NCWSC MINUTES, FEBRUARY 1-2, 2019
Sheraton Hotel, Redding, CA
Unanimous Approval, with no changes, May 19, 2019, San Jose

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

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Routine Business:
- The meeting began at 8:00 a.m. with the Serenity Prayer, 12 Steps, 12 Traditions, 12 Concepts and Warranties, and Alateen Safety Guidelines
- The Chair welcomed the committee and read the Unity paragraph
- Roll call and Voting, Procedures, Voice, and Consensus definitions read
- The August 24-25, 2018 Minutes were approved with one correction
- New Business Requests
- Announcements
- Adjourned at 4:50 pm with the Al-Anon/Alateen Declaration

Motions and Consensuses

MOTIONS
1902.01 Approved the May 2018 NCWSC Minutes with correction of removing last name from the document. Passed with substantial unanimity.
1902.02 Approved to release the NoCAC grant in the amount of $3000, as requested by Katie R, NoCAC Chairperson. Passed with substantial unanimity.

CONSENSUS
1902.03 To give Voice to our guest, Penny R, Past Trustee 2009-2014,
1902.04 To give Voice to Tara, GTW Chairperson, to allow her to announce the cancellation of the Growing Together Weekend event.
1902.04 To approve going forward to explore child care insurance for our Area groups.
1902.05 To release the NoCAC Grant monies to NoCAC.
OLD BUSINESS

Resolving Inappropriate Group Practices Task Force (TF) Report
The first draft of the Task Force was presented by Art B for review by the committee. The document will be in the Spring 12 Stepper, as an attachment from Art’s email to the committee, and in the Files section of the Yahoo Groups list server. The Final Draft will be presented at the May 2019 NCWSC meeting. If approved at committee, the Final Draft will go to 2019 Fall Assembly for approval. If approved at Assembly, it will then be submitted to WSO.

- WSO has changed the name of this topic to “Meeting List Publishing Policy”
- For resolving group practices, it is suggested that the conversation always begin at the group level, when it is believed that Traditions and/or Concepts are not being followed, then the district, then the Area.
- When and if this is implemented, contact information for members regarding this guideline will be on the website, and in the 12 Stepper, to help a member find Area help on the process.
  - Area Group Practices Committee reviews and gives recommendation
  - Resolution Team to offer a second opinion.
- This document will remain as a draft until WSO approves it. No timeline available for when this might happen. No Area policy has been approved so far.

Opened to questions and comments from the committee:

C: The procedure wasn’t yet clear on what an individual should do. Perhaps a decision tree would be helpful.

Q: Is it a good use of our time to continue working on this? A: A show of hands showed that several in the room believe there was enough interest to continue the process.

Q: If the Area implements this and WSO isn’t on board with us, then publishing the meeting list or not will always be in the control of WSO? A: We would not implement the policy until WSO approves it.

Alateen Safety Requirements

The first draft of the B-17 reviewed at committee will be provided in the Spring 12 Stepper and on the NCWSA.org website. Julie E., and DeDe W., stepped through the draft. Members are asked to share this draft broadly and to send corrections and other feedback to the following email addresses: aapp@ncwsa.org and alateen coordinator@ncwsa.org.

The draft’s approval process is – February 2019, NCWSC review of 1st Draft; May 2019, NCWSC review of 2nd Draft; Send to Attorney; August 2019 NCWSC Final Version review and vote; WSO submission for approval.

Guideline revisions (G-7, G-16, G-20, and G-34) from the WSO were sent out since our last update of the B-17 in 2013 and is the driving force behind the need to revise our Alateen Safety Requirements to come into compliance with those Guidelines.

Significant changes were
- Ratio of AMIAS to Alateens – one to every five
- Overnight events instructions were added
• Number of sponsors from 1 to 2 is being discussed to require this by 2020
• Safety plan goes with the flyer to the AAPP (if there is Alateen participation)
• Event AMIAS clarified
• B-17 required in training

Additional comments were:
• Overnight events with Alateens include AMIAS and Alateens (12-19) only
• Use of the Conflict Resolution Guideline (B-27) in the AMIAS training is recommended

The Draft, the WSO Guidelines and the contact emails are on the website → Service → Alateen. DRs are asked to pass this draft on to their district AMIAS for discussion and feedback opportunity.

Questions and comments were received from committee members:

Q: Will we stay with the one Alateen Sponsor required and two Sponsors recommended for now? A: Yes, it is still currently one. Hopefully, the second draft will address this with more clarity and consistency throughout the documents.

Q: Are safety plans required for each NoCAC planning meeting, fundraisers and walk-throughs? A: NoCAC has a Safety Plan; travel and treatment forms are collected; Bashes have a Safety Plan for each Bash.

Q: Which draft should go to AMIAS? A: This draft, and each draft presented.

Q: Are there other events with similar issues for our Alateens? A: Any event that facilitates overnights with teens have similar issues.

Q: If Alateen GRs attend our district meeting, do we need a Safety Plan? A: Yes.

C: If an attorney, practicing in CA, is in the program and willing to help us review this document in regards to CA law, please inform Marilyn H., EC Chair.

C: Recovery for the family at a convention would be awesome. Perhaps those who support this idea would be willing to chair or co-chair an Area Convention.

C: It was requested, by Tara, that the term Growing Together Weekend no longer be used.

Q: Do regular Al-Anon meetings need Safety Plans in case a minor attends? A: No.

Q: Clarity on Ala-Kid? Are they Alateen meetings? A: In the Service Manual, on page 96, this topic is addressed. The ages for Alateen are for teens, however, those below that age may benefit from the program. The members of the Alateen meeting would determine the appropriateness.

C: An emergency plan can include the Alateen members approving AMIAS substitutes in case Sponsors can’t attend the meeting. A Group Behavioral Guideline is a good item for the group to create. If a group has two Sponsors, then a Safety Plan for the meeting isn’t needed. This will be addressed more fully in the next draft.

C: Alateens can always go to the Al-Anon meeting if the required number of Sponsors isn’t available or if they are uncomfortable with the AMIAS in the room or for any other reason. They are always to be welcomed at the regular Al-Anon meeting.
Q: What is the primary purpose of our B-17? A: WSO has minimum requirements, then we have California and Federal laws, then we have a level of experience. We want to have a community with our teens so we are making an effort to make that community effective and safe.

NEW BUSINESS

Annual End-of-year Report

Dear Group Representatives,

As your Area Treasurer, I’m required to provide an annual report to the members with the year-end financial statements. I thought I would take this opportunity to provide you a brief overview of the 2018 Financial Reports and remind you that our donations are extremely important to the Area’s Finances as well as the World Service Office (WSO). Please provide this report to your group and read out loud at least once to the group.

The Area has several bank accounts to account for your donations: The primary account is the Citibank Checking that receives general donations and accounts for all our operating and event expenses including expenses associated with the Pink Can fund such as travel, postage, and storage costs. The Wells Fargo Savings receives all the donations mailed to the PO Box in Pleasanton and transfers are made to the Citibank Checking monthly. The Pink Can Fund receives donations and provides Institutions literature primarily to those incarcerated in prisons or jails. The CD and money market make up part of our reserve fund with the remainder in the checking and savings accounts. At the end of 2018 we have 12 months ample prudent reserves in all our bank accounts.

We are grateful for the donations that we receive and as you can see in Figure 1 below, general donations make up 67% of the area’s funding and 33% comes from events including Assembly, Convention, and the Sponsor R&R. Minor income is received from 12 Stepper subscriptions and interest income. In 2018, the income received was $154,629 which is enough to support the Area’s expenses and increase our operating reserves at year-end to 12 months consistent with WSO’s prudent reserve guideline. Contributions exceeded the budget estimates by $10,464, primarily from a one-time donation of about $6,000 from a district sending up excess funds and a bequest for $6000 from a member.

