

# **NCWSC MINUTES, AUGUST 24 - 25, 2018**

## **Marriott Courtyard, Fairfield, CA**

**Approved, February 2, 2019, Redding, CA with correction (removal of last names)**

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 were after the lunch break
- Diversity Coordinator and Alternate Insurance Coordinator positions still open.
- The May 19, 2018 Minutes were approved as submitted.
- Amended the 2019 Budget Proposal to take forward to the October Assembly.
- Announcements and New Business Topics
- Adjourned at 4:00 pm with the AI-Anon/Alateen Declaration.

### **Motions and Consensuses**

#### **MOTIONS**

- 1808.01      Approved the May 2018 NCWSC Minutes as presented. Dean (D8)/Penny (D20)  
Passed with substantial unanimity.
- 1808.02      Amend the Approved Proposed 2019 budget by moving Child Care expenses from  
Insurance of \$1850, and Assembly Babysitting of \$1650, to a new line item called  
Child Care under the Insurance Coordinator for a total \$3500. Chris (Alt Del)/Lee  
(D13) Passed with substantial unanimity.

#### **CONSENSUS**

- To reconvene a Thought Force to continue the conversation about our Pink Can Fund. The Chair will create a new charge to clarify the purpose of the Thought Force; a signup sheet was passed around.

- To choose the Sheraton Hotel at the Sundial Bridge in Redding for the February 2019 NCWSC meeting.
- To move forward on applying for NCWSA to host the 2019 Road Trip.

## **ELECTIONS**

The following Area positions are currently open: Diversity Coordinator, Insurance Alt. Coordinator. No one stood for either position at this meeting.

## **OLD BUSINESS**

### **Childcare Proposal and Discussion** – Yvonne P

#### PROPOSED CHILDCARE GUIDELINES

**PURPOSE:** To arrange for Childcare for NCWSA Assemblies and NCWSC meetings so that AI-Anon members with children who wish to be of service at the area level have a safe place for their children as they participate in these events. Include the Information for Parents. *See addendum at the end of this report.*

**REQUIREMENTS FOR CAREGIVERS:** To comply with NCWSA's insurance requirements: caregivers must be 18 years of age or older and must pass a background check.

#### **TIMELINES:**

When events are scheduled:

Post to NCWSC List Serve asking anyone who needs care to respond in order to get an estimate of the number of children who will attend. Childcare will still be provided for walk ins. Also post the Information for Parents.

When location is confirmed

Send email to local DR asking that anyone who qualifies for the childcare position to contact the Childcare Coordinator.

Verify with Facilities Coordinator that childcare room has been included for the event.

One month before event.

Open an online account with Sittercity post online (\$35 per month) for position. Explain qualifications required, times required and salary and expenses paid by NCWSA:

Salary: \$15 per hour for up to 2 children or \$25 per hour for 3 or more.

Driving expense (mileage at current NCWSC rate and tolls if necessary).

Lunches or dinners (up to \$20)

Arrange telephone interviews for qualified candidates. Choose at least 3 for personal interviews. If the location of the event is not more than 1 hour away, candidates can be met somewhere half way. If the event is more than one hour away, ask the local DR to meet them or re-interview may be done by FaceTime or Skype. Offer the job to the best candidate.

If the chosen candidate has been given a background check through Sittercity or another job, ask for a copy of the page which states that he/she has passed. Do not request personal information. If the candidate does not have a background check, have one run through Sittercity (\$85) or through a website like Background Check (approx \$40). If the background is run on another online source than Sittercity, ask for a copy the candidate's driver's license and for their social security

number. Background checks are sent to the candidate, so ask for a copy of the page that states that they passed. Do not ask for their personal information.

First day of the event:

Childcare Coordinator should plan to arrive about 2 hours before the start of the event to inspect the room and post appropriate signs at Registration. Caregiver should plan to arrive at least 1 hour before the event to see and help to set up the room. Childcare room is opened ½ hour before the start of the event. Parents are required to sign their children In and out whenever the child is entering or leaving the childcare room. (See attached Information for Parents.)

End of event:

Salary and expenses for caregiver are tracked as incurred throughout the event. At the end of the event, an expense report is completed and given to the NCWSA Treasurer with the expense tracking sheet and all receipts attached. The caregiver is paid at the end of the event.

Miscellaneous responsibilities

Provide sign for Registration including location of child care and time children may arrive.

Provide a few toys/activities for children.

Have available copies of sign in sheet and Information for Parents.

**TOTAL ANNUAL COST**

Cost of rooms	1,800	
Search fee to online service	140	
Background checks	420	
Payments to Caregivers		
Salaries	975 – 1,625	\$15 per hour for 1 or 2 children; \$25 for 3 or more
Mileage and parking	120	
Meals	90	
Total Estimated Annual Cost	3,545 – 4,195	

**RECOMMENDATION**

Present to October Assembly, asking for approval for one of the following options:

Create a new NCWSA Coordinator position for Childcare

OR

Add these duties to the Insurance Coordinator position.

*(My recommendation, assuming an Alternate Coordinator)*

**ADDENDUM**

**Information for Parents Who Wish to Use Childcare at NCWSA Events**

Parents will be asked to sign their children in and out.

Parents must provide their cell phone numbers and leave their cell phones on vibrate during the event should the caregiver need to reach you.

NCWSA does not provide food or drinks to the children during the event.

Water will be available. If parents have snacks for their children, they must be left with the caregiver. Be sure that they are clearly labeled with the child's name.

Parents must sign out their children during meal breaks.

While a few activities are available for the children (e.g., board games, coloring books), parents are encouraged to bring at least a few of their child's favorite toys or games.

Parents will be asked to provide information regarding allergies that their child may have.

*After two years of setting up and following through with providing child care, Yvonne is presenting a proposal for going forward with the service, either through a new coordinator or through a serving alternate coordinator for Insurance.*

*Q: How many children have we served? A: Two at the last Assembly; it's one or two usually.*

*Q: If a parent brings a babysitter with them for their own children, could we pay that babysitter?*

*A: We are responsible for the child care giver through our insurance.*

*Q: What is the difference between AMIAS and is it better? A: Our process doesn't require a live scan. The background check for the AMIAS is better but it is a longer process.*

*Q: Has there been an additional insurance increase as we planned for? A: Not so far, and not if we continue our current process. The budget has the money but not necessarily identified in the appropriate categories in the budget.*

*Q: \$3500 has been allocated this year in Insurance and Assembly Babysitting, and not used; move the expenses to the coordinator line? A: A motion will be prepared for a full discussion and vote after Roll Call this afternoon. There will be no change to the bottom line.*

*C: Be careful not to muddy AMIAS service with child care givers.*

*Q: Yvonne asked how to proceed to bring in Child Care Service. A: If it is added to the current position guideline according to how a position guideline is updated, it is then passed on to the Chairperson for approval who then informs the committee.*

*C: Let's be aware of motions passed, bylaws, and NCWSC Guideline as we discuss and suggest changes to our activities and positions.*

After the roll call, the motion to amend the proposed 2019 budget was made and discussed. The motion was to amend the Approved Proposed 2019 budget by moving Child Care expenses from Insurance of \$1850, and Assembly Babysitting of \$1650, to a new line item called Child Care under the Insurance Coordinator for a total \$3500. MSC, Chris (Alt Del)/Lee (D13)

### **Do Not Refer Task Force (TF) Report**

*The report was placed in the bins. The first decision of the TF was to rename the TF to Group Practices. After reviewing 8 areas that have policies there is a first draft paragraph that reads: "It is the purpose of this guideline to create a policy that establishes whether a group conforms to Traditions and Concepts, including an appeal process, in order to support Districts in helping groups remain consistent with Al-Anon Traditions, Concepts and Policies as presented in relevant Al-Anon documents of the World Service Office and NCWSA. This policy will clearly outline how to communicate why a group is placed on the WSO Do Not Refer list and steps needed to return to their District and Area meeting lists, websites and removal from the WSO Do Not Refer list."*

*The first full guideline draft will be brought to the February 2019 Committee Meeting.*

## **Convention**

*Ayisha did her best to find a committee to serve on the next convention but was unsuccessful. Perhaps our District Days-in-Al-Anon or other events may meet our fellowship needs.*

*C: Ayisha visited two districts who did not show an interest to attend and she felt it was too big of a thing to continue the search.*

*Discussion included moving on to other events and opportunities and to remember that focusing on recovery is a good intention.*

*A correction to a comment that there is no Al-Anon participation in the Spring Fling made by Teri from District 10. She wanted us to know that there is Al-Anon participation with this AA event.*

