

## **AWSC Minutes**

June 25, 2011

Eugene, OR

Host District 6

The meeting was called to order by Area Chair Rita B at 9:00 a.m. with a moment of silence followed by the Serenity Prayer. The Traditions were read by Sue B. and the Concepts were read by Paula J.

**Housekeeping:** District 6, Kim F

**Roll Call:** Mary W

AWSC members excused: Vickie H, District 3, Barbara S, District 4, Bonnie A, District 13, Cheryl K, District 16, Cheryl H, CPC coordinator, Lisa B, The Communicator Coordinator

**Secretary's report:** Mary W.

Reviewed and approved minutes with changes made for February 19, 2011

**Treasurer Report:** Bunny G (see Attachment 1)

Income \$8464.71 which includes the \$1500 seed money from the 2011 SSM

Expenses \$7694.24 which includes the \$1500 seed money to 2012 SSM

**Delegate Report:** Bette R

“Expanding our community of hope by embracing: yesterday’s foundations, today’s successes, tomorrow’s possibilities” (see Attachment 2)

**Coordinator Notebooks:** Judy J

Each coordinator needs to have notebook to pass on. Suggested items to include in notebooks to pass on to next coordinator. Position description, guidelines, Area Highlights, E-community reports, workshop flyers, position challenges, where to go online to find relevant material, Communicator articles

**Action Committees:** Judy J.

Color dots to indicate which action group you are on

Public o

utreach – blue dots

Membership outreach - yellow dots

Group services - red dots

Fellowship communication – green dots

Business services – orange dots

Break for Action Committees

**Flyer committee and approval process:** Bunny G. (see Attachment 3)

To discuss if we keep the committee as is, Bunny G., treasurer, chair of committee, Roland, past delegate, Mary, secretary or change the committee to fit the Area Handbook guidelines, which specifies that the committee consist of an officer, the Communicator editor and the Website coordinator.

Motion 1: To change Oregon Area Handbook Flyer information; section VI page 21: Determination process to reflect the members currently on the approval committee. New wording "The Flyer Committee will be made up of three AWSC members appointed by the Chairperson." Motion was passed by substantial unanimity.

**Request to assign a meeting to a different District:** Chris K.

Group in District 9 in Clatskanie, Columbia County would like to move into District 1 because they don't do much driving in Portland. The closest meeting to them in their District is in St. Helen's 40-45 minutes away. The closest actual meeting is 20 miles in Napa in District 1. If they wanted to go to another meeting, they would cross the District line. District line is 10 miles away from their meeting. Need to present the proposal to all of the District meetings of all the Districts surrounding both District 1 and 9 get their approval of the change and then to Assembly.

Examples of other groups were given that choose to be part of another District than their assigned District. Group autonomy can be used and they can participate with District 1 without changing boundary lines.

**Handbook Policy & Procedures:** Billie L., Ted B., Judy J.

**What are the rules and who is in charge?** Ted B. (see Attachment 4)

Bette will email the WSO procedures booklet to AWSC members as a possible solution. Handbook committee, Ted B., Barb L., Judy J., Joanne C., Bette R. and Rita B. will work on a possible proposal.

**Position Descriptions:** Judy J.

New descriptions for all AWSC positions in Handbook have been completed. Please check your description and if changes need to be made, let Judy J. know so that she can change them. They will not go online until AWSC has reviewed the positions.

**General Assembly Information:**

Rita B. will make changes to General Assembly Information (see Attachment 5) as recommended by AWSC members. Editing suggestions have to be in by July 9.

**T.E.A.M. Discovery final report:** Colleen G.

T.E.A.M. Discovery event was wonderful. T.E.A.M. was fully self-supporting with 188 attending from Oregon, Washington, Arizona, Colorado, Wisconsin and Virginia Beach. (see Attachment 8)

**SSM 2011 final report:** District 7, Sue B.

\$6000 from event will be sent to Area. We need to give more flexibility to dates for SSM to ensure conflicts don't arise. Highlight was dual member panel at lunch but AA members

weren't there because they were at Assembly. This is the first year of a three year trial of switching from April to May for SSM to be reviewed in 2014.

**SSM 2012 report:** Chris K, District 1  
Astoria Oregon, May 2012 "Carnival on the Coast" at the Fairgrounds

### **Website**

Transition team. Work is finished. Thanks to Ted B, Joanne C, Bonnie W

**Status report:** Barb L. (see Attachment 6)  
Website is working well. Goal is to have two sites, one for the public and one for the Al-Anon membership with password access.

