

Embrace the Legacies: Our Spiritual Bridges to Expand the Future

The meeting was called to order by Area Chair Bette R at 9:00 a.m. with a moment of silence followed by the Serenity Prayer. The Traditions were read by Loretta P and the Concepts by Willie H.

Roll Call: Colleen G

AWSC members excused: Elizabeth B - Forum Coordinator; Gretchen H – Public Information Coordinator; Marilou K – District 2; Beth T – District 4 (Represented by Annie); Cindy E – District 6; Billie B – District 9; John O – District 12; Penny H – District 14 (Represented by Melissa) Lee Ann T – Eugene AIS Liaison; Jerry L-H – Audit Budget 3; Eileen B – Past Delegate; Susan G – Past Delegate

Members absent: Kris K – District 1; Teri S – District 3; Trish M – District 11;

Past Delegates absent and missed: Mayme S, Phyllis Q, Darla J, Betty W, Jan M, Carol M, Shirley L.

Housekeeping: Jeanne K-B, DR District 17

The meeting space rent is \$80.00

General facility and food announcements were made.

Secretary's Report: Colleen G

The minutes from the June 20, 2009 AWSC were approved with the following corrections: Adding Helen M as a member of the ad hoc committee for possibly combining Group Records and Membership Outreach Action Committees (page 7 of minutes).

Treasurer's Report: Glen G

Expense and Income – January through September 2009

Balance as of 1/1/2009	\$ 17,332.69
Income: 1/1/2009 - 9/30/2009	\$ 15,991.07
Expenses: 1/1/2009 – 9/30/2009	\$ <u>19,496.53</u>
Area Cash Balances as of 9/30/2009	\$ 13,827.23

[*Treasurer's Report and Audit Budget Reports are on pages 14, 15, 16, & 17]

Delegate's Report – Roland C

- Delegate distributed copies of *The 2009 Conference Summary – Embrace the Legacies: Our Spiritual Bridges to Expand the Future*, with the following request to DRs. Please take these to review in your districts and please start asking questions if you have any, and respond to me by email so I will better understand that you all know what is going on at Conference.
- Thank you to everyone for all that you have done to help me as your delegate. I am so grateful!

Old Business

November 21, 22, 2009 Assembly – Rita B - District 10

- Theme: Responsibility – Our Expression of Gratitude
- Location: Crown Plaza in NE Portland - 1441 NE 2nd Ave – Portland OR 97232.
- Register if you haven't already. Forms are on line.
- We will be having elections for the next term and sharing fun and frivolity.
- Meals packages are limited. If interested please register right away.
- Parking for the day is free, but limited. If you stay the night, parking is \$10. There is on street parking available to those who come early. Remember we are sharing this facility with the AA assembly.
- The drawing was held on Oct. 8th for the distribution for free parking. Winners haven't been notified yet (AA committee decision). They will be notified in advance of the event.
- The Flyer, with information for registering and listing other hotels near by, is posted on Website.
- Al-Anon Luncheon Speaker: Fran A, a past delegate from Mississippi.
- The drawing was held on Oct. 8th for the distribution for free parking... Winners haven't been notified yet (AA committee decision). They will be notified in advance of the event.
- The Flyer with information for registering and listing other hotels near by is posted on Website.
- Al-Anon Luncheon Speaker: Fran A, a past delegate from Mississippi.

2009 Trustee Visit – Roland C

Penny R, our NW Regional Trustee, will be with us and will do a workshop. We are still trying to coordinate a plan for Saturday night for her participation. Rita or Barb will double check on room availability for that evening to be sure an event can actually be held. Roland will notify us when information is available so we can make our plans accordingly.

Flyer Guidelines ad hoc committee report - Joanne C

Joanne recapped information presented at the June AWSC for review.

History:

- This discussion began as a result of flyers presented to the Webmaster for publication on the website. The concern for her and also for Communicator Editor was what would be appropriate for publication or as announcements in the Oregon Area Medias.

DRs reported the following responses from their groups:

- Some groups were totally indifferent to the proposal; some will go along with what ever is decided, they just want the guidelines; people thought it was too police like; many had problems with the term "grandfathering" of anything because this connotation seemed to indicate privilege of some groups over others; all of these events should be addressed as "information" using the KBDM process; groups felt there needed to be guidelines so flyers would not be made at the discretion of one person, group or DR; this topic was tabled at a district meeting because of lack of time; one district had a flyer that fit all of the qualifications, but in reviewing the flyer the city was left off so those receiving the flyer in their area mailbox, unless from that specific area, would not have known "where."

Discussion:

- The Area does not want to monitor District events. These are guidelines for them to refer to. The purpose here is to take what is in the service manual and in the guidelines and condense this information for our Area Handbook.
- We were reminded that "cooperating with AA" is different than cooperating with a group of AA members holding a function. And also, just because we are all AI-Anon members, does not make an event an "AI-Anon function."
- It was suggested this new information needed to go back to the ad hoc committee so they could review the Service Manual and WSO Guidelines. The committee responded this was the research material used, and has resulted in this presentation.
- All ad hoc committees will terminate as of 12/31/2009 so it would be prudent to have the flyer process approved and in place prior to the next panel.
- A motion was made and seconded, and with further discussion withdrawn. It was decided to meet during the lunch break, with flyer recommendations in hand, to review and come back with suggested changes after the lunch break.