*There is even a budget for this.*

## **Alateen Safety Requirements**

*Julie, Area Alateen Process Person (AAPP) and DeDe, Area Alateen Coordinator (AAC) presented information by PowerPoint – to be posted on our Home page under Recent Posts titled Alateen safety requirements for events with Alateen participation. Our Area is not fully in compliance with the WSO's new policies on Alateen safety requirements. It is now time to update. DeDe works directly with the Alateen activities and Julie works more with the paperwork.*

*Highlights:*

- *Working on modules for AMIAS information/training.*
- *A certified AMIAS must be the driver and a completed travel and treatment form must be carried during the travel.*
- *Become familiar with the G-34, G-20, G-16, and G-7 Guidelines from WSO. There is also an Alateen eservice manual to use. Start with getting informed.*
- *The Certified AMIAS list is available from Julie (the AAPP), but it needs to be shredded after the event. The DAPP is provided the list (in the absence of a DAPP, the DR takes on the tasks of the DAPP). The list is not to be shared with others. Check the list 72 hours prior to the event.*
- *The Safety Plan – it is to also keep the AMIAS safe; even one Alateen requires the Plan; minimum 2 Event Sponsors per event; 60 day prior submission of the Plan so the flyer can be on the web site timely; do not use the Alateen statement “just in case”.*
- *The name of “Alateen” will not be allowed for events without being connected to the Area. Check with DeDe (AAC) or Julie (AAPP) if unsure of that connection. The AAC is usually the connection which may be through the event's Al-Anon Liaison.*
- *Sponsors R&R may be cost prohibitive but it is a great weekend of information sharing and connecting.*

*C: Barbara, Web Site Coordinator, reminded all that the “G” forms are on our web site under “Service” in the box labeled WSC Approved Service Guides.*

*Q: How would we submit questions about gray areas? A: Email the AAPP and AAC (Julie)*

*Q: Couldn't find anything about the Al-Anon Conference with Alateen participation in the Service Manual about the event needing to be connected to the area. A: Page 92, bottom of page (Darby)*

*Q: Are there requirements about Alateens at Al-Anon meetings? A: There is no age requirement for younger members but we are responsible for all attendees at our meetings. (DeDe) Page 38 may offer some more insight on this question. (Julie)*

*C: Names on the name badges for our event do not show the event for the Event Sponsors. In the last panel, AMIAS had the designation on the name badges. A: Committee meetings are an Event, and is different in that the Alateens are part of our committee. The AAC and Alt AAC are responsible for the Alateens. Duly noted about the name badges - it will be reviewed. (Julie)*

Q: Please clarify what a 'connection to the Area' means. A: In G-16, second page, is the reference for the need for a link to the Area and the event when Alateens will be in attendance. (DeDe)

C: Olivia reassured the committee that the NoCAC planning committee is working hard to be within the requirements in order to continue these events where Alateens participate.

C: While we work towards creating a safe event for AMIAS and Alateens let us work also to keep the lines of communication and cooperation open.

## **NEW BUSINESS**

### **NoCAC Request** – Olivia P, NoCAC Chair

NoCAC is requesting the budgeted amount of \$3000.

Q: Why does NoCAC have to request this if it's in the budget? A: It is a requirement that NoCAC request the money. It's an opportunity to check in with us. Chris reminded Olivia that they need to work closely with our Treasurer. It's an opportunity to be accountable.

Q: What is NoCAC and where is the event? A: Northern California Alateen Conference (NoCAC) The Conference will be held at the Clarion Inn in Modesto – there isn't a flyer yet.

C: Over the years the funds were not always used correctly so the check-in is used for the opportunity for the committee members to ask questions.

C: This is very cumbersome. A: Chris gave more history. NoCAC is part NCWSA and of our 501(c)(3) corporation and are included in our tax filing responsibility. In the year of great difficulty we established a process so financials were submitted timely and accurately.

C: Allowing NoCAC to be self-supporting when possible, but also willing to ask for help is helpful to us all. The process allows us to stay out of their business unless asked.

A motion to release the monies as requested was made with a second. Sandi C and John M. Since roll call had been moved to the afternoon session, Darby suggested to either rescind the motion and call for consensus, or delay the vote to the afternoon. Sandi and John rescinded the motion.

Consensus was reached to release the grant monies and to thank Olivia for coming to request the grant.

### **Reports for the minutes and 12 Stepper Update** – Sheri W and Kristie A.

#### HOW MINUTES, COMMITTEE REPORTS AND 12 STEPPER PUBLICATION NEEDS ARE BEING COORDINATED

##### Minutes:

All minutes include NCWSC reports submitted via the NCWSC List Server or directly to the Area Secretary. Additionally, when reports are given orally at Committee Meetings, any additional information and/or comments pertinent to the report are also included in the minutes. The written reports must be sent to the Secretary within a week after the committee meeting or Assembly. PowerPoint presentations may be summarized for the minutes and posted on our web site or list server as requested by the presenters. PowerPoint presentations will not be forwarded to the 12 Stepper Editor.

##### 12 Stepper:

Announcements of events that trusted servants want published have deadlines one (1) week after the committee meeting or Assembly (see 12 Stepper for more information). Send submissions to the 12 Stepper Editor by the due date to be included in the Issue. PowerPoint presentations will not be included in the 12 Stepper.

Welcome to the debut of the “MEMBER’S CORNER” If you have a short story on experience, strength and hope or possibly a bit of service related experience you’d like to share, please submit to Sheri at [sheriw2013@gmail.com](mailto:sheriw2013@gmail.com) or Glenna at [jgholaday@comcast.net](mailto:jgholaday@comcast.net)

NOTE: No last names will be published in the minutes, reports, and 12 Stepper due to public web site access.

Issue Descriptions Modified by Kristie A and Sheri W

Spring Issue – Volume I – This issue will include the Annual Financial Reports including the Audit Findings. In addition, this issue will typically include the Spring Assembly Agenda, minutes from the prior October Assembly with the current financial report, announcements of NCWSA, District events and events with AI-Anon participation from May through August. Announcements are due no later than one (1) week after the February NCWSC meeting.

Fall Issue – Volume II – This issue typically includes the October Assembly Agenda, minutes from the May Assembly and May committee meeting, the proposed Annual Budget for Assembly approval, announcements of NCWSA, District events and events with AI-Anon participation from August to December. Announcements are due no later than one (1) week after the May NCWSC meeting. Members will receive this Issue no later than 45 days prior to the Fall Assembly.

Winter Issue – Volume III – This web-only (paper copies will NOT be mailed) Issue typically includes highlights from the August NCWSC meeting and the October Assembly, and announcements of NCWSA, District Events and events with AI-Anon participation from January through May. The deadline for announcements is no later than one (1) week after the October Assembly.

\*\* The Highlights for the Winter Issue may include Thought and Task Forces Created, Election Information, Minutes Approved and other motions acted on, and New and Old Business Items as appropriate. The NCWSA Secretary will create and submit the Highlights to the 12 Stepper Editor.

Respectfully submitted, Sheri W and Kristie A, August 25, 2018

*A change to the submission for the minutes after the meetings were changed from “to the secretary” to “to the List Serve so the committee has the opportunity to read it and share with district before the minutes or 12 Stepper.” Sheri put information in the bins on the Area Newsletter’s purpose and legal requirements.*

*C: 12 Stepper has been dropped; bring it back please.*

*Q: Is the list serve and files the same thing? A: They are both part of our Yahoo Groups.*

*Q: Written report from DRs for Assembly? A: Darby will address this later.*

*C: 12 Stepper name removed from cover and put into the inside.*

*Q: No last names for the printed issue? A: This will be explored further.*

## **MISCELLANEOUS BUSINESS**

### **Committee Protocol**

The Chair welcomed the committee and read the Unity paragraph. Our meeting Timekeeper is Nancy H. Some guidelines for us as a committee regarding our communication tools in the meeting were suggested: silence phones; take the phone out of the meeting room to speak; hold off on sending reports to the list serve during the meeting; two minutes at the mike; in lieu of the Stop Sign, toy mikes will be used - Green bubble means 1 minute left and Orange bubble means

Stop. We'll try to use one mike for questions, the other for comments. One trip to the mike per issue. The Ask It Basket activity is available to the attendees. Announcements will be made at the end of the day.