The Pink Can Fund received donations of $29,104 less Literature Expenses of $30,982 for a net loss of ($1,878) leaving $8,744 in the Pink Can Fund bank account plus approximately $13,346 literature in storage.
The area is part of the links of service and passes on information from the World Service Office to the districts, groups and members through public outreach, institutions, professionals, schools, information services, the media, the web and newsletters. NCWSA provides a forum and resources and tools for the members and groups to discuss how to carry the message at Assemblies, Convention and Committee Meetings.

Figure 2 below provides a breakdown of 2018 Expenses which totaled $140,020. Events make up the largest expense or 42% which includes member attendance at Assembly, NCWSA Convention, H&I, Sponsors R&R and Diversity Day. These events are designed to be fully self-supporting through registrations and can fall short when attendance is less than expected.
In summary, 2018, NCWSA experienced a net profit as a result of increased donations offset by a decrease in expenses which increased the amount available to increase reserves and provide for an amount of $4,493 in excess funds. Attached is a copy of the 2018 Profit and Loss report with a prior year comparison to share with your group which will be provided to the CPA with NoCAC’s Alateen Conference totals to create the NCWSA tax return. The tax returns will be filed on time in May. Please email me any questions and I will provide a response.

As a non-profit we do not intend to make a profit, but we plan to be fully self-supporting and have ample reserves and send up any excess funds to WSO. The ending bank account balances totals $67,752 which is equivalent to approximately 12 months operating expenses for an ample reserve and provides for excess funds of $4,493 available to send to WSO (see Balance Sheet).

The 2019 balanced budget anticipates donations from members, groups and districts in the amount of $88,220 which is approximately consistent with the prior year actual donations. Based on about 900 groups, this equates to at least $90 per group per year. Of course, some groups are barely able to make their expenses and are unable to contribute so any contributions are greatly appreciated to help us continue to carry the message. Some members choose to celebrate their recovery by contributing an amount each year equivalent to their years of recovery out of gratitude for the program. It is important to give what we can to the NCWSA and WSO, knowing we will use our contributions to reach and serve as many people as possible.

Donations can be mailed to PO Box 10475, Pleasanton, CA 94588-0475.
Thank-you again for your contribution and commitment to supporting Al-Anon Family Groups. Participation is the key to harmony!

Yours in service, Sandi C, NCWSA Treasurer

**Audit Report**

The NCWSA Audit Committee met on January 26, 2019 and reviewed the financial transactions for 2018.

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

- The bank statements are reconciled for all accounts with multiple uncleared transactions which need to be researched. At year-end, balances were $7,662.74 for the checking account, $17,094.09 for the Money Market savings account, $17,172.82 for the CD Reserve Fund accounts, 39,212.96 for the Wells Fargo savings account and $10,707.93 for the “Pink Can” checking account.
- The Committee reviewed 7 deposits randomly selected from 35 deposits made to the Operating (Citibank checking) account and 12 randomly selected from the Wells Fargo savings account deposits of 41. The documentation was mostly complete and well organized but there were at least two deposits made without copies made of the checks deposited.
- We chose to review one of every ten checks chosen randomly of the 281 checks written on the Operating checking account for 31 checks reviewed, finding two signatures on all checks reviewed and very few missing receipts and small posting errors with date typos. Account numbers were not always noted on documentation for easy reference.
- There were a total of 67 Journal Entries and 10 were selected and reviewed. Very little or no documentation was kept or printed regarding journal entries and several were incorrect or duplicated transactions and some needed adjustment.
- There were a total of 32 Debit Card Transactions logged. 6 items had no documentation in the file.
- There were five “cash advances” made during the year. All were cleared with 2 missing documentation from the file.
- For the “Pink Can” account, we reviewed 21 of the 23 checks written. Two checks had no documentation and some dates were not posted accurately. 26 deposits were made and we randomly chose one per month to review for a total of 12. 1 deposit had no documentation and dates were posted incorrectly.
- For the NoCAC accounts, we reviewed 11 of the 38 checks written and found errors or incomplete or missing support documentation in 75% of the checks written. 20 deposits were made and only one had support documentation. Each deposit had a bank receipt but not details for support. Only about 25% of all the checks had the proper support documentation on file. NoCAC struggled to have a Treasurer all year with a couple Treasurer’s and finally had someone trained and logged the transactions in the spreadsheet. Bank accounts were not reconciled by NoCAC and later reconciled by the NCWSA Treasurer and reviewed by the Budget Chair. Accounts are all in balance with the register with an unreconciled adjustment made to the Operating account. It was noted that it is important to watch that checks deposited with a mobile app could be duplicated by the bank. Despite the fact that the Area Treasurer and Area Alateen Coordinator worked closely with the NoCAC committee, it is important that the Sponsors work closer with the Chair and Co-Chair and Treasurer to assure that documentation is required for checks and deposits and financial information is accounted for properly and timely.
Findings and recommendations:

- The year-end reconciled balances differed from the draft Treasurer’s Balance Sheet due to uncleared transactions errors or duplicate transactions. Material differences were found and corrected. Small Journal entries need some further investigation and correction.
- Recommend that the Treasurer make changes on how notations of accounts are made on all posting documentation for easier cross reference; change accounting for journals, voids and transfers to more accurately account for changes and avoid duplicate transactions and reconcile uncleared transactions monthly.
- Recommend continued work with Financial Assistants to organize their documentation better. We request that the Executive Committee, when interviewing Financial Assistants, mention the audit process and ask Financial Assistants to be kind to their auditors by providing clear, legible, well-ordered documentation.
- Recommend that the Treasurer continue to meet quarterly with the NoCAC Treasurer; and Co-Chair and Co-Sponsor to review the deposit process and documentation needed for T-shirts sold and stress that support documentation for checks written and deposits made is required and not optional.
- Due to the volume of transactions and technical accounting required for journal entries, it is recommended that the Treasurer consider adding an additional financial assistance with expertise or hire a bookkeeper to assist with some of the more complex accounting. It’s a lot of work for one person and we are grateful that the Treasurer is willing to learn and has done a great job!

A copy of the full audit will be sent to the Corporate Records.
Grateful that we have willing volunteers to help us be financially accountable!
Respectfully submitted, Chris M., Alternate Delegate

Regional Trustee Process

Penny R., Past US Northwest Regional Trustee (2009-2014), presented how the Regional Trustee Process works and some of her experiences as a Regional Trustee.

(The requirements and forms are filed on our list server at Yahoo Groups and at WSO) After her presentation, the following questions were asked:

Q: Can the candidate’s travel expenses be reimbursed by WSO? A: Travel expenses are reimbursed, with the exception of alcoholic beverages.

Q: Who approves the Regional Candidate? Assembly or Committee? A: The candidate will be selected by a 2/3 vote of the Committee at the May Committee Meeting. See Guideline B-24, dated 2007. Then Rosanna will submit the resume to the Nominating Committee by August 15, 2019.

Q: Are Regional Trustees different in duties from Trustees-At-large because being from a Region? A: Trustee duties are the same. Although the Trustees are from Regions, they do not represent the regions but rather Al-Anon World-Wide.
Q: Does Alateen attendance count as part of the 10-year continuous attendance requirement? A: The requirements do not exclude those years, so yes.
Public Outreach Project

Nick d gave a special report on the Bart Public Outreach Project currently underway.