The Chairperson, Bette R, read from the Oregon Area Handbook, the statement on who has voice and vote and emphasized only one trip to the mic and if your opinion has already been stated, to please not voice it again.

Ad-hoc flyer Committee discussion continued:

- After further review of the proposed (see AWSC 6/09 minutes) Flyer submission and approval form, the discussion continued with the resulting motion being made:

Motion #1:

Motion made and seconded:

To accept the following Flyer Guidelines (pages 1-3) to determine use on the Area website, in The Communicator and for distribution at Area functions. They will appear in the Oregon Area Handbook, replacing the former guidelines.

Yes: 18	No: 4	Abstain: 3
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Motion Carried

[The revised guidelines are on pages 11 -12-13]

Form A: Alateen Information and Permission Form

Form B: Alateen Medical Form – Loretta P

Reviewed and compared the guidelines from WSO and those reviewed by an Oregon attorney that we are considering adopting for Oregon Area.

Discussion included specific changes to comply with the Alateen Safety Rules such as, on the Travel Permission Form, changing the wording from sponsor/adult escort to read Adult Member Involved in Alateen Service (AMIAS). Oregon does not require Notary witnessing.

We will return to this discussion after lunch. (Continued discussion on page 4 of these minutes)

Oregon Area Handbook Ad-hoc Committee Report - Billie L

SECTION 6

All RSS information has been removed reducing Section 6 from 27 to 21 pages

1. 8. Motions on page 3 the last sentence "*Motions presented at one Assembly are to be taken back by GRs to their Groups and then voted on at the next Assembly, unless it is considered an emergency.*" Do we want to get rid of it or should we start following it?

Discussion: Groups have ultimate authority and have delegated that authority to the GR. The GRs, as trusted servants get to decide if it goes back to the groups for discussion (this is their right of decision making).

Motion #2:

Motion made and seconded to amend (Section 6 page 3 – 8. MOTIONS)

I move that Oregon Area Handbook, Section 6 – page 3 delete the following sentence: "Motions presented at one assembly are to be taken back by GRs to their groups and then voted on at the next assembly, unless it is considered an emergency." All other content in the description will remain the same.

Yes: UNANIMOUS	No: 0	Abstain: 0
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Motion Carried

2. 2. Registration on page 2. There is a sentence that says the Treasurer will announce the amount of money collected for registration. Do we want to do this or get rid of the sentence?

Discussion: This rarely happens at assemblies and the amount is always indicated in the treasurer's report as it appears in The Communicator.

A motion was made and seconded to amend (Section 6 page 2 – Registrations).

Motion #3:

I move the words "so the sum may be announced before the end of the Assembly" be removed. All other content in the description will remain the same.

Yes: 17	No: 6	Abstain: 2
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Motion Carried

3. What do we do with KBDM? Where do we change it in the Handbook? Section 7, page 1, speaks of generally following Robert's Rules of Order. Then on page 9 there is a note of Parliamentary Procedures not being strictly complied with.

A discussion began concerning the use of the term "Parliamentary Procedures" on pages 4 and 9 of section VI. The questions were asked that since they "will not be strictly complied with" why they are referenced at all. And in Section VII page 1, the two references to Robert's Rules of Order stating "Generally speaking, we follow Robert's Rules of Order"., and "the Area has adopted some exception to ..." So if it "generally" and "adopted some" why do we use those as reference?.

The history given was Section VII, *Summary of Oregon Area Procedures (Taken from WSC Summary of Conference Procedures)*, resulted out of a need when an Area chairman was struggling with the motions process. Parliamentary Procedures helped to bypass the rigid use of Robert's Rules of Order. It was thought that *Section VII Summary of Oregon Area Procedures (Taken from WSC Summary of Conference Procedures)* was part of a Conference Summary but in research it was actually taken from a notebook from a delegate at conference and not part of conference reporting at all. Bunny G reported these procedures were never adopted by the Oregon Area, they were just included in the Oregon Area Handbook.

There was discussion to remove all references from the Oregon Area Handbook to Robert's Rules of Order and to Parliamentary procedures on page 4 and 9 of section 6 and to use the information that is suggested in the Service Manual. As a result the following motion was made and seconded:

Motion #4:

#Motion made and seconded:

I move that all three pages of section 7 of the Oregon Area hand book be removed.

Yes: 16	No: 4	Abstain: 5
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Motion Carried

The question to KBDM was tabled with this explanation:

It was noted that questions regarding KBDM are coming from districts and since this could be an involved discussion, it will be tabled to the February 2010 AWSC and to be visited under the guidance of the new panel.

Billie continued with the Oregon Area Handbook ad hoc committee report.

4. We updated descriptions of ad hoc committee, Roll Call Binder and GR Voting Book. We included the name tag information about the color and who has voice and vote.

5. SSM guidelines and time schedule were updated by District 17 and District 6 is working on them now. They will present them to the new Alternate Delegate before the June 2010 AWSC.

Chairman adjourned for Lunch break at Noon. Reconvened with the Serenity Prayer at 1 PM

Form A: Alateen Information and Permission Form

Form B: Alateen Medical Form – Continued

The discussion from the morning presentation was continued.