**Spanish Speaker** – Olivia R. from the North East Bay Intergroup shared her ESH

### **Pink Can Fund Thought Force Discussion**

*Following the Institutions Report, Darby began the discussion of continuing the work of the previous Thought Force by introducing the concept of continuing the Thought Force since the Assembly could not approve moving forward to a Task Force because of unanswered questions. Earmarked funds require us to use the collected funds only for that purpose. Questions from previous Assemblies include:*

- *Is there a list of expenses related to getting the literature to the institutions? Answered at Assembly with a yes, however, the list has not been seen by the Chair nor the Committee.*
- *This fund has grown to almost 1/3 the size of the Area Budget. Are donations to the Pink Can Fund detracting donations to the general fund? Is the intention of our members to provide literature to incarcerated members with an amount equal to 1/3 of our budget?*
- *Are the funds being used as the members intended? Is the membership aware of how the PCF is being used?*
- *At what point do we expect to see the following: a percentage based reporting on how the PCF is spent among the seven different types of institutions defined in Al-Anon Guideline G-9?*
- *Is there a guideline on how much literature should be in stock and how is it managed?*
- *Who can get reimburse for travel?*

*Darby would like to reconvene a Thought Force to continuing the work of the first one.*

*Q: Where are the questions to be found? A: They could be posted on the list serve. They are in the May 2018 and October 2018 minutes. (Darby)*

*C: A former Thought Force member supports the idea to continue the discussion via a Thought Force.*

*C: Include the Institutions Coordinator on the Thought Force. (Dean)*

*Q: Why can't we provide literature to the waiting rooms used by the families? (Javier) A: I haven't done that. (David) C: On this question, pamphlets have been placed by individual member visiting these kinds of areas. (Sheri)*

*C: Information has been provided at meetings but false evidence has been given at the mike over the years. (David)*

*Q: What's the charge to the Thought Force? A: Something along the lines of what is the best practice to provide literature for incarcerated members, and is the Pink Can Fund the best way to do it? To look at what we are currently doing, how it got started, what we could be doing. (Darby)*

*Q: What is the broader spiritual principle? Can others pass a can to collect funds for a particular purpose? Can other trusted servants ask for this? A: This is a desired direction of going forward with this Thought Force to include these kinds of questions. (Darby)*

*C: Page 97 of the Service Manual may have fundraising events. A: Fundraising is an event, not an ongoing project. (Darby)*

*A paper to participation in the PCF Thought Force 2.0 was passed around the room.*

### **District Rep Reports**

*Darby shared that it has been a tradition at our October Assembly that each DR give a report on their district activities and announcements. DRs will have four minutes to do as they want:*

*perhaps do a district holler, share two or three successes, a challenge and what the goals for the upcoming year might be. The written report is to be sent to the NCSWC Yahoo Group prior to the meeting, if possible, or no later than one week after Assembly.*

### **Request to WSO for a Trustee to visit our February Committee Meeting**

*During the meeting a confirmation was sent to us from WSO that Debbie Grace, the Chair of the Board, will be coming to our committee meeting as a Trustee to help with the Trustee process and with our Area Inventory. It had been decided to do an Area Inventory in February 2019, and then again at the end of our panel. Darby asked for members not on the list serve to contact the secretary to get connected. Questions will be posted there for us to think about and respond to online.*

### **Ask-It-Basket**

Q: I want to prepare my GRs for October Assembly. To that end, I want to explain the budget. I would like to know best practices; do I do it via email? (We have one district meeting in September - it will be an agenda item).

A: As a DR, I used an email distribution list to send to my GRs. Reminded them that this body agreed and voted and the budget. The committee was elected to manage the funds and recommend the best uses of the monies. (Darby) The Alternate Delegate, who is the Budget Chair, is available to participate at District business meetings via conference calls; or to give a budget workshop at the district. (Chris)

### **New Business Topics and Announcements**

- A basket was passed to buy flowers for Joan for a speedy recovery. Donations collected totaled \$207.00.
- John requested that the Election Process get back onto the agenda. *Darby responded that the topic is still on her list for business, but the minimal committee meeting opportunities are limited to the three per year. Alternative ways to approach the Election process and she is researching.*
- *The agenda is very full; are there other ways for us to do business? It was suggested that we could add another committee meeting, perhaps to the end of the Fall Assembly.*
- Separation of PI and CPC at the Area.
- How detailed do we want the searchable digital archive? (A summary report requested)
- DRs are being asked by Group Records to help in finding the current mail address information for our groups.
- Explore emails to AI-Anon members like the "In the Loop" from WSO. *Attendify.com may be a resource to go here.*
- Bylaws update re: updating the old guidelines. If the position has not been updated in the last five years, please review the written report. A template is available to help bring them into standard format. Contact Jim or Gael, Bylaws.
- Marilyn, the Chair of the EC, reminded members that financial assistance volunteers (those who handle money for an Area event) need to connect with her to be interviewed.
- Penny gave an Assembly update: there is now a pre-registration treasurer so the flyer is now available and registration can begin; an Event Treasurer and AMIAS are still needed. The AMIAS cannot have another Assembly task; meals, lodging and travel expenses can be covered by the Area. Bonnie shared that within 24 hours of releasing the pre-registration information, 15 registration occurs.
- Transportation to our Assembly: Bart stops in Millbrae, but CalTrain may be a viable solution

## **APPENDICES**

### **REPORTS**

#### **DISTRICT REP MEETING**

*Vassu gave highlights of the DR meeting held the previous evening. Discussion of being a 501(c)(3) district; getting bank accounts and fees; district storage issues; speaker meeting recordings; district central CMA address for groups; group information updates; participation from groups; relationship between districts and Intergroups; voice and vote at district; reaching out for help as a DR; and their meeting closed with setting up the next DR meeting in February 2019 with Dean taking on the chair, and Amanda taking on the minutes.*

#### **EXECUTIVE COMMITTEE**

*Marilyn H. presented her report to the committee on the following: beginning to update the EC Guidelines, revised the Financial Assistant interview questions, and scheduled the officer interviews for the annual evaluations between the EC and each NCWSA Officer. Interviewed the Chair, Darby, and Secretary, Kristie, the day before the Committee meeting. Tabulated the evaluations from the May 2018 Assembly and presented some highlights. A new Evaluation form will be developed for use at the 2018 Three Day Assembly in October.*

*Q: The screen size is being a challenge for assembly members? A: For the displayed budget and other items of GR concern, the print was too small for some.*

*C: Perhaps we could create a webinar to facilitate this*

#### **DELGATE & OFFICER REPORTS**

##### **Delegate**

Here's what I've been up to:

##### **ROAD TRIP and REGIONAL TRUSTEE SELCTION PROCESS**

I will give PowerPoint presentations on two time-sensitive topics this weekend:

- 2019 ROAD TRIP! You and Your Board Connect
- Southwest Regional Trustee process

I will post the slides for both presentations to the Yahoo group some time during the weekend. I will not be handing out B-24 Guideline (Trustee) this weekend, but hope you take a look at it after the presentation. It is very similar to WSO's resume for the trustee position. Here is a link to that guideline:

[https://northerncaliforniaal-anon.org/wp-content/uploads/Guidelines/B24-Trustee\\_Candidate\\_Guideline.pdf](https://northerncaliforniaal-anon.org/wp-content/uploads/Guidelines/B24-Trustee_Candidate_Guideline.pdf)

##### **WSC 2019 CHOSEN AGENDA ITEMS**

At each World Service Conference (WSC), conference members are asked to suggest agenda items for discussion by the full conference or in breakout groups. The topics range from "How are non-English speaking members encouraged to be involved in district and Area meetings?" to "finding

ways to increase and support rural/small town participation in Al-Anon and all levels of Al-Anon service” and “What’s the protocol for former AA members who want to stand for GR?”.

Agenda items are due to WSO in late January/early February. I will need any suggestions you may have by mid-January. Any suggested agenda items that can be answered in the current Service Manual will not be considered.

## **VISITS AS DELEGATE**

Since May I have participated in four service events. I have been asked to share my personal story at several district events later this year as well as a few events next year. I am grateful for the opportunity to visit districts and groups and to get to know the members of our Area. DRs, please consider inviting me to a service or recovery event in your district.

I am grateful for this once in a lifetime opportunity to serve as Delegate and to see the fellowship from a different perspective. Thank you.