**Software:** Bunny G

We no longer have the software for developing the website. Kim F. proposed to wait for Assembly and see if someone will have software and volunteer to donate it. Sue B. would like to check with District 7's website person to see what they use. Joanne C. suggested that whatever software that we get needs to be "what you see is what you get" rather than dependent upon codes. Barb L. will research possible software packages (5) to buy.

### **Status Reports from Committees**

**Alateen Committee:** Billie L, Carolyn H

Billie and Carolyn sent out requirements for Alateen sponsors to committee members for discussion. Billie and Carolyn are reviewing Alateen complaint process. Should Alateen coordinator be AAPP?. Decided that as long as Carolyn is doing good job of communicating what is required to become Alateen sponsor, Billie would remain AAPP. When somebody fills out Alateen sponsor request, the form the return address needs to be a street address, not a PO box.

**Archives Committee:** Jodie P

Thought Force came to conclusion that it is worth scanning some of the archives although they haven't made a decision as to what specifically will be scanned. They got price for five thousand pages of scanning (\$586; all staples have to be removed) and price for scanner. Jodie talked to Montana and Illinois Archivists to see how they do it. Jodie is going to an archives workshop in September and will return with more good information to help with the decisions.

### **Upcoming events**

≈ July 15 -17, 2011 Assembly / Milwaukee / District 17: Lynda (see Attachment 7) Block of rooms reserved at Best Western shore hotel, please reserve by direct phone line. Other hotels in area are listed on back of flyer. Facility at Evangelical Center in Milwaukie, in Keller Dining Hall.

≈ October 15, 2011 AWSC St. Helen's District 9: Billie

≈ November 18-20, 2011 Assembly / Portland District 10: Barb B  
At Red Lion Inn Jantzen Beach. Registered under AA Oregon Area.

### **Agenda for July 2011 Assembly**

Workshop on Archives  
Workshop on Alateen  
Links of Service  
Delegates Report will require 2 consecutive hours  
Breakouts  
New GRs orientation  
District 1 skit for SSM  
Membership Outreach survey at beginning  
T.E.A.M. report  
Fellowship Committee report will be before Literature Coordinator report  
2011 SM report  
Audit report  
Software for website, if anyone has it available to give to AWSC  
Raffle for SSM, donations will be accepted  
Bid for July 2012 Assembly  
Bid for 2013 SSM  
Bid for March 2012 Assembly

The meeting closed with the Al-Anon Declaration at 4:35 p.m.

### **Attachment 1**

Treasurer Report June 23, 2011

Income \$8464.71 which includes the \$1500 seed money from the 2011 SSM

Expenses \$7694.24 which includes the \$1500 seed money to 2012 SSM

My goal for the first year was to educate groups and members about the need for accurate records. I have been requesting the three items needed to keep accurate records for group donations. They are the Group's name as listed by WSO [some groups don't know what their name is], the WSO ID# and the district number. All 3 items are needed in recording their generous donations from Oregon area groups.

I have mailed out 165 letters in a year and a half - 39 of those requests being a second letter, 17 letters sent a third time. I have even sent one group a fourth and a fifth letter. I am going to encourage groups to start a treasurer procedure notebook to pass on. On a very positive note I am getting more checks today with the needed information than not so I guess I am seeing fruit of my goal. Or as one person said – NAG NAG NAG.

My last report in November I said I had a second request. I get a few envelopes still address to Glen which is fine since he lives with me. But my main concern is the name of Al-Anon on the envelope with coming to me (p91 of Service Manual). Personally I don't have a problem but the next treasurer might. Could someone look in their handbook and tell me where it is that talks about the use of Al-Anon on a personal envelope?

Thank you for allowing me to serve as your treasurer. The trust you have in me is appreciated.  
 Bunny Grimes