The following recommendation was made for the Alateen Medical Form: The questions about conditions/allergies, etc. stated "Alateen or adult escort." The part where it asked for the name of the adult escort was removed. The medical conditions of the adult escort do not need to be listed on this form.

Motion #5:

Motion made and seconded: to approve the revised Form A: Alateen Information and Permission Form and Form B: Alateen Medical Form for use in the Oregon Area. These will be added to the Oregon Area Handbook.

Yes: 25	No: 0	Abstain: 0
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Motion Carried

[Copies of the approved Alateen Forms A and B can be found on page 18 and 19]

Gas mileage reimbursement – Sue B – Audit Budget Chair

Sue reviewed the presentation made at the June AWSC meeting. Discussion was opened. The figures on the Chart have not changed.

We need to determine what we are going to use as average miles per gallon for our base costs.

A survey was sent out to AWSC members and 14 responded with 20 mpg as average use with their vehicles. This committee would like to have at least a 50% response. Sue will send another survey to AWSC members via email to respond with new information prior to the November assembly.

The question was asked how the process of changing gas prices would be addressed if this was to go into effect for those using the Area Travel Fund.

The treasurer and or audit budget chair would go to the website (there are several available that do tracking) to review current gas cost at the time of the meeting, and come up with the current cost and adjust for gas mileage reimbursement for that time. This percentage will fluctuate instead of being a fixed rate in the handbook, i.e. twenty-five cents currently in use. The price per gallon of gas would be reviewed a week prior to the event (6 times per year) to determine the current costs in the real world.

Today would finalize our proposal to take to November assembly for discussion. It would then go back to the groups for review and input and then would be presented as a motion to be voted on at the March 2010 assembly.

Action Committee Ad-Hoc Committee Report

Merging Action Committees Ad Hoc Committee Report
AWSC October 20, 2009
Presented by Helen M

Purpose: Bette R asked for an ad hoc committee consisting of Judy J, Cindy E, Barbara L, Helen M and Joanne C to get together, elect a chairperson and by using KBDM questions, begin the discussion and bring to the October 2009 AWSC a recommendation on combining these two groups.

That recommendation is: To keep our Group Services Committee as one of the five for Oregon Area Action Committees with a revised or updated purpose statement for Group Services and Membership Outreach teams. We believe the function of these Action Committees could be more clearly defined and our leaders (AWSC members) need more education to help keep groups from overlapping responsibilities and duplication of effort. One of the insights this committee came up with for defining the different functions of Group Services and Membership Outreach is – "Group Services serves the groups and Membership Outreach serves the members."

This committee recommends the following purpose statements for these two action committees:

Group Services:

1. Strive to maintain accurate CMAs (current mailing addresses)
2. Educate the Area membership about Alateen and continuously promote active involvement
3. Educate and reach out to new and seasoned GRs and the Groups they represent to assist them with Group issues
4. Encourage and educate GRs to pass information through the links of service
5. Encourage Groups to maintain an ongoing Group History, providing education as needed

Membership Outreach:

1. To find ways to communicate to the individual members within the fellowship about Al-Anon and Alateen activities
2. To cooperate and share information encouraging Al-Anon participation in service meetings, T.E.A.M. meetings, State Speakers meetings, and International conventions
3. Come together renewing the commitment to serve, strengthen unity, and actively listen to the concerns of the members
4. To use the Oregon Area website and The Communicator as the major communication tools to the membership

Yours in fellowship and service,
Joanne C, Helen M, Judy J, Barbara L, and Cindy E.

APPROVED AS PRESENTED FOR A TRIAL BASIS OF 3 YEARS,

Motion #6:

#Motion made and seconded:

I move we adopt this ad-hoc committee's changes to Group Services and Membership Outreach, on a trial basis for three years.

Yes: 19	No: 1	Abstain: 0
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Motion Carried

Area elections preparation/voting procedure – Roland C, Judy J and Bunny G

- The procedures we will follow for this election are found in the 2006-2009 Al-Anon/Alateen Service Manual as described on pages 136 -138. No member can also be a member of AA in order to stand for election. The Delegate, Alternate Delegate and Officers standing for these positions must have held the position of District Representative.
- A Delegate and Alternate delegate, who are not also members of AA, are elected by "Substantial Unanimity," which means a 2/3rds majority vote, by outgoing Group Representatives or their Alternates in attendance, whom have signed the GR Voting Book. If there are two standing and a 2/3rds majority isn't reached by the third ballot, the Chairman will ask for a motion to close the balloting and that the choice will be made by lot; drawing one name from a hat. The name drawn becomes the Delegate.

- Election of Officers, which includes Area Chair, Secretary and Treasurer, who are not also members of AA, are elected by a 'simple majority' which means at least one vote over half the valid votes cast.
- This same procedure is used for the election of Coordinators. Coordinators can be elected from the membership, who are not also members of AA, and do not need to be or have been a GR or DR.
- In the Oregon Area, the newly elected chairperson takes over the meeting when New Business begins.
- It is encouraged that anyone wishing to stand for a position at the election assembly use the Trusted Servant Profile, to help expedite the process and get past mic fright, and offer current information...