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

*Rosanna announced that advanced searches on the WSO website for meetings will not find focus box entries, but if the focus is in the name, then that meeting could be found.*

*She can submit agenda items for the WSC so she is inviting members to send her possible topics (if the Service Manual has the answer, she cannot send the item on to WSO).*

*The two time sensitive items introduced above were expanded. We have requested that WSO send a trustee, to our February Committee Meeting to share about the Trustee position process and to assist us with our Area Inventory. Application/resumes for Regional Trustees must be submitted to the Area Chair prior to April 30th, 2019. Details can be found on NCWSA's B-24 Guideline. The Delegate submits the application of the Area's chosen candidate to WSO by August 15, 2019. The selection process moves to WSC and WSO. Regional Trustees are affirmed at the April 2020 WSC.*

*Q: NCWSC selects the candidate, not the Assembly? A: Correct. The application is screened and scored.*

*Q: How many Trustees are there? A: 19 – 24. 6 Regions in the U.S., 3 Regions in Canada, and then there are At-Large members. Via the process, the resume ends up with the WSO nominating committee who will give the names to the Conference to affirm the selection.*

*C: The At-Large Trustee position is an opportunity available to all eligible members which does not go through the Southwest Regional venue.*

*Q: Expenses are paid by WSO? A: Yes. Q: Does the Trustee go to Conference in addition to the other duties? A: Yes*

*The opportunity to apply to host a Road Trip in 2019 was presented. The 2019 Road is during October 14 – 19 Board Meeting with Road Trip activity on October 19, 2019 which can give us a chance to see how the board works. There were three hotels that would work. It will cost us up to \$2000.*

*Q: Could we shuttle them as members? A: yes.*

*Q: Do we need a lead person to put this on if we are chosen? A: Not sure what this would look like, but a committee would help to work out the details.*

*There was substantial consensus to move forward on applying for us to host the 2019 Road Trip.*

### **Alternate Delegate**

During the past few months I have accomplished the following:

- Participated in monthly Officers calls and assisted as needed.
- Assisted the Treasurer as needed.
- Worked with the ByLaws Coordinator to format and update the approved Treasurer's Guideline into the new format so it can be posted to the new website.
- Passed on NCCAA meeting information to the local District participating in the next Conference.
- Summarized the budget workshop notes and sent notes to the NCWSC members and offered to come to Districts to do a budget workshop or answer questions about the 2019 budget.
- Invited to participate at two upcoming District meetings via conference call to answer questions about the budget.
- Attended the Oregon Alateen Conference and connected with other trusted servants and sponsors about Alateen Safety.
- Attended the NoCAC Bash (Campout) and the NoCAC beach fundraiser. Alateens and sponsors did a great job and we had a wonderful time.
- Provided the recommended 2019 Proposed Budget approved by the NCWSC in May to the Districts and the 12 Stepper for publication and plan to present the budget to the GR's at the Fall Assembly.

Please let me know if you have any questions or if you would like me to come visit your District or next event.

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

### **Treasurer**

Since May, I have accomplished the following:

- Prepared the quarterly sales and use tax report on line from last quarter's data.
- Prepared requests received for payment and sent checks to be signed by the Chair or available officer.
- Provided copies of financial reports to Officers and the Executive Committee Chair.
- Gathered financial information on May Assembly
- Prepared the 2017-2018 Raffle Report
- Worked with Budget Committee as needed to prepare 2019 Proposed Budget.
- Participated in Monthly Officers conference call to discuss business between meetings.

Attached are the current financial reports for the 2<sup>nd</sup> Quarter ending June 30, 2018.

- Total Income was \$63,875 and total Expenses were \$66,974
- Ending checking account balance as of 8/20 was \$15,659; Savings, Money Market and CD account balances were \$45,198.
- Pink Can Fund Ending Checking Account Balance as of 8/20 was \$13,921, plus literature on hand in storage of approximately \$15,569.24

Things to Think about:

- The 2018 budget anticipates \$88,220 from donations, which is about \$95 per group per year. Please encourage members to donate excess funds after supporting the group and district operating costs.
- **All donations are appreciated. Please mail to NCWSA, PO Box 10475, Pleasanton, CA 94588- 0475.**

Yours in service,

Sandi C.  
NCWSA Treasurer

*The Balance Sheet submitted for this meeting, and at the end of the minutes, is being updated and the website will have the correct version.*

*Q: Donations through Amazon Smile and other places? A: We do not accept them.*

*Q: Are donations through United Way considered an affiliation? A: The donations are from members not from the organization. If this is not totally clear, we can choose to eliminate all donations; to date a letter from United Way identified the one member, but we may be able to ask them for more information.*

*Q: When is the budget prepared so that Public Outreach can be increased? A: The budget preparation begins in January and all the current Coordinators are included in the process for recommendations.*

*Q: Can we find out how our budget is looking? A: Yes, send Sandi a request for the information via email.*

### **Secretary**

No written report. *Please remember to check your bin before leaving the room at the end of the meeting. Leave your name tag, if desired. If a name tag is lost, please contact me. There are now 82 members on the Yahoo Groups email list. For help in joining, send me an email at [secretary@ncwsa.org](mailto:secretary@ncwsa.org). Minute Proofers are needed to help assure that the Minutes of our meetings capture the business of the Area. Thank you for letting me serve the Area.*  
*Kristie A., Area Secretary*

### **Area Alateen Process Person**

My plate has been pretty full since taking this position in January. It has been both challenging and rewarding. The recertification period ran from April 1 through June 30<sup>th</sup>. It became very apparent that there needs to be some basic training provided to the DAPPs and the AMIASs. I am hoping that at the three day assembly that will be able to happen. The current number of certified AMIAS in our area is 295. The total number of registered active Alateen meetings in our area is 60.

What I hope to convey clearly to every District Representative (DR), District Alateen Process Person (DAPP), District Alateen Coordinator (DAC) and Al-Anon Members In Alateen Service (AMIAS) is that ongoing training for your AMIAS is crucial and your responsibility. All AMIAS must have training in the Alateen Safety Requirements (B-17) annually. It must be done before the recertification deadline of June 30<sup>th</sup> every year. The Area Alateen Coordinator and myself can help you with training modules that you can use in your districts, but you must contact us well before the recertification period begins, which is April 1<sup>st</sup>. One of the easiest and best ways to get

the ongoing training is to attend the Sponsors R&R which is every September. This year it is September 14-16. It is always held at the Woods in Occidental.

One more important piece of information I want to impart is the need to complete the Alateen Registration/Group Records Change Form (GR-3) immediately upon any change with the group (i.e., change of address, change of sponsors, time change, change of address for the CMA). The form is to be sent to me, the AAPP, either by email or snail mail.

My final remark is to all AMIASs. According to the B-17 and the AMIAS application that you signed, you are to regularly attend an AI-Anon meeting weekly. The Alateen group that you are sponsoring does not qualify. For the safety of the Alateens and for your recovery and safety, you must attend one AI-Anon meeting a week. I will be checking, so please be mindful that it is one of the requirements to remain as an AMIAS.

Your Humble Servant Julie E., AAPP

## **COORDINATOR REPORTS**

### **Archives**

No report

### **By-Laws**

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

Work has begun to revise and format the NCWSC Guidelines.

The rest of the report is meant for Coordinators and Officers (Informational for DR's).

Gael and I have emailed about an approach to revise the NCWSC Guidelines by the end of our panel. I tend to go the direct route and Gael has a few good perspectives which are very value added. In the next year we will continue to come up with an approach and allow all of you to continue learning in your somewhat new positions. When you have time please read your Coordinator Guidelines and think of what can be helpful for the next coordinator to get a head start on their new position. Here are some thoughts on what to look for:

- What you might have found helpful if you knew as a new coordinator
- What might be obsolete and not needed and what needs to be added. For obsolete items please review Motions Passed/Failed, NCWSC Bylaws, NCWSC Guidelines and WSO Service Manual prior to removal.
- How they may be revised to be clearer for prospective election coordinator candidates
- Discuss with former panel coordinator for ideas on revisions
- History and background of the coordinator position
- List necessary deadlines and a list of necessities
- List approximate expenses,
- List recommended skills, equipment & materials

Based on Gael's valuable input and perspective we are looking at the following approach:

- Gather data about guidelines which appear outdated.
- Wait until the middle of our panel around August NCWSC Meeting 2019 to contact coordinators involved.

- Follow-up with a copy of the guideline and a standard guideline template for revisions. Template attached to email to NCWSC List Server.
- Request a timeframe on when they may be completed for approval by a Bylaws Committee and the Chairperson.
- After approval send to the Website Coordinator for update to our website and send a link back to each coordinator.

If there are any questions please contact us. Your input is welcomed! At the February NCWSC Meeting we will include examples of some items above in our report.