**Oregon Area Al-Anon  
 Cash Flow Statement vs. Annual Budget**

6/22/2011

	A	B	C	D	E	F
		Jan 1, 2011 - June 21, 2011		2011 Budget		Over/Under Budget
1						
2	<b>Income</b>					
3	Group Contributions	\$ 8,067.32		\$ 13,000.00		\$ (8,932.68)
4	Assembly Registrations	\$ 670.00		\$ 3,000.00		\$ (2,330.00)
5	State Speaker Meeting	\$ -		\$ 4,000.00		\$ (4,000.00)
6	Advances	\$ 1,500.00		\$ 1,500.00		\$ -
7	Miscellaneous	\$ -		\$ -		\$ -
8	Beginning Cash Forward	\$ 12,109.52		\$ 10,600.00		\$ 1,509.52
9	<b>Total Income</b>	\$ 20,346.84		\$ 32,100.00		\$ (11,753.16)
10	<b>Expense</b>					
11	<b>Delegate Fund</b>					
12	WSO ETF	\$ -		\$ 1,966.00		\$ (1,966.00)
13	Extra Day	\$ 237.28		\$ 250.00		\$ (12.74)
14	Delegate Meeting	\$ 779.28		\$ 1,000.00		\$ (220.74)
15	Delegate Travel	\$ 212.27		\$ 1,000.00		\$ (787.73)
16	Delegate Miscellaneous	\$ 107.93		\$ 250.00		\$ (142.07)
17	<b>Total Delegate Fund</b>	\$ 1,336.72		\$ 4,466.00		\$ (3,129.28)
18	<b>Working Fund Expense</b>					
19	Archive Rent	\$ 693.00		\$ 693.00		\$ -
20	Area Travel Fund	\$ 285.77		\$ 3,500.00		\$ (3,214.23)
21	Communicator	\$ 401.40		\$ 1,000.00		\$ (598.60)
22	SSM Advance	\$ 1,500.00		\$ 1,500.00		\$ -
23	Assembly/AWSC Rent	\$ 642.00		\$ 3,300.00		\$ (2,658.00)
24	Insurance	\$ -		\$ 750.00		\$ (750.00)
25	<b>Total Working Fund Expense</b>	\$ 3,522.17		\$ 10,743.00		\$ (7,220.83)
26	<b>Assembly Allowance/Meal/Lodging</b>					
27	Officers	\$ 499.72		\$ 1,920.00		\$ (1,420.28)
28	Audit/Budget	\$ 165.46		\$ 900.00		\$ (734.54)
29	Coordinators	\$ 667.09		\$ 2,970.00		\$ (2,302.91)
30	Past Delegates	\$ 388.32		\$ 1,680.00		\$ (1,291.68)
32	<b>Total Assembly Allowance/Meal/Lodging</b>	\$ 1,720.59		\$ 7,470.00		\$ (5,749.41)
33	<b>Officers Expenses</b>					
34	Alternate Delegate	\$ -		\$ 200.00		\$ (200.00)
35	Chairperson	\$ -		\$ 100.00		\$ (100.00)
36	Secretary	\$ 66.03		\$ 350.00		\$ (283.97)
37	Treasurer	\$ 3.08		\$ 250.00		\$ (246.92)
38	<b>Total Officers Expenses</b>	\$ 69.11		\$ 900.00		\$ (830.89)

**Oregon Area Al-Anon**  
**Cash Flow Statement vs. Annual Budget**

6/22/2011

	A	B	C	D	E	F
1		Jan 1, 2011 - June 21, 2011		2011 Budget		Over/Under Budget
39	<b>Assembly Expenses</b>					
40	Assembly Workshops	\$ 16.04	\$ 150.00	\$ (133.96)		
41	Business Services	\$ -	\$ 100.00	\$ (100.00)		
42	Membership Outreach	\$ -	\$ 150.00	\$ (150.00)		
43	Group Services	\$ -	\$ 125.00	\$ (125.00)		
44	Fellowship Communication	\$ -	\$ 100.00	\$ (100.00)		
45	Public Outreach	\$ -	\$ 5,000.00	\$ (5,000.00)		
46	Audit Budget Extra Day + Expenses	\$ 15.98	\$ 350.00	\$ (334.02)		
47	<b>Total Assembly Expenses</b>	\$ 32.02	\$ 5,975.00	\$ (5,942.98)		
48	<b>Coordinators</b>					
49	Alateen	\$ 69.44	\$ 150.00	\$ (80.56)		
50	Archives	\$ -	\$ 50.00	\$ (50.00)		
51	CPC	\$ -	\$ 50.00	\$ (50.00)		
52	Forum	\$ -	\$ 100.00	\$ (100.00)		
53	Group Records	\$ 73.43	\$ 150.00	\$ (76.57)		
54	Literature	\$ -	\$ 100.00	\$ (100.00)		
55	Public Information	\$ 8.40	\$ 50.00	\$ (41.60)		
56	Web Master	\$ 68.50	\$ 100.00	\$ (31.50)		
57	<b>Total Coordinators</b>	\$ 219.77	\$ 750.00	\$ (530.23)		
58	<b>Delegate Meeting</b>					
59	Alternate Delegate	\$ -	\$ -	\$ -		
60	Past Delegates	\$ 793.86	\$ 1,000.00	\$ (206.14)		
61	<b>Total Delegate Meeting</b>	\$ 793.86	\$ 1,000.00	\$ (206.14)		
62	<b>Other</b>					
63	Ad Hoc/Task Force/Special Projects	\$ -	\$ 300.00	\$ (300.00)		
64	Alateen Sponsor Workshop	\$ -	\$ 300.00	\$ (300.00)		
65	Transition Fund	\$ -	\$ 358.00	\$ (358.00)		
66	Contingency Fund	\$ -	\$ 1,000.00	\$ (1,000.00)		
67	Handbook Update	\$ -	\$ 50.00	\$ (50.00)		
68	Purchase of Equipment	\$ -	\$ 300.00	\$ (300.00)		
69	<b>Total Other</b>	\$ -	\$ 2,308.00	\$ (2,308.00)		
70	<b>Total Expense</b>	\$ 7,694.24	\$ 33,612.00	\$ (25,917.76)		
71	<b>Cash on Hand as of 06/21/11</b>	\$ 12,151.91	\$ (1,512.00)	\$ 13,663.91		
72	<b>Reserves</b>	\$ 7,700.00	\$ 7,888.00	\$ (188.00)		
73	<b>Cash Available as of 06/21/11</b>	\$ 4,451.91	\$ (9,400.00)	\$ 13,851.91		
74						
75						
76	<b>Oregon Area Checking as of 06/21/2011</b>	\$ 12,151.91				
77	<b>Communicator Checking as of 06/21/2011</b>	\$ 500.00				
78	<b>Total Funds in Checking Accounts</b>	\$ 12,651.91				
79						
80						
81						