To introduce a possible new election procedure, Roland C read the following statement on placing principles above personalities.

"Placing principles above personalities"

Background – As an Area, we have the basic techniques for electing our next Panel of Officers and Coordinators in place. We follow those guidelines from the Service Manual. We ask those qualified to stand, state their willingness; speak a little about themselves and their qualifications. We pass out ballots, take a vote and move on.

After discussions among many of us over the past several months, we began wondering, have we, as an Area, been served to meet our needs completely and in the best possible way? Do we know as much about those willing as we should? Do we know as much about those that are willing as we could? Are we electing the most qualified? Are we doing as much as possible to remove personalities and instill principles? If not, how can we do better?

One idea we came up with was the introduction of the "Trusted Servant Profile." We thought this tool would be something everyone could use to help identify and highlight their attributes as well as help overcome some "mic fright."

We realized, not everyone would choose to use this tool and perhaps more information would be helpful.

We looked for other examples...

Traditional Selection of the Board of Trustees – We considered the process used at the World Service Conference (WSC) when voting for Trustees. All Conference members receive resumes in advance. That gives us the information from those willing.

Prior to the vote, any Conference member that wishes is invited to come forward to share information that may be relevant concerning a candidate for Trustee. If the candidate is in the room, he or she is first asked to leave.

This is not about "gossip or criticism". It is objective, relevant, personal and spiritual based.

The Forum – September 2009 – Page 32, Phyllis B., South Carolina writes; "I have begun to realize that in choosing someone to do a job, it is necessary for me to look at their past performance. How have they handled their responsibilities in the past? Did they continue to do a good job when the going got rough? Are they trustworthy?"

In Al-Anon, I learned to trust again – which does not mean that I can trust everyone. Even the most appealing personality may not have the qualifications necessary to complete a task well. So I need to look behind the smiling face. I need to look for dedication. I need a person with the ability to stick to a job until it is completed, since I am ultimately responsible for the job being performed correctly."

We would like to have a discussion now concerning our own election process. We would like to start this discussion by suggesting that we include the following format.

1. After those willing to stand for an Officer/Coordinator Position have come to the mic, they are asked to leave the room.
2. We invite those Al-Anon Members with voice that care to, come to the mic and share any information with the voting GRs that may be relevant to their decision making process.

We would remind everyone that;

- a. Limit remarks to no more than 1 minute
- b. Be objective – (e.g. I worked on an ad-hoc committee with this person and he was not available for most of the meetings; or, after volunteering to lead this committee, this person wanted to do everything without input from the others.)
- c. Share information you have 1st hand knowledge of...no gossip.

Judy J, Bunny G and I are willing to share a couple of experiences we have had with this and then begin the discussion.

Judy J and Bunny G both shared experiences at World Service Conference where candidates were asked to leave the room and people went to the mic to speak about their qualification. These people come from different area and are not always known to the electors. Having someone who has been involved with them in service in their area was pertinent information to base a decision on qualification instead of personality. Both suggested this would be beneficial for our voting GRs who do not necessarily know the qualification of those standing for elected positions.

There was a discussion on how this process could take place.

The candidate would come to the mic and speak to their desire and qualifications. After each had spoken they would be asked to leave the room.

Concern was expressed that it would be a long, drawn out process. All candidates standing for a specific position would be asked to leave the room at the same time. Their names would be called and individuals who want to speak to or against their qualification would come to the mic. Their comments would be from a personal association with the candidate and not from hearsay and no longer than one minute at the mic. The spiritual concept of anonymity was emphasized. Let there be no gossip or criticism. We are only reasoning things out with each other, and "Whom you see here, what you hear here, when you leave here. Let it stay here,"

MOTION # 7

A motion was made and seconded that this procedure be used at our November 2009 election assembly.

Yes: 17	No: 1	Abstain: 3
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Motion Carried

Please take this information back to your District and review it with the GRs who will be the voting body at this assembly. The Election Assembly Procedures are on pages 136 through 138 in the Service Manual.

For clarification purposes, it was announced that any DR positions not filled in District elections would be filled by Caucus at the March assembly. (Defined on page 118 of the Service Manual)

Archives Coordinator Presentation - Ruth W

Ruth W with Judy J's assistance did an overhead presentation of a new idea coming from World Service Office which involves the possibility of an archival split for Areas. One Area proposed to "split archives" in the following manner:

Split Archives into two positions: Area Archivist and Area Archives Coordinator. The duties and area of responsibility would be:

Area Archivist

- Non-rotating position and paid to attend the Assemblies only by invitation
- Maintains and preserves the Area Archives
- Digitize the Archives
- Prepares and displays the Archives at service functions (Area Assemblies, Roundups, and workshops by invitation)
- Write articles for the Area Newsletter

Archives Coordinator (and committee)

- Position rotates every three years and paid to attend Assembly
- Reports at Area Assembly – progress and needs
- Provides updates for Area Guidelines
- Archives Coordinator attends workshops by invitation and explains the importance of keeping and preserving our Area Archives
- Assist the Archivist in locating and collecting missing archival material

This is already happening in an Area in Canada. Twenty-Five years of documented history was scanned by the first Area Archivist. The next diligently added more information. A letter from Lois W was included in their archives.