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

### **Diversity**

*No report. Darby introduced Fernando, from Napa, who is at the translation equipment table and who is willing to maintain the equipment. Olivia will be sharing her story in Spanish and the committee members will be using the headphones (75 of them) while Fernando translates. The Diversity Coordinator Guideline is out of date (2005); welcomes input in updating the guideline.*

*Many suggestions came from the committee members: to let the new coordinator write the guideline; use prior coordinators to help update it; ask the Spanish interpreters what they need to serve the Spanish speakers (i.e., reports submitted ahead of time so the translator has time to review for the translating). A comment was offered about a perception of a disconnect between the members of the Spanish Intergroups and the district business. Perhaps the updated guideline can discuss this task.*

### **Facilities**

- We have registration flyers available for our Fall Assembly, October 12 – 14, 2018 at the Hayes Mansion in San Jose. Links for online Assembly registration and for online hotel registration are available on our NCWSA website. Thank you to all who helped make this happen! We had 15 people register for Assembly online in the first 24 hours that it was available.
- I hoped to have more information available on our February NCWSC meeting, Feb 1 – 2, 2019 but haven't received contracts yet. We are looking at two venues in the Redding area, so we have choices. Meeting costs are the same for both venues. Both have good restaurants in the hotel that can accommodate us for lunch, as well as several options off-site for those who want something different. Both are in lovely locations on the river. The Sheraton Hotel at the Sundial Bridge is a bit newer and fresher than the Gaia Hotel and is next to the Sundial Bridge and Turtle Bay Exploration Park, but the sleeping rooms are about \$20 more.
- We're looking in District 5 for a site for our May Assembly.
- Since we're going north for February 2019, we'll go south for our August 2019 NCWSC meeting. Please let me know if your District is interested in hosting and has suggestions.
- And our 2019 Fall Assembly is scheduled to be in the northern section. Is one of our Sacramento Area Districts willing to host?

Thank you for letting me serve as your Facilities Coordinator.

Love in service,  
 Bonnie M.  
 NCWSA Facilities Coordinator ([facility@ncwsa.org](mailto:facility@ncwsa.org))

*Bonnie asked for consensus on which Redding location for the February NCWSC meeting is the committee's choice. Sheraton Hotel is newer and has a room charge of \$139, and the Gaia Hotel room cost of \$109. They are comparable for meeting rooms and breakfast. The consensus was to choose the Sheraton Hotel at the Sundial Bridge.*

*The May evaluation recap from Marilyn prompted Bonnie to ask whether doing without tables were a good choice.*

*Q: Jim, By-Laws Coordinator, suggested looking at motions passed regarding the use of tables in the assembly before the committee making that change.*

*The Motions Passed history showed that in 2006 a motion to require tables at the assembly was passed; the 2012 Assembly passed a motion to allow stadium seating for the May 2013 Assembly due to a lack of facilities.*

### **Group Records**

My name is George L. and I am serving as the Group Records Coordinator (GRC) for the 2018-2020 NCWSA Panel. The Alternate Group Records Coordinator is Nerissa M. There are currently 765 meetings registered active groups that hold 885 meetings in the Area. Add to that total are 62 active Alateen meetings. The downside is that there are 2 meetings designated "Reported Not Meeting", 28 meetings designated as "No Mail" and 18 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. A meeting designated with "No Mail" is a meeting that has an incorrect Current Mail Address (CMA) and mailings are returned to the WSO. A meeting with a "bounced Email" has group email that is invalid. Each one of these situations makes it difficult, if impossible, for WSO to directly contact that meeting. 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.

WSO has implemented a new procedure for group changes. Beginning this year, WSO no longer makes changes on the database. They send an email of the website request to the Area GRC who then is responsible for making the change. WSO acts like a clearing house for group changes sent directly to them. I encourage you to instruct your GRs and CMAs **to send all group changes** to the Area Group Records Coordinator. They can avoid delays in processing their change request by utilizing the latest version of the Form A16.

The May Assembly:

Thank you for all the assistance at registration. There was some confusion on the part of everyone involved with registration and I take the blame for not doing a good enough job communicating with the Facilities Coordinator, Area Host, my alternate and all who manned the tables. We will be improving that process for the October Assembly.

Nerissa is working on creating a Spanish version of the Form A16. We hope to have it published before the October Assembly.

In the near future, I will be asking each district representative to provide me with the name and contact information for their districts Group Records Coordinator, AIS coordinator, and/or the person who is responsible for the district meeting list. This will give me another person to contact should there be any questions regarding their respective meetings. WSO relies on the CMA information to disseminate important AI-Anon information to groups. - George and Nerissa

## **Institutions**

Writing reports is not my long suit. Unfortunately, procrastination IS. Since being affirmed as the Institutions Coordinator at the May Assembly, I have facilitated 2 Institutions committee conference calls. I am pleased to have a committee of 10 "point persons" from the various institutions who aid me in doing this job. I don't have to make decisions alone.

We currently have Al-Anon meetings in 12 State Institutions & 1 Federal Institution. We have 174 meetings within the walls of these institutions facilitated by our 92 dedicated volunteers. These meetings serve 710 members with 207 on a waiting list. We also have meetings in some county jails. We were recently informed by the WSO that our Northern California Area has more Al-Anon meetings inside prisons than the rest of the continent of North America. I need to thank my predecessors (Louise M and David B) for making this happen.

David B recently planned and facilitated the 3rd Annual 3-Day Al-Anon Conference inside Soledad State Prison. 184 ducats were issued to interested inmates. 92 inmates attended all 5 sessions and 34 inmates attended 1-4 sessions. A total of 126 attended at least 1 session. These totals reflect both English and Spanish speaking individuals. Handouts included the Questionnaire, Detachment, information for the newcomer, the Serenity card, Just for Today (both programs), What Al-Anon Is and Is Not, 3 Views of Al-Anon, So You Love an Alcoholic and others. We were also able to have a Spanish speaker (her first time inside a prison) sharing her ES&H, while an inmate interpreted for her. Many inmates expressed their sincere gratitude for the opportunity to learn about and understand Al-Anon. Six volunteers attended as well.

David B and Linda G participated in a Health Fair at FCI Dublin. David spent some time explaining the Al-Anon program and Linda shared her ES&H to attendees. Al-Anon packets (containing 9 pcs of literature) and Alateen packets (containing 5 pcs of literature) were handed out. The staff was very happy with their presence. Al-Anon were the only community volunteers present.

I am learning to delegate jobs and am happy to have handed over the production of the pink cans to my alternate coordinator (Tobin R). Due to an overwhelming response at the May Assembly, all of our pink cans were taken. We are working on replenishing our supply and will have them available at the Assembly in October.

I want to thank our financial assistant (Mary C) for handling all donations to the pink can fund. Our committee could NOT do this service without her help making sure that all donations get deposited.

Thanks for allowing me to serve.  
Carol G.

*Tobin announced that they hope to start a conference call process to bring districts into the continuing momentum for Institutions Work.*

## Insurance & Child Care

### INSURANCE

After a short period of adjustment on my part, the insurance duties are organized and running smoothly. The Directors and Officers policy was renewed in September, and NCWSA package policy was renewed in February.

Since the beginning of the year over 50 requests for current certificates have been processed. To make this process easier and less time consuming for the people who need a certificate, our broker, and the Coordinator (and Alternate Coordinator), Guidelines for Requesting Insurance Certificates have been posted on the NDWSA.org website. They can be found under "Current Posts," and Under "Service, Miscellaneous FAQ's."

We still need an Alternate Insurance Coordinator. This is a great opportunity to become involved in Area service. The job can be done from home (or away). All that is needed is the following equipment:

- Internet connection and computer for producing printed documents.
- Telephone, printer.
- Some form of electronic media suitable for transforming data/documents from one computer to another.

Please announce this at your meetings and to your groups.

Respectfully submitted  
Yvonne P.  
NCWSA Insurance Coordinator

### Literature

#### NEWS FROM THE WSO

**2018 World Service Conference Summary:** The electronic version of the *2018 World Service Conference Summary* is available on the website, [www.al-anon.org](http://www.al-anon.org) Hover over the "Members" tab, then click, "World Service Conference (WSC)." Printed copies of the *Summary* will be available to ship in late August or early September. I have already pre-ordered 65 copies; 1 for each NCWSC member.

**2019 Catalog of Al-Anon Conference Approved Literature (S-16):** The new *2019 Catalog of Al-Anon Conference Approved Literature (S-16)* is now being included with all new literature orders. It is also available as a free download on the home page of the "Al-Anon Store" at [www.al-anon.org](http://www.al-anon.org)

I will also have 1 free copy for each member at the August 2018 NCWSC meeting and each Group Rep at the October 2018 Assembly.

**INTIMACY BOOK:** *Intimacy in Alcoholic Relationships (B-33)* available to order from WSO for \$11. French and Spanish translations will be available February 2019.