## Attachment 2

### Sharing Area Highlights

Success/Highlights

K.B.D.M. - 9

T.E.A.M. - 10

More diversity – 7

### Issues/Concern

Lack of service commitment and participation – 14

Alateen/AAPP – 5

Group Safety – 4

## Use of Technology -3

2011 Thought Force: Members involved in service work who are unable to effectively fulfill the responsibility of the position. Committee includes:

Chair – Vicki L, co-Chair Ann C., members: Jocelyne L, Elaine R, Carol W, Marsha W, Sara M, Bette R, Charla C.

### K.B.D.M.

- What do we know about our membership's needs, wants and preferences?
- What do we know about our resources and strategic position?
- What do we know about the current realities and evolving dynamics?
- What are the ethical/spiritual implications?
- What do we wish we knew, but don't?

### 2011 World Service Conference Goals

- Conference members will understand the purpose of the Conference, relationships within the structure, and be able to articulate Conference decisions.
- The spiritual tone of the WSC will prevail by the demonstration of mutual respect and acceptance.
- Knowing that our Higher Power is present in the expression of our group conscience, Conference members will presume goodwill.

### 2010 Auditor's Report

- 71.9% of Oregon groups contributed an average of \$88.29 per group for a total of \$14,656 compared to \$14,186 in 2010. The average cost of services provided to each group of the WSO in 2010 was \$238.23
- Oregon is among the top 5 states for percentage of groups contributing to the WSO.

### 2011 WSO Budget

- 2011 revenues are expected to be \$5,090,000 and expenses to be \$1,500,000, which is \$294,000 more than last year's actual.

### Staff Update

- E-communities are being developed for past and present Delegates, Area Chairs (August), and District Representatives (Fall).
- Area Highlights will no longer be printed after the summer issue – available on members' website.
- Area Public Outreach Coordinators are being asked to develop and maintain a distribution list for Public Outreach Coordinators in their Area to share public outreach materials from e-communities.

### Annual Report

- Staff is updating the look of all our pamphlets.
- Groups are encouraged to get a group e-mail address. By the end of 2011 the WSO will be communicating more directly with the Groups, Delegates and DRs will be copied on all communications.

- The members' websites will be redesigned within the next year.

#### Motions

Motion 1	Seating Motion	Carried Unanimous
Motion 2	Approve 2011 Finance Committee Report	Carried Unanimous
Motion 3	Approve 2010 Audited Financial Report	Carried Unanimous
Motion 4	Approve 2010 Annual Report	Carried Unanimous
Motion 5	Approve the concept of a piece of literature On intimacy, including sexual intimacy	86 yes, 9 no, 1 void
Motion 6	Property Ownership – End trial period and Keep building	95 yes, 1 no

#### Alateen Chat Rooms

- 15 Areas have a chat room with 7 weekly meetings, 2 are about to start – 1 in French.
- Alateens who register can attend any chat room meeting.
- Teens must register with a valid e-mail address.
- Sponsors screen the sharing.
- No individual in the chat rooms can contact any other individual privately.

Thought Force to show how service contributes to growth and is an integral part of recovery.

Charge: To develop strategies to show Areas how service contributes to growth, and is an integral part of the AI-Anon program.

Thought Force to identify information for a guideline on memorial contributions

Charge: Brainstorm ways to identify how deceased AI-Anon members can be honored by family and friends who are not AI-Anon members.

