded pretty easy since WSO also offered to coach the person with questions ahead of time. Anyway, this past week I called to follow up and see if WSO had found a member to do this – and they had! So now WSO wants me to let you know when this is happening:

Taping will be done Nov. 2, but that’s not when the program will air. The segment will air twice: Saturday Nov. 12 at 7 a.m. on Unavision Ch. 14 AND Sunday Nov. 13 at 7:30 a.m. on Telefutura (a sister station) Ch. 66

So whoever took care of this, thank you guys! I’m not sure, but WSO told me that they had 3 members volunteer to do this interview but they selected the person who contacted them first.

Finally (and please don’t forget) one additional request from WSO is that we as members write the station to thank them for airing this interview. So if you live in the area where this is broadcast please check it out and then drop them a line to say thank you!

Thanks to all of you for letting me serve! You’ve been a great group to learn
from. I’m sure I’ll be seeing you around sometime soon in my new job as incoming Alt-DR for Dist 18.
Thanks to Brenda, who stepped in last year.

**Web Committee – Jim S.**

This has been a great conference and venue.

Many thanks go to the Web Site Committee Members Art B.(who reviews everything before it goes out), Mike M.(who does events updates), Lori K.(who does the dependent district meeting list updates), Chris D.(who has done the meeting map) & Errol S.(who designed the new web page). Thanks to the other volunteers at the District/AIS level who keep the Independent and Separate web sites updated.

It has been a pleasure serving as the NCWSA Web Site Coordinator for the last 6 years, but I’m glad it’s nearly over. I will be staying on the Web Site Committee for a while. We’ve made much progress and technology is exceeding my limits but I’m glad we have some very capable technical folks on the Committee.

We have had two Web Site Committee Meetings this year on 4/14 in person and on 7/14 & 9/27 Teleconferences.

Demo of New Web Site with lot’s of work from Errol. It will have a more modern look and feel. We hope to have a version up online to use for the general membership sometime in the next 2-3 months. It is based on Word Press, a data base which makes the interface for people providing content easy to use. Can accommodate dependent, independent, and separate web sites. The new calendar of events is actually in calendar format, with links to map, description, attached files, images, programs that can let you register, and if we want to we can add a payment system. Can subscribe to the calendar and get it sent to your handheld device. Information on literature can be filtered by books, booklets, or pamphlets. We could add information about languages; has information on material available for Visually Impaired. There will be an Alateen page. He’s working with WSO to have a direct link, and updates can happen as often as monthly.

Demo of experimental interactive Google Map of Meetings in Northern California, which was very well received. There is a Meeting Filter, which can find meetings by day of the week, focus, zip code, city, address, district, or direction. There is a comment field in case the data is wrong; it goes to the web committee and to Group Records.

The information populating this map is a snapshot of the WSO Group Records Database. We are now getting spreadsheets from WSO with current information. Emphasis on Group Records Change Form A16 is only sent to your local DR and the Group Records Coordinator and not to WSO, even if it is a time change.

Many thanks go to Connie F., Group Records, Chris D. and Mike M., Web Site Committee.

Thank you for sending flyers through Bonnie M., AAPP, when mentioning Alateen on a flyer.

Alateen last name, phone number or e-mail cannot appear in the flyer, please use an AI-Anon Sponsor contact.

All Alateen Meeting’s posted or linked to the NCWSA 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.
Guideline B30 has a lot of information about district web sites.
2.8 Million Total Hits on our Area Web Site for the last 12 months.

Usage Statistics for ncwsa.org:
Summary Period: Last 12 Months
**Generated 06-Oct-2011**

<table>
<thead>
<tr>
<th>Month</th>
<th>Visits</th>
<th>Pages</th>
<th>Files</th>
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<tr>
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<td>237,529</td>
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<td>680,964</td>
<td>2,237,823</td>
<td>2,851,605</td>
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</tbody>
</table>

Question: Will the buttons still be there?—no, will be replaced with drop-down menus across the top.

Jim was thanked for his service to the Area and the Web Committee.

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**Delegate’s Report - John S.**

Good morning everyone, I am John Stafford your outgoing delegate. And today I start looking toward my immediate past delegate service. I will be eternally grateful for the opportunity you have given me to serve.

I had the joy of sharing in Fremont for a day event, also speaking at several meetings in the bay area. It seems as though the invites come in bursts. I finally made it to a Sponsors R&R; it was a wonderful event.

I have been reading the new history and it has given me a new appreciation of how much we have grown as an organization. From a few groups, we have grown into a worldwide organization with a home in Virginia Beach. I am grateful to have had the opportunity to vote on making the purchase of the property permanent. I was also given the gift of voting to make the ALATEEN Traditions permanently part of our legacies. Serving as Delegate has given me so much; I can only thank you again for the opportunity.

I want to thank you all for allowing me to serve you.

John was given a gift from the Officers and cards signed by nearly everyone at the
District Reports

District 1 - Sarah J.

Greetings from redwood country! We drove 450 miles one-way so we’re really glad to be here with you. District 1 covers all of Humboldt and Del Norte counties, along the north coast of California. We are a large area with a few large towns and a lot of smaller rural towns in between. It takes approximately 3 1/2 hours to drive our district from top to bottom! One of our biggest challenges is our geography – trying to encourage participation and unity across such a large area.

We currently have 25 Al-Anon meetings. This year we lost a meeting but we gained a meeting too. Because of the isolated nature of our District we recently added the web address for the listings of computer and telephone based Al-Anon meetings to our meeting schedule. Now members can get a meeting wherever they are when they need one.

We are also very proud to have 2 Alateen meetings and a new one on the way. The sponsors are lined up and the logistics are almost ironed out to have it at Arcata High School, once a week, during lunch. Our Alateen meetings continue to be a small but dedicated group. One sponsor just participated in the Sponsor’s R&R. A whole group went to NOCAC last year and Westminster Woods in May, and are looking forward to NOCAC again this year. Our District paid the cost for several teens, feeling that if they were motivated to go then we wanted to support them no matter the cost. We are planning to do the same this year. We have received several thank you notes from local teens grateful to have the opportunity to go and experience the fellowship of Alateen on the large scale.

Recently we re-started our monthly Al-Anon speaker meeting. Speakers are local members of Al-Anon who volunteer to share their experience, strength and hope by telling their story or speaking about a set topic. The speaker meeting is hosted by a very small group that was looking to either expand their attendance or risk closing the meeting. The once-a-month speaker meeting replaces their regular meeting for that week and the boost has saved that small group.

Our public outreach coordinator is getting ready to hold an envelope-addressing party to send out the Al-Anon Faces Alcoholism to lawyers, judges, counselors and schools.

District 1 has also been discussing the idea of diversity and what it means to us. It’s amazing how even just bringing it up once a month at our District meeting has really gotten people thinking and doing something about it. We participated in a recent event geared toward health in our Native American communities and we received some enthusiastic feedback. Someone even mentioned starting a meeting on one of the reservations, which I hope is something we’ll be able to look forward to. Just a few weeks ago I and another Al-Anon member participated in a health event at Humboldt State University. Again, we received a lot of positive feedback and we got the word out to another section of the population that is severely underrepresented in meetings. We were asked several times if there was a meeting on campus, so there’s another opportunity to look forward to. There are also several members
hoping to increase outreach to our local Latino community.

   Even though it’s been hard and I haven’t been able to be as active as I wanted, I have learned so much from being the District Rep and am extremely grateful that I’ve been able to be here with all of you.

**District 2 – Sarah M.**

   District 2 is Lake and Mendocino Counties. I took over this position in March and will continue in next panel. We lost our Jane G, passed away last November, and Laura B (DR); we have regrouped. Cindy had to step down, so we had nobody filling a lot of spots. Our focus has been to fill the spots and get Group Reps who could come. We got a new Treasurer but no Alateen Coordinator, Newsletter, or PI. I’ve been doing a lot but this is a “WE” program, not an “I” program, so I’m trying to get more help. Jane got things going, we miss her dearly. Our district is really spread out, but with a small population. We’ve talked about starting a Web page. We have a Day In Al-Anon (DIA) every January in Ukiah. We got Lake County involved and they did their own DIA. We finally got two Alateen meetings going but one has already closed. We need to get more people involved in service. Thanks to people who allowed me to grieve. Thanks those who came to Assembly.

**District 3 – Elaina M.**

As we close this 3-year panel, our district has seen its own recovery through working the Program

   Our newsletter The Key is back.
   We have 17 groups now.
   We have 1 Alateen group over a year old. Working on replacing current sponsors. This Alateen group has a GR.
   We have had 3 successfully run, financially restoring and fellowship building speaker meetings.
   We have more GRs than ever. We have even have some alt GRs. We have an Alt DR.
   We have had regular district meetings with growing attendance.
   Our groups have increasing numbers of GRs and I’m pleased to say Alt. GRs. This meeting should have the largest number of District 3 members than we’ve had in 5 years: 8 GRs are here today. We’ve done our first District Holler. Comments from our members are that we are more business-like. I take that means we are organized and communicating better.
   Groups are understanding district level and area connection with the groups and the positive impact it can have.
   Starting institution work.
   Preparing an outreach plan and team to expand this work.
   Our elections last week resulted in all but 2 positions being filled. We have a new DR and Alt DR elected. We’ve added an archivist position and it has been filled.

   We are recovering as humans, members of Al Anon and as a district together. I share my gratitude for my district team for their work and the work of members of the Area, our Delegate, and the WSO for their part in our on-going recovery. We are
humble and enthusiastic members of Al-Anon in the North State District 3. I thank the members who serve our district here today and not present. I have learned a lot and I am grateful for the recovery I have experienced.

**District 4 – Charlene R.**

I’m grateful to have GRs with me. District 4 is also large geographically. Tehama, Lassen, Shasta, Trinity, Modoc and Siskiyou counties. We have 14 meetings. Three people are signing up to be AMIASs. There has been no Alateen meeting in Redding for past 6 years, so this is good. I am very grateful that we had a group of GRs put together a request for GR support at the area level.

This year we celebrated Al-Anon's 60th Birthday with a Speaker potluck meeting in April. We also had the annual picnic in the park speaker meeting hosted by the Saturday Serenity Seekers meeting. Finally we had our annual Afternoon in Al-Anon speaker potluck event that is the main fundraiser for our district to provide literature for the Winterfest convention and this coming year for the H&I conference which will be held in our city.

We also have focused on getting the message of Al-Anon out to the public by donating the softcover "How Al-Anon Works" to all county libraries and recovery houses.

**District 5 – Peggy P.**

Wow, it’s hard to believe we’re already at the end of our service panel. Wait, let me restate that – wow, we’re finally done; the end is finally here! And those are exactly the conflicting and opposing feelings I am filled with this weekend. But before I get too bogged down in sentiment and emotion, we would like to bring a bit of fun to these proceedings.

In the tradition of *Who Wants to be a Millionaire* District 5 presents *Who Wants Some Serenity*. Here’s our host, Nancy.

There are nine prize levels in this game, with a final prize of Serenity. And there are three Lifelines available:

- Ask the audience
- Ask a friend
- Ask an expert

For COURAGE:

What two counties comprise District 5?
- Sonoma
- Marin
- Napa
- Los Angeles

Correct answer: a and c

For DETACHMENT:

There are 61 meetings in District 5. How many of them are represented by GRs?
- 28 (Coordinators)
- 5 (Spanish Speaking)
For ACCEPTANCE:
What is the format for D5 business meetings?
- KBDM, aka Knowledge Based Decision Making
- Trusted servants doing service work
- Bottoms-up decision making
- Alternating months of Concept Study discussions & Coordinator reports
- All of the above
Correct answer: e

For CONNECTION TO A HIGHER POWER:
What love gifts have been distributed at the Area events District 5 has hosted during this panel?
- Recovery Packets at the 2009 February NCWSA Committee Meeting
- Serenity Scrolls at the 2010 April Convention
- Notepads at the 2011 May Assembly
- Free tickets to Cirque de Soleil
- All of the above
Correct answer: a, b, and c

For FELLOWSHIP:
District 5 has provided scholarships to its members for which of the following events?
- For GRs to attend Assembly
- For Alateens to attend NoCAC
- For Alateens to attend Westminster Woods
- For sponsors to attend Sponsors R&R Weekend
- A spa weekend for the DR
Correct answer: a, b, c, and d

For RECOVERY:
Which of the following are Legacies of the program? (Lifeline)
- Harmony through Participation
- Recovery through the Steps
- Serenity through Fellowship
- Unity through the Traditions
- Service through the Concepts
Correct answer: b, d, and e

7. For WISDOM:
What is the 2011 Holiday Bash Theme? (Lifeline)
- Summer of Recovery
- Rockin' Recovery at Lois & Bill's
- Comedy Extravaganza
Plug in to Recovery
Correct Answer: a

For GRATITUDE:
What officer positions were filled for the next panel at the October business meeting?
- DR
- Alternate DR
- Secretary
- Treasurer
- All of the above
Correct Answer: e

For SERENITY:
What benefits do members gain through service?
- Even more growth and recovery
- A safe place to practice new behaviors
- Giving back to the program
- Experiencing the Traditions and Concepts at work
- Fellowship
- Gaining new skills
- Keeping myself and Al-Anon strong and healthy
- Giving, receiving, growing
- Witnessing recovery in action
- All of the above
Correct answer: j

As you can see, we are truly blessed in recovery, service, fun and laughter in District 5. Although there have been difficult lessons along the way, I am ever grateful for the growth and gift of serenity I get from service in the program. I’m not sure yet what comes next, but I remain open to whatever my Higher Power has in mind for me and look forward to the next part of my recovery journey. It is time to turn it over and I do that from a place of gratitude for the love and support I have received over the past three years. GRs, coordinators, officers, and members of District 5, thank you for the opportunity to have been of service.

District 6 – Mollie M., ADR
Successes: Successful fund-raising 8/27, don’t fall back, turn it over. I was MC for it, and had a lot of fun. The longest-time member in Davis, who came in before Al-Anon started officially, talked about history in Woodland and Davis: Marilyn W. She has the text of her talk for Archives. Leaves and pumpkins are character treats from Blueprint for Progress: I hope you got the right one. I pictured myself doing Hospitality Room for this Assembly, but I was gone after 8/27 event and was told it was taken care of. I went shopping for 350 bags. Last night we packed these, it was a cross between Santa’s Workshop and Dante’s Inferno; I hope you enjoy these treats as an alternative to a Hospitality Room.
**District 7 – Juaneta G.**

I am not District 7; the GRs are.
District 7 has 14 Al-Anon and 2 Alateen meetings in Sacramento, Carmichael and North Highlands. District 7 has meetings with Spanish, Mens, Womens, Parents and Newcomer focus. We have one meeting that provides daycare.
District 7 has 6 Certified Alateen Sponsors, and continues to raise funds at our Speaker Meetings for Alateen scholarships. This year District 7 gave 4 Alateen scholarships to Westminster Woods, and 5 scholarships to NOCAC.
District 7 conducts service meetings the fourth Wednesday of each month, with the exception of December. This year we voted to hold our District 7 elections in October rather than November. Our November meeting will be a turn-over meeting with both incoming and outgoing Officers, a pot-luck and fellowship.