This was tabled until the next AWSC so a discussion could begin with the new panel.

Ruth reminded us that the Group History Form is on the Area website and to please download a copy and complete or update it for our group. Once the form is completed, please submit it to the Area Archivist or get it back to the Group Services committee.

Coordinator Notebooks for Transition

We were reminded to have our notebooks completed and ready to turn over to the next elected panel and that the notebooks from the coordinators of the Action Committees also be ready to disburse to the next committee chairs as indicated in our Action Committee structure outline.

On-Going Motions – Bunny G

This ad hoc committee consists of Eileen B, Bunny G, Bea J and Sue B and assists in the housekeeping of the Oregon Area motions.

Motion *Form Operational 8: Clarify – On Going*

(Motion Affected) Sept 85 (d): To have future elections assemblies in November rather than September. Reason for the following motion is to clarify this motion and update month.

Election assemblies to be held in November every three years.

Submitted by: Bunny G with a second from the floor. Motion carried.

Yes: Unanimous	No: 0	Abstain: 0
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Motion Carried

These end this segment of the Oregon Area AFG Motions housekeeping covering Finances; Boundaries; Events; Policy #1 and 2; Operational 1-9, and are now recorded in the AWSC minutes.

New Business

2010 Budget Proposal – Sue B – Audit Budget

- Report is on the website and in The Communicator,
- The different look is because: Coordinators' expense amounts have been reduced because the monies are now used in the Action Committees.
- Willie H reported: We do not need to balance our budget. From the Oregon Area Handbook (section 4, page 1): "The Oregon Area's prudent reserve is equal to 1/4th of expenditures of actual expenditures of the previous year. If it is necessary to dip into the prudent reserve to pay for Area Expenses, the treasurer will notify groups that the Area needs more contributions. This could be done at an Assembly or in The Communicator." And "When an event produces more income than budgeted, the excess profit will be considered in developing a budget for the next year as part of the cash carryover."

From Section 4, page 7: "The annual budget is then voted on as a whole, and is not approved until it passes with a two-thirds majority vote of the assembly. Once adopted, budgeted expenses cannot be increased. Thus the budget is a maximum cost budget rather than an estimate of actual expenses. After the budget has been adopted, expense line items cannot be added except in a case of emergency, this would be done by a two-thirds passing vote at an area assembly. However, the Audit-Budget Committee may shift amounts between line items during they year, these shifts are called budget transfers."

In the many years of Area Budgets, I haven't seen these "carry over" used to the max of what has been in the budget. We need to think of ways to have the "carry over" spent. If this should happen, and we don't really expect to fall short, the funds are going to come from cash reserves. We would like to see them used for Public Outreach. If we get to the point that the funds are used up, we will need to rethink the process.

- T.E.A.M. is replacing RSS (see page 24 of the 2009 Conference Summary) and it is a line item currently with a zero balance. Contingency funds can be transferred there.

Discussion:

A recommendation was made to change the wording from prudent reserve to ample reserve as is used in Warranty One. And to have this change reflected in the Oregon Area Handbook, in the Treasurer's Reports, and line item 74 of the budget report. The term "ample" indicates "we have enough."

The recommendation of the Audit-Budget committee was to change the words prudent reserve to read "reserve." i.e. "Oregon area is equal to 1/3rd of the "reserve."

- A group conscience was taken and the word "prudent" will be removed and replaced by the word "reserve."

Sue B will send the budget report reflecting any changes to Secretary for the minutes and to DRs to review with their GRs. PLEASE put this on your next District agenda so the GRs will be prepared to vote at the November Assembly.

[Sue B and Willy H - 2010 Budget Report Update report is page 16]

November 2009 Assembly Agenda

- Elections
- Budget
- Workshop by Regional Trustee, Penny R.
- Idea for Sunday: To have a 30 minute "meet and greet" session with outgoing and incoming officers and coordinators.
- GRs sharing – Legacies
- Action Committee Breakouts
- March 2010 Assembly Report
- Bid for November 2010 Assembly
- **T.E.A.M.**
Bette R sent out a Monkey survey, and had 20 responses. 18 yes 2 no.
The AWSC members were poled as to when to start the discussion on T.E.A.M. There were 13 votes for February AWSC and 5 for October AWSC. This discussion will be placed on the February AWSC Agenda.

2010 AWSC meeting dates & locations

February 20, 2010 - Salem - District 4 hosting
June 19, 2010 - Downtown Brownsville - District 16 hosting
October 23, 2010 - Bend/Redmond - District 5 hosting

ASK-IT-BASKET QUESTION

"The bank is requesting a federal form stating our district is a "non profit" in order to waive the service charge. How is this addressed?"

Sue B – Audit Budget Chair

Go on-line to the IRS website at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>. Within five minutes you can get a federal ID number (this is not a non-profit status number). Al-Anon groups are non-profit organizations, but don't file non-profit returns and don't earn interest. Take this number to one of your local banks, along with a copy of your district/group minutes indicating your group has voted to establish a checking account with a not for profit status. You should mention in the minutes who has authority to set up the account and who the signers will be. (You may have to shop around but most local banks are willing to establish these accounts without a lot of hassle.) It is important to have the IRS EIN so that your social security number is not connected to the group, as group members change. For your information, if you try to establish non-profit status in Oregon, you end up paying a \$50 fee every year and it is not necessary.