Thought Force to support Areas in dealing with groups whose activities fail to consider AI-Anon as a whole

- High pressure groups
- Unregistered groups
- Unfilled group, District and Area positions
- Failure to follow the intent of the Group Registration Process
- A.A. "Big Book" Study Groups
- Speakers from high pressure groups
- Lack of trust at all levels
- Outside literature used in meetings
- Modifications of Steps, Concepts and Warranties
- Failure to financially support AI-anon as a whole

Thought Force II on current conference structure alternative strategies

- Charge: Identify ways that would allow smaller Areas within the service structure to combine, and larger Areas (with 400 groups or more) to divide.
- Develop alternative strategies that would address these issues, and help each Area achieve full representation from its Delegate.

- Framing: A Thought Force at the 2010 WSC suggested several strategies to help Areas achieve full representation from their Delegate. The current Thought Force developed three strategies that would enable Area to divide or combine.

Thought Force II on current Conference structure alternative strategies and questions for discussion

- Strategy 1. To develop criteria that would enable an Area to evaluate its effectiveness in providing full representation to all of its groups.
- In a spiritual fellowship, what does “full representation” mean”
- Strategy 2. Design an inventory to help Area Assemblies determine if and when they should divide or combine.
- What topics would be helpful to include in an Area’s inventory?
- Strategy 3. Design a step-by-step process that could be used by Areas to help them divide or combine.
- What steps in this process would be the most helpful to the Areas?

Trustee at Large

- Potential candidates’ resumes must be postmarked, faxed, or e-mailed to the WSO on or before August 15<sup>th</sup>.
- Up to six candidates are selected from the resumes by the Nominating Committee in consultation with the Conference Committee on Trustees in October. The Nominating Committee will forward the names of the candidates to the CCT Chair. The CCT Chair will then send the names of the candidates to the members of the CCT. Any member of the CCT may file an objection by December 15.
- Up to three nominees are selected by the Board in January.
- Please note the requirements for the length of continuous Al-Anon membership and that a Delegate must wait until two WSCs have passed after their term ends before they can be considered. Also please review requirements regarding stamina, the willingness to share a room, and the need to be available 28-60 days a year, as well as work from home on a variety of responsibilities.

2012 WSC

- Stamford Marriot Hotel & Spa in Stamford, Connecticut, Sunday, April 15 through Thursday, April 19, 2012.
- Delegates are asked to arrive on Saturday, April 14.
- The Annual Open Board of Trustees Meeting will be held on Friday, April 20.
- Bid presentations for the 2018 International Convention will be held on Friday, April 20 and Saturday, April 21. All Conference members will visit Stepping Stones.

Celebrating Worldwide Unity, Al-Anon Family Groups International Convention  
July 5-7, 2013, Vancouver, British Columbia, Canada

2018 Sixth International Convention Bid  
July 6-8, 2018

- Minimum requirements to host:

- At least 2,500 committable hotel rooms within a 10 mile radius of the Convention Center. The bulk of the sleeping rooms are to be accessible to the Convention Center by public transportation.
- Ample dormitory facilities and recreational vehicle facilities.
- The Convention Center should hold the major portion of meetings with space for 15-20 simultaneous workshops, and an open area for the convention registration.
- (Optional) arena or stadium seating to hold 6,000 – 10,000 with excellent acoustics and convenient access to public transportation.
- Recognized tourist and vacation attractions in and around the city.
- A citywide commitment to help make the convention a success.
- At least 100 AI-Anon members to work on the Host Committee.
- The responsibility for the preparation and presentation of the “bid” rests with the Area Delegate.

Heard at 2011 WSC

- If we do our best today, our tomorrows will certainly be better than our yesterdays.
- Work together, presume goodwill and have fun.
- Are we culturally respectful or just culturally tolerant?

### **Attachment 3**

Flyer Approval Process and Committee Members

Rita B.

The Flyer Guidelines and the flyer approval process were adopted in October 2009 and were implemented when our Panel took office in January 2010. The process was confusing and difficult for people to follow. What we were doing was not working well for members of our fellowship. What we were doing was not working well of members of our fellowship. Some time back I removed myself from the Flyer Approval Committee and appointed Bunny G. as the officer on that Committee. Since accepting that responsibility she has been working with various folks to see what is working and not working and to streamline the process. In March 2011, in an effort to make the process work more smoothly, Bunny suggested changing the composition of the Flyer Approval Committee. She asked me and I agreed. At that time I didn't pause long enough to think things through thoroughly. The Flyer Guidelines, as adopted by AWSC, specify that the website coordinator, the Communicator coordinator and one officer comprise the Flyer Approval Committee.<sup>1</sup> Reconstituting the committee the way I did in March was to keep the process moving along but ignored the Area guidelines. Now that we have all positions filled and working well we need to revisit the issue and decide what the correct thing to do for our Area is. The Flyer Approval Committee was constituted with the Communicator coordinator and the website coordinator since both of those positions deal with communication within the fellowship.