- Someone came up with the idea to put Al-Anon on Bart.
- Eight districts and about 200 groups are on the Bart line. The districts, a Spanish Intergroup, an anonymous donation and some PI/CPC budgeted money, participated in putting together the $8500 project (normal cost was $35,000).
- Instead of 85 posters, 170 posters were put into the Bart trains.
- Art work, shared by the Florida Al-Anon Area, showed the posters in Spanish and English.
- Project will go from January 16 to February 16, and perhaps to the end of February.

Events Not Part of a Service Arm

Work Group Presentation in Power Point given by John M. Group members were Chris M., Gael R., Jim S., John M, and Vassu R. The following are the highlights:

- The charge was to consider and present suggestions of best practices for allowing an event, not currently a part of an NCWSA service arm, to request and be accepted to participate fully in NCWSA and NCWSC.
- The work group defined “Service Arm” as a service entity that supports the Al-Anon and Alateen groups. Examples found in the literature are Area (NCWSA), Districts, Committee (NCWSC), AIS and Intergroups, LDGs, and our Groups.
- Some events using the Al-Anon/Alateen name that are part of NCWSA include the NCWSA Convention, NoCAC, Sponsor’s R&R, Diversity Day, Public Outreach Day, NCWSC Meetings, Assemblies, District Day in Al-anon, District Speaker Meetings.
- Events in our Area that are not part of NCWSA include Growing Together Weekend, The Joy of Recovery Weekend, Al-Anon Spiritual Weekend, other special events like Men’s Weekend, Women’s Weekend.
- AA events in our Area with Al-Anon/Alateen participation include Yosemite summit conference, Shasta Winterfest, AA Unity Days, Living Sober, Spring Fling, Serenity in the Sierra, NCCAA.
- Traditional and legal requirements include WSO Alateen Safety and Behavioral Requirements, Insurance for the event, the 501c3 IRS status, and what is allowed to announce at meetings.
- Page 97 in the Service Manual, WSO requires that an event with Alateen participation be in compliance with the Area’s Alateen Safety and Behavioral Requirement (our B-17)
- Insurance is available for meetings with a registered WSO number, NCWSA District meetings, regular or ongoing district speaker meetings, DIA, Bashes, Sponsors R&R, NoCAC, Conventions and all NCWSA sponsored events.
- NCWSA does not currently provide insurance for any AA events with Al-Anon/Alateen participation.
- To receive 501c3 benefits, the event needs to be connected to the Area and included in the area’s budget and/or final financial reports.
- Page 91-92 of the Service Manual gives information about what can be announced at meetings. “Generally, those events put on by or connected to Al-Anon service arms are announced at meetings, in our newsletters, and on local websites.” “When A-Anon participates in an A.A. event with speakers or workshops, these events may be announced at meetings, in our newsletters, and on local websites.”
- On the same pages, it goes on to discuss when an event is outside the Fellowship: “Al-Anon does not affiliate with other organizations; neither endorses nor opposes any other philosophies, therapies or spiritual programs. Our experience suggests that confusion arises when such events are announced in Area newsletters, Al-Anon/Alateen bulletins, on Al-Anon websites and at group
meetings.” “The Al-Anon name, therefore, cannot properly be used to identify or publicize retreats, events or activities sponsored by others. In order to avoid any appearance of Al-Anon/Alateen affiliation, it is important to keep promotion of such events outside of Al-Anon/Alateen meetings and meeting locations.”

- The work group recommended that a Thought Force be formed to apply the KBDM questions to the charge.

Questions and comments were taken from the floor:
C: Yvonne P. shared updated information 1) special events held at the same venue need their own insurance certificate request due to an additional charge possibility, and 2) the forms shown for regular meetings and special events are different.

Q: How would we handle an event that is discovered using the Al-Anon name? A: The Group Practice Task force may be able to address this question. If we have policy/guidelines in place, then we have more support.

Q: How are the districts being supported in the cooperation aspect with AA big events (NCCAA)? A: The event is planned out two years in advance and there is a hope and an expectation that Al-Anon will be participating. We are given the information regarding the location after the fact and it is at times difficult to coordinate activities. Feeling comfortable with passing the event to another district close by could be a solution.

C: It would be great if WSO would clarify the Service Arm listing. No definition is in the Service Manual.

Q: Would events fall under the Task Force for Group Practices? A: Art responded with a ‘why not?’

C: A tighter charge may be useful: “The work group committee would consider and present suggestions of best practices for allowing an event, not currently a part of an NCWSA service arm, to use the Al-Anon name and use NCWSA resources.”

The committee was asked to consider moving forward with a Thought Force. The consensus of the group was not clear. The chairperson will consider the question on where to go from here. Darby may consider using the deBono technique on the Events Work Group conversation, dependent on time constraints. (The technique is described under Agenda Item “Area Inventory”)

Area Inventory

In the morning session, Successes and Challenges were written on slips and shared. The challenges were all then transferred to sheets and the sheets were hung up in the hall for members to vote their top three most pressing issues during lunch. There were 5 Issues that 11 or more votes and 2 others that had 8 and 7. Many had no votes. The 5 top Issues were:

- Diversity with millennials and people of color
- Election Process Broken
- Rural areas struggle – lack of representation of GRs and DRs
- Growing Together Weekend Lack of notice – Bring Back
- Need Technology and Electronic Committee

In the afternoon session, the top 5 top Issues were set on sheets in the hallway and the members did a ‘gallery walk’ in Five Teams to brainstorm ideas about possibly solutions on the topics for eight minutes each.
The Successes will be typed up and posted on our list server.
The Challenges with the vote counts will be typed up and posted on our list server.
The 5 top Issues will be typed up and addressed as appropriate. Some of these may be addressed quickly and others may take more time. Possible tools to use were shared:

- Create Thought/Task Forces and apply the KBDM process;
- Use the deBono Thinking Hats process – six components–
  - white – facts and figures - what we know;
  - red – emotions, what we are feeling about this;
  - black – caution, be careful, what could go wrong;
  - yellow – speculation, positive reasons to go forward;
  - green – creative thinking and alternatives, devil’s advocate;
  - blue – focus, summaries, and conclusions.
- A different process may be used for each different one.

Penny thanked the committee for letting her be part of the process.

**Budget Report**

A Draft 2020 Budget was presented to begin the conservation with the committee. The proposed budget will be presented in May 2019 for approval by the committee and then will be sent to the Fall Assembly for final approval.

- This is the beginning of the 2020 budget process. Requests for changes accepted until March 2nd.
- The budget committee will meet again after March 2nd to review all the requests, a budget proposal will be presented at the May NCWSC meeting and, if approved, be included in the Fall 12 Stepper for review and approval at the Fall Assembly.
- Detail for the committee and summary for the Assembly.
- Three suggestions for excess funds made by the Fall Assembly were 1) Outreach Projects, 2) WSO contribution, and 3) keep the reserve.
- A good use for one time savings money was to set aside $4000 for electronic voting so donations would not be used for that expense.
- The notes section explains Increases and Decreases to the budget lines, as well as the recommended excess funds allocation.
- There is a new NCWSC Scholarship request (line #104) for assisting members to attend SWRDM which hasn’t been offset yet.
- The GR Assistance (line #112) has been raised to $3000 from $1200.

C: It was challenging to review the adjusted 2019 as well as the proposed 2020 Budget.

The two following New Business Topics were added to the Agenda:

**Child Care for Groups**

Yvonne shared that it may be possible to contract for groups to receive child care insurance. We would want to at least do the following: background checks and to create a written guideline.