The meeting closed at 5:00 with the Al-Anon Declaration: Let it Begin With Me

Respectfully Submitted,
Colleen G.
Oregon Area Secretary

NOTE FROM SECRETARY: ONLY MOTION NUMBER 2 WAS PRESENTED IN WRITTEN FORM. ALL OTHER MOTIONS ARE INTERPRETED FROM MY NOTES AND MAY NOT COMPLETELY BE AN ACCURATE ACCOUNTING OF THE PRESENTER'S INTENTIONS.

Motion #1:

Motion made and seconded:

To accept the following Flyer Guidelines (pages 1-3) to determine use on the Area website, in The Communicator and for distribution at Area functions. They will appear in the Oregon Area Handbook, replacing the former guidelines.

Yes: 18	No: 4	Abstain: 3
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Motion Carried

Motion #2:

Motion made and seconded:

I move that Oregon Area Handbook, Section 6 – page 3 delete the following sentence: "Motions presented at one assembly are to be taken back by GRs to their groups and then voted on at the next assembly, unless it is considered an emergency." All other content in the description will remain the same.

Yes: UNANIMOUS	No: 0	Abstain: 0
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Motion Carried

Motion #3:

Motion made and seconded:

I move the words "so the sum may be announced before the end of the Assembly" be removed. All other content in the description will remain the same.

Yes: 17	No: 6	Abstain: 2
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Motion Carried

Motion #4:

Motion made and seconded:

I move that all three pages of section 7 of the Oregon Area hand book be removed.

Yes: 16	No: 4	Abstain: 5
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Motion Carried

Motion #5:

Motion made and seconded: to approve the revised Form A: Alateen Information and Permission Form and Form B: Alateen Medical Form for use in the Oregon Area. These will be added to the Oregon Area Handbook.

Yes: 25	No: 0	Abstain: 0
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Motion Carried

Motion #6:

Motion made and seconded:

I move we adopt this ad-hoc committee's changes to Group Services and Membership Outreach, on a trial basis for three years.

Yes: 19	No: 1	Abstain: 0
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Motion Carried

MOTION # 7

Motion made and seconded:

That this procedure be used at our November 2009 election assembly.

Yes: 17	No: 1	Abstain: 3
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Motion Carried

Motion *Form Operational 8: Clarify – On Going*

Election assemblies to be held in November every three years.

Submitted by: Bunny G

Seconded from the floor

Yes: UNANIMOUS	No: 0	Abstain: 0
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Motion Carried

AWSC REPORTS:

Flyer Eligibility Publication of Events and /or Activities in the Oregon Area

Criteria for Approval: To be eligible for posting on Area Website, publication in the *Communicator*, or distribution at Area events, flyers (events/activities) must meet the following criteria:

- Be a registered Al-Anon Family Group; **or**
- Be sponsored by an entity within the links of service in **Oregon Al-Anon, Alateen, or Alcoholics Anonymous**. Links of service are defined as registered Groups, Districts, A.I.S.'s, Intergroups, or the Oregon Area (Service Manual 2006-2009 pgs 55-61); **and**
- No outside (non Al-Anon, Alateen or AA) events or entities may be listed, as this would imply endorsement of an outside enterprise (Tradition 6 and page 107 of the 2006-2009 Al-Anon – Alateen Service Manual)

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.

Procedure: To have a flyer published on the Oregon Area website, the *Communicator*, and/or distributed at an Area event and to verify the flyer meets the criteria listed above, apply the Flyer Guidelines, and submit the flyer along with the Flyer Submission and Approval Form on page 3 of this guideline.

FLYER GUIDELINES

Flyers should include the following information:

Name or theme: This is the title of the event i.e.: "A DAY IN AL-ANON".

What is it: A brief description of the event, i.e.: "FUN FELLOWSHIP AND EDUCATION".

Host organization: Identify who is hosting the event and their location, i.e.: "YOURGROUP AFG, Sisters, Oregon".

Speakers: If this is a speaking event, give information on the speaker(s) i.e.: Al-Anon speaker Mary D. from South Florida.

When (date of the event): Include the full date (month, day and year).

Time of the event: List the starting and ending time of the event. If there are various events with different start times, list the start time for each event or give website where the schedule can be found.

Where: List the full address, city, state and zip code (used on the Internet to get driving instructions in cities where there may be multiple streets with the same name). Include a simple but clear map, if possible with driving instructions for out of town guests.

Who's invited: Identify who is invited, i.e. Al-Anon & AA, Alateen or only Al-Anon members.

Additional information about the event: List what will be taking place, i.e.: 50/50 drawing, auction, spaghetti feed, or any other events taking place.

Proceeds for: Include the name of the entity, event or group receiving the proceeds from this event.

Contact information: Include a name, phone number and email address should there be any questions regarding the event. Use email addresses not containing a member's last name.