Options:

- A. The Flyer Approval Committee should be retained as originally constituted.
- B. The Flyer Guidelines should be revised to permit a different configuration of the Flyer Approval Committee.

1. Determination Process: The ultimate authority and responsibility for determining which flyers are approved belongs to a Flyer Committee. The Flyer Committee will be made up of three members – the Web Coordinator, the Communicator Coordinator, and an Area officer. Their determination will be final.” Oregon Area Handbook; SEC VI-PG 21

#### **Attachment 4**

Oregon Area Procedures Presentation  
Ted B., Portland AIS Liaison

- 1) Way back in college, when I took a course that talked about groups and how they worked, I was taught that there are two things people want to know when they join a group, a) who is in charge & b) what are the rules. Now, we in AI-Anon give unusual answers to those questions, to wit: a) no one, or at least no person: b) there are no rules.
- 2) History: For those of you were not a member of the AWSC during the last panel, I wish to provide some context. How many of you have your Oregon Area Handbooks with you? If you look at the table of contents, you'll see that there the sections go from VI to VIII. What happened to section VII (which was titled “Summary of Oregon Area Procedures”)? It was voted to be deleted by the October 2009 AWSC; you can look at those minutes (posted on our website) for a summary of the discussion prior to that vote. The Area has been operating without a Procedures section ever since.
- 3) What kinds of questions, does (or would) a Procedures section address?
  - a. What is the preferred process that is to be used by the Oregon Area to bring a motion to the floor at the Assembly? Does the same process apply to business at the AWSC? Should we use the same process for all manner of business?
  - b. How long can a person speak when discussing a motion in front of the Assembly? (The old section says two minutes; now we have no formal guideline, although the two minutes is still asserted, apparently by custom).
  - c. If we don't like some aspects of a motion on the floor, do we have to vote it down and then replace with a better motion or can we improve it through the amendment process?
  - d. If a person has spoken during the discussion of a motion, are they still permitted to make an amendment (presuming that amending is allowed) to that motion?
- 4) Proposed action: that a task force be formed to create a Procedures section for the Oregon Area Handbook that would address these and similar questions for the Area.

#### **Attachment 5**

## **General Assembly Information** Draft June 2011 AWSC

Attendees unfamiliar with Assemblies may find help by referring to the AI-Anon/Alateen Service Manual and Oregon Area web-site. In order to keep the Oregon Area informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined prior to arriving at the Assembly by reviewing the minutes of previous sessions for unresolved

issues. New Business is generally brought forth by the Area World Service Committee (AWSC) prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another appropriate member of the AWSC.

## **ASSEMBLY PROTOCOL**

- Please arrive on time so that the Assembly can start promptly. When you arrive, please sign in. There are two sign-in books. All attendees sign the attendance book; only voting members (GRs or an alternate) sign the voting book. Cell phones should be silenced.
- All Assembly attendees wear a badge. Badges are available near the registration table. Group Representatives wear blue badges; AWSC members wear yellow badges; and members-at-large wear white badges.
- No pets are allowed. Service animals are permitted.
- If you are a new Group Representative, there is an orientation at the first Assembly you attend.
- Only Group Representatives or their replacements have voice and vote. There is only one vote per group. Only Group Representatives, and AWSC members (Officers, Coordinators, AIS Liaisons, District Representatives, Past Delegates, Audit Budget Committee) have voice at an Assembly. If you are a guest and have something you would like asked or brought up, please tell your Group or District Representative to speak for you.
- Please do not leave the room during voting. You have been counted and if you are out of the room it disrupts the count which then has to be recounted.
- When people are at the microphone, refrain from applause or other forms of audible response as a courtesy to others whose opinion might differ from yours.
- Members with voice please go to the microphone only one time per topic. If your opinion has already been stated – please do not repeat it again. You may return to the microphone if you have a question, but not to make another point. Comments at the microphone are to be kept to two minutes.
- Only one conversation should be going on at a time. If you need to communicate with someone please use a note to do so.
- Action Committees – All members are assigned to an Action Committee at the first assembly of a new panel. When a new Group Representative joins the assembly, their DR can help them select the committee that's right for them and their District. Visiting members can sit in with any action committee, but do not have voice.