She asked the committee whether she should continue pursuing the question. Consensus was to continue to explore the question.
NoCAC Request –
Kati R., NoCAC Chair, requested the budgeted Grant amount of $3000 for this year.
- Hotels are being searched now, which require a deposit
- It is hoped that registration packets will be out by May Assembly
- NoCAC will follow the financial guidelines

After a brief discussion, a motion was made to approve the request and release the money to NoCAC. It passed unanimously.

New Business Requests
There is a new business form, A2b, to use for introducing business requests. Members can also send this form directly to the chairperson.

- To explore moving our May and October Assemblies to months that are less expensive at hotels and/or facilities to encourage participation at less expensive event.
- To create 1) a technology committee (formal); and 2) an audit committee.
- To create an Area inventory for CA North to use on a regular basis.
- To discuss the Election Process in order to move forward with a KBDM process.

Announcements

- Fernando was thanked for continuing his service to the Area with translating English and Spanish.
- Two Oral GR Book Reports, chosen from submitted reports by GRs, based on our C.A.L., will be on the agenda for the May Assembly. Information has been sent out to the committee members via the Yahoo Group.
- Past Delegate Patrick B. will be at our May Assembly presenting a workshop on KBDM for the GRs and to our committee members the next day.

APPENDICES

REPORTS

DISTRICT REP MEETING

- Started on time with the serenity prayer
- Introductions and Announcements
  - AMIAS trainings this month in Campbell and Concord
- What is the role of the delegate in the DR meeting? Does she have a voice? Can she ask questions?
  - The DR meeting is a platform for the DRs.
  - Appropriate questions may include questions about links of service
  - Motion: The delegate is welcome in the room, has voice but no vote, and cannot set agenda items. Passed almost entirely unanimously, with one objection and no abstentions.
  - One comment was that silence allows meeting members to collect their thoughts and questions.
- WSO’s Safety in Al-Anon Meetings flyer
  - Are groups talking about this in the district meeting? At group business meetings?
• Discussion about electronic groups for district communication
  o Clearing out folks not active at the district level (i.e., not GRs, officers, or coordinators)
  o What to do about threatening emails
  o Some DRs include CMAs alongside GRs in their email
  o Some districts have opened business meetings to everyone, and as a result have gotten more GRs
  o Visiting meetings without GRs is great encouragement to the meeting to get a GR
• Elections:
  o John B. will chair the next DR meeting
  o Eva B. will take minutes

In service,
Dean C

EXECUTIVE COMMITTEE

The primary duty of the Executive Committee (EC) is to serve as the overseeing body of the policies, financial functions and Officers of the NCWSA.

Members of the Committee are DRs Dean C. (North), David d (Central), and Secretary Penny HP (South). At Large members are Anna P. and Chairperson Marilyn H.

Immediately prior to the Three Day Assembly, the full EC completed the last three of the Officer annual interviews. We met with Sandi C, Treasurer; Chris M, Alternate Delegate, and Julie E, Area Process person. All were open and forthcoming as we discussed at great length, their experiences and viewpoints of their positions during the previous nine plus months.

Prior to the Three Day Assembly, the EC completely revised the old Evaluation survey used for the One and Three Day Assemblies. The new Evaluation format now concentrates on the experience of the attendees, with less emphasis on the physical attributes of the locations where Assemblies are held. One reason for this is due to the decline of facilities that we are able to use to accommodate our groups’ size and location shifts to different regions of the Area, as well as many conflicts in timing with other groups seeking similar locations. There was a resounding response, I had printed 300, and we received close to 250 completed. There are many areas in the survey to comment, and there were many compliments for the facility, coffee, included lunch, hotel comfort and meeting content, reports and pleasant ambiance of the attendees. While we haven’t completed tallying the numerical details, the amalgamated response is very positive. An added feature of the form was to ask for suggested possible locations for future venues, and there are quite a few suggestions to pursue. The new Evaluation form is a template that will in the future be customized for each Assembly usage in the future.

Other EC duties that were completed were to overview the maturation of the Area’s Certificates of Deposit which came due in the Fall. We worked with Sandi to review Interest and locations, and whether to consider other banks or renew. We also approved the modifications presented by Chris M. for the Budget Committee of the upcoming 2019 NCWSA Budget.

There have not been any Financial Assistant Interviews since October 10, 2018.

On November 17th, the EC met in person in Pleasanton, California. Since this Panel’s inception, a major area of my concern was that the most recent Executive Committee Guidelines were largely out of date, and over the previous years had evolved with more complexity.
At the meeting we reviewed the EC portion of the Corporate By-Laws and felt that there were no changes necessary at this time. We then fine toothed the Guidelines, word for word, and made a number of updates that we are in the process of completing for wording and approving by all members of the EC. We will be meeting sometime during our February NCWSC Committee meeting to finalize any changes necessary. Following that, we will present the revised Guidelines to Darby T, Area Chair for her approval.

I want to thank the members of the EC who have put hours into these tasks. So much has been accomplished in the last four months, especially during the Holidays and many family obligations. The spreadsheet for the Assembly Evaluations is a work of art, and the Guidelines will be current and appropriate for subsequent EC Committee members.

Respectfully submitted,
Marilyn H., EC Chairperson

A correction to the written report was that the EC reviewed changes to the 2018 budget, not the 2019 budget.

DELEGATE & OFFICER REPORTS

Delegate

Dear NCWSC Family, Here’s what I’ve been up to since August:

1. **NCWSA’s Regional Trustee Process** - I’ve continued to encourage discussions about the Southwest Regional Trustee position. The one-page document (outlining some of the minimum requirements, position requirements and personal characteristics to consider for a regional trustee as well as due dates for resumes) shared at our August meeting was included in the GR Packets for our October 2018 Assembly. You can find the document on the Yahoo group under “Files”.

2. **Area Inventory** - I have been working with Penny R, NWRT 2008-2014, our Chair and our Alternate Delegate on creating a format for our inventory which starts today. Due to obligations as Delegate, I will not be the point person on this project going forward but will support and collaborate with the new leader on this project.

3. **WSC 2019** - WSO is already sending out information for WSC. Similar to our elected government representatives, Delegates get to select from a list of committees to serve on during the year. My goal is to participate on committees that are only available while I am a delegate and that help me understand the bigger picture and California North better. I also want to be interested in the topic being discussed.

WSC will begin on Sunday, April 14th and end on Thursday, April 18th. We will be in Virginia Beach, VA.

I have attached a flyer on Love Gifts. Please plan to have packages arrive after April 10th. The return address on anything shipped needs to be my address in case the package arrives after WSC ends. The labeling information with name and addresses has been removed from this report but groups can get the information from their District Reps.

4. **Chosen Agenda Items for 2019 WSC** - At every WSC, the Conference members discuss items of concern to members and our service arms. It is how we practice Concept 1. I have shared in an email that I will take suggestions from GRs up until 1/15 and from NCWSC members until 2/2. See attachment.
5. **WSO At-Large Positions** – I recently posted the guidelines and resume forms of WSO At-Large positions that are open until August 15th. If you need more information on any of these positions, please let me know.

6. **ROAD TRIP 2019** - As of this writing, I have not heard who the winning and 2 alternate Areas are for the October 2019 ROAD TRIP- You and Your Board Connect! I will share the results as soon as I am informed by WSO.

7. **Visiting Districts and Intergroups** - Please continue to invite me to your service or recovery event. My hope is to visit all districts and intergroup during my term.

8. **Updating Alt. Delegate** - Much of the data I get from WSO is confidential. I keep our Alternate Delegate, Chris M., up to date whenever possible on choices I make that she may need to complete if I am unable to do so.

As always, I am open to hearing how I can better serve. If there is anything I have shared that does not make sense or you want to discuss a topic, please call, text or email me. As one of the primary links of service, it is important to me that I provide accurate and timely information to all trusted servants and members so we can be informed and better able to serve our members and those who have yet to be aware that there is help and hope in Al-Anon.