Registration Form. If your flyer is also a registration form:

- Include the amount of the registration fee and who it applies to. Specify if it is a voluntary contribution or not;
 - Name and mailing address;
 - Who to write the checks to;
 - Registration deadline date; and
 - If pre-registration is required; or
- If you will accept registrations at the door

FLYER SUBMISSION AND APPROVAL FORM

To have a flyer posted to the website and / or included in the Communicator and / or distributed at Area events, please send the completed form below with your flyer to the Website Coordinator (webmaster-@oregonal-anon.org) at least one month in advance of the event, and / or Communicator Editor (communicator-@oregonal-anon.org) at least one week in advance of the cutoff date for the Communicator publication. Flyers distributed at Assemblies, AWSCs, SSMs or other Area functions must be approved prior to distribution.

Contact information of person submitting request

Name:
Phone #:
Email:

Sponsor Information

This event is sponsored by: <input type="checkbox"/> Al-Anon or <input type="checkbox"/> AA (Choose One) <input type="checkbox"/> Registered Group <input type="checkbox"/> District <input type="checkbox"/> Area <input type="checkbox"/> Other (Describe below)
Enter Name, City and State of Group, District, etc.: Name: _____ City: _____ State _____

Proceeds

Any proceeds from this event will be <input type="checkbox"/> Used for / <input type="checkbox"/> Given to:

Reason For Denial

Oregon Area Approval: _____ Date: _____

TREASURER'S AND AUDIT BUDGET REPORTS

Oregon Area Al-Anon Contributions & Cash Balances as of 09/30/2009			
01-Road To Serenity	169.50	09-Overlook AFG	60.00
02-Happy Hour AFG	5.00	09-Pill Hill Hope	20.00
02-Self Discovery AFG	15.00	09-Primarily Parents Too	236.68
02-Wednesday Ones AFG	100.00	09-Solution and Serenity AFG	52.00
03-Attitude of Gratitude	25.00	09-St. Helens Al-Anon Group	30.00
03-Baker City AFG	10.00	09-Steps to Serenity	79.98
03-Keep Coming Back	40.00	09-Tower Al-Anon	45.00
04-Brown Bag Lunch	65.92	10-Al-Anon Adult Sons & Daughters	101.80
04-Dallas On Going AFG	45.00	10-Aloha Monday Night Al-Anon	30.00
04-Keizer Courage To Change	50.00	10-Beaverton Hearts	36.57
04-Men's AFG	20.00	10-Beginners Meeting	123.96
04-Recovery AFG	46.80	10-From Survival to Recovery	18.00
04-Santiam AFG	120.00	10-Gentle Adult	17.53
04-Silverton AFG	32.27	10-Hillsboro Friday Nite AFG	100.00
04-Tuesday Night AFG	50.00	10-Just For Me AFG	46.50
05-Bend Friday Night AFG	65.00	10-Lake Oswego Al-Anon	607.98
05-Brown Baggers	50.00	10-Let Go Too	10.00
05-Central Oregon AFG	72.38	10-Love and Service	197.66
05-Friday Noon Brown Bagger	50.00	10-Love Gifts & Gratitudes	50.00
05-Happy Our AFG	252.00	10-New Me AFG	15.00
05-Wednesday Noon AFG	91.50	10-Parents Aren't Perfect	196.95
05-Women's Writing Discussion Group	15.00	10-Safe Haven Al-Anon	85.00
06-AFG Monday Noon	177.98	10-T.G.I.G. AFG	20.00
06-Eugene AFG	200.00	10-Tigard Monday Night	174.30
06-Friday Night Step Study	20.00	10-Valley AFG	30.00
06-Gifted With Life	20.00	11-Courage To Change	120.60
06-Hope for Today	15.00	11-Gresham Daytimers Al-Anon	162.06
06-River Road Recovery	30.00	11-Mt. Tabor AFG	37.83
06-Saturday Morning First Step	15.00	11-New Beginnings Al-Anon	126.30
06-Springfield Discussion Al-Anon	80.00	12-Al-Anon 5 Plus	30.00
06-Sunday New Beginnings	10.00	12-Faith & Freedom	175.05
06-Sunrise AFG	110.00	12-Hood River AFG	40.00
06-Wednesday Night Recovery	75.00	12-Laurel Hurst Family	65.00
06-Wednesday Night Serenity	62.00	12-Melrose Al-Anon	75.00
06-Wednesday Noon Discussion Group	24.62	12-Progress AFG	45.59
07-3 A's AFG	25.00	12-Rainbow Recovery AFG	71.51
07-Ashland Friday Night	10.00	12-Serenity Seekers Al-Anon	176.00
07-Caring Friends AFG	50.00	14-Paths to Recovery	90.00
07-Friday Night Book Study	40.00	14-Recovery & Relationships	60.00
07-Friday Night Step Study	4.00	16-Albany Care and Share	100.00
07-Happy Hour AFG	22.62	16-Lebanon Al-Anon Group	75.00
07-How It Works	30.00	17-Hugs AFG	303.00
07-It's About Me AFG	55.50	17-Mt. Pleasant AFG	90.00
07-Jacksonville Just For Today	20.00	17-Set Free AFG	80.00
07-Just For Today	35.00	17-Stepping Up AFG	45.00
07-Live & Let Live Al-Anon	43.00	17-Wednesday Night Hope	30.00
07-Monday Night Sharing Al-Anon	25.00	17-West Linn Al-Anon	100.00
07-Moving On AFG	122.50	District 01	100.00
07-New Beginnings Al-Anon	26.60	District 02	140.60
07-New Hope	30.00	District 03	630.00
07-Sunday Night AFG-Phoenix	10.00	District 13	35.00
07-Upper Rogue AFG	75.00	Total Group Contributions	\$8,880.95
07-Wednesday New Hope AFG	30.00	Area Cash Balance as of 01/01/09	\$17,332.69
07-Wednesday Noon AFG	74.75	Income from 01/01-09/30/09	\$15,991.07
08-Daytime AFG	20.00	Expenses from 01/01-09/30/09	-\$19,496.53
08-Florence Acceptance AFG	12.00	Area Cash Balance as of 09/30/09	\$13,827.23
08-Keep It Simple AFG	150.00	Area Working Fund Checking Acct.	\$13,227.23
08-Next Step AFG	45.00	Communicator's Checking Acct.	\$500.00
08-Saturday Serenity AFG	30.00	Secretary's Checking Acct.	\$100.00
08-Siuslaw AFG	49.80	Total Area Checking Accts as of 9/30/09	\$13,827.23
09-Mock's Crest Al-Anon	22.00		
09-Monday Night Live	60.00		
09-Northwest at Noon AFG	144.76		