We hold Speaker Meetings each year in January, April, July and October. Please join us October 29th for our next Speaker Meeting. There are fliers in the bins and on the web site. Our Speaker Meetings are well supported by our District 7 members in service; they are well attended by members from many districts; and always a great time. Our Speaker Meetings include speakers sharing their experience, strength and hope, several donation drawing winners, fellowship and none going away hungry. Our Speaker Meeting serves to raise funds for Alateen scholarships and for GR scholarships to Assembly. Most of our groups in District 7 are small groups and don't have the ability to provide their GRs reimbursement for travel expenses.
District 7 participates in D 6-10 Intergroup activities and fund-raising events, each year displays a booth at North Highlands Jubilee, a community-based festival that celebrates the area's rich diversity (coming up October 15th), and is participating with our host District 10 in bringing you this Assembly. Our District made the NCWSA signs.

In an attempt to replace binders that repeat information that's on the Web, I have created a 1-page "where to find it" list. That way everyone has access to up-to-date information.
I could not do this job without the service of District 7 GRs and Officers. Their generosity, dedication, love and support keeps me fueled and loving service.

**District 8 – Tobin R. and Karen**

We are extremely challenged and it's an honor to be humbled by that. Thanks to this program. Alateen has not grown as we'd hoped. The Spanish groups are thriving and one Spanish GR attends district meetings.

We have a Speaker Meeting quarterly in the district. This was successful: we provided dessert and coffee, lots of people attended, and we brought in people from different meetings. We have them at the time and location of the hosting meeting.

Our intergroup is hosting today, and we are sponsoring book sales in corner of the meeting room. Please buy.

**District 9 – Karleen H.**

I would like to thank the members of District 9 for the opportunity to serve as the District Representative for the past three years. This service position has given
me many opportunities to stretch and grow. I want to thank the many members of District 9 for their support and participation in this journey. We serve the Foothills: Eldorado and Amador, the Gold Country.

The two fundraisers we hold each year continue to be well supported with volunteers and attendees. The fundraisers are a great opportunity to financially support the district as well as to offer fellowship, recovery and fun!

The district has held workshops on Sponsorship, the Fourth Step, Conflict Resolution, and Alateen. We have one scheduled in November for Understanding Alcoholism and Step 11. Thank you to all who have attended, shared, facilitated, and contributed to make these happen.

Our bi-monthly speaker meetings hosted by each meeting in our district continue to have great attendance. Thank you to the groups who continue to support this and to the speakers who come to us to share their experience, strength and hope.

Our bi-monthly District 9 Business meetings continue to be well attended and offer great ideas for our district.

I would like to give a special thank you to our district for their support in hosting the NCWSC meeting in El Dorado Hills in July 2011. Having the support of the members in the district made it possible for me to have another opportunity to serve.

The past three years have been a growing and learning experience for me. I have enjoyed meeting an extended Al-Anon family and learning more about how Al-Anon works. I have had opportunities for personal growth as well as opportunities to apply what I have learned. I have learned about finding my voice and speaking my truth. I have learned this can be a challenge for me and I have continued to practice the process. Participating in Assemblies and Committee Meetings has grown to be a safe place to express my opinion and feel heard. I have been able to practice expressing my opinions and beliefs without being attached to the outcome.

Thank you again for this opportunity to serve.

**District 10 - Deb H.**

District Holler: “District 10 is here to stay, recovery is on the way”

Location: District 10 stretches from northeast Sacramento county, Placer county through Nevada county.

Meetings: We have 50 active meetings, including 3 Alateen meetings and 1 state prison meeting. We are blessed; we live in a metropolitan area that is rich with recovery. Every day of the week, there is a minimum of 4 Al-Anon meetings in the District.

It’s been a busy year for us. None of what we have done or dream of doing would be possible without an amazing group of people who “suit up and show up” —the District 10 trusted servants and the “usual suspects” (volunteers). The following is a list of accomplishments and growth opportunities:

<table>
<thead>
<tr>
<th>Accomplishments</th>
<th>Growth Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>We elected a new DR, officers and coordinators in August.</td>
<td>We have 4 vacant service positions at District level to fill.</td>
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</table>

34 of 180 NCWSA 10/11
<table>
<thead>
<tr>
<th>We started a new quarterly GR orientation meeting prior to the business meeting</th>
<th>Keeping new GRs informed and engaged in service.</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have outreach Al-Anon literature in more than 26 highly visible public places (schools, libraries, sheriff/police substations, temple, treatment centers, senior homes, etc)</td>
<td>Expanding the use of information technology. Setting up an independent website for GRs as well as the community.</td>
</tr>
<tr>
<td>We worked outreach tables at two teenage alcoholism awareness events in Roseville and Auburn. We also reached out at two health fairs in Roseville and Rocklin.</td>
<td>Increasing access to the Al-Anon/Alateen program and material to an aging and more diverse group of people.</td>
</tr>
<tr>
<td>Met and made presentations to officials with two public schools on Alateen.</td>
<td>Establishing a solid after-school Alateen program.</td>
</tr>
<tr>
<td>We conducted a successful annual District fundraiser.</td>
<td>Establishing support for GRs from meetings that cannot afford to pay for the GRs to attend Assembly.</td>
</tr>
<tr>
<td>We revised the district monthly speaker meeting guidelines</td>
<td>Getting more groups involved. Increase the number of group representatives and increase the number of groups hosting the monthly speaker meetings.</td>
</tr>
<tr>
<td>We hosted a workshop with a panel and hands on activities on sponsorship.</td>
<td>Providing more workshops on Al-Anon principles to the community.</td>
</tr>
<tr>
<td>With the assistance from NCWSA Institutions, we started a weekly prison meeting.</td>
<td>Expanding or moving the prison meeting “inside the walls” to reach more people.</td>
</tr>
<tr>
<td>We provided literature to women at the Sacramento Main Jail meeting.</td>
<td>Expanding Al-Anon and Alateen meetings to Placer county jail and to the juvenal hall.</td>
</tr>
<tr>
<td>We are providing Al-Anon literature – Spanish language to Placer Kids. We are providing a literature outreach packet to Roatán Honduras.</td>
<td></td>
</tr>
<tr>
<td>We participated in annual Auburn Unity Day-AA day with Al-Anon participation</td>
<td></td>
</tr>
<tr>
<td>We participated in the annual Spring Fling-AA conference with Al-Anon participation</td>
<td></td>
</tr>
<tr>
<td>The meeting location at the annual Al-Anon/Alateen birthday party was provided by the District.</td>
<td></td>
</tr>
</tbody>
</table>

Amends: Please accept our amends for our part in the scheduling a NCWSA event which interferes with Yom Kippur, the Day of Atonement. We shall endeavor in the future not to schedule activities that conflict with Kol Nidre and Yizkor.
It’s been my pleasure to serve the people of District 10, the Al-Anon community and to serve with my colleagues on the NCWSA Executive Committee. I have learned patience, trust and experienced miracles.

**District 11 - Diana S.**

At our first Assembly we had 7 GRs, last year 11, this year 12.

District 11 Gratitude Report

I have had a remarkable service as DR for Marin County these past three years. While I feel ready to let go, I also feel immense gratitude for all I have learned through this phenomenal experience.

I am very lucky to have witnessed the following events in the last year:

1) Over the last year our district has launched District-wide Speaker Events. We even shared an East Coast speaker with 2 other districts!
2) I was inspired to watch a dedicated group of trusted servants just get down to business and put literature in our schools and some libraries.
3) Our new Website Coordinator found time to build our email anonymity by creating generic addresses for all District Officers, Coordinators and even GRs! Now we need to learn how to use them!
4) I believe we have our 1st Alateen GR at a district meeting! We are also trying to get meetings established in the juvenile justice area.
5) In response to the incredible Area Institutions efforts in Northern California prisons, we have provided coordination and member volunteers for meetings inside San Quentin State Prison. This has been one of the greatest learning experiences in my DR role.
6) Because of my gratitude for similar support in my hometown, I hosted a holiday event last year with carols, food, and fellowship.
7) In June, we invited former Delegate Sandi C to help us carry out a District Inventory during our District Meeting. We found that GRs needed to connect more with each other and added "Glads and Sads" to our regular District Meeting agenda. This year about a third of our meetings have completed or have scheduled Group Inventories.
8) After many years learning what is enough money to keep in reserve, our district voted to distribute any surplus funds to NCWSA and WSO on a quarterly basis! Trust won over fear!
9) At our September District Meeting, a district officer shared that his large home meeting (over 200 members weekly) had created a service board, which makes most decisions for the meeting. It is composed of all the trusted servants from the meeting. They occasionally bring an important issue to the whole meeting for input.
10) As a part of my gratitude for the unforgettable learning I have experienced as DR, I am organizing a Service Celebration for November 5th. Flyers are on the NCWSA website, and our district website, marinalanon.org. There will be a panel, a former Area delegate, a District Officer, and one of our enthusiastic GRs. The panel with be followed by a question/answer/discussion of how service helps our programs!
11) I am incredibly grateful for the opportunity to apply the Traditions and Concepts often through our District Meetings and other projects. I especially grew through Concepts 3, 4, and 9, and also Traditions 1, 2, 7, and 12.
Last, I cannot thank enough all the Area people I have met through this service. I want to especially thank my fellow Executive Committee members, Charlene R, Deb H, David B, and Peggy P. It was a real privilege to serve with you. I have had wonderful contacts with other DRs, Officers, Coordinators and our Delegate. It has been amazing to learn more Al-Anon principles along with you and now call many of you good friends - and service buddies! I love you all.

**District 12 – Cynthia W.**

We got 2 new meetings, so now we have 48 meetings, with GRs for almost half. We have an Alateen meeting, a monthly speaker meeting, and an institutions meeting. There is a strong Alateen program and 1 meeting monthly for sponsors. We were able to give kids scholarships to NoCAC. ICYPAA (International Conference of Young People in Alcoholics Anonymous) was in SF this year, and we did a good job of reaching out: we had an Alateen meeting each day. I'm proud of our Institutions work. Our monthly speaker meeting in November (2nd Sunday) will have AA and Al-Anon speaker. Using KBDM re recording speaker meeting, and generally these are good discussions. DIA at end of August was fantastic. One member who goes out of country often participates with his home meeting via telephone. Delegate visited them to discuss GR roles. We have officers and coordinators submit reports and they only get 30 seconds to share highlights.

**District 13 - Chris D.**

We have 31 meetings with 1 Alateen meeting. We have an LDC, a quarterly newsletter, Public Information, an answering service, and a quarterly speaker meeting. Holiday party will be happening. Three GRs are here. Accomplishments: we went from having 2 AMIAS to having 10 or 12. We have a second Alateen meeting. Several people went to Sponsors R&R. Our monthly district meeting is attended by 20-25 people. We went to quarterly business meetings, and for the 8 others meetings we do just a little business and then have a topic discussion on a service topic.

**District 14 – Yvonne d.**

District 14 is in Contra Costa County. Deb H has a sticker on her car: Does Someone’s Drinking Bother You? We liked that idea but wanted something removable, so we got vinyl stick-ons that can go in and off your car window. We brought several for public outreach throughout California North: see me for some

Wow it’s already been 3 years.

I want to start by saying thank you to all my GRs and coordinators for their patience, love and tolerance: without you all, there would be no leadership, public outreach and fellowship of District 14. It’s an honor and a privilege that I get to serve!!

We currently have 65 meetings, 2 English Alateen meetings and 1 Spanish Alateen meeting, 8 Spanish meetings, and a monthly recorded Speaker meeting that averages about 80 to 100 people.

One of our meetings is having a trial period trying out Skype and looking at developing some guidelines in their meeting around Skyping with home group members that want to attend but are not able. For instance, a 20-year+ member
moved to Hawaii and currently attends through Skype.

Our district meeting is large with an average attendance of 25 to 40 people. October 22 we will celebrate our 9th Annual Speaker Meeting anniversary With Bob L from Sun City Southern California at 6.30 pm, Kaiser Medical Office Building in Walnut Creek. Bob will also be doing a workshop on the Traditions in Relationships in the morning from 9am till noon.

We had our 5th Annual day in Al-Anon with 230 people attending (always the second Sat in Feb) and our first ½ day in Al-Anon focused on two workshops: Sponsorship and Sex & Intimacy, which we did in 2 groups with boys and girls separate.

This year we invited Patrick B our chair and Vicky H our past Delegate and current trustee at large to share with us about service. We also opened up the district meeting for people to host a meeting as host DR to have an experience in light of the upcoming District elections. We started elections this month only to continue next month as we ran in to a little snag with our bylaws but none-the-less it was an exiting meeting with people standing for various positions.

The biggest challenge of being DR for me was me, and that’s why on my mirror it says you are looking at the problem.

**District 15 – Lorraine for Mary Jo K.**
Led her GRs in the Do-Dah Song

**District 16 – Terry K.**
16 Al-Anon meetings, 2 Alateen, Men’s, Women’s in Dublin, San Ramon, Pleasanton
Developed Annual District Budget
Launched District 16 Website
Developed District job descriptions for all positions.
District Rep. and ADR Rosanna attended all District 16 meetings. Discussed District service and rotation of leadership.
Launched new Alateen meeting.
Launched new Al-Anon book study meeting.
Launched new Women Adult Children Meeting.
Hosted TEAM meeting.
Participated in AA events. Picnic, Round up, Area Meetings.
Sponsored, Day in Al-Anon, Autumn fest, Alateen fundraisers.
Developed Speaker List for Public Outreach presentations. Women shelters, High Schools, Rehab. Centers.
Monthly District Speaker Meeting.
District Elections, November 1, 2011 at District Meeting.

**District 17 – Martie S.**
We are a small district. We have 7 GRs here. I took over as DR last year when our former DR needed to step down. We have 12 registered meetings: 1 men, Alateen. We had a successful DIA. Our Nominating Committee solicited people for service positions, and we distributed the ballot. We have a Speaker and Birthday
Meeting after District Meeting. All groups are receiving mail now, thanks to Connie F. Thanks to all of you. I will move to Santa Rosa, so I can’t stay on as DR.