Thank you for this opportunity to serve NCWSA and the worldwide fellowship.

Peace, love and joy in service, Rosanna H., Delegate, CA(N) P58 “We Participate”

*This report, which was updated, is the second report submitted via YahooGroups.*

### Alternate Delegate

Including Notes from Budget/Audit Committee

I have been busy this past month working with the Treasurer and the audit committee and began the budget process for 2020. So far I have accomplished the following:

- Participated in the Officers monthly calls.
- Worked with the Bylaws Coordinator to update the Alt. Delegate guideline.
- Participated in the audit as the Budget Chair and assisted the Treasurer as needed.
- Prepared the NCWSA 2018 Audit Report. Summary report is attached for review. Several corrections were found and provided to the Treasurer to adjust the 2018 financials. Recommendations were made for improvements.
- Reviewed the 2018 budget to actuals with the budget committee and the committee recommended the following to the Executive Committee for consideration and approval:
  - NCWSA 2018 financial reports were reviewed after the audit. Treasurer recommended that the budget to actual savings (excess) of $14,906 be distributed as follows:
    - Keep $4,896 in the bank to maintain the 12 month 3 year average of operations costs in the various bank accounts.
    - Distribute the remaining 2018 excess of $9,713 as follows: 1) set aside $4000 one-time for the clickers for the Election Assembly in 2020; 2) set aside $3000 for Special Outreach Project; and 3) provide a donation to WSO of $2,713.
    - Budget Committee approved recommendation and request was sent to the EC chair for consideration and approval at the next available EC meeting.
- Updated and provided a budget request form to committee members with a budget to assist with the preparation of the 2020 budget.
- Received several requests and included them in the 2020 Budget Request.
• Request that members turn in additional budget requests for 2020 by March 2, 2019 for consideration by the budget committee and final presentation at the May NCWSC.

• Updated budget document (attached) for modifications to the 2019 budget based on the 2018 actuals and created a draft proposal for 2020 based on requests received to date and the 2018 actuals. Recommendation includes a balanced operating budget and allocation of excess funds from the prior year for one-time uses as noted above. Donations were increased to reflect 5% growth less the two large one time donations of $6000 each from an individual and a district, and costs were reduced wherever possible to order to offset rising committee costs. EC is reviewing the changes to the 2019 budget.

• Signed up to attend SWRDM, in Hilo on March 8-10 to prepare & support the delegate and Area as needed.

• Participated on the Event Participation Work Group Committee. This has been very interesting.

• Attended NCCAA steering committee meeting in Stockton on behalf of Al-Anon as requested by the Chair. 2019 conferences are connected to local Districts for the Al-Anon/Alateen program planned for March 8-10 in Foster City; June 7-9 in Rocklin and October 11-13 in San Ramon. Flyers will be available when completed. NCCAA is considering only two conferences per year.

Thank you so much for the opportunity to serve and grow!
With Gratitude, Chris M., NCWSA Alt. Delegate

Correction: The excess is $14,609, not $14,906. The Audit Finding report is posted on ncwsa.org.

Treasurer

Two additional Financial Statements for 2018 were submitted by Sandi C. Area Treasurer. The Final Draft 2018 Profit and Loss and the Final Draft Balance Statement as of 12/31/18. The statements will be available as attachments to the official minutes and on the NCWSA.ORG website under Service → Financial Information. There were no questions or comments from the floor. The End of the Year Report is posted on ncwsa.org.

Secretary

A full year of Panel 58 is now complete. There are more moving parts than I expected and I am very grateful to those who help me get the work done. Here’s some information on how/what I’m doing:

• I want to thank the committee for giving me the go-ahead to look at alternative group email options. However, at this time, with Yahoo Groups behaving better, I am not actively researching. I expect that should Yahoo break, we’ll be moving to the io.groups platform for our committee communications. Until then, I am onto other things.

• I have placed HEARTS on the folders for those members requesting paper copies. Butterflies are not the indicator – Look for the HEART.

• Thanks to Julie E., our AAPP, the Name Badges have red AMIAS tags on them as appropriate. Some Name Badges were not in the bin so if you are an AMIAS, please come up to me at the committee meeting with your Name Badge and the tag can be placed on it. If your Name Badge needs to be replaced or corrected, please send me an email so I can reprint it.

• NCWSC member’s folders were moved to match the roster and the Roll Call. I will admit that this was for my benefit to make changes more easily. The list goes: Officers and Delegates; Districts; NoCAC Sponsors; Liaisons; Past Delegates.

• I am still actively looking for members who would like to serve by proofreading the draft minutes. It is desired to have at least one person who was at the meeting and one who was not at the meeting. We do not review and edit any of the written reports, but there is still a lot of look at – namely, did I capture the essence of the conversations? - is it readable? - Is it accurate? It is
not necessary to commit to review every draft, but having a team of possible help is great! Thank you to those who have proofed; it really helps me get focused. Send me an email if you’d like to proofread.

- It was requested by a member that I review the use of our Yahoo Groups. Here’s a quick review:
  - To access the group go to www.groups.yahoo.com/ncwsc (you need a Yahoo account/ID to get onto the website)
  - To send an email to the group use ncwsc@yahoogroups.com
  - It is requested that you privately respond to a sender, when appropriate; such as when a ride or room can be shared. This will allow the message to get back to the sender faster and it will be easier for him/her to find it. To respond to an email privately, scroll down to find the sender’s private email and click on it to respond. The line to look for will begin with “Posted by: . . .” and will give the sender’s email. It is helpful for the sender of an email to ask members to respond privately if responses are not needed for the entire committee membership.
- The NCWSC bin of folders include only one folder for the primary position and the alternate (or Co-) with the exception of our two ‘at-large’ members on the Executive and Budget Committees, who also have a folder. That makes up our 62 folders for our 97+ members.
- I still have several things to get started on. To name a few: reviewing, and if necessary, submitting the Secretary Guideline, complete and submit the updated List Server Guideline; and update the Motions Passed/Failed Document on the web site.

Grateful to be of service, Kristie A., Area Secretary (Panel 58)

Area Alateen Process Person

I have been busy since our last committee meeting and the 3-Day Assembly reviewing and approving various flyers and safety plans. December seemed to be busier than I had expected, though it was helpful to see an improvement in including of safety plans with submission of flyers.

As you all know, this past year has been very busy with trying to bring our Area in line with WSO’s policies, guidelines, and our own B-17. It has been more than a full time job, but I am happy to report that I believe we are making great strides toward bringing our Area into compliance.

In October I started working with the Area Alateen Coordinator and our NCWSA Chairperson, Darby on putting together a safety committee to start working on updating our B-17. The committee members are Lisa B., Anna P., Flora M., myself, and Dede W., AAC. Each member took a guideline or service manual and cross-referenced it with our current B-17. There were many areas that we saw needed to be updated. The first draft recommendations are being presented at the February NCWSC meeting. The safety committee met two times via video conference calls which lasted a total of 5 hours. We have committed to meet via video conference calls for three hours on the third Saturday of each month starting in February. We hope to have a 2nd draft to present to the NCWSC at the May committee meeting based on discussion from our first draft at the February committee meeting. Our goal is to have the final draft ready to present to the NCWSC at the August committee meeting. With the help of the Executive Committee, we are in the process of finding an attorney that will review our B-17 for legal accuracy before being presented to the committee in August.