**ODAT 50<sup>TH</sup> ANNIVERSARY EDITION:** In celebration of the 50<sup>th</sup> Anniversary, WSO has published a special limited edition of *One Day at a Time in Al-Anon (B6-50)* currently still

available to order for \$15. It has a special anniversary gold embossed cover and gold ribbon, but the text remains the same.

**NEW DAILY READER (working title):** We have received over 1,100 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.

**WRITING WORKSHOPS:** Writing Workshops were held on March 24, 2018 at the NCWSA Convention, April 28, 2018 at District 16's DIA and May 19, 2018 at the Assembly. Please contact me at [literature@ncwsa.org](mailto:literature@ncwsa.org) if you would like me to conduct a writing workshop at your District Speaker Meeting, Day in Al-Anon or any other event. If you would like to conduct your own writing workshop in your district, I will send you the WSO Guidelines and the WSO flyer for the piece of literature.

**WHY CONFERENCE APPROVED LITERATURE WORKSHOP:** Workshops were held on May 20, 2018 at NCWSC, August 7, 2018 at District 16's business meeting and on September 11, 2018 at the Santa Clara Valley Intergroup's business meeting. Please contact me at [literature@ncwsa.org](mailto:literature@ncwsa.org) if you would like me to conduct this workshop at your District business meeting.

**DISCONTINUED ITEM:** The *How Al-Anon Works* hardcover (B-22) is no longer available in English and French for a 3-year trial period. It is available in English, French and Spanish in the softcover.

## **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.

**FORUM SUBSCRIPTION REPORT:** Also, beginning in January 2018, WSO is now posting *The Forum* subscription reports by month for each Area. As the months pass, you can refer to previous reports to note changes in your Area's subscriptions (See Excel report).

**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.

**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](mailto:wso@al-anon.org) or to The Forum, 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

**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](http://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: 17 orders totaling \$13,044.52

#### **NCWSC LITERATURE ORDERS**

Year to date: 6 orders totaling \$541.91

Love in service,  
John M., Area 3 Literature & Forum Coordinator

*Because the Conference Summary was not shipped in time for the August NCWSC meeting, he is considering bringing them to the October Assembly.*

#### **PI/CPC**

*No written report submitted. Nick says hello from Bolivia. Monthly PI/CPC conference calls for the district on the second Thursday of the month from 6-7 p.m.. Information may in writing later in the afternoon. David presented two PowerPoints – Shared information from the International Conference session on Cooperating with the Professional Community, and Recovery in September Month.*

#### **Website** – Barbara G.

My last report was very long, so I'll be brief this time. In July's COB letter, Debbie L C, chairperson of the board of trustees AFG listed three strategic plan priorities. Holding an Area information services coordinator position gives me a chance to play a small part in the first strategic priority listed in Debbie's letter: *increase the visibility of Al-Anon so that it is recognized as the number one resource throughout the world for helping friends and families of alcoholics*. On a more local level, this position gives me an opportunity to work with other trusted servants to provide members in service at group, district, and area level quick access to information appropriate to have on the world wide web.

Working out a balance between a website that both attracts those affected by someone's

use of alcohol to check out Al-Anon as a resource, and at the same time, be a 'nuts and bolts' source of information for members serving our non-profit organization is sometimes a challenge.

Fortunately, I have been blessed with an Alternate that is willing to shoulder the task with me, and we're sharing ideas, learning together, and having fun! One of the new things you will soon see on the site is an interactive calendar that gives the option of showing events as a listing. This 'agenda' style viewing option is great for finding events from mobile devices, and statistics show that cell phones are the way most people, especially young people, view web content. When this new event calendar rolls out, DRs, please let your district's GRs know there is a convenient way to print out a list of Recovery & Fellowship events in Northern California to share at their meeting.

Thank you for letting me be of service, Barbara G. [website@ncwsa.org](mailto:website@ncwsa.org)

Respectfully submitted, September 23, 2018, Kristie A., Area Secretary

11:27 AM  
08/25/18  
Accrual Basis

NORTHERN CALIF. WORLD SERVICE AREA OF AFG, INC.

**Balance Sheet**

As of June 30, 2018

Jun 30, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

1010 - Checking General	5,685.22
1015 - Money Market	17,090.97
1020 - Certificate of Deposit	17,112.02
1025 - Wells Fargo Savings -Donations	20,840.57
1030 - Checking Pink Can Fd	13,916.06
1090 - Undeposited funds	10,445.00

Total Checking/Savings 85,089.84

**Other Current Assets**

1150 - Receivables	-83.98
1190 - Inventory	571.90
1210 - Postage account	1,000.00
1220 - Prepaid convention	54.00
1230 - Prepaid facility	-6,270.00
1240 - Prepaid insurance	2,938.00
1250 - Prepaid archive rent	73.20
1290 - Prepaid other	545.00

Total Other Current Assets -1,171.88

Total Current Assets 83,917.96

**Fixed Assets**

1610 - Equipment/Software	3,510.69
1620 - Old Equipment	7,202.05
1690 - Accum. depreciation	-3,348.25
1691 - Accum.Deprec.Old Equipmen	-7,202.05

Total Fixed Assets 162.44

TOTAL ASSETS 84,080.40

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2380 - Deferred Inc Convention	-1,080.00
2390 - Deferred Inc. Alateen	621.43
24200 - Accrued expenses	700.00

Total Other Current Liabilities 241.43

Total Current Liabilities 241.43

Total Liabilities 241.43

**Equity**

3200 - Fund balance	74,496.34
32000 - Unrestricted Net Assets	7,438.66
Net Income	1,903.97

Total Equity 83,838.97

TOTAL LIABILITIES & EQUITY 84,080.40

<b>NCWSA INSTITUTIONS PINK CAN FUND QUARTERLY INVENTORY REPORT</b>					
Locations - Dublin & Monterey			Revised 8/10/2018	June 30, 2018	
Al-Anon & Alateen by Language & Literature					
Location	Language	Al-Anon	Alateen	Total	
Dublin	English	\$ 6,589.16	\$ 2,981.63	\$ 9,570.79	
	Spanish	\$ 3,027.61	\$ -	\$ 3,027.61	
Monterey	English	\$ 2,100.38	\$ 410.82	\$ 2,511.20	
	Spanish	\$ 152.22	\$ 307.44	\$ 459.65	
Total			Total	\$ 15,569.24	
Total by Program & Language			County Facilities Receiving PCF CAL		
Language	Al-Anon	Alateen	Juvenile Halls - 3		
English	\$8,689.54	\$ 3,392.44	County Jails - 6		
Spanish	\$3,179.82	\$ 307.44			
Total		\$ 15,569.24			
Major Institutions Served by the NCWSA Institutions Pink Can Fund					
12 State Institutions & 1 Federal Institutions					
These 13 major correctional institutions are comprised of a total of 44 facilities.					
Of these 44 facilities 22 have Al-Anon Family Group meetings - the # meetings can double					
Approximate number of Registered Groups served- 37					
Approximate number of monthly meetings served- 174					
Approximate number of members served- 710 and 207 on waiting lists					
Approximate number of volunteers currently in service - 92					
Notes					
Please be mindful that the literature is flowing in and out of inventory. This is the count for the date of June 30th, 2018					
The financial figures do not include Al-Anon Faces Alcoholism or the Forum Magazine.					
Inventory that is ordered and boxed for an institution is not included in the figures above.					
Inventory received before the count date and its payment has not cleared the checking will not be included in the numbers above.					
Dublin holds books, booklets and workbooks.					
Monterey holds pamphlets, Forum Magazines and Al-Anon Faces Alcoholism.					
The figures includes the amount paid to the WSO and the estimated California Users tax that is paid quarterly by the Pink Can Fund.					
This revised edition includes the actual cost paid for Discovering Choices (\$193.20) instead of the regular cost (\$ 270.00). Also an error for the Alateen literature by program box box was corrected.					
db v4					