**District 18 – Debbie O.**

We’re trying not to have a resentment over District 16 stealing DeDe from us. District 18 has been very busy over the last 3 years, in this panel we have actually had a budget each year, we have started our Outreach Committee, created Guidelines for all our officers and coordinators, also the Alateen Sponsors, of which we have 17, with paperwork out for 3 others, have created Guidelines for themselves, which meets every 4 months at a different members house, after lunch we get very busy. Our incoming panel is has been filled, all but a few which is great and hopefully by the change over they will all be filled. It has been an awesome opportunity for me to complete our DRs panel this year, and will be continuing on as the incoming DR. I have asked our Group Records coordinator and our PI/CPC coordinator to share what else has been happening in our district.

Although District 18’s defined NCWSA borders are the counties of Stanislaus, Mariposa and Merced, District 18 likes to “color outside the lines” and includes meetings in Calaveras, San Joaquin and Tuolumne counties. District 18 has 44 meetings (three of which are Alateen meetings and one that is Spanish speaking) that serve 14 cities and towns. These cities and towns are Arnold, Ceres, Los Banos, Manteca, Mariposa, Merced, Modesto, Murphy’s, Newman, Oakdale, Sonora, Soulsbyville, Tracy, and Turlock. -George District 18 Group Records

We have an active Public Outreach Committee in District 18, which includes even members who live in distant parts of the district. We used to meet monthly. While we haven't been meeting as often lately, the work started in earlier years continues with much enthusiasm and we often communicate via email. Al-Anon Faces Alcoholism magazine has proven to be a great tool for spreading the message to professionals as well as institutions. Those magazines used to be given primarily to groups in our district but we found distributing them through the Public Outreach Committee instead to be more effective. The committee gets help and ideas from all Al-Anon members, not just those who regularly attend the committee meetings. For example we had an Alateen sponsor who brought back exciting outreach ideas from the Sponsors R&R effort, started a project in schools, and the committee agreed to provide some How Al-Anon Works books to support that project. -Brenda Dist 18 PI/CPC.

District 18 is having a Day In Al-Anon on Saturday Oct 22, with Deb H from Dist 10 as our main speaker and Karleen and her husband from District 9 doing a workshop on Prayer and Meditation. Come hang out with us.

**District 19 – Sue W.** (written report only)

Wow! Three years have flown by and District 19 has gone through many changes.

We no longer have an office and Literature Distribution Center due to the lack of volunteers to stand for LDC Coordinator or to help in the office. We now have a Book Depot to provide literature for our district. Meri, the Book Depot Coordinator, has set up totes with literature for members who have volunteered to assist in
housing literature in our district. Our district is huge and spread out so having Book Depot volunteers in the outlying areas will provide better service to the meetings than having the LDC in one place. The Book Depot has simplified the inventory for the items sold the most but will accept special orders from meetings as needed. I’m sure we’ll have many bugs to work out but it is working.

Our district members voted to separate the LDC, AIS, and Hotline positions as a way to end double-headed management and simplify the Book Depot position to literature distribution only. Our Hotline is up and running with a new Coordinator who ONLY over sees the operation of the hotline. We discussed having the Al-Anon Information Service as part of our district website. This seems to be an efficient use of our website and the coordinator will contact GRs, Coordinators, and DR for information to place on the website. We will be voting on this at our next district meeting.

Due to the changes in our district’s coordinator positions, we will be revising the job descriptions prior to our next voting meeting for new district positions.

The changes in our district were not easy to navigate through, however I believe our district is in good health for the next panel.

On a personal note, I have not attended many of the NCWSA meetings this year due to the distance from Fresno. I found I was getting sick the week after long travel to the assembly and committee meetings, which caused me to miss work. After much prayer and conversations with my sponsor, I decided my first commitment was to my job. I had to let go of my perfectionism and accept my human limits. I have missed seeing so many of you I have grown to love in service. I do not plan to continue in service above the group level. My dear husband is cancer free and sober for 25 years so it’s time for us to enjoy the time we have left together on this planet. When I retire in 4 years, I will consider coming back to service at the area level.

Thank you to everyone who welcomed me warmly to Northern California. This is the 3rd Area I have lived in and my life has been made richer for being of service in each. Blessings to all of you for your service to our great program and fellowship of Al-Anon.

**District 20 – No Report**

**District 21 – Chris A-C, GR**

There seems to be a virus going through D20-21: get elected as DR, then disappear. Catherine from 20 could not make it here today. There are 2 GRs here from D21. DRs have not been holding District meetings: I’m a little pissed about that. SCVI is very strong and does a lot of service, and districts have been fragmented. I will step up to be DR for D21. They have largest number of meetings in SCVI, most of the Spanish meetings, all of the Institutions meetings. We could always use more volunteers. Please pray for 3 districts. Thinking about future of Al-Anon; I learned from my sponsor that Al-Anon is only 1/5 size of AA. I try to reach out of young people.

**District 22 – Cindy D.**

We’re Santa Clara county. Meetings number 25, up from 22. There’s a new
Alateen meeting in Morgan Hill, now an Alatween meeting. We did outreach at Kaiser with 5 speakers—it was recorded and had 80 participants; we got good feedback. Louise M. will be our new DR.

**District 23 - Lisa B.**

District 23 consists of San Benito and Santa Cruz Counties. When I began my term nearly three years ago, we had 32 meetings and currently we have 44 meetings in our district that I know of. We have eight Spanish meetings and three meetings in our local jails and for a brief time had one in a homeless shelter. Farrel our Institutions Coordinator continues to report that they are attending Al-Anon meeting upon their release. This is the second year that some meetings have placed cans in their meetings for donations to institutions and the contributions have gone from approx. $200 in 2010 to close to $700 this year. We thank Louise and Yvonne for continuing to supply literature to us when the need arises.

We still have one Alateen meeting and one Ala-Kid meeting. The attendance has been down but enthusiasm remains high. Several teens attended the Growing Together Weekend and three sponsors and one sponsor applicant attended the Sponsor’s R & R in September. The Alateens have a healthy checking account balance thanks to the generosity of the members in our district, and earlier this year we partnered up with District 24 and Carla present a workshop on the use of Alateen Literature in meetings.

After approximately two years without a secretary and I am happy to report that Shawn has stepped up to fill this service position for the remainder of this panel. Until that time various members took the minutes for us.

We continue to have our speakers meetings on the third Friday of every even month. We have a potluck super prior to the meeting and the events averages 60 people per event. Thank you to Kip our Alternate DR for all the wonderful speakers. And for the second year in a row we held one of our speakers meetings in Spanish with translation for those who don’t speak or understand Spanish. Thank you Lupe our Diversity Coordinator for arranging this event.

Julie H. continues to do a great job keeping our website simple and current and we added a map feature to the meetings. For outreach we have continued to ask members to take “Al-Anon Faces Alcoholism” to their doctor’s offices, churches, schools, and other professional’s office and we have place notices in several local papers. Thank you Gail G for serving as PI/CPC Coordinator.

Our 2010 Holiday Luncheon and Crafts Faire was a smashing success. Heartfelt thanks to our coordinator Terrie (who stepped up three months before the event), the Monday Morning AFG meeting which hosted the event, all the committee members, and members of the fellowship for their contributions. The theme was “Being Transformed”. Once again members of the fellowship made a beautiful quilt, and individual meetings made gift baskets for the donation drawings and we had speakers meetings, a silent auction, crafts sales, desserts galore with dessert proceeds went to the institutions meetings, and lots of incredible food and fellowship.

This year’s Day In Al-Anon theme is “Step into Recovery”. The event will be held on Saturday, December 3, 2011. Once again the quilt committee has created a 48 square quilt with shoes or all types on it. I have placed a flyer in your DRs mail
bins and hope you will join us.

We have had several items on our agenda the greater part of the year and as this panel is wrapping up we are in traditional Al-Anon fashion finalizing some of them. It was suggested that we place a notation on the schedule to indicate if a meeting was “open” or “closed”. It was finally decided not to place it on the schedule but in the process we discovered that a lot of meetings did not know how they were registered and as a result many of them changed their status. We also finally moved to start a Yahoo Group so that we can communicate between meetings and share our experience strength and hope. We let the public know about our meetings by placing an ad in the newspaper. Finally, we closed our Mini-Literature Depot.

We also hosted the February Committee meeting in Aptos and Patrick came to visit us and helped us understand more about the assembly and what the role of the GR is at the district level and assembly.

As my three year term comes to an end I am filled with many emotions. Through service I have grown more than I could have ever dreamed possible. I would like to thank all the GRs, Officers and Coordinators and members of the district. I could not have done it without you.

**District 24 – David B.**

We are Monterey County. There are lots of GRs here; I appreciate their service and their acceptance of my character defects. I came in as ADR, and when the DR moved to Southern California I stepped in. We had a successful DIA, In Feb this year we had our 3rd event.

We have Institution meetings at Juvenile Hall and Soledad (both English and Spanish). This is our diversity: different cultures, they write to their families, they participate.

Our Open Speaker Meeting included 3 speakers from a family; it’s going great! We have 27 Al-Anon, 3 Newcomer, 14Spanish, and 3 Alateen meetings, plus Institutions. We will host 2012 Fall Assembly. Come down to Monterey County. Thanks to everyone here.

**District 25 – no report**

**District 26 - Patti R.**

We have a great group of GRs. Some come in new. The meetings are doing well; we have added morning and midday meetings. Childcare is provided at many meetings. Alateen: the district has added one meeting recently and the location is in a teen center near Berkeley High. Some members are volunteering in prisons. We added a newcomer meeting which has been well attended.

The district is putting on events: it’s great to see newer GRs rising to lead those events. Al-Anon 101: October 21 we’re having a District Speaker meeting in Berkeley.

Our web site is doing well, getting out more and more info through web site. Group Inventories have been done by many groups. Many positions are still open. We do not have a diversity coordinator: we will add that position. Events coordinator is Sanjay, and the Treasurer is Amanda. It’s wonderful seeing younger people in our
district stand up for positions. I had a terrific time being a District Rep. Service has not been as strong as I’d like, but it’s picking up.

*District 27:* no report

**Intergroup Liaisons**

*AIS District 6-10 (Sacramento area) - Kellidee L.*

*AIS for districts 6-10 has been very busy since our last report in May of this year.*

We’ve found a treasurer and she’s been on the job since July and is doing great. We are so happy that she stepped up serve. She comes to us with a wealth of financial experience and is working towards her Master’s in Accountancy!

We lost our recording secretary to a job in the Bay Area, but luckily our Public Outreach coordinator Sheryl W. decided to step up and serve as our recording secretary. This does mean our outreach position is open. But Sheryl is such a trooper she still attended the Recovery Happens event at the State Capital even though she had new duties. Recovery Happens is our last big outreach event of the year and she gave away most, if not all, the literature she took with her. This is an annual event that promotes all types of recovery from addictions and allows all types of recovery groups, homes, programs, etc. to set-up informational booths to promote their programs. It’s a large event and is very well attended by those seeking information about recovery.

We created a new insurance coordinator position, which has been filled. This person will mail out any certificates of insurance needed by our groups. They will also act as a liaison between us and our assigned insurance agent. The happy result of this action has been the elimination of districts buying and providing insurance certificates to their facilities.

New Bylaws for our intergroup were presented and passed in July. With the passage of these new bylaws a flurry of activity was the result and some of things accomplished because of this are:

- We created a nominating committee for our upcoming intergroup elections and they have already finished their task and will be reporting their results to intergroup next week.
- We created a budget committee and they are hard at work creating a budget for next year.
- We have created an Executive Committee that will provide support and expertise to our intergroup membership. The first meeting of this committee will be at the end of November.

This has been a year of change and rebuilding for this intergroup and I am happy to report we seem to finally be on track towards a more effective leadership and representation of our districts and groups. Next I’d like to work on getting more folks involved in intergroup affairs. We have about 160 groups in the districts we represent.
and normally we have between 10 and 15 representatives at our intergroup meetings. One way to do that is by keeping our business meetings more controlled and on track. Having a meeting agenda has helped as well as having the previous month’s meeting minutes sent to the membership to read and review prior to our monthly meeting. We no longer take meeting time to read the minutes, we just ask for any corrections and then proceed with our agenda. Something must be working, because for the first time last month we were able to get through the whole agenda without tabling any items and we finished on time for the first time since I’ve been chairperson!

**Santa Clara Valley Intergroup – Peter P**

I am the Alternate Chairperson and thus the liaison to NCWSC. I have submitted a written report. We are plugging away with our new chair Bruce T (who admits he’s over his head but is doing great!), a new secretary and treasurer. We recently faced a minor crisis when our new treasurer stepped down, and we were way behind in our books. That same day I got a call from someone who was thinking of taking over – it took all my Al-Anon training to respond with “do what you feel is right” and not react with “TAKE THE POSITION DAMN IT!!” Well, the miracle has happened and we now have a brand new, keen treasurer A’onna who is an accountant by training. This has been the Godsend we have needed.

I have been working with A’onna for 8 weeks prior to the treasurer debacle on upgrading our Intergroup computer. We initially spent a lot of time trying to figure out where to buy the cheapest computer (ours can no longer be upgraded) when someone suggested, “why don’t you ask for a donation in a meeting?” The next day we had a brand new machine donated, and one that we could never afford to buy. Since then A’onna and I have been working on upgrading the software on this puppy using our contacts. What has proved most helpful (and I will suggest it to all) is signing up for a service called TechSoup (courtesy of our old treasurer Mandi). This free service is available to registered non-profits only – so Al-Anon is eligible – and provides discounted software and hardware. For example, a brand new version of QuickBooks accounting software is $35. A brand new version of Intuit Point of Sale Software ($500-800 value) is $80. At this time the new Intergroup computer is almost ready to go and is in fact sitting directly ahead of me as a reminder never to volunteer for IT work again!

In other happenings we’re trying to start a “young people’s meeting.” This is a meeting designed to ease the transition from Alateen to Al-Anon and also attract young members. More details on this in the next report!

Karen R is no longer able to make our special event on November 5th, so our committee has worked hard to find a replacement: we are now featuring Elaine S from Pleasanton, and Omar H for Alateen. This is an all-day event on the subject of “Gifts of the Program.” We will have a co-ed Sex & Intimacy workshop. The donation drawing gift for the event is a quilt. Chris A-C is here selling tickets. Please see the flyer for details.