## **GENERAL POSITION INFORMATION**

--draft June 2011 AWSC

## **STATEMENT OF ATTENDANCE**

A motion was passed at the February 1990 Assembly that if an Area Officer or Coordinator misses two consecutive meetings (Assembly and/or AWSC) without contacting the Chairperson and without providing an alternate or acting person, the Chairman will contact the person to ask for cause and/or resignation.

All Area World Service Committee Members (Officers, Coordinators, District Representatives (DRs), AIS Liaisons, Past Delegates, Audit/Budget Committee), Chairperson of Ad Hoc Committees, Task/Thought Force Committees, Chairperson of upcoming State Speaker Meeting as well as Group Representatives are to attend all of the sessions of each Assembly, in their entirety, to be eligible for reimbursement from the Area Travel Fund. Currently, this means attending all day Saturday and Sunday morning.

## **COMMITTEE SERVICE WORK**

Members may serve on various committees such as Ad-hoc, Task Force or Thought Forces as requested. The Oregon Area World Service Delegate and Oregon Area Chairperson are ex-officio members of all committees. All members will serve on an Action Committee determined at the beginning of each panel. Those holding a position of Past Delegate, Officer, Coordinator, District Representative, Group Representative, Ad-hoc Committee member, or Task/Thought Force member will encourage the use of the Al-Anon /Alateen Service Manual at all levels.

## **RESIDENCY**

Since the Oregon Area represents those members of Al-Anon from the State of Oregon, it is preferred that those members holding positions beyond the District Level (Officers and Coordinators) reside within the State of Oregon or have their Home Group within the State of Oregon. We recognize that during a term of service, a change in residency may occur. Continuing to serve in an Oregon Area position is welcomed in order to finish out the term. However, there may be a limit to the expenses you will be reimbursed. Please see the Oregon Area Budget Policy for details.

## **EXPENSES**

During a 3-year term, there may be a limit to the expenses covered by the Oregon Area. Please see and review the Oregon Area Al-Anon Budget Policy for a list of expenses covered. *See section 4 in this handbook.*

## **DUAL MEMBERS**

Our policy is that Al-Anon/Alateens holding dual membership are not eligible for the office of Group Representative, District Representative, Area Coordinators, Delegates and/or any of their Alternates. Because of the unique nature of both programs, Al-Anon/Alateen members who are also AA members do not hold office beyond the Group level, as these positions could lead to membership in the World Service Conference. (Reaffirmed by vote at the 1977 World Service Conference). Al-Anon/Alateen members who are also members of AA are eligible to hold office within their Al-Anon/Alateen Groups. (Refer to Al-Anon/Alateen Service Manual under Dual Membership in Al-Anon/Alateen and AA and Election Procedures.)

### **For further information, see these References and Resources**

Al-Anon/Alateen Service Manual, Oregon Area Al-Anon/Alateen Handbook, Oregon Area Delegate, past Oregon Area Delegates, District Representatives, Coordinators and Officers, World Service Office, WSO Guidelines, Pamphlets, Conference Approved Literature (CAL)

### **Attachment 6**

The Oregon Area website is doing well. There is a smooth flow of updates between Group Records and myself. The minutes are being posted timely. Events are being posted to the calendar and to the website when feasible. I've had this job just a couple of months and am obviously still learning.

My personal goal for the website is to have a two level site; one for the public and one (with password) for the Area business. It will also have a totally new look. This will not happen overnight.... Nor even next month.

I have many questions and hope there will be a group to gather to address the issues of: what does the Area want on the website? I have received, as web coordinator, a communication from WSO suggestion that Area websites provide links to WSO for Steps, Traditions and much other duplicated material. Is this what we want for the site? I do not feel that I should have the "say so" on this.

When I stood for this position, I did indicate that I was willing and I still am. I am doing the

learning as fast as I can. I have been concentrating on TEAM DISCOVERY and will now have full time to devote to the learning and re-vamping of the website. I will not make drastic changes until they have been thoroughly appraised.

I do have concerns for getting the software. I have plans (which I have been putting off) to get a new computer. I will look forward to having software to use.

The mentality of “we can put it on the web” is certainly forward thinking and I agree with it for the most part. The position description of the Website Coordinator needs to contain some guidelines for the position; not just what the position requires in the way of ability, etc. There needs to be in place (or a body to look to for guidance) as to what is website worthy and what is not.

At some point the website will become a fairly easy (yet time consuming) thing to maintain. The public pages will be outreach and will have the meetings updated as necessary and the “click here to buy the current new book” will be changed when necessary. The password protected pages will be where we will find all our minutes and such. It is a work in progress.

Currently there is an issue with one (that I am aware of) email address that is not being forwarded from the “allawsc” email link. I am seeking assistance with that.