On January 9th, I sent out an early reminder on the AMIAS Yahoo list-serve announcing the AMIAS recertification period for 2019. Recertification begins March 1, 2019 and ends May 30, 2019. Because it is an area recertification requirement, many districts have already scheduled B-17 training with DeDe, the AAC. Attendance at a B-17 training must have taken place between June 1, 2018 through May 30,
2019. To assist the DAPP’s with processing AMIAS recertifications, I am planning on having a webinar in February to provide training on the procedure.

Lastly, because of the necessity to ensure Alateen safety at all events, the decision was made, (based on NCWSA’s B-17 and WSO’s policies) to allow only Alateens and currently certified AMIAS to attend Growing Together Weekend. No non-AMIAS may attend GTW. The GTW committee has been very willing to work with the AAC and AAPP on this issue, and I commend them for their efforts.

Your Humble Servant, Julie E., AAPP

COORDINATOR REPORTS

By-Laws

Currently there are no Bylaws revisions in progress. Please notify Gael or myself if you find anything that needs our attention or if you need clarification on the Bylaws.

This has been a busy & productive 3 months for Gael & myself. Guideline research & revisions & committee work have kept both of us hopping. Looking forward to a productive new year!

Gael & I have been diligently working to update the NCWSA Guidelines. Below is status on our progress so far:

- B2 Alternate Delegate (Completed and posted to web)
- B4 Treasurer (Completed and posted to web)
- B13 Diversity Coordinator (Completed and posted to web)
- B30 Website Coordinator (Completed and posted to web)
- B14 PI/CPC Coordinator (In progress)
- B16 Budget Committee (In progress)
- NCWSC Guideline (In Progress)
- B9 Insurance
- B18.2 Corporate Responsibility Time Line
- B19 Long Range Planning Committee
- B22 NCWSA Assembly
- B27 Conflict & Complaint Resolution Guide

Gael has been doing great work communicating with the Officers & Coordinators for content on each of the completed Guidelines and I’ve been working on the technicality of formatting, adjustments and getting approval by our Chairperson to get them posted to the NCWSA Website.

For the past 2 months Gael & I have also been meeting every other Sunday and doing researching during the week on the NCWSA Events Participation Committee. The results of our research is on the agenda to be presented during this Saturday’s Committee Meeting.

If there are any questions please contact us. If anyone has a NCWSA Guideline revision please contact me beforehand and I will send a copy of the NCWSA Guideline Format Template to be used with your revision.

Yours in Service,
Jim S., NCWSA Bylaws Coordinator
Gael R., NCWSA Alternate Bylaws Coordinator
Facilities

- We have a proposal for a site for our May Assembly, May 18, and NCWSC meeting, May 19, in San Jose at the Holiday Inn. They have upgraded all rooms with new TVs and mattresses; room rates will be $109 for single king or double/double beds. We don’t have the actual contract yet, but they said they could provide our meeting space and Saturday lunch for around $12,000; they also said they’d reduce the charge for parking to $3 for day parking (for Assembly) and $8 for overnight (for those of us staying). Breakfast vouchers can be included for those spending the night for a reduced rate of $15 for the breakfast buffet. There is free wi-fi in the sleeping rooms and the meeting rooms. There is a restaurant on site and several within a mile. They also have a heated pool and a fire pit on the patio just outside the lobby area. And there is a lite rail station right across the street from the hotel.

  Thank you Kim and District 17 for agreeing to host! The registration flyer will be sent to you as soon as we have all the necessary information confirmed.

- We also have a proposal for our August NCWSC meeting, from the hotel in Tracy that we’ve used in the past. They’re also renovating and the sleeping rooms are lovely! Keurig, refrigerator and microwave in each room. They provide coffee all day for $16 - for the whole day. Room rates are $119.95, $149 for the suite (for babysitting) and includes a hot breakfast. They don’t have food service other than breakfast so they provide three tables in the meeting room that we can use for hospitality. Within a couple blocks of the hotel there are several fast food restaurants and Denny’s is across the street.

- And our 2019 Fall Assembly is scheduled to be in the northern section. There are some wonderful options in the Sacramento area but we need a Chair for the October Assembly host committee. Please take your enthusiasm to your Districts and encourage your Groups to seek a member willing to serve. The last time we had an Assembly in Sacramento, we had volunteers from all over our Area helping out – we don’t do this alone.

- District Representatives, please ask your groups, if they are not sending a GR to Assemblies, why not? Is there anything we can do, as District servants or as Area servants, that would help them attend?

- We do our best to keep costs affordable for Assemblies and NCWSC meetings. Community centers have become more expensive than hotels in most cases and hotels/convention centers continue to get more expensive. One expense we can have some control over is food. Often, a bagged sandwich or wrap lunch is $5-$10 less than a buffet. We learn to take care of ourselves, recognizing the importance of eating well, but consider the outreach projects we could support with $5 per group.

- My guidelines suggest that I attend Officers/Delegate call once a quarter. I haven’t had that opportunity yet but hope that I can do that this year.

Thank you for letting me serve as your Facilities Coordinator.
Love in service, Bonnie M., NCWSA Facilities Coordinator

*In addition to the written report, Bonnie announced the following:*

- **District 24, Monterey area, is willing to host a meeting.**
- **August Committee meeting date is August 23 - 24, 2019**
- **A hotel has penciled us in for May 2020**
• Assembly Host Guideline needs to be revised
• Host a TEAM event once per panel

Q: Will the October Assembly clash with the Road Trip on October 19, 2019 that we’ve bid on? A: Last week in October was set for our Fall Assembly, but we are not competitive to the hotels. Date of Assembly may need to be changed to the 1st or 2nd weekend in October.

Group Records

Dear Family:

There are currently 756 meetings registered active groups that hold 879 meetings in the Area. Add to that total are 66 active Alateen meetings. The downside is that there is 1 meetings designated “Reported Not Meeting”, 34 meetings designated as “No Mail” and 11 meetings with “Bounced Email”. As a reminder, a meeting is designated as “Reported not Meeting” occurs when someone tried to attend a listed meeting and was unable to find and attend that meeting. The 34 meetings designated with “No Mail” is a concern as these are active meetings that receive no information from WSO including the annual update and any Forums. It is our goal to reduce those numbers to zero.

The group record keeping as been steadily increasing as new Group Representatives are elected and Current Mailing Addresses changes are submitted via email or USPS. Thankfully Nerissa has been trained on WSO database entry. Remember, all Alateen Group Changes are processed by the Area Alateen Process Person (AAPP) Julie E.

Beginning last year, WSO revamped their website and the way you can find meetings in your area. In addition to searching by city, day of the week, language, and search radius, you can expand your search by clicking on the advance search button. This allows you to select Special Needs of child care, handicap access, fragrance free, sign language & smoking permitted. The newest addition to their search engine now allows you to search by group type. Group type includes men, women, parents, adult children, young adults, beginners, LGBT, and students & professional observers welcome. In order to allow WSO to specify a group type, the group type must be in the group name and restricted to those specified above. If you want to specify a group type for your meeting, add the appropriate group type to your group’s name. NCWSA is now linking the meeting search on their website to the WSO website. This will allow you to get meeting information in real time.

By the May Assembly, I will be proposing that NCWSA stop tracking group focus (aka WSO group type) This was mandated by an assembly vote when WSO stopped keeping track of group focus. This will simplify groups records by not having to keep two separate meeting databases and the inherent errors that accompany keeping two databases. I will also propose that NCWSA no longer use a separate Group Records Change Form (A16) and instead use the WSO printed form. In addition, I will encourage you to make group changes using WSO’s online Group Change update. This will apply to starting new groups as well. More detail to follow before the May Assembly.