**Northern California Hispanic Intergroup - Julieta**

I am here representing the Spanish Intergroup from Northern California in South San
Francisco. We have a literature center in Spanish, which also supports the literature depot from Santa Clara. There are only 19 groups. Learning a lot from coming to Area events, still there, working hard to represent groups, collect donations for institutions, support WSO. The groups still respond to the Intergroup. Next Liaison will be Janie L. Thanks for Al-Anon and chance to serve. Al-Anon has information for families and we help with spreading that in the Hispanic community.

*Spanish Intergroup East Bay* - No report

*Healing Through Service* - No report

**Other Business**

**Bids**
Assembly Bids: May 2012, Central—none
There are a lot of good things about bid process, it allows District to come together, we can discuss it with the GRs, etc. With no bid brought to Assembly, it will have to be decided at Committee meeting.

**May Assembly Evaluations** – Executive Committee (see also Addenda)
There were 131 responses, most between 4&5 (5 being highest), high value on time management, plus comments re chair keeping things going. The 5-minute limit was cited as useful. Highlights were the Coordinator panel position descriptions, and Delegate report; thanks to Host Committee for the type of lunch. People liked the free copies of How Al-Anon Works, and liked the workshops on Public Information and Dealing with Difficult People. There were requests for more handouts before Assembly, workshop on Diversity, the Service Manual, Jails and a more interactive Delegate’s Report.

**New Business**
None

**ASK-IT-BASKET:** Questions, with Answers:
Is it OK to close with the OA Prayer (I put my hand in yours…)?
How is it that the “I put my hand in yours…” prayer is not OK, the Lord’s Prayer is?—just curious.
What does NCWSA or WSO have to say/recommend about groups using the Lord’s Prayer to end meetings since it is a prayer that came from the leader of one religion, and Al-Anon is not a religious program? (We would not tolerate the use of a prayer from the Jewish faith, or from Islam, or Hindu faiths, would we?)
The OA Prayer is copyrighted by the founder of OA. If your meeting wants to use it, you must request permission from OA, and it is an outside organization. The Lord’s Prayer is a traditional prayer that began to be used in the early AA meetings. It moved into Al-Anon when we began. Its use in Al-Anon has been discouraged since the late 1960’s, but some groups still use it. It is affiliated with Christianity and for that reason can be excluding. I suggest you use the Declaration to close meetings instead.

Is there a WSO approved reading for the newcomers in the groups?
WSO recommends all CAL (Conference Approved Literature) for all members. Newcomer packets are available for groups. How Al-Anon Works is now our basic book about the program. Paths to Recovery is our book about the Steps, Traditions, and Concepts.

What is the estimated time of arrival of WSO’s statement on Dual Membership?
The Policy Committee is looking at this. They will present at next year’s Conference (April 2012). This is not a change to the policy but a clarification of the services dual members may perform.

Where is Do Not Refer issue at now?
WSO is grappling with this issue, and has started a Task Force. Considering putting those on a list not to refer, but they will always keep a meeting on their lists. This will be presented to the 2012 Conference for discussion.

Should Districts have a budget?
All are autonomous. How do you manage your money? Budget is a plan to manage your money. If District is incorporated, it does need a budget.

If a district is not incorporated, what Bylaws covers them? Is it the Intergroup is they are part of one or NCWSA?
If a district is not incorporated, it has no Bylaws. It must depend on the Traditions, Concepts and the Service Manual. There is no requirement for incorporation.

What is the local commitment to a specific meeting? Is it 6 months or 13 weeks before a rotation of leadership occurs?
This is a topic for Group Autonomy: each group gets to make the decision for itself. The Service Manual suggests that Group Representatives and their Alternates serve for all 3 years of a panel, but that’s always one day at a time. Many groups have different lengths of service depending on the service position. For instance, in my home group GR and AGR are 3 years, Treasurer is 1 year, Literature is 6 months and Secretary is 3 months, but that’s only one example.

There are 2 meeting tonight: how do we pick which ones to attend?
delegate says come to election: NCWSC meeting to elect coordinators, but if you want to go to an Al-Anon meeting instead, go to that. Our Welcome suggest we try many meeting and the select the one you like. I would suggest you try this approach.
How far in the future do you anticipate Al-Anon literature being available electronically?
WSO is asking which format; we can’t do all of them. If there were an electronic standard, WSO would publish in that.

What is TEAM?
Together Empowering Al-Anon Members
On page 61 of the Stepper, I see that the Area had net income in 2010 because of the TEAM event. Were there any TEAM event expenses absorbed the the host district and/or the Area?
There were TEAM event expenses but they were not detailed in the budget. The expenses were paid by the Area.

Pink Cans: I see that prison groups are the primary beneficiaries of our funds. Why so narrow, when there are other targeted groups, like Rehab facilities, etc.? Perhaps our resources should go more toward prevention.
There is no reason that someone couldn’t open discussion about this as New Business.

What’s a double winner?
A person who is member of both AA and Al-Anon, also known as a Dual Member.

What to do about breaking anonymity?
We don’t have to be anonymous within meeting, but if you want to be anonymous, ask people to keep your anonymity.

What can be helpful when someone reveals a members address to the whole group at the group level and the member is incense with the loss of anonymity and the members continues to seek satisfaction and not find it?
See the Service Manual page 39-40 on Traditions 11 and 12. There is no recourse for this. It is unfortunate that it happened but once done, there is no way to erase the memory. Perhaps the member can work with their sponsor to let go of their anger.

Re: each district’s guidelines for district committees. How are they done?
Solely by the DR? By the District Committee for Guidelines? By the District’s individual committee? Should they be voted on at the district business meeting prior to being enforced?
This is up to district autonomy. The district should discuss this process using KBDM (Knowledge-Based Decision Making) and the Traditions and Concepts to reach a satisfactory method for practicing their guidelines.

What are acceptable items for raffles and silent auctions during a Day in Al-Anon? a) in group gift baskets can there be books that are not CAL? b) can someone donate a book for the raffle that is not CAL?
See the Service Manual page 95. “Additional precautions need to be taken so that we are not diverted from our primary purpose and do not imply endorsement.”
need to be careful that the donations do not imply a product endorsement.

Does an enlarged map of the central districts exist? The map on pg. 56 of the 12 Stepper is difficult to “grk” in that sub-area.
No, the map is intended only to delineate the general division of our Area into Sections. The new web site map may be useful to you.

Is the area looking into providing a “permission to copy” form to make copies of Al-Anon speaker tapes at district speaker meetings? D20 has such a form. So if I wanted to make copies of other districts’ recorded speaker tapes do they have a form as well? Would it be easier if the Area had one form for all districts?
That would be a district-by-district and speaker decision. However, the DRs could discuss this at their monthly DR meetings and make a decision.

Special-focus meetings, whether for men, teenagers, adult children, LGBT, cultures and languages, have been natural, loving and successful ways of inviting and supporting new cultures to Al-Anon. Can we, as an Area, have a full discussion and Area-level VOTE on the decision by WSO and Group Records to no longer track group focus information?
This will be presented to the next Chair as a topic.

Is it true than anyone may attend any meeting regardless of noted group focus? For instance, may men attend a meeting that is designated a “women’s meeting”?
All Al-Anon meetings are open to all members regardless of focus. Alateen meetings are open to ages 12-21. Institutional meetings may have restrictions based on the requirements of the institution.
Another answer: when an Al-Anon or Alateen member needs a meeting, they are welcome to attend whatever meeting is available, and generally will be welcomed so long as they are not disruptive and are there because they need the meeting. They will surely be encouraged to attend other meetings that might be more suitable. This is not to endorse a man attending a women’s meeting because he wants to meet women or check on his wife, which would be disruptive and not fulfilling our spiritual purpose.

Our district Alateen coordinator asked if she could use the circle in a triangle logo on a handout of Alateen schedules, and go the answer that no, that symbol was reserved for WSO things.
See the Service Manual, page 104. The logo may be used on Al-Anon and Alateen material. This is with the permission of WSO.

When there is only one candidate running for a position and there is only simple majority required, can a motion be made to suspend rules for written notes, and vote be made by acclamation?
A motion could be made, however in fairness to candidates and voters, it is better to
not make it public. Doing it the way we do follows our Bylaws and Guidelines, so changing it would require a vote by the Assembly.

For the election of our Area Delegate, why don’t we have a time for discussion with endorsements and objections as we do for other votes? The only time we do endorsements is if the member is not present, but we could ask that the EC look at it and make a recommendation to the Committee and Assembly to possibly make changes to Bylaws and/or Guidelines.

Are there guidelines available for setting up child-care services during an Al-Anon meeting? How does it get covered by insurance, if at all? Do the babysitters need to be security checked? No, we currently do not have guidelines for childcare. This is left to the individual meeting. The meeting can set up childcare under its autonomy. The Area does not currently certify childcare. See the Service Manual page 96. Another answer: Liability for childcare is covered by the Area’s Liability Insurance; contact the Bylaws and Insurance coordinator for details.

Could we change name of PI/CPC to Public Outreach? P.O. is everything that goes to the public: Diversity, PI/CPC, Institutions.

Why doesn’t Al-Anon give chips? That’s an AA thing, but each group is autonomous.

Why hold the Assembly at a place at expensive as Squaw Valley? I’m mindful of my group’s money. I don’t understand why the Convention for 2012 is being held in such an obscure location—distance, mountain travel, far from the general population. This site was chosen for other reasons; rooms can be shared and you can prepare your own meals. Also, we want to get back to the bid process so it’s a group conscience which place we choose. Overall this has been a good site.

Why not make candidate information available far enough in advance so I can ask my group to vote and bring their preference to Assembly? This is a direction we are moving toward. Traditionally, one can come to Assembly and find yourself moved to stand at the moment. We asked candidates to stand at the May Assembly, but some have changed their minds. The EC recommended we publish candidate statements and we’ve considered implementing that, but it happened too soon before the Assembly to implement at this Assembly.

Why is Al-Anon literature more expensive than AA’s (aside from the $5 paperback How Al-Anon Works)? Why isn’t Al-Anon literature available online (like AA’s)? Al-Anon is independent from AA and does not collaborate on pricing. Al-Anon is dependent on literature sales, in addition to donations, to operate the World Service Office. The World Service Conference is examining how to make more literature
Could we stop referring to people of color as “those people”? 
A more appropriate term is prospective Al-Anon members from diverse communities.

How does the WSO go about changing current literature or adding new literature, especially pamphlets? 
This is well described in the Service Manual, pg 99-104. All new literature and major revisions of current literature has to be approved by the World Service Conference. Minor revisions can be made by the Board of Trustees. All changes begin because of suggestions from Al-Anon members who ask for a change: you and I can send those letters. Literature on the back has a symbol that says “Approved by the World Service Conference.” Other pieces of pamphlets, used for attraction, and Service Pamphlets, are written by Public Outreach office at WSO.

In the interest of increasing diversity, any suggestions as to a pathway to take to broaden the wording of the Steps to encompass diverse spiritual beliefs and traditions? 
As an agnostic grateful member of Al-Anon, I have always had a hard time with calling God “He” and “Him” rather than using gender-neutral language in the Steps and Traditions. I understand that groups can be de-listed for gender-neutralizing Steps/Traditions. It seems we are considering only 2 options at the world service level: 1) keep step/tradition language paternalistic or 2) make everyone change the language to be gender-neutral. Why aren’t we considering option 3, which would allow a group to choose between traditional & gender-neutral versions of the S&T based on group conscience, just as we allow prayers to be chosen by group conscience? 
1st answer: Changing the Steps/Traditions can only be made by a 2/3 vote of ALL Al-Anon/Alateen groups in the US & Canada (pg 164 Conf Charter (d) in Service Manual. Quote from a long-time member: “We want recovery from this family disease. Therefore we need to follow the program and recognize that when we are busy trying to change it we are side tracking our own spiritual recovery that is there for the taking. The “yes but” will only keep us crippled. My first sponsor told me that this phrase must be dropped from my vocabulary along with “if only”. If we paid attention in school, we were taught that the pronoun ‘he’ is accepted to represent all genders. Most of us accept there is he, and she, and many genders in between. It would be cumbersome to put them all in a writing to cover all.”
2nd answer: Another option to consider is to preface the reading of the Steps and Traditions with something like, “These are the Legacy Steps and Traditions, used in all Al-Anon and Alateen meetings. They were written in 1951, based on AA’s Steps and Traditions written in 1936, and reflect the language of the times. We invite you to listen with an open mind and interpret the language with your own sensibilities.”

Can you give us more information about Research request received by some groups? Please explain AFG sending Family Health Survey from VA in Palo
Alto. Please help us see the distinction between affiliation and cooperation. The letter itself explained why it does meet Traditions and Concepts. We do have a history of cooperation with outside organizations that want to tell the public about Al-Anon. This is not endorsement. We might give technical expertise to a group, but they can’t use our name. Pg 107 of the Service Manual talks about cooperation and affiliation. Current Pamphlets S-20, P-34, and S-37ES provide some guidance. I've been speaking at a hospital Mental Health clinic of dual-diagnosis patients; I recently stopped because an insurance company objected to non-medical information taken there. There is little research out there about how living with alcoholism affects the family. Medical people don’t want anecdotal information or out-dated information; they need current research.

Most of the answers are in the Service Manual.

Why do the Assembly minutes detail everything that was said, and not just the actions taken?
I, the Secretary, try to make it easy to find the actions taken, at the front of the minutes. However, in the future people may want to find out why we made decisions, not just what they were. The people who take the time to prepare reports deserve to have them available for reading, even if not everyone wants to read the entire minutes. As the panel has progressed, I have tried to trim down the excessive verbiage and the personalities vs. principles.

What is a good response to meeting disruptions, i.e. someone cross-talking, citing outside literature, sharing double-winner substance woes, etc.? Is there something written as suggestions, like asking for a group conscience asking a disruptive member to leave?
If someone breaks another member’s anonymity during a meeting, or commits egregious crosstalk, is it appropriate/expected that the secretary or another member speak out then and there and “correct” them? Is there anything in guidelines governing this?
What are options when dual members (AA/Al-Anon group attendees) are disruptive consistently to meetings, talking AA problem, literature, and won’t stop talking when asked?
Traditions 1 & 2 refers to the group conscience and the common welfare of the group. These form the basis for the resolution of conflict. Yes the group can vote out a disruptive member through its group conscience. This should be done with great care and only after attempts to educate the disruptive member.

What are options when dual members (AA/Al-Anon group attendees) are disruptive consistently to meetings, talking AA problem, literature, and won’t stop talking when asked?
This is bringing an outside program into Al-Anon. There are an Al-Anon focus pamphlet and table card that give examples to keep the Al-Anon focus. If the members cannot accept this, they can be asked to leave, based on the group taking a group conscience.
What exactly is “pyramid sponsorship”? How do we know if a group is doing that? What procedure are used to “delist” a group?