## Profit and Loss Budget vs. Actual

### Ordinary Income/Expense

	Jan - Jun 18	Budget	\$ Over Budget
<b>Income</b>			
<b>4000 - Donations Income</b>			
4010 - Individuals	650.11	1,865.00	-1,214.89
4015 - District/AIS	10,709.68	7,500.00	3,209.68
4020 - Groups	28,631.10	34,376.00	-5,744.90
4030 - Donated expenses	928.67	372.52	556.15
4000 - Donations Income - Other	3,075.09		
<b>Total 4000 - Donations Income</b>	<b>43,994.65</b>	<b>44,113.52</b>	<b>-118.87</b>
<b>4100 - Events Income</b>			
4110 - Assembly income	11,666.42	7,500.00	4,166.42
<b>4120 - Convention income</b>			
4121 - Registration	3,873.73	9,100.00	-5,226.27
4122 - Ways & Means	0.00	1,000.00	-1,000.00
4123 - Raffle	1,195.00	500.00	695.00
4124 - 7 Tradition	826.09	1,000.00	-173.91
4125 - Other conv. inc.	325.10	400.00	-74.90
4126 - Alateen fundraisers	1,414.39	1,414.39	0.00
4120 - Convention income - Other	540.00		
<b>Total 4120 - Convention income</b>	<b>8,174.31</b>	<b>13,414.39</b>	<b>-5,240.08</b>
4140 - H & I convention inc.	0.00	2,000.00	-2,000.00
4150 - Sponsors R & R	-22.55		
4160 - Team event inc.	0.00	0.00	0.00
4170 - - Diversity Day	0.00	1,200.00	-1,200.00
4190 - PRAASA	0.00	0.00	0.00
<b>Total 4100 - Events Income</b>	<b>19,818.18</b>	<b>24,114.39</b>	<b>-4,296.21</b>
4310 - 12 Stepper subscriptions	33.00	26.00	7.00
<b>45000 - Investments</b>			
45020 - Dividend, Interest (Securities)	19.32		
<b>Total 45000 - Investments</b>	<b>19.32</b>		
4910 - Interest Inc	14.56		
<b>Total Income</b>	<b>63,879.71</b>	<b>68,253.91</b>	<b>-4,374.20</b>
<b>Gross Profit</b>	<b>63,879.71</b>	<b>68,253.91</b>	<b>-4,374.20</b>
<b>Expense</b>			
<b>5000 - Officers &amp; Delegate</b>			
<b>5010 - Chairperson</b>			
5011 - Administrative	639.64	176.00	463.64
5012 - Discretionary fund	0.00	498.00	-498.00
<b>Total 5010 - Chairperson</b>	<b>639.64</b>	<b>674.00</b>	<b>-34.36</b>
5020 - Delegate	11.41	250.04	-238.63
5030 - Alt. dellegate	197.92	350.02	-152.10
5040 - Secretary	0.00	300.00	-300.00
5050 - Treasurer	794.78	999.80	-205.02
5060 - AAPP			

	<b>Jan - Jun 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5061 · Officer exp.	574.05	504.00	70.05
5062 · AMIAS Certification	195.00	202.00	-7.00
5060 · AAPP - Other	52.54		
<b>Total 5060 · AAPP</b>	<b>821.59</b>	<b>706.00</b>	<b>115.59</b>
5070 · Officers teleconference	90.83	137.60	-46.77
<b>Total 5000 · Officers &amp; Delegate</b>	<b>2,556.17</b>	<b>3,417.46</b>	<b>-861.29</b>
<b>5100 · Coordinators</b>			
5110 · Alateen coord.	94.77	900.00	-805.23
5112 · Alateen - NoCAC Conference Call	-96.00	52.00	-148.00
5115 · Alateen liaison	0.00	52.00	-52.00
5120 · Archives			
5121 · Arch.coord.	0.00	400.04	-400.04
5125 · Archives storage	225.00	498.00	-273.00
5126 · Archives - Other	0.00	400.04	-400.04
<b>Total 5120 · Archives</b>	<b>225.00</b>	<b>1,298.08</b>	<b>-1,073.08</b>
5130 · By-laws/insurance	0.00	150.00	-150.00
5132 · Insurance	0.00	75.00	-75.00
5135 · Diversity			
5136 · Diversity coord	0.00	498.00	-498.00
5137 · Interpreters	350.55	1,000.04	-649.49
<b>Total 5135 · Diversity</b>	<b>350.55</b>	<b>1,498.04</b>	<b>-1,147.49</b>
5140 · Group records	121.08	300.00	-178.92
5150 · Facilities	418.65	250.04	168.61
5160 · Institutions	455.33	750.00	-294.67
5161 · Inst.travel jail/pris	2,372.22	2,500.04	-127.82
5170 · Literature	541.57	600.00	-58.43
5180 · PI/CPC	314.70	1,500.00	-1,185.30
5190 · Stepper editor	0.00	24.98	-24.98
5195 · Website	0.00	250.04	-250.04
<b>Total 5100 · Coordinators</b>	<b>4,797.87</b>	<b>10,200.22</b>	<b>-5,402.35</b>
<b>5200 · Committees</b>			
5210 · NCWSC			
5211 · Facility rental	2,321.25	2,002.00	319.25
5212 · Lodging/meals	7,320.72	5,516.00	1,804.72
5213 · Travel	2,877.24	3,657.46	-780.22
5214 · DR teleconference	0.00	52.00	-52.00
5215 · Miscellaneous	1,174.37	101.00	1,073.37
5210 · NCWSC - Other	360.91		
<b>Total 5210 · NCWSC</b>	<b>14,054.49</b>	<b>11,328.46</b>	<b>2,726.03</b>
5220 · Budget/Audit	77.76	350.02	-272.26
5230 · Executive	17.92	250.04	-232.12
5240 · Long range planning	0.00	48.00	-48.00
5250 · Ad Hoc committees	0.00	150.00	-150.00
<b>Total 5200 · Committees</b>	<b>14,150.17</b>	<b>12,126.52</b>	<b>2,023.65</b>

	<b>Jan - Jun 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>5300 - Conferences</b>			
5310 - World service conf	2,227.45	1,149.00	1,078.45
5320 - SWRDM			
5321 - Delegate/Officers	2,033.65	1,000.04	1,033.61
5322 - Past delegates	1,712.65	1,500.00	212.65
<b>Total 5320 - SWRDM</b>	<b>3,746.30</b>	<b>2,500.04</b>	<b>1,246.26</b>
5330 - Officers to Outside TEAM	0.00	350.02	-350.02
<b>Total 5300 - Conferences</b>	<b>5,973.75</b>	<b>3,999.06</b>	<b>1,974.69</b>
<b>6100 - Events</b>			
6110 - Assembly			
6111 - Facility rental	21,869.53	5,750.00	16,119.53
6114 - Copies/supplies	759.02	400.00	359.02
6115 - GR travel assistance	248.97	600.00	-351.03
6116 - Miscellaneous	165.48	100.00	65.48
6117 - Speaker exp.	0.00	400.00	-400.00
6119 - Babysitting Services	324.82	825.00	-500.18
6110 - Assembly - Other	324.82		
<b>Total 6110 - Assembly</b>	<b>23,692.64</b>	<b>8,075.00</b>	<b>15,617.64</b>
6120 - Convention			
6121 - Committee travel	706.63	2,300.00	-1,593.37
6122 - facility rental	7,280.25	5,400.00	1,880.25
6123 - Speakers expenses	328.77	2,200.00	-1,871.23
6124 - Teleconference	639.11	200.00	439.11
6125 - Pulbicity	0.00	200.00	-200.00
6126 - Hospitality	243.54	200.00	43.54
6127 - Copies/supplies	679.88	900.00	-220.12
6129 - Alateen scholarships	372.93		
6130 - Miscellaneous	104.60	100.00	4.60
6131 - Ways & Means	0.00	1,500.00	-1,500.00
<b>Total 6120 - Convention</b>	<b>10,355.71</b>	<b>13,000.00</b>	<b>-2,644.29</b>
6140 - H & I conference			
6141 - Committee travel	71.82	600.00	-528.18
6142 - Speakers expense	0.00	700.00	-700.00
6144 - Literature	0.00	50.00	-50.00
6145 - Copies/supplies	0.00	200.00	-200.00
6146 - Facility rental	0.00	400.00	-400.00
6147 - Miscellaneous	0.00	50.00	-50.00
<b>Total 6140 - H &amp; I conference</b>	<b>71.82</b>	<b>2,000.00</b>	<b>-1,928.18</b>
6160 - Team event			
6161 - Facility rental	0.00	0.00	0.00
6162 - Speakers expenses	0.00	0.00	0.00
6163 - Travel	0.00	0.00	0.00
6164 - Lodging/meals	0.00	0.00	0.00
6165 - Copies/supplies	0.00	0.00	0.00