George and Nerissa

Institutions
Submitted a current financial report on February 2, 2019 on YahooGroups

The following is a correction to information regarding the Pink Can Fund:
2017 Balance brought forward : $11,827
2018 Donations : $29,104
Total : $40,937 
2018 Literature Purchases : $30,982 
2018 Balance brought forward : $ 9,949 

Thanks for your Service, 
Kindest Regards, 
Carol / Institutions 

Insurance & Child Care 

First and foremost, I am so grateful that Joanie J has joined us as Alternate Insurance Coordinator. Her experience with insurance is invaluab[233x592]le. She is in the process of reorganizing and developing better tracking for our two policies and our certificate requests. As laws and insurance practices change, it is important that NCWSC be able to understand and keep up with the type of coverage needed to continue to protect NCWSA from liability exposure. 

NCWSA has two policies: General Liability and Directors and Officers. The General Liability policy renews February 6. Joan has been reading and studying this policy and is in the process of obtaining explanations and information so that we will have a clear understanding of its coverage. She has sent questions to our insurance agent and has set up a template so that we can better track changes in premiums and coverage from year to year. There seem to be discrepancies in the bookkeeping at the agency, but we are working on rectifying this issue and it does not have an impact on our coverage. We have submitted the necessary information to our broker to obtain the renewal quote for the General Liability policy and should have it by the time of our meeting. 

Regular groups, regularly scheduled district meetings and regularly scheduled speaker meetings are automatically covered by our General Liability policy. At the current time not all such meetings request an Evidence of Coverage to give to their venue (landlord) as proof of our coverage. Some entities want to be a named insured under the policy, rather than simply requesting evidence of coverage. We have replied to both types of requests. 

We have recently been advised by our broker that every Special Event should be approved by the broker to ensure that they are covered, whether or not the venue requests one. 

During the 2018 policy period, NCWSA received approximately 80 requests for insurance certificates. Approximately 28 certificates (30%) were for Special Events which were mostly one day events organized by districts or groups. Considering the risks to the organizer of special events as well as to NCWSA as a whole, it is important that a certificate be requested for every special event, even if the venue does not request it. Therefore, please pass on to your groups that they must request a certificate for any event that is not a regular weekly meeting. 

Events over 24 hours long require an additional endorsement with an additional fee. Last year, only one Special Event (for which we received a certificate request) was more than one day (NoCAC). An extra endorsement fee was paid. This endorsement was paid by the Area. The question has been raised as to whether Area events should be self-supporting. This is something that should be considered by NCWSC if it is not already part of existing guidelines. 

The instructions for requesting insurance certificates are on the NCWSA.org website. Currently it can be found on the main page under “Recent Posts”. If the instructions are not there, tap “Menu,” then “Service,” then “Miscellaneous FAQs.”
In addition, Joanie and I are working to develop a better method for updating our certificates. Currently, we look at the ones requested in the current policy year and contact those meetings to determine if they need a new Evidence of Coverage, etc. for the upcoming policy year.

We are considering ways to effectively communicate with all groups covered under our policy to determine which individual meetings are still active and have landlords who actually want some sort of verification of our coverage. For now, we ask the DR’s of all districts who are covered by NCWSA’s insurance to contact groups in their district and email us which groups have landlords that require certificates. (Some districts have their own coverage or are covered by their Intergroup insurance.)

The childcare system is running smoothly. We have one child in care for this February meeting. Whenever we hold NCWSC meetings or Assemblies, I ask the DR’s if they have anyone that they can recommend as a caregiver before I start the search. The caregiver must be at least 18 years old and be able to pass a background check.

One question that comes up often is whether we cover child care under our policies. Currently we do not. However, since this is a frequent question, I have asked our insurance agent to request information on the cost of insurance for childcare for groups as well. We will need to review potential cost and the necessary recordkeeping requirements if we were to offer this coverage to our many scheduled meetings. At the May Assembly I will report the information that we receive on this question.

Respectfully submitted,
Yvonne P. and Joanie J.
NCWSC Insurance and Childcare
Insurance@NCWSA.org

Literature

ASSEMBLY BOOK REPORT: At the 2019 May and October Assemblies, two Al-Anon or Alateen GRs will have the opportunity to give a 5-minute book report on their favorite piece of Al-Anon Conference Approved Literature. Please share the writing guideline in your bin at your District meetings and encourage the members of your District to submit a written share to literature@ncwsa.org

NEWS FROM THE WSO

INTIMACY BOOK: Intimacy in Alcoholic Relationships (B-33) is now available in French and Spanish (FB-33) and (SB-33). LDC priority order forms have been sent to DRs and LDC operators.

JUST FOR TONGITH BOOKMARK (M-81): This new bookmark, approved by the 2018 World Service Conference and based on a popular sharing in The Forum, will be available in all three languages by early April. The bookmark, like the Just for Today Bookmark (M-12), will be ten cents each.

SHARES NEEDED: Despite numerous requests in The Forum and the Literature Coordinator community of AFG Connects, so far, WSO has not received any sharings about Hope & Understanding for Parents & Grandparents (P-94) or To Parents of Alcoholics (P-16). If you can write an article of 500 words or less reviewing either of these two new pieces of literature, it would be greatly appreciated. You can email it to me at literature@ncwsa.org

NEW DAILY READER (working title): We have received over 1,400 sharings. We still need many
more for this project. The Literature Committee hopes for this to be the first daily reader to include sharings on each of the Steps, Traditions and Concepts of Service. Currently, there are two writing workshops scheduled for 2019. I encourage you to include a writing workshop at your next event by contacting me at literature@ncwsa.org

Writing workshops not only provide WSO with the content to produce your CAL but they are also a great opportunity for personal recovery. When we write, we become a servant to a Higher source.

THE FORUM BOOK (working title): For this project, members have sent in over 740 titles and publication dates of *Forum* articles that they consider the best of recent years. There are only six for 2017 and none for this year. Please keep encouraging members to send in Forum stories they want included in the book. Readers can either submit them at wso@al-anon.org or to The Forum, 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

SPANISH AL-ANON/ALATEEN SERVICE MANUAL 2018 – 2021 (SP24/27): Group Services, which is responsible for the *Service Manual*, does not have a date yet for the Spanish version, but will be announcing it on the Announcements community of AFG Connects as soon as they do.

NEWS FROM THE FORUM

SHARES NEEDED: We continue to remain very short on sharings about the three Legacies—especially about Steps 5, 7, 8, 10 and 12, all the Traditions and all the Concepts. We also need more sharings from Canadian and Alateen members, as well as Alateen Group Sponsors.

SHARINGS NEEDED FOR “CAL Corner”: We always need more sharings about how CAL has helped members with their recovery. Please urge members to write. We could especially use articles about *Discovering Choices* (B-30), *Lois Remembers* (B-7) *One Day at a Time in Al-Anon* (B-6), and the *Paths to Recovery Workbook* (P-93). Please see the writing guideline for “CAL Corner” in the Guidelines & Procedures folder under the “Library” folders in the Literature Coordinator community.

E-THE FORUM: There is an e-magazine version of *The Forum*. You can find direct links for ordering on the Al-Anon Online Store at www.al-anon.org/onlinestore under the “Electronic Literature” category.

FORUM UPDATE: Increase in subscribers: Ever since the World Service Office stopped sending complimentary copies of *The Forum* to groups, there has been an increase in subscriptions. This has been most notably from groups buying subscriptions.

INSTANT STEP MEETINGS: Beginning in January, the "Instant Meeting" feature of *The Forum* will include, in addition to two or three brief sharings on the Step of the month, several thought-provoking questions to get the conversations started.