Pyramid Sponsorship is the term applied to the practice of tracking a sponsorship lineage back to a particular admired member. This has developed into meeting dominated by the “Grandsponsor” who requires the sponsees to follow the program as that sponsor does: in some groups it has become cult-like with required dues, service, and abuse. Any group that clearly has requirements or demands money would be an example. We currently do not have any procedure or guidelines for delisting groups.

Announcements

Jane: The Host Committee is not doing a Hospitality Suite, but we made bags, on table. Please take one. We’ll pass around donation bags later to help pay for them.

Patrick: This location apart from the hotel has given us the opportunity to be creative.

Laurie, The Diversity quilt is on the back wall. Raffle tickets will support Diversity Outreach.

Pink cans were passed.

A 7th Tradition Collection was taken.

Donations for Hospitality bags were collected.

If you’re interested in starting a Young Persons Al-Anon meeting, Veronica will lead a group; meet with Chris AC before lunch.

Joyce sending around list to sign up Insurance Coordinators from Districts
Tom for newsletter proofreaders
Bonnie for Alateen Safety Committee
Errol for Web Site Committee
Sue for district PI/CPC people
Chris A-C for Diversity; hopes to do most work by Conference Call; Veronica and Chris talked about different kinds of diversity. Specifically asks for bilingual people to sign up
Chris M for people to work on Archives History Project; no experience necessary
DeDe W: needs people who are in different areas, just boots on the ground who might know a facility
Diana S: would like to do writing workshops. Sign up if you want to help with that or with getting literature into prisons
Chair: There are a lot of opportunities to serve; please do sign up for something you can do.
Thanks to everyone who helped with elections.
Remember: Assembly Evaluation forms and Public Outreach Questionnaire

Sharing Public Outreach Success Stories & Successes of This Panel/Hopes for Next Panel, listed on the agenda, were deleted due to time constraints.

**Addenda**

**AV Costs Spreadsheet**

Estimated Costs for A/V Systems - NCWSA

<table>
<thead>
<tr>
<th>Item</th>
<th>Lowest Cost</th>
<th>Highest Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Held Mikes</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Mike Stands</td>
<td>2 mics</td>
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<tr>
<td>Receivers</td>
<td>$230.00</td>
<td>$250.00</td>
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<tr>
<td>Active Loudspeakers</td>
<td>$500.00</td>
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<td>Speaker Stands</td>
<td>$30.00</td>
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<tr>
<td>Laptops</td>
<td>$500.00</td>
<td>$1,000.00</td>
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<td>Screens</td>
<td>$260.00</td>
<td>for 2</td>
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<tr>
<td>Projectors</td>
<td>$400.00</td>
<td>for 2</td>
</tr>
<tr>
<td>VGA Cables</td>
<td>$40.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Splitters</td>
<td>$40.00</td>
<td>$50.00</td>
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</table>

|                             |             |              |
| List                      | Amazon      | Current Price|
| Fender Passport 500 Watt  | $1,500      | $800         |
| Fender Passport 300 Watt  | $1,000      | $600         |

Fender systems include speakers and amplifier.

We would need mics, speaker stands, mic cords.

Based on the A/V Thought
Force’s research, an additional Budget line item of $2,500 should allow the Area to purchase A/V equipment that meets our needs, excluding the laptop(s) and including items not shown above, such as carrying equipment, extra microphones, mic stands and additional cables.

| A/V costs/estimated costs for recent/upcoming events: | October 2010 Assembly A/V Total | $2,700 |
| Convention 2011 A/V Total | $1,260 |
| TEAM Event A/V ~ | $250 (I don't have the final bill) |
| Estimate for October 2011 Assembly A/V | $2,200 |

Debbie has contacted some of the facilities that we have worked with and they seem open to us bringing in our own A/V, perhaps with a charge to connect to their in-house sound system (we should not need to connect to in-house system with the above equipment).

NCWSA Corporate Responsibilities TimeLine
Review September 2011

<table>
<thead>
<tr>
<th>Month/Date</th>
<th>Task</th>
<th>Responsible Party</th>
<th>Authority/Recipient</th>
<th>EC Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Renew property and liability insurance</td>
<td>Bylaws &amp; Insurance Coordinator/Treasurer</td>
<td>NCWSA Bylaws &amp; Insurance Coordinator Guidelines; CA</td>
<td>Currently exclusively handled by Bylaws &amp;</td>
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<tr>
<td>Prior to 1/31</td>
<td>CA Sales Tax payment</td>
<td>Treasurer</td>
<td>Corporations Code section 5047.5</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Prior to 1/31-final year of the panel</td>
<td>Prepared CA Sales Return for final year of panel provided to new Treasurer</td>
<td>Treasurer of prior NCWSA panel</td>
<td>CA Revenue and Taxation Code sections 7200 et seq.; NCWSA Treasurer Guidelines/NCWSA Bylaws, Article VI., section 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget draft for NCWSC</td>
<td>Alternate Delegate</td>
<td>NCWSA Treasurer Guidelines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Audit</td>
<td>Budget Committee</td>
<td>NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9</td>
<td></td>
</tr>
<tr>
<td>Every third year at change of the panel</td>
<td>Send prior year accounting books, records and minutes of proceedings of the members, Executive Committee and NCWSA Committee minutes as</td>
<td>Secretary, Executive Committee Chairperson, Treasurer and Group Records Coordinator</td>
<td>NCWSA Treasurer Guidelines; Budget Committee Guidelines; NCWSA Bylaws, Article VIII, Committees and Article X. NCWSA Records and Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>California Corporations Code sections 6320-6324 and 6320-6324; NCWSA Bylaws, Article X</td>
<td></td>
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NCWSA 10/11
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Responsible Party</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2/06</td>
<td>PO Box renewal, Property &amp; Liability Ins. Rollover date&lt;br&gt;Prior to 4/27, Approve rollover of Prudent Reserve CDs&lt;br&gt;NCWSC mtg</td>
<td>Treasurer, Bylaws &amp; Insurance Coordinator/Treasurer, Budget Committee and Executive Committee, Chairperson</td>
<td>U.S. Postal Office&lt;br&gt;NCWSA Bylaws &amp; Insurance Coordinator Guidelines&lt;br&gt;NCWSA Budget Committee Guidelines&lt;br&gt;Chairperson’s Duties</td>
</tr>
<tr>
<td>March</td>
<td>Preliminary Annual Financial Report prepared&lt;br&gt;Printing Twelve Stepper deadline (2 weeks after NCWSC mtg)</td>
<td>Treasurer, 12 Stepper Editor</td>
<td>NCWSA Treasurer Guidelines&lt;br&gt;Twelve Stepper Editor Guidelines</td>
</tr>
<tr>
<td>April</td>
<td>Annual Report</td>
<td>Treasurer/Budget</td>
<td>Twelve Stepper</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Person/Role</td>
<td>Guidelines/Bylaws/Coordinators</td>
</tr>
<tr>
<td>------------</td>
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<td>-------------------------------------------------------------------------------------------------</td>
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<tr>
<td>4/20</td>
<td>to Members (includes auditor’s report)</td>
<td>Committee/12 Stepper Editor</td>
<td>Editor Guidelines/NCWSA Bylaws, Article X NCWSA Records and Reports Twelve Stepper Editor Guidelines</td>
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<tr>
<td></td>
<td>12 Stepper issued</td>
<td>12 Stepper Editor</td>
<td></td>
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<tr>
<td>June mid-month</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>July</td>
<td>NCWSC mtg</td>
<td>Chairperson</td>
<td>Chairperson’s Duties</td>
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<td></td>
<td>Proposed Budget presented to NCWSC</td>
<td>Alternate Delegate</td>
<td>NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI.,section 9, Delegate,Officers and Financial Assistants</td>
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<tr>
<td></td>
<td>Set Deadline for Assembly Issue of 12 Stepper</td>
<td>12 Stepper Editor-provides date</td>
<td>NCWSA Bylaws Article XII: Proposed amendments to Bylaws require a minimum of 45 days notices; NCWSA Bylaws &amp; Insurance Coordinator Guidelines</td>
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<td>Treasurer</td>
<td>NCWSA Treasurer Guidelines</td>
</tr>
<tr>
<td>August</td>
<td>12 Stepper printing deadline – Assembly Issue</td>
<td>12 Stepper Editor</td>
<td>Twelve Stepper Editor Guidelines</td>
</tr>
<tr>
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<td>PO Box Renewal</td>
<td>Treasurer</td>
<td>To US Post Office</td>
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<tr>
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<td></td>
<td>Treasurer</td>
<td>To CA Attorney General, Charitable</td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
<td>Role</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------</td>
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<tr>
<td>September</td>
<td>CA Raffle Fee Renewal</td>
<td>Bylaws &amp; Insurance Coordinator/Treasurer</td>
<td>Trust NCWSA Bylaws &amp; Insurance Coordinator Guidelines</td>
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<td></td>
<td>Renew Dir. &amp; Ofcr Insurance</td>
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<tr>
<td>September</td>
<td>NCWSA Assembly 12 Stepper issued</td>
<td>12 Stepper Editor</td>
<td>Twelve Stepper Editor Guidelines; CA Corp. Code Section 5511: Written notice of the meeting shall be given not less than 10 or more than 90 days before the date of the meeting. NCWSA Bylaws &amp; Insurance Coordinator Guidelines; CA Corporations Code section 5047.5</td>
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<td>9/18</td>
<td>Dir. &amp; Ofcr. Ins expires</td>
<td>Bylaws &amp; Insurance Coordinator/Treasurer</td>
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<td>October</td>
<td>Assembly (annual meeting)</td>
<td>Chairperson</td>
<td>Chairperson’s Duties ;Budget Committee Guidelines ;NCWSA Bylaws, Article IV. Meetings of Members &amp; Article III Committees</td>
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<td>October</td>
<td>Budget</td>
<td>Alternate Delegate NCWSC</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Responsible Party(s)</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Prior to 10/27 | Request forms distributed to NCWSC  
Approve rollover of Prudent Reserve of CDs  
Corporation filing (non-profit status) odd years | Treasurer/Budget Committee/EC  
Treasurer | NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9, Delegate, Officers and Financial Assistants |
| 10/31     | 12month CD matures 10/27  
Money market account has no maturation date  
Statement of Information (SI-100) - Secretary of State/CA Corporations Code section 6210 | Treasurer | | |
| November  | Twelve Stepper printing deadline (2 weeks after NCWSC mtg) | 12 Stepper Editor | Twelve Stepper Editor Guidelines |
| December 12/15 | Budget Request due to  
12 Stepper issued  
NoCAC sales report/general ledger, deposit | Alternate Delegate  
12 Stepper Editor  
NoCAC/NCWSATreasurers | NCWSA Budget Committee Guidelines; NCWSA Bylaws, Article VI., section 9, Delegate, Officers and Financial Assistants  
Twelve Stepper Editor Guidelines  
NoCAC Guidelines; CA Revenue and |
Executive Committee: Management Audit Report  
September 15, 2011  

To the Members of the  
NCWSA Executive Committee:  
Peggy P., North (Chair)  
Charlene R., At Large (Acting Chair)  
Diana S., Central  
David B., South (Secretary)  

Below, you will find the report of our management audit. As a husband and wife in recovery, we have enjoyed working on this project together. We had always hoped to work together but until now have not had an opportunity to do so. This is just one more positive thing that Al-Anon has given us, and we thank you for it.  

The results of our study have turned up some organizational weaknesses. Like sponsorship, where, according to our literature, all you need to be one is a good heart, for leadership all you need is willingness. However, with sponsorship, it helps to have worked all, or at least some, of the steps with a sponsor, and with leadership, it helps to being willing to ask for help or have had experience in the discipline wherein you serve. NCWSA is structured in a way that it retains some of its organizational history and memory with the presence of past Delegates.  

In a nutshell, the NCWSA has not been meeting its legal obligations as a 501 (c) (3) corporation in California. The tools for addressing this issue lie primarily in the NCWSA Bylaws and a majority of the officer, coordinator and NoCAC guidelines.  

Most Corporations keep the documents they are required to provide for government review in a binder at their published headquarters organization address. There are, for example, requirements in law for which the penalties for non-observance and/or well meaning but inaccurate advice can have serious consequences. Additionally, almost all benefit from having an annual review of their financial records done by a professional and independent accounting firm. The alternative to professional review and certification: executive certification, only serves as a red flag to a reviewing government agency. However, NCWSA has done neither for some years. Hiring
outside professional help is well within the scope of our communities' traditions.

Two other points not necessarily germane to the Executive Committee’s request, but we believe are in the scope of recommendations coming out of a management audit: 1) we believe it would be beneficial to develop a mentoring program for new panel members using the experience, strength and hope of the outgoing panel in a timely fashion. This might be facilitated by having elections for new officers well in advance of the serving panels’ termination. We note that a review of the corporate records reflected that pre-2003, there were periods where NCWSA appeared to meet its legal obligations …And 2) the Budget Process could be used as more than an academic exercise by tying it directly to funding of the organizations strategic plan (mission, priorities as suggested by its standing committees and thought forces). We applaud the work that Institutions has done, and understand why the trusted servants who have accomplished so much for our community felt the need to fund their work separately. Does the establishment of the special funds (pink cans) signify that this is an NCWSA priority? Are there other NCWSA priorities? Budget processes are very different than accounting processes, and can be, at the very least, when used appropriately, a key to warning when finances are in trouble in a certain program area so that timely remedial actions can occur.

Here is our report:

General applicability to California Corporations:

California Corporations Code §§ 1500 et seq. stipulates in pertinent part that each California corporation keep adequate records which may be reviewed and audited by oversight agencies of the State for its purposes. Adequate records, as described in law, include minutes of the proceedings of the corporation’s shareholders, its board of directors, and committees of the board of directors, a record of its shareholders; its articles of incorporation and its bylaws; a record of its members; a record of the proceedings of its Board of Directors, and other committees. The litany of corporate records to be kept available for review and/or audit continues with the requirement for an annual reports to the corporation’s shareholders which must include a balance sheet; a statement of cashflows for that fiscal year; and an income statement from an independent accountant or, if there is no report from an organizations accountant, then there must be a certification of an authorized officer of the corporation stipulating that the statements and reports were prepared, without audit, from the books and records of the corporation. These records are to be kept at the corporation’s principal executive office, or at the office of its transfer agent or registrar. It should be noted that the Bylaws list the corporation’s principal office in Campbell, California or Santa Clara County while the storage of corporate records is in San Francisco County and San Francisco. As a matter of law, these requirements are not mitigated by the fact that a corporation is a charitable 501 (c) (3), rather the requirement is more rigorously enforced in that instance.