	<b>Jan - Jun 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>
6169 · Miscellaneous	0.00	0.00	0.00
<b>Total 6160 · Team event</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6170 · - Diversity Day</b>			
6171 · - Facility Rental	0.00	500.00	-500.00
6172 · - Committee Travel	0.00	400.00	-400.00
6173 · - Hospitality/Food	0.00	250.00	-250.00
6174 · - Program/Supplies	0.00	50.00	-50.00
<b>Total 6170 · - Diversity Day</b>	<b>0.00</b>	<b>1,200.00</b>	<b>-1,200.00</b>
<b>Total 6100 · Events</b>	<b>34,120.17</b>	<b>24,275.00</b>	<b>9,845.17</b>
6310 · NOCAC grant	0.00	3,000.00	-3,000.00
6410 · 12 Stepper expenses	1,980.60	2,499.94	-519.34
6420 · Alateen Express	0.00	300.00	-300.00
<b>65000 · Operations</b>			
65050 · Telephone, Telecommunications	34.08		
<b>Total 65000 · Operations</b>	<b>34.08</b>		
66900 · Reconciliation Discrepancies	-8.50		
<b>68300 · Travel and Meetings</b>			
68320 · Travel	11.88		
<b>Total 68300 · Travel and Meetings</b>	<b>11.88</b>		
<b>7000 · Corporate Expenses</b>			
7010 · Bank fees	202.20	199.67	2.53
7020 · PO box/permit fees	160.00	174.94	-14.94
7030 · Insurance	0.00	2,575.04	-2,575.04
<b>7040 · Legal &amp; accounting</b>			
7045 · Bookkeeper	0.00	1,750.04	-1,750.04
7040 · Legal & accounting - Other	985.00	975.00	10.00
<b>Total 7040 · Legal &amp; accounting</b>	<b>985.00</b>	<b>2,725.04</b>	<b>-1,740.04</b>
7050 · Filing fees	50.00	24.98	25.02
7055 · Website registration	7.95	200.02	-192.07
7056 · Website Professional Services	195.59	1,000.04	-804.45
7060 · Taxes/penalties	-437.00	250.04	-687.04
7070 · Repairs & maintenance	0.00	24.50	-24.50
7080 · Depreciation	153.25	400.04	-246.79
7085 · Storage corp. records	572.00	850.04	-278.04
7090 · Miscellaneous	41.47	1,100.02	-1,058.55
<b>Total 7000 · Corporate Expenses</b>	<b>1,930.46</b>	<b>9,524.37</b>	<b>-7,593.91</b>
<b>Total Expense</b>	<b>65,546.65</b>	<b>69,342.57</b>	<b>-3,795.92</b>
<b>Net Ordinary Income</b>	<b>-1,666.94</b>	<b>-1,088.66</b>	<b>-578.28</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>8100 · Institutions Literature</b>			
8110 · Donations income	14,032.92		
8120 · Literature purchases	-9,504.97		
8100 · Institutions Literature - Other	-957.04		

	<b>Jan - Jun 18</b>	<b>Budget</b>	<b>\$ Over Budget</b>
Total 8100 - Institutions Literature	3,570.91		
Total Other Income	3,570.91		
Net Of Net Income	3,570.91		
	<b>1,903.97</b>	<b>-1,088.66</b>	<b>2,992.63</b>

NCWSC Roll Call –  
Fairfield, CA

DATE August 25, 2018

**POSITION -- NAME -- PRESENT**

<b>OFFICERS &amp; DELEGATES</b>			
Delegate	Rosanna	X	
Alt. Delegate	Chris M	X	
Chairperson	Darby T	X	
Secretary	Kristie A	X	
Treasurer	Sandi C	X	
AAPP	Julie E	X	
<b>Executive Committee</b>	2/2018-8/2019		
EC North	Dean C	X	
EC Central	David D	X	
EC South	Penny H-P	X	
EC At large	Anna P	-	
EC At Large, Chair	Marilyn H	X	
<b>Coordinators</b>			
Alateen	Dede W	X	
Alt. Alateen	Jenn A	X	
Archives	Ayisha B	X	
Alt. Archives	Shawn A	X	
Bylaws	Jim S	X	
Alt. Bylaws	Gael R	X	
Diversity	(open)		
Alt. Diversity	Zach L	X	
Facilities	Bonnie M	X	
Alt. Facilities	Chris A.C.	X	
Group Rec	George L	X	
Alt. Grp Rec	Nerissa M	X	
Institutions	Carol G	X	
Alt. Institutions	Tobin R	X	
Insurance	Yvonne P	X	
Alt Insurance	(open)		
Literature	John McG	X	
Alt. Literature	Christina O	X	
PI/CPC	Nick d	-	
Alt. PI/CPC	David B	X	
12 Stepper Editor	Sheri W	X	
Alt 12 Stepper Ed	Glenna H	X	
Website	Barbara G	X	
Alt. Website	Jim K	X	

<b>District</b>	<b>Reps</b>		
D-1 DR	Neena O	-	
D-1 Alt DR	(open)	-	
D-2 DR	(open)	-	
D-2 Alt DR	(open)	-	
D-3 DR	(open)	-	
D-3 Alt DR	(open)	-	
D-4 DR	Ruth RH	X	
D-4 Alt DR	Carol P	-	
D-5 DR	Jaya R	X	
D-5 Alt DR	Kevin J	-	
D-6 DR	Dennese G	X	
D-6 Alt DR	(open)	-	
D-7 DR	(open)	-	
D-7 Alt DR	(open)	-	
D-8 DR	Dean C	X	
D-8 Alt DR	(open)	-	
D-9 DR	Jana A	X	
D-9 Alt DR	Heide P	-	
D-10 DR	Ally G	-	
D-10 Alt DR	Teri S	X	
D-11 DR	Lynn R	X	
D-11 Alt DR	Mark B	X	
D-12 DR	Chuck K	X	
D-12 Alt DR	Mary B	-	
D-13 DR	Lee B	X	
D-13 Alt DR	Leslie M	-	
D-14 DR	Billie T	-	
D-14 Alt DR	Linda B	X	
D-15 DR	Linda CM	X	
D-15 Alt DR	(open)	-	
D-16 DR	David D	X	
D-16 Alt DR	Jenn A	X	
D-17 DR	Kim C	X	
D-17 Alt DR	Eva B	-	
D-18 DR	Carol S	X	
D-18 Alt DR	Vicki B	X	
D-19 DR	Cecly TB	X	
D-19 Alt DR	Mary O	-	
D-20 DR	Penny HP	X	
D-20 Alt DR	Anita L	X	
D-21 DR	Vassu R	X	
D-21 Alt DR	New tba	-	
D-22 DR	John B	X	
D-22 Alt DR	Jill V	-	
D-23 DR	Laura K	X	
D-23 Alt DR	Kay C	-	
D-24 DR	Heather F	X	
D-24 Alt DR	(open)	-	
D-25 DR	John McG	X	
D-25 Alt DR	LaVon S	-	
D-26 DR	Amanda W	X	
D-26 Alt DR	Patti R	-	
D-27 DR	Gaye E	X	
D-27 Alt DR	Donna A	-	

<b>Intergroups</b>			
Dist 6-10	Joe C	-	
SCV	Sharon D	-	
Spanish – East Bay	Javier O	X	
Nor Cal Hispanic	Ana C	-	
Spanish- So	Maria	-	
So Bay SP	M Isabel L	-	
<b>ALATEEN</b>	<b>LIAISONS</b>		
North	Katie R	-	
Alt North	Francisco	-	
Central	Zach L	X	
Alt. Central	Gaby N	-	
South	(open)	-	
Alt. South	Summer	-	
<b>Conventions</b>			
NCWSA Chair	n/a		
Co-chair	N/A		
NoCAC 2018 Chair	Olivia P	X	
NoCAC Co-Chair	Katie	-	
NoCAC Sponsor	Shawn A	X	
NoCAC Co-Sponsor	Linda G	X	
<b>Past Delegate</b>			
Immediate Past Dele P-55	Yvonne deG	-	
Regional Trustee	Joyce B	-	
Past Dele P-52	Patrick B	-	
Past Dele P-49	John S	-	
Past Dele P-46	Sandi C	X	
Past Dele P-43	Vicki H	-	
Past Dele P-40	Marilyn R	-	
Past Dele P-37	Cathy C	-	
Past Dele P-34	Art B	X	
Past Dele P-31	Peggy C	-	
Past Dele P-28	Mary A	-	
Past DeleP-25	Barbara L	-	
Past DeleP-22	Jean McL	-	
Past Dele P-19	Faun L	-	
Past Dele P-16	Irma C	-	
Past Dele P-13	Bonnie H	-	
Past Dele P-10	Judy W	-	
Past Dele P-7	Muriel B	-	
Past Dele P-4	Ann O	-	
Past Dele P-1	Helen B-R	-	