E-BOOKS AND AUDIOBOOKS: Improving ways for members to order Al-Anon/Alateen Conference Approved Literature (CAL) eBooks and audiobooks is important in the technological world we live in today. More members want to read CAL on their mobile phones, tablets, e-readers, and personal computers in addition to their print publications. Digital CAL also is a service to members who do not have CAL print publications. Every effort is made to uphold the spirit of Al-Anon’s Traditions and to adapt the WSO’s online store to today’s technological world. Two new icons now appear in the “Books” and “Electronic Literature” sections of the WSO’s online store to identify and redirect members to our CAL eBooks and audiobook pages offered by Amazon, Barnes and Noble, iTunes,
Kobo, and Audible.com. A statement upholding Al-Anon’s Traditions follows the names of the electronic vendors for each digital CAL item: “This announcement is informational only, and not an endorsement of any electronic media provider, reader, or other products sold by electronic media providers.”

INSTITUTIONS LITERATURE ORDERS

Year to date: 4 orders totaling $4,738.47

NCWSC LITERATURE ORDERS

Year to date: 0 orders totaling $0

Love in service,
John M., NCWSA Literature & Forum Coordinator

PI/CPC

Since the October Assembly your PI/PCP Team has been active as follows:

● Held Monthly calls with District Coordinators. We have decided to suspend monthly calls going forward because we are not getting more than one or two people to call in.

● The Public Outreach Fall Assembly presentation created a Public Information buzz and Email communications have increased as a result of it. We anticipate districts are discussing budgets and projects for 2019.

● We Launched and finished the BART Campaign project. This project came about as a result of D16’s PI/CPC coordinator finding us great pricing. Districts 12,13,14,15,16,25,26 and the Integrupal Hispana del Sur de la Bahia were invited to participate and almost every district discussed/KBDMd and voted their group Conscience to participate. Most districts donated $1000 towards the overall $8,575 cost of having posters on all trains for a 4 week period. The collaboration was amazing and the districts that were not able to participate have informed me they are putting plans together to do something again like this next year. We received one very generous personal anonymous donation that put us over the top for what we needed.

● Increased cooperation with Therapists is a focus for 2019. We have ordered Banner Pens for District Coordinators (who wish to participate) to include with their AL-Anon introduction letters to local therapists to take advantage of the fact that almost 24% of new members come to us from therapist referrals according to the 2018 member survey.

● 2019 California State Fair. We are looking for a team to start working on this for 2019. No one has stepped up yet.

● We held individual discussions with Districts struggling to do more outreach. Posted on BAND several events and shared with the coordinators. Coordinators posting pictures and display booths of events they are hosting.

● We are actively looking for 5-7 members who are professionals in the fields of Medical Healthcare, Criminal Justice, Psychology/Therapy and/or Corporate Human Resources who would be willing to spearhead providing service to these fields. DRs/GR please ask in your meetings and have them contact me.

● We continue to encourage Districts to split their Public Outreach Coordinator Roles into two positions; Public Information Outreach and Cooperating with the Professional Communities. As we have been discussing each has a very different focus that uses different means and methods skills.
The approach to Cooperating with Professionals needs members who are able and willing to work with professionals on a consistent basis in their communication. Ideally, the person is knowledgeable in the focus area and has experience in working with professional in a particular field.

We are ready and willing to work with districts to develop best practice and scheduling actions along with service tools for the CPC position. We believe that separating the two positions will both lighten the amount of work while increasing the amount of outreach in our communities.

Peace and Love in Service, Nick d

David B, Alternate PI/CPC submitted the following:

The Southern California World Service Area held their First Annual Professionals and Institutions Conference on November 3rd, 2018. Their Cooperating with the Professional Community and Institutions Coordinator organized and hosted the event with the participation of the local Districts. The event was very different to the historical practice of NCWSA in its participation at AA’s H&I Conference. This report will provide a recap of Southern California event.

The event was held at a church and used two rooms, one for the professionals to speak to the Al-Anon and Alateen members and the other for lunch where professionals and members can talk during the break.

The hours were from 9:00 AM to 4:00 PM with 40 minutes allotted for lunch. Both a continental breakfast and lunch was provided by the SCWSA. All items were purchased from a store – there was not potluck involvement.

23 speaking slots allowed for 24 professionals to speak about their organization and what their job entails of. Some were aware of Al-Anon but most were not. This provided the opportunity for the professional to see and hear Al-Anon and Alateen members. The average time for each person to speak and answer questions was 17 minutes knowing that the next guest was ready to start their presentation.

Two Al-Anon members shared their 12th Step service with the professionals and an Alateen member shared her story. Their participation was scheduled for the professionals to hear. The attraction for attending the event was that it was free. The expenses were less than $1,000.00.

The outcome for the professional was able to talk about their organizations which is part of their job and for Al-Anon it was to show that we exist and to establish an ongoing relationship with the speakers. The most important part of this event is the service after the event. That is to keep the professional plugged into Al-Anon and Alateen programs through a number of different outreach activities that do not require any significant amount of time.

**12 Stepper**

Welcome back.
Here we are in our 2nd year of our 3-year term!
I've gone from why did I…. to…. I don’t know how….to how do I this, to, what in the world. To, uh, oh, that’s how!
To those of you, you know who you are. Thank you!

I feel blessed and am extremely humbled for all the ups and downs service opportunities provide me.
Just as a reminder for everyone, for the ones that have not yet submitted reports, the deadline is 2 weeks after February committee.

Please submit any reports or announcements by Feb 17th

Also, we are trying out a new feature in the Stepper called Member’s Corner. If you have a short experience strength and hope story you’d like to share, (200 words or less) please submit to Sheri at sheriw2013@gmail.com or Gienna at jgholaday@comcast.net

Giving back,
Sheri W
Panel 58 12 Step Editor

Website

Hello Al-Anon/Alateen Family,
I’m happy to say things are going well here with our website committee. Our next screen share meeting is February 24 and all interested parties are welcome. Email me for details and an invitation to attend.

*Another district website just became independent and self-supporting. District 15 Website Coordinator, Caroline A, you are free of our persnickety MT grid! Congratulations and thank you.

*Alternate Coordinator Jim K, has mastered the new event calendar software and instructed me in its use too. Please let your local event coordinators know that Jim will be pleased to post events of wide interest.

*Committee member Debbie O, dipped her toes into Word Press editing. She has made updates, corrections and added links to maps on the web page that lists the time and location of District 1-27’s service meetings.

*There have been more requests from NCWSA Officers and Coordinators for additional website content. Most recently, NCWSA Secretary Kristie, has asked for a webpage that she plans to keep updated with downloadable copies of GR packets herself! When ready to publish, this new page will be found by clicking on a link placed on the Group Representative page.

*Jim and I maintain a brief “at a glance” list of events at the bottom of the home page. This list is added to separately from the calendar and was created to be handy for use by GRs in their meetings. When I was a GR, I would have loved to have a list like this to quickly highlight, copy, and print out to share Area event announcements with my meeting (or just read to meeting members from my smartphone). Please let us know if you use this feature because if it is not valuable to you, Jim or I can easily remove it.

*If you have any questions about why our website sends viewers looking for a meeting to their district’s website or WSO, please read George L’s Group Records Coordinator report. In his report, George did an excellent job explaining how WSO improved the ability for members and prospective members to find a nearby meeting in a way that is not possible for Area service arms to duplicate with the same timeliness. Thank you for letting me be of service,
Barbara G
website@ncwsa.org

Respectfully submitted, February 24, 2019, Kristie A., Area Secretary
**NCWSC Roll Call –**
**Fairfield, CA**  
**DATE February 2, 2019**

**POSITION – NAME – x=PRESENT**

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| Spanish- East Bay | Javier O | | |

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