California law also stipulates that corporations must notify their shareholders of the
results of any votes including the number of votes for, against, and abstaining for
each of the items voted upon.
California law prescriptively defines the timelines and the means wherein such
notices are to be delivered. For the NCWSA, the required notices are currently and
effectively provided via the Twelve Stepper.
There are also reporting requirements that are specifically designed to uncover self
dealing within California's corporations, particularly nonprofit corporations. For this
reason, California law requires that corporate reports to their shareholders must
specifically describe transactions in excess of $40,000 and any transactions
benefiting officers, directors and/or principal shareholders of the corporation. Any
shareholder may request such a report when none has been provided and the
corporation required to deliver it to the requester within 30 days.
§ 5047.5 (b) et seq. stipulates that “…no cause of action for monetary damages shall
arise against any person serving without compensation as a director or officer of a
nonprofit corporation on account of any negligent act or omission occurring within the
scope of that person’s duties as a director acting as a board member, or within the
scope of that person’s duties as an officer acting in an official capacity [sic] in good
faith [or] in a manner that the person believes to be in the best interest of his or her
policymaking judgment.” In this context, reimbursement for expenses is specifically
excluded from being considered “compensation”. However, there follows in § 5047.5
(c) situations wherein personal liability for certain activities will apply, for example: an
action brought by the Attorney General for not filing a Form RRF-1 disclosure
together with a Form IRS 990, or for advising, for example, that such filing need not
occur. (See section California Attorney General Requirements)
California Corporations law also prescriptively provides that, if a nonprofit corporation
maintains a liability insurance policy, and if the annual budget for the nonprofit
exceeds $50,000, the amount of the policy must be one million dollars or greater.
Federal Internal Revenue Service (IRS) requirements for a 501(c) (3), tax exempt,
charitable corporation:
(AFG) was designated by the IRS as a “Substance Abuse Treatment, Single
Organization Support“ entity in January, 1985 and therefore qualifies as a tax exempt
charitable trust under Internal Revenue Code §§ 501 et seq. In order to maintain its
exemption from paying Federal corporate income tax, the NCWSA, under Internal
Revenue Code § 501(c) (3), must file some version of its form 990 (other than 990-N)
annually if its gross income exceeds $25,000. If the gross income of the NCWSA is
below this amount, the NCWSA need only file an IRS Form 990-N (e-postcard).\(^1\)

\(^1\) The California Attorney General uses the Federal form 990 as part of its statutory overview of charities;
consequently even though a 501 (c) (3) corporation may not need to completed an IRS Form 990 for the Federal
government, a version of the IRS Form 990 will still need to be completed for submission to the office of the

106 of 180

NCWSA 10/11
The NCWSA does not qualify for any of the statutory exemptions for filing that are provided by § 501(c)(3). The NCWSA must therefore file an Unrelated Business Income tax return and pay if and when it has unrelated business income. The NCWSA must also file and pay Federal Employment Taxes for any paid employees. A cursory review shows that the NCWSA is currently in compliance with these Federal filing requirements.

Federal law requires that tax exempt corporations include certain statements within their documents. NCWSA documents shows that all required statements are included. We note here that the corporate conduct articulated in these documents as required by Federal and California law for tax exempt corporations or promulgated by the NCWSA itself are 1) subject to review by oversight agencies; and, 2) are not to be considered optional or discretionary by corporate officers or board members. Lack of adherence to prescribed conduct can result in fines and/or withdrawal of exempt status.

California Franchise Tax Board (FTB) requirements for a 501(c)(3), tax exempt, charitable corporation:

California’s corporate income tax laws for a charitable trust are very similar to those of the Federal IRS and are found in California’s Revenue and Taxation Code §§ 23701 et seq. In California, the filing form is a version of the FTB Form 199 for tax exempt corporations receiving more than a gross annual revenue of $25,000. If the gross revenue for a tax exempt organization is less than $25,000, the required form is the FTB 199-N (e-postcard). In California the tax exempt 501(c)(3) corporation must pay a filing fee.

Penalties for non-compliance in California are generally more severe and more quickly imposed than by the Federal government. This is not a matter of law…but it is a matter of practice. If a filing is not timely done and/or an amount owing is not paid, its exempt status is revoked, and in some cases its status as a corporation is revoked. The consequences of such action are substantial: the name of the corporation becomes available to any other entity that wants to incorporate and use it; it cannot defend itself or file suit in court; and, other parties to contracts with the entity may consider them null and void. Reinstatement to good standing as both a corporate entity and one with tax exempt status are tedious and require considerable effort and cost. A cursory review shows that the NCWSA is currently in compliance with State of California FTB filing requirements.

California State Board of Equalization requirements for a 501(c)(3), tax exempt, charitable corporation:

The California State Board of Equalization is responsible for the collection of Sales and Use Taxes as authorized in California’s Revenue and Taxation Code §§ 7200 et seq. Income tax exempt organizations are not generally exempt from the collection
of sales taxes and the payment of use taxes where applicable. While there are some corporate exemptions from this requirement, there are, unfortunately, none that apply to the NCWSA.

A Sales Tax applies to retail sales of goods and merchandise excepting those specifically exempted by law. The Use Tax applies to “…the storage, use, or other consumption in California of goods purchased from retailers in transactions not subject to the Sales Tax; or, to purchases shipped to or transported by a California consumer from another state, including purchases made by mail order, telephone, or the Internet”.

Sales and Use tax rates in specific locations in California are made up of three parts: the State tax rate, the local tax rate, and any district tax rate that may be in effect.

Every person, firm, partnership, corporation (including tax exempt corporations) engaging in the business of selling tangible personal property of a kind the gross receipts from the retail sale of which are required to be included in the measure of the sales tax, must apply to the State Board of Equalization for a permit on a form prescribed by the Board. No permit fee is required, but the permitting process is the means of establishing the contact between the Board and the seller and facilitating the collection of taxes in a way most beneficial to the parties.

California Secretary of State Requirements for any California corporation:

California corporations must biennially file with the Secretary of State, and keep updated, “a statement containing all of the following:

The names and complete business or residence addresses of its chief executive officer, secretary, and chief financial officer.
The street address of its principal executive office.
The mailing address of the corporation, if different from the street address of its principal executive office.
If the address of its principal executive office is not in [California], the street address of its principal business office in [California], if any.
A statement of the general type of business that constitutes the principal business activity of the corporation [sic]."

The statement must also designate the natural person, living in California, who serves as the corporations’ agent for the purpose of service of process, along with the street address at which the person can be served.

If no change has occurred by any subsequent biennial filing, NCWSA may stipulate to that effect on a form designated by the Secretary of State. We note that the statements described above become a public record and as a consequence, the anonymity of those persons named therein is breached.
California Attorney General Requirements for a 501(c) (3), tax exempt, charitable
corporation:
The California Attorney General has both a statutory and regulatory responsibility to
oversee charities. This authority is established in the Supervision of Trustees and
Fundraisers for Charitable Purposes Act contained in Government Code §§ 12580
through 12599.7, the Nonprofit Corporation Law as contained in Corporation Code §§
5500 through 10841, and the Unfair Competition Law contained in Business and
Professions Code §§ 17200 through 17210 and 17500 through 17582. The Attorney
General’s oversight authority is implemented in regulations that are set forth in Title
11 of the California Code of Regulations.
We note that this body of California law differs in some respects from the Federal tax
law applicable to charities. More broadly, it establishes standards of conduct for
charities that, as the IRS 990 instructions recognize, are “not required under the
Internal Revenue Code”. For charities (i.e., 501(c)(3) nonprofit corporations)
incorporated or doing business in California, various lines and schedules of the IRS
Form 990 serve as a helpful checklist of charity governance issues for the Attorney
General’s Office, especially when coupled with it’s Form RRF-1. More importantly,
they assist the Attorney General in the enforcement of legal standards that, while
absent from the Federal tax law, must be followed in California.
The NCWSA and its organizational subdivisions (i.e., Intergroups, districts and/or
individual Al-Anon Family Groups that have incorporated as a 501(c) (3) nonprofit
corporation) must each file a Form RRF-1 and an Internal Revenue Service Form 990
annually with the Attorney Generals Office. Any advice provided by an officer of the
NCWSA to the contrary should be rescinded (see § 5047.5 (e) (2)).
Review of Records required to be available for oversight agencies’ review and/or
audit:
The request to review NCWSA’s actual records to see if the various requirements
delineated above were being met, and to determine their whereabouts, was met
initially with confusion and conflicting information from those contacted. We
determined that the records are stored in the San Francisco Al-Anon District Office.
Those records available were reviewed at that location on September 8, 2011. The
findings are a mix of good recordkeeping with critical gaps and/or the complete
absence of information required by law as illustrated in the table below.
NCWSA CORPORATE RECORDS in San Francisco District Office
<table>
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<tr>
<th>Documents Required</th>
<th>YEARS</th>
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</table>

The number of years the U.S. Internal Revenue requires records to be accessible.
| Articles of Incorporation | + | + | + | + | + | + | + | + |
| Annual Financial reports | + | + | + | + | + | + |

| Budget Committee meeting minutes | + | + | + | + | + | + |
| Assembly agenda & meeting minutes | + | + | + |
| NCWSC agenda & meeting minutes | + |   |   |   |   |   |
| Motions, passed and failed | + |   |   |   |   |   |
| Annual audit ³, (per CPA or authorized Corporate Officer) | + |   |   |   |   |   |
The annual audit should include a statement made by an NCWSA officer certifying to the results.
Preservation of the online access through www.ncwsa.org to the Articles of Incorporation, Bylaws, Twelve Stepper Newsletters, Assembly and Committee meeting minutes, Motions –Passed and Failed may meet the legal requirements to store these records in the corporate office. Both the Attorney General and Secretary of State filings are public records and thereby accessible to anyone making an inquiry. The Attorney General filings include the corporate federal tax return. Neither the California tax return nor Board of Equalization sales/use tax return is accessible to the public. Therefore, the absence of California tax returns and Board of Equalization sales/use tax returns, current membership lists, Executive Committee and Budget Committee minutes in corporate storage should be addressed by NCWSA.

That concludes our written report. We have included separately itemized activity check lists for both the NCWSA and the Executive Committee. We are most grateful for the opportunity to be of service and hope that you find the work we have done worth much more than you have paid for it.

Warm regards in Service
Deborah H
Andy H.

Enclosed: Andy H Resume
   Deborah H. Resume
   NCWSA Corporate Responsibilities Time Line September 2011
   NCWSA Executive Committee Checklist 2012-2014

**May 2011 Assembly Evaluations: Executive Committee**
131 Total Responses

The largest portions of the evaluations were rated with 4s and 5s with a smaller group in the neutral area.
Again, Evaluations reflected that the participants put a high value on time management—many positive comments concerning the Chairperson’s (Patrick) management of the meeting – kept things moving along with humor and sensitivity; lots of positive comments about the 5 minute limits.
The Assembly participants reiterated their interest in providing opportunities for more interaction between districts and/or between GR’s either as workshops or mixers.

Things most liked:
Overwhelmingly, positive comments concerning the coordinator panel position description's many positive statements relating to the delegates report, Patrick and how he used great time management; he kept the agenda on task.
The facility was good for most of the attendees including tables and chairs; lunch was great for the vast majority. Special thanks to all of the host committee.
The note books provided by host committee.
People really appreciated the free books.
Workshops on PI/CPC facilitated well and Dealing with Disruptive People was very helpful.

Things would like to see differently:

Delegates report should be submitted in written summary. Try to encourage the delegates report to be more interactive. Move the delegates report up on the agenda to encourage more service from others.
PSA's should be limited.
Numerous overall positive comments on the workshops. Several comments that the Dealing with Disruptive People workshop was too much of a lecture, too short and not interactive enough.
Wondering why on the coordinators report was the question, and answer portion dropped.
Would be appreciated if the acronyms were spelled out not everyone has the knowledge of them.
Attendees would like receiving handouts prior to the assembly. Would be appreciated if the agenda were posted as early as possible; especially workshop topics.
Consider banning animals from Assembly. Some participants had allergy problems with animals.

Workshop requests

Diversity : how to promote & sustain diversity at group level
Alateen/Al-Anon Service manual
H&I presentation : how to get meetings started in jails and juvenile facilities
How to increase service volunteers,
GR boot camp: Role of GR; What does a GR do ( for new GRS) (GR panel with outgoing GRs on it,
Sponsorship /Service sponsorship
Why CAL literature,
Knowledge based decision making.
The traditions in action,
Good treasury /budgeting practices at district & group level
Outreach to City governments? Meetings at schools, for city officials, sheriff and police departments, jails Judges, etc

From the Executive Committee: Guidelines for Financial Assistants:
**Draft Guidelines for the Agent Position Entitled “Financial Assistant”**

Revised: 02/08/03 - 09/26/11

( NOTE: This guideline is a first attempt at defining the duties and obligations of the financial agent and that of the Executive Committee. )

**Executive Committee Authority**

The Executive Committee was authorized by changes to the bylaws at the Assembly meeting on September 6 - 8, 2002 to appoint one or more financial agents and to supervise their actions. *Bylaws Article V, Section 4*

Who is Eligible to Serve as a Financial Assistant (Bylaws revision of 09-06-02) “An Al-Anon member.”

Recommendation is that the member be active in service for a minimum of three years.

**Term of Office (Bylaws revision of 09-06-02) “The term of office for the financial assistant shall be three years. This term begins on January 1 of every third year, beginning 1964.”**

Shorter terms of service may be established for those financial agents designated for a specific event.

**Selection of Financial Assistant**

Appointed and removed by the Executive Committee (bylaws; see Executive Committee Guidelines)

Duties of the Financial Assistant (Bylaws Article VI, Section 9)

Shall be responsible for the receipt and deposit of all NCWSA funds except for those of NoCAC.

Shall report the deposits to the treasurer and chairpersons of the Executive and Budget Committees at least monthly.

Description of duties:

Deposits funds mailed to the NCWSA P O Box (includes routine group/district/AIS donations; return of advances and other donations received by the treasurer; and 12-Step subscriptions received by the Group Records Coordinator.

Deposits funds received as a result of NCWSA events, such as, conventions, assemblies, participation at the AA H & I Conference, and any other event sponsored by NCWSA.

Deposits funds received from sales of Conference Approved Literature and other items (area bylaws and history book, T-shirts, etc.) requiring payment of sales tax.