Respectfully submitted  
Barbara L.  
Website Coordinator

## **Attachment 7**

July 2011 Assembly Report  
Hosted by District 17  
July 15-17, 2011

Our plans for this assembly are running smoothly. We have a block of rooms reserved for those who would like to stay at the Best Western Plus Rivershore Hotel. These rooms have a discounted rate if you mention Al-Anon. Please reserve via the direct phone line—not via the internet. (Reservations: 503-655-7141). There are other motels listed on the flyer.

Our facility is a beautiful site under tall trees that will offer Serenity by the River. The facility is at Evangelical Center 18121 SE River Road Milwaukie, OR 97267 Keller Dining Hall. We have a very large room with round tables and lots of space. The facility is very airy and pleasant.

There will be a sharing meeting at 7:30 to 9:00 on Friday night after a Fellowship Hour at 6:30. These events will all be at the Evangelical Center. Registration will be available Friday night (\$10 voluntary contribution)

The facility requires that we do NOT bring into the room any homemade or home prepared foods. You may bring Safeway sealed or Costco packaged foods... just nothing that has NOT BEEN PREPARED IN AN INSPECTED KITCHEN. In any case, we will NOT have access to the kitchen. You may eat your home brought lunch outdoors but you cannot bring it inside. We have

plenty of restaurants available for lunch and dinner. We will have a brief list of different dining opportunities.

Our Groups are eager and anxious to have this Assembly in our District. Participation is high. We are grateful.

### Attachment 8

The TEAM DISCOVERY Event was WONDERFUL!!! Our weather held and we didn't get rained on. And it just turned out to be such a great event.

We loved all that WSO brought with them. Ric and Barbara O and Carol V were so personable and mixed well with the group. Their presentations were put together nicely and brought us lots of information to learn from and to strengthen our own programs. Our areas' chosen workshops were really good too.

We have wonderful Evaluations from members who attended. The only down side mentioned in the evaluations were, Seabeck Conference Center wasn't very physically challenged friendly, but we were able to accommodate those who needed assistance. **Rita**, would you like to comment please?

The high marks went to the Safety in Groups Workshop (a topic chosen by the Areas, with WSO participation), with a skit written by Roland. **Bette, as the facilitator of that workshop**, could you share just a little about it?

And Ric's presentation on abundance. Wish that had been recorded!  
**Lynda S.** could you share briefly on this one please?

Joanne's presentation on PSA in theatres was very well received and Ric spoke very favorably of a district that came up with an idea and took it to the Area that took a chance on spending the bucks to have it produced and the success we are experiencing as the result of doing that. He said this is abundant thinking at work.

WSO gave us very high marks for the way we involved those attending. We had lots of participation from the members attending having them read from various pieces of CAL to open and close each sessions and by participating on panels in the workshops. We had members from Alaska, Idaho, Missouri, Wisconsin, Virginia, Arizona, Washington and OREGON!. **Judy** did I forget anyone? It was so much fun to have them with us and participating in our event.

TEAM DISCOVERY was fully self-supporting and didn't require dipping into the areas' treasuries, though we felt very supported by them if the need had arrived. It was such a great feeling..... **Judy can you share** the experience meeting the contract with Seabeck please? When we went to find out the balance we owed Seabeck Conference Center, our check book balance was around \$14,400.00. We were holding our breaths because we didn't know what our penalty would be for not getting the 200 full weekend packages we had hoped for. When Judy was presented the final bill it came to \$14, 102.00. We had fully met our contract obligation as a TEAM event and with the help of all of those attending, made this fully self supporting. And through the generosity of many, we were able to honor 8 scholarships for attendance at TEAM DISCOVERY! Talk about ABUNDANCE!! We really felt the abundance that Ric addressed so beautifully.

We have our finalization (I call it the TEAM DISCOVERY Afterglow meeting!) next week and will know then what the numbers actually are.

One thing that made it special was, we copied Roland's idea from his first assembly as Delegate. The host committee divided the registration list into sections, and each person on the list was called and personally invited to attend. We had such good feedback about doing that. Everyone felt they already knew someone from the committee, and felt very welcomed.

It was awesome working with the Washington Area members. When they started their magic, with room assignments, hospitality, the Friday night potluck and the welcoming committee, they rocked! They were very effective in bringing up the numbers, and catching up with Oregon's registered members, so that we could meet our contract obligation.

We left time for wandering and sharing meetings for people who wanted to stay in. Seabeck is a beautiful place and I believe most everyone enjoyed being there.

I would like all of the members of the committee to please stand. Now I would like everyone here who attended to please stand. What does TEAM stand for? Do you feel you were empowered by your attendance and participation?  
LIS!

Colleen G