It is possible that one person may perform all the functions listed above. More than likely, however, a treasurer appointed for each NCWSA event will handle the other functions. This guideline will assume that more than one financial assistant will serve,
but does not preclude that one person could handle all the duties.
Materials provided:
By the Executive Committee:
Job description and appropriate guidelines.
List of contact information of the treasurer, the Executive Committee Chairperson and
the Budget Committee Chairperson.
By the Treasurer:
Appropriate log forms (donations, registrations, sales, etc.)
List of information required on each log form.
NCWSA expense report form. (A-4)
List of acceptable reimbursable expenses: for example, envelopes, paper, postage,
payment of PO Box rental, mileage, etc.
Deposit stamp and book(s) of deposit slips
By the Group Records Coordinator:
A current list of registered groups, including updates at regular intervals as
determined by the Group Records Coordinator.

Specific duties of the financial assistant for the Post Office Box.
The financial assistant for this function will normally be nominated by the treasurer.
The person(s) nominated will be interviewed by one or more members of the
Executive Committee and the treasurer. If the Executive Committee and the treasurer
agree, the Executive Committee appoints the person as a financial assistant for this
function.
Location/proximity: If possible, the financial assistant is appointed from a district that
is adjacent to the current Post Office Box. If this is not possible, the Executive
Committee will consult with the treasurer to provide a Post Office Box within a
reasonable distance of the home of the financial assistant. It is not the responsibility
of the financial assistant to select, pay for, or maintain the Post Office Box.
Duties:
At least monthly, retrieves mail from the Post Office Box.
Stamps the checks with the deposit stamp (or writes For Deposit Only and the
NCWSA Account Number on each check) and makes a photocopy of the front of
each check.
Completes the donations log of the checks.
Fills out a bank deposit slip, deposits the checks into the bank and obtains a deposit
receipt from the bank.
Monthly, sends a copy of the donations logs, bank deposit slips and bank receipts to
the Executive Committee Chairperson and the Budget Committee Chairperson.
Monthly, sends a copy of the donations logs, bank deposit slips, bank receipts and
photocopies of the checks to the treasurer.
Specific duties of the financial assistant(s) for events:
The financial assistant will normally be the person nominated by the event chairperson to be the event treasurer. This guideline outlines only the portions of the job of event treasurer that impact deposits and records of deposits. For the remainder of event treasurer duties, see the NCWSA Guidelines for each event. The person(s) nominated will be interviewed by one or more members of the Executive Committee, the event chairperson and the treasurer. If the event chairperson, the Executive Committee and the treasurer agree, the Executive Committee appoints the person as a financial assistant for this event only.

Duties:
Receives pre-registration checks from the pre-registration chairperson at least every two weeks.
Completes the registrations log of the checks received.
Completes the appropriate sales logs for items sold (Examples of sold items include but are not limited to T-shirts/sweatshirts, coffee mugs, key chains, bookmarks, history book, etc.)
Stamps the checks with the deposit stamp (or writes For Deposit Only and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
Fills out a bank deposit slip (separate slips for registrations and for items sold), deposits the checks into the bank and obtains deposit receipts from the bank.
Monthly, sends a copy of all logs, bank deposit slips, and bank receipts to Executive Committee Chairperson and the Budget Committee Chairperson.
Monthly, sends a copy of all logs, bank deposit slips, bank receipts and photocopies of the checks to the treasurer.

Specific duties of financial assistant(s) for sales:
The Literature Distribution Center Coordinator will be automatically nominated as a sales financial assistant.
Additional sales financial assistant(s) will normally be the person(s) nominated by the event chairperson to be or the event Ways & Means chairperson. This guideline outlines only the portions of that job that impact deposits and records; for the remainder of duties, see the NCWSA Guidelines for each event.
The person(s) nominated will be interviewed by one or more members of the Executive Committee and the treasurer. If the Executive Committee and the treasurer agree (and the event chairperson, if appropriate), the Executive Committee appoints the person as a financial assistant for this purpose and/or event only.

Duties:
Completes the appropriate sales logs for items sold (Conference Approved Literature, area bylaws and history book; T-shirts/sweatshirts, coffee mugs, key chains, bookmarks, etc.)
Stamps the checks with the deposit stamp (or writes For Deposit Only and the NCWSA Account Number on each check) and makes a photocopy of the front of each check.
Completes the sales and/or Ways & Means log of the checks received.
Fills out a bank deposit slip (separate slips for CAL/bylaws/history book and for Ways & Means items sold), deposits the checks into the bank and obtains a deposit receipt from the bank.

Monthly, sends a copy of all logs and bank receipts to Executive Committee Chairperson and the Budget Committee Chairperson.

Monthly, sends a copy of all logs, bank receipts and photocopies of the checks to the treasurer.

Duties of the Executive Committee

Selection of the Financial Assistant(s)

Post the PO Box position with the assembly, area committee, the district where the PO Box is located, and surrounding districts.

Receive recommendations from the treasurer and event chairpersons for all positions except Literature Distribution Coordinator.

In conjunction with the treasurer, interview candidates for minimum active membership longevity (recommendation), ability and willingness to serve.

In the case of separate financial agent(s) for events, the selection process includes the event chairperson.

Appoint willing and able Al-Anon member(s).

Training of the Financial Assistant(s) Orientation

Provide the financial assistant with the job description and appropriate guidelines.

Provide a list of contact information of the treasurer, the Executive Committee Chairperson and the Budget Committee Chairperson.

Ask the previous financial assistant(s) to provide relevant suggestions.

Supervision of the Financial Assistant(s)

Communicate with the financial assistant(s) on a regular basis, as needed.

The Event Chairperson or other Executive Committee member delegated by the Executive Committee Chairperson will review the monthly logs to assure that they are properly completed. The Event Chairperson will forward copies of the monthly logs to the Executive Committee Chairperson.

At their regular meetings, the Executive Committee will examine the logs as necessary, including verifying with the treasurer that the service performed is satisfactory.

The Executive Committee Chairperson will report the its findings in the annual report to the Assembly.

The Executive Committee will receive copies of review and approve any expenses provided on the current NCWSA Expense Report form (A-4), any Financial Assistants expenses approved by the Treasurer or Event Chairperson.

Duties of the Treasurer

Nominates person(s) for PO Box and event positions to the Executive Committee.

Participates in the Executive Committee interview/review process.

Provides the following to each financial assistant as appropriate:

- Appropriate log forms (donations, registrations, sales, etc.)
- List of information required on each log forms
- NCWSA expense report forms (A-4)
List of acceptable reimbursable expenses (envelopes, paper, postage, payment of PO Box rental, mileage, etc.)
Deposit stamp and book(s) of deposit slips

**Duties of the Group Records Coordinator**
Participates in the Executive Committee interview/review process. (optional)
Provides the following to each financial assistant as appropriate:
A current list of registered groups, including updates at regular intervals.

**Duties of Event Chairpersons**
Nominates person(s) for event positions (treasurer, Ways & Means chairperson) to the Executive Committee for consideration for appointments.
Participate in the Executive Committee interview/review process. (optional)

Duties of Literature Distribution Center Chairpersons
Participates in the Executive Committee interview/review process. (optional)
Follows the duties of the sales financial assistant(s) as appropriate. (optional)

**NCSWA Executive Committee Checklist 2012-2014**

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>Month/Date/ Frequency</th>
<th>Task</th>
<th>Responsible Party</th>
<th>Authority/Recipient</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>February or at the beginning of a panel (3years)</td>
<td>Outgoing and incoming E.C. meet with newly elected officers to discuss &amp; agree on job description and evaluation criteria</td>
<td>Outgoing E.C. Chair &amp; newly elected officers</td>
<td>See EC Guidelines</td>
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<td></td>
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<td></td>
<td>Monthly</td>
<td>Financial reports (includes NCWSC meetings, Assembly &amp; Convention)</td>
<td>Treasurer</td>
<td>To: EC Chair</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>Financial Assistants are required to report deposits</td>
<td>Financial Assistants/ Treasurer</td>
<td>To: EC Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annually or at the end of a panel (3 years)</td>
<td>Records of NCWSA accounts of its properties/assets, liabilities, receipts and disbursements been filed with the NCWSA corporate records</td>
<td>Treasurer, Bylaws and Insurance Coordinator</td>
<td>NCWSA Corporate Record Storage</td>
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<td></td>
<td></td>
<td></td>
<td>Annually (May 15) if extension filed then August</td>
<td>copies of the required local, county, state and federal tax returns/payments</td>
<td>Treasurer</td>
<td>To: EC Chair</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Annually (prior to 1/31)</td>
<td>copies of the local, county, state sales tax reports/payments</td>
<td>Treasurer</td>
<td>To: EC Chair</td>
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<td></td>
<td></td>
<td></td>
<td>Annually</td>
<td>copies of Registration</td>
<td>Treasurer</td>
<td>To: EC Chair</td>
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<tr>
<td>Frequency</td>
<td>Task</td>
<td>Responsible Party</td>
<td>Authority/Recipient</td>
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<tr>
<td>Annually</td>
<td>Copy of update the Committee Motions passed and failed with the new year's motions</td>
<td>Secretary</td>
<td>To: EC Chair</td>
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<tr>
<td>Annually</td>
<td>Verify that the Secretary certified and kept at the NCWSA (corporate) office, the NCWSA’s Articles of Incorporation, a record of its members by name, groups they represent, group addresses, the original or a copy of the By-laws as amended</td>
<td>Secretary</td>
<td>To: EC Chair</td>
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<tr>
<td>Monthly</td>
<td>Task</td>
<td>Responsible Party</td>
<td>Authority/Recipient</td>
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<tr>
<td>On request:</td>
<td>Review/Revise NCWSA Corporate Responsibilities Timeline</td>
<td>E.C. members</td>
<td>To: NCWSA members</td>
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<tr>
<td>Upon request:</td>
<td>Conduct Financial Assistant interviews and provide copies</td>
<td>E.C. members</td>
<td>To: EC Chair</td>
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<td>Assembly,</td>
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<td>Convention,</td>
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<td>etc.</td>
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<tr>
<td>Bi-Annually</td>
<td>Review and write summary of Assembly evaluations</td>
<td>E.C. members</td>
<td>To: NCWSA members</td>
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<tr>
<td>Annually</td>
<td>Prepare minutes for each E.C. meeting and at the end of year or end of 18 month term forward minutes</td>
<td>E.C. Secretary</td>
<td>To: NCWSA Corporate Record Storage</td>
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ATTACHMENT 1 FROM THE DIVERSITY TASKFORCE

We recommend that the NCSWA set up a diversity webpage where suggestions, stories and the like can be posted and referred to. Here are just some of the suggestions the Thought Force came up with which specifically target under-represented groups within Al-Anon:

Suggestions for Specific Under-represented Groups

• Suggest members share their story at the jails and prisons: that is where we will find the ethnic, gender, economic minorities who also have families who might be interested in Al-Anon. The inmates 12th step their families. There are plenty of inmates wanting Al-Anon but not enough Al-Anon-ers are volunteering to share and eventually facilitate a meeting in the prisons/jails.

• Class diversity, including homeless, not only at shelters, (lots of homeless avoid shelters) but other places homeless people go like places they go to eat or get health care and share as in rehab or H & I

• Kids growing up separately from their families in group homes and foster families (including some alcoholic foster families). Offer Alateen meetings in Independent Living Skills Centers that exist to help foster teens prepare for adult life survival and thriving. (Modesto has this.)

• Offer to hold a meeting in a center for the blind, deaf, mute, those with wheel chairs where people share their story and share hand-outs, especially Did You Grow Up with a Problem Drinker? I believe Braille Detachment Cards, Guide to the Family of the Alcoholic, the Serenity Prayer, and the Steps and Traditions could go a long way. Also those who are in bed and can't get out at all may need a pamphlet or two for their situation plus how to connect to phone meetings.

• Centers for the Mentally Ill (including hospitals) with literature that explains our first and second step and 4th through 9th steps how (with possible stories) people have found sanity. H & I meetings in each mental hospital or clinic that is willing.

• Reservations and rancherias and Native American Indian Centers and other cultural gathering places: offer to talk about how Al-Anon helps. Possible piece of literature that includes traditional perspective of elders of original cultures that have been 1000's of years here in US w/o alcohol and still keep those traditions and values today.

• Diversity with age and Alateen. Help Alateens better transition into Al-Anon once they reach a certain age. Ask more Alateens to participate in Al-Anon meetings or to chair Al-Anon meetings, not only to have them feel more comfortable with others in Al-Anon, but also help Al-Anon members be more comfortable and easier to approach the person coming from Alateen. Things such as approaching young people more in meetings (people in their 20's, etc) to make them feel more welcome.
ATTACHMENT 2 FROM THE DIVERSITY TASK FORCE

History of Successes in Diversity in Al-Anon
Mary K.

If we desire diversity in Al-Anon, it would be helpful to look at where we have been successful in the past in establishing diversity. There are four areas of success in confirming diversity in Al-Anon, which I suggest that we draw on going forward with our study. Those areas include, men, dual members, the LGBT community and Adult Children.

MEN

Seeing as how all of the early AA members were men, it was the AA Wives, with a sprinkling of mothers and daughters, who formed the first Family Groups. Women formed, populated and lead the fellowship. However exclusivity was not a part of early Al-Anon, because the membership was too small. There was one man, Wally S., a father who was trying to get his son into AA. It was Bill (Wilson) who suggested to Wally that he should encourage his son, then a young adult to become independent.

Men, sometimes in ones or twos joined groups made up of women. Ray C. of San Jose, California tells his story of coming to Al-Anon first in 1951 where he met with three or four wives. He left shortly thereafter to return in 1956.

“There were about two or three other guys by that time. We would get off in a corner and all hang together, just like real sticky glue. It was very disturbing to have to meet with a bunch of women, but I was getting the help I needed from the group. I knew that. So I did what I could to try to fit in. I was very uncomfortable in Al-Anon. I nearly chicken out. Even now, I don’t know that I like the number of women to be that big. But things were getting better at home, so I got active in the program. This stag issue was a very thorny one at that time, not for the women, but for the men. At the 1970 Convention in Miami, one of the questions was, ‘Where have all the men gone? Why don’t men stay in Al-Anon?’ At an impromptu meeting, it was decided that the men’s pride was the biggest thing that got in the way. At that Miami meeting I thought something must be wrong with me to be meeting with a bunch of women. Then I went on a retreat where I had to walk through an AA meeting to get to the Al-Anon meeting. I wondered what the AA men thought of me. My own self-image was not too good, and these AAs forced me to look at it! Two other guys and I started a men’s group in San Jose. It went on for about ten years, and then it faded. I guess we found it wasn’t necessary anymore. In San Jose today we have lots of young fellows. The group is about equal: one man for one woman.”

Ray and two other men started what was known as a “Stag” meeting in 1964, which lasted about 10 years and then faded. By 1975 there were two Stag groups listed in our NCWS Area.

The 1961 Conference addressed the need for literature reflecting the male perspective. The following year a pamphlet, The Stag Line, was developed. This was later dropped and new pamphlets were developed over the next few years including What’s Next? Asks the Husband of an Alcoholic (written by a man), My Wife is an Alcoholic and Al-Anon IS for Men. A point has been made to include stories of men in all of Al-Anon’s hardcover books.
**DUAL MEMBERS**

After 1951, there was a clear demarcation between the fellowships. It was understood that AA members went to Alcoholics Anonymous and friends and family went to Al-Anon Family Groups.

An early question was “Could the alcoholic wife of an AA member attend Al-Anon meetings?” The answer said she was eligible to attend an Al-Anon meeting, but the group might not be willing to invite her to stay because her “presence inhibits the group and prevents free discussion.”

In 1969, the World Service Conference (WSC) acknowledged that members of Alcoholics Anonymous could be members of Al-Anon because their own lives have or had been affected by someone else’s alcoholism.

It still wasn’t until the 1970s, that dual membership gained recognition when a pamphlet entitled *Double Winners* came out in 1977. It was later renamed *The Al-Anon Focus*. Al-Anons were again called upon to widen the circle of membership. For some it was challenging. During that time period, one member shares, “I used to resent double winners. But I finally got the idea that they need Al-Anon too. I always felt they should practice their own program. Then I gradually realized that they were just as confused as we were about facing the other alcoholics in their lives.”

**LGBT COMMUNITY**

In order to understand our history of diversity, it is helpful to reflect on AA’s history. It’s often hard for us in the 21st century to image the thinking of the times, but it shows how far we have come.

In AA’s second year, a man came to an AA group and said he was the “victim of another addiction even worse stigmatized than alcoholism.” The group’s oldest member spoke in confidence with two others. They discussed “the trouble this strange alcoholic might bring” and the notion that it might be better to “sacrifice this one for the sake of many.” Finally, one of the three said, “What we are really afraid of is our reputation.” And he asked a question that had been haunting him: “What would the Master do?” No answer was necessary. A gay man was allowed to find sobriety in AA: their primary purpose, “The only requirement for AA membership is an honest desire to stop drinking.”

This laid of foundation of welcome to the LGBT community in Al-Anon.

Bud B. was one of the original members of the earliest known gay-identified Al-Anon groups in San Francisco. Bud and some of his friends started the Tuesday Night Gay Men’s and Women’s AFG in 1975. Today it is named the Tuesday Night Gay Lesbian Bisexual AFG. A long-time member Glynn D. shares, “For the first two years of my recovery, my home group was identified as a gay and lesbian AFG. It was important for me to know that when members shared about personal relationships and family problems involving sexuality, these topics were not off-limits in meetings. It’s frightening to think of where I would be now if I had
not thought I was welcome to the fellowship completely, as I was. Today, I share my program with all sorts of people, people honestly seeking to address their problems in life of ongoing spiritual discovery. My present home meeting focuses on the 11th Step, but I’m glad that meetings identified as gay or lesbian exist. I continue to meet gay and lesbian newcomers whose fear of judgment can be a barrier to their getting to know our fellowship. The particular welcome to gays and lesbians in our literature is especially reassuring to many of us. A natural branching out from gay and lesbian identified groups to other groups is common among the members I know. Each of the four gay and lesbian identified groups of which I have been a member has asserted that the meetings are open to all."

**ADULT CHILDREN OF ALCOHOLICS**

The final area I'll discuss where we have incorporated and welcomed another community is Adult Children. As mentioned earlier, the first members of Al-Anon were AA wives with a smattering of other relatives. In March 1977, the WSO noted, “Children who are exposed to alcoholic parents are severely handicapped emotionally, spiritually and often physically. The children suffer from the erratic behavior of the non-alcoholic often as much, if not more than that of the alcoholic.”

When I came into Al-Anon in San Francisco in 1979, it was as this member from Santa Clara describes when he came in 1983, “It was, as I later came to find out, a normal meeting. There were fewer than a dozen people there, all middle-aged women, with the feel of weariness and martyrdom in their married life.” There were a few differences in San Francisco: we had a couple of younger married women and one gay man in my first meeting.

1982 brought the advent of Claudia Black’s movement through an organization known as the National Association for Children of Alcoholics. Al-Anon tried to understand this professional movement and the WSO realized that “Somehow we need to get across the ideas that all types of members are included in the literature.” Dr. Black’s article in Al-Anon Faces Alcoholism encourages adults who have been affected by their parent’s drinking to attend Al-Anon. She urged Al-Anon to focus on the children of alcoholics. WSO eventually requested that all adult child meetings refer to themselves as Al-Anon Adult Children Groups (AAC) so as not to be confused with the ACA professional movement.

My first Al-Anon meeting with an adult child focus was a new meeting. It was what is now the 6:15pm San Francisco Monday night AAC meeting, which originally met around the block at another location. I was asked to speak there and remember how big it was, as it still is. I had the same experience as described by the above Santa Clara member, “It was a packed room, jumping with energy, mostly younger professionals, and a mixture of men and women, many if not most, were single.” I had not spoken at that point, in front of such a large meeting. It was a time when:

“Many of these adults were not happy to sit in meetings where they were reminded of their parent’s behavior, nor were the parents willing to listen to others who reminded them that they didn’t treat their own children properly.” There was no conference approved literature in support of ACA issues, so many meetings took a group conscience and brought in outside literature dealing with co-dependence, ACA, and other related topics. Much of the growth in new members came from therapists who had clinically identified various patterns of dysfunction in those raised within an alcoholic environment. They consistently recommended Al-Anon and ACA to their patients. Given the size of the meetings and the rapid growth, there
were not enough sponsors, and very little talk of real solutions. ACA meetings were often emotional, and often profound, much more intense than the typical Al-Anon meeting.

The 1984 WSC approved a statement regarding adult children, which included the following:

“Although there have always been adult children in our fellowship, recently Al-Anon has been recognized as a resource for those whose lives had been affected, perhaps years ago, by the alcoholism of a parent. Many of these members felt that they benefited most when they shared at meetings with other adult children of alcoholics. To attract those with similar experiences, they call their Al-Anon meetings, ‘Adult Children of Alcoholics’, ‘Children of Alcoholics’ and ‘Sons and Daughters of Alcoholics’. The formation of these groups seems to be in response to a need expressed within the fellowship. Growth in the registration of Adult Children Al-Anon membership in Al-Anon’s World Service Office has rapidly increased. With an increased awareness of the adult children membership in Al-Anon, the need to include their stories in CAL became evident.”

By 1986, WSC approved a motion welcoming adult children into Al-Anon. Some years later, the WSO began publishing literature with more of an AAC focus. A member describes those early days:

“One or two of the vanguard ACA members sponsored a half-dozen ‘babies’ as they were called. However, very few of the babies sponsored a third generation, and thus the recovery in ACA did not sustain itself or grow. My first two or three sponsors were ACA men with very little recovery themselves, and it did not work out. Then I chose a sponsor with lots of recovery from mainstream Al-Anon.” Gradually attendance at ACA meetings dwindled. Some meetings folded and some shifted to a more traditional format with little ACA focus. As the ACA members aged and matured in the program, more and more took on service positions, and began to be assimilated into the mainstream of Al-Anon. We began to see more of the similarity between the typical Al-Anon member and ourselves.

**DIVERSITY OUTREACH**

At the 1997 NCWSA Assembly in Redding, the idea for a diversity day was first introduced. Diversity Day began because some Northern California members believed that more outreach needed to be done for and with other cultures and communities. It began with one member insisting that Al-Anon outreach be broadened and then a groundswell, as member by member joined in reminding us that almost 50% of the population in California is not Caucasian and held a wide variety of religious beliefs.

The first Diversity Day was held April 25, 1998 in Berkeley. Two-thirds of the attendees were from the Spanish Al-Anon meetings. The delegate, Cathy C. placed a world map in the lobby and asked each person who attended, to identify their country of origin. What a surprise to see all six continents represented and almost 30 countries! The underlying question asked was, “Can I step out of my comfort zone, overcome my fears and anxieties and extend my hand to help those from other cultures and communities? Newcomers, especially from a foreign land, get frightened when they go an Al-Anon meeting in a church, listen to the Al-Anon steps, many of which have the word ‘God’ in them, and watch the members close the meetings with the Lord’s Prayer. Religious people are fearful that they may have to face their religion or leave their own. A non-Christian might think Al-Anon is a way to convert them to Christianity. We Al-Anon members know this is not the case. But the newcomers don’t. At the
Diversity Day, we asked ourselves: ‘Whom are we trying to help?’ The answer was, ‘the newcomer who is afraid.’ We asked, ‘What can we change?’ Diversity Day taught us to consider the following: 1) meetings in one’s native tongue are vital, as it is the language of the heart, 2) to welcome these new members personally, honor their differences and accept them, 3) be patient, love them unconditionally and 4) consider not using the Lord’s Prayer to close the meeting. We discovered there are several keys to success. The most important is learning that when someone feels different, they reach out to their own communities for traditional support, whether it is the Al-Anon member from another country, with a different sexual preference, a physical disability or anything that they believe make them different. Al-Anon can support those communities as newcomers begin their alcoholism recovery process. Al-Anon members can support that newcomer in an infinite number of ways, such as sponsoring an Al-Anon group with that focus, distributing posters about the Al-Anon meeting to their crisis centers, contributing literature to their clubs and other places where they congregate and sharing at their Al-Anon meetings.”

**SUMMARY**

As we reflect on our legacy of those who went before us and made strides in the area of diversity, it is important to remember that most groups integrated into Al-Anon slowly and by building within their own cultures. Usually it was a member of that minority who lead the way in starting meetings with a missing focus. Additionally, it is important to remember that there are two components to increasing diversity: attraction and retention. It is one thing to attract members of a diverse group and it is another, equally important task to keep them coming back. We have seen that over and over, once a group is able to let go of their sense of being different, they are folded into the Al-Anon family groups and the special focus groups often fade away.

Following is a quote from WSO:

“Al-Anon today tends to regard feelings of isolation as part of the family disease of alcoholism, and not a social or emotional difference that should separate members from one another.”

**ATTACHMENT 3 FROM THE DIVERSITY TASK FORCE**
### AFG Diversity Inventory

**Our goal is for Al-Anon and its meetings to be as diverse as the community in which it exists.**

**First, how diverse are we? Then, how do we attract and educate our diverse population?**

#### DISTRICT SPECIFICS

1. **Do you know the demographics of your district?**
   - Population
   - Age groups
   - % Men/Women
   - Ethnic groups
   - # Languages
   - Geographic area
   
2. **Do you have a Public Outreach Coordinator?**
   
3. **Do you have an Institutions Coordinator?**
   
4. **Do you have an Ala-Teen Coordinator?**
   
5. **Do you have a web-site and a Web-site Coordinator?**
   
6. **Do you have funds budgeted for outreach & new start-up meetings?**

#### FLOW OF INFORMATION

7. **Do you provide Public Service Announcements?**
   - If Yes, indicate methods used:
     - Television
     - Newspaper
     - Buses
     - Radio
     - Weekly News
     - Billboards
     - (# Stations)
     - (# Pub’s)
     - Internet
   
8. **Do you perform direct public outreach?**
   - If Yes, indicate recent or planned contacts:
     - Hospitals
     - 211 Center
     - Schools
     - Medical Cntrs
     - Counselors
     - Attorneys
     - Physicians
     - Shelters
     - Law Enforcement
     - Rehab Cntrs
     - Crisis Cntrs
     - Judges
     - Newspaper
     - Churches
     - Other - Specify
   
9. **Does your district purchase Al-Anon Faces Alcoholism?**
   - Qty purchased this year
   - Distribution methods
   
10. **Do you do any mailings?**
    - If Yes, indicate type and frequency:
      - Schedules
      - Upon request
      - Specify interval
      - Literature
      - Upon request
      - Specify interval
      - Letters
      - As required
      - Specify interval
    - And if Yes, indicate recipients:
      - Hospitals
      - 211 Center
      - Schools
      - Medical Cntrs
      - Counselors
      - Attorneys
      - Physicians
      - Shelters
      - Law Enforcement
      - Rehab Cntrs
      - Crisis Cntrs
      - Judges
      - Health Fairs
      - Religious Orgs
      - Other - Specify
   
11. **Is your meeting schedule readily available?**
    - By mail
    - On Web-site
    - Other - Specify
   
12. **Is your schedule distributed in locations other than in groups?**
   
13. **Is your schedule legible and easy to understand?**
   
14. **Is your schedule available in all languages spoken in community?**

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NCWSA 10/11
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<tr>
<td>15 Total number of meetings in district</td>
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<td>16 # Open meetings</td>
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<td># Closed meetings</td>
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<td>17 Number meetings available in various languages</td>
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<td>18 Does number of languages available match demographics?</td>
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<tr>
<td>19 Different types available as conveyed by the group's name:</td>
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<td>______Men Only</td>
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<td>______LGBT</td>
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<td>______Parents of Alcoholics</td>
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<td>______Other - Specify</td>
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<td>20 Are there different locations, all areas of district covered?</td>
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<td>21 List various of types of meeting facilities available:</td>
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<tr>
<td>______Church</td>
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<td>______Classroom</td>
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<td>______Institutions</td>
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<td>______Shelters</td>
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<td>______Other - Specify</td>
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<td>Night</td>
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<tr>
<td>23 Are all meetings handicap accessible?</td>
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<td>24 Do you have meetings for the institutions in your area?</td>
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<tr>
<td>If Yes, indicate groups served:</td>
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<td>______City</td>
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<td>______Juvenile</td>
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<tr>
<td>25 Do you hold events to unite the diverse groups in your district?</td>
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<td>If Yes, indicate types of events held or planned:</td>
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<tr>
<td>______Speaker Mtg</td>
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<td>______Workshop</td>
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<td>______Informational Mtg</td>
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<td>______Potluck</td>
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<td>______Dance</td>
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<td>______Bilingual Mtg</td>
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<tr>
<td>______Other - Specify</td>
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<tr>
<td>26 Are funds budgeted or available for diversity events?</td>
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<tr>
<td>27 Is translation equipment owned by the district?</td>
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<td>28 Is translation equipment available from a group represented?</td>
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<td>29 Is the equipment available for each language represented?</td>
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<td>30 Is conference approved literature available for each language?</td>
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<tr>
<td>31 Is conference approved literature available in Braille?</td>
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**TOTALS**

**Now you can determine which areas could be expanded or improved and develop goals and plans!**