10/20/09 – 2010 Proposed Budget

A	B	C	D	E	F
OREGON AREA AL-ANON 2010 PROPOSED BUDGET					
No.	Category	2010 Budget	No.	Category	2010 Budget
1	Revenue		42	Expenses [Continued]	
2	Group Contributions	12,000.00	43	Assembly Expenses	
3	Assembly Registrations	2,000.00	44	Assembly Workshops	100.00
4	State Speaker Meeting	4,000.00	45	Business Services	20.00
5	Advances	1,500.00	46	Fellowship Communication A.C.	100.00
7	Cash Carried Forward	14,000.00	47	Group Services A.C.	100.00
8	Total Revenue	33,500.00	48	Membership Outreach A.C.	150.00
9	Expenses		49	Public Outreach A.C.	2,500.00
10	Delegate Fund		50	Audit Budget Extra Day Expenses	500.00
11	WSO ETF	1,834.00	51	Sub-Total: Assembly Workshops	3,470.00
12	Extra Day	250.00	52	Coordinators	
13	Delegate Meeting	1,200.00	53	Alateen	150.00
14	Delegate Travel	1,200.00	54	Archives	50.00
15	Delegate Miscellaneous	250.00	55	CPC	50.00
16	Sub-Total: Delegate Fund	4,734.00	56	Forum	100.00
17	Working Fund Expense		57	Group Records	125.00
18	Archive Rent	630.00	58	Literature	100.00
19	Area Travel Funds (ATF)	5,000.00	59	Public Information	50.00
20	Communicator	1,500.00	60	Web Master	500.00
21	SSM Advance	1,500.00	61	Sub-Total: Coordinators	1,125.00
22	March Assembly Rent & Expenses	800.00	62	Delegate Meeting	
23	July Assembly Rent & Expenses	800.00	63	Alternate Delegate	1,200.00
24	November Assembly Rent & Expenses	1,200.00	64	Past Delegates	1,200.00
25	AWSC Rent (\$ @ \$150 each)	450.00	65	Sub-Total: Delegate Meeting	2,400.00
26	Insurance	900.00	66	Other	
27	Sub-Total: Working Fund Exp	12,780.00	67	Ad Hoc/Special Projects	300.00
28	Assembly/AWSC Allowance(Meal/Lodging)		68	Alateen Sponsor Workshop	300.00
29	Officers	3,120.00	69	Contingency Fund	1,200.00
30	Audit/Budget	2,340.00	70	Handbook Update	250.00
31	Coordinators	4,680.00	71	Transition Fund	1,200.00
32	Past Delegates	3,510.00	72	T.E.A.M. Travel	-
33	D.R.s at AWSC	-	73	Sub-Total: Other Expenses	3,250.00
34	Regional Trustee	500.00	74	Reserve	7,700.00
35	Sub-Total: Assem/AWSC Allowance(Meals/Lodging)	14,150.00	75	Total Expenses & Reserve	50,459.00
36	Officers Expenses		76	Revenue Less Expenses/Reserve	(16,959.00)
37	Alternate Delegate	50.00			
38	Chairperson	150.00			
39	Secretary	350.00			
40	Treasurer	300.00			
41	Sub-Total: Officers Expenses	850.00			

2010 Budget Report Update: Sue B/Willie H.

At the October 24th AWSC meeting the 2010 proposed budget was presented. A few changes were highlighted and discussed. Items of explanation and further discussion are presented below:

- We are presenting an unbalanced Budget with the intent that group contributions will continue and we will use them and the cash carryover to pay expenses for the coming year. We have learned from experience that our maximum budget is rarely spent.
- And we do not need to balance our budget. From the Oregon Area Handbook (Section 4 - Page 1): "The Oregon Area's prudent reserve is equal to 1/3rd of actual expenses of the previous year. If it is necessary to dip into the reserves to pay for Area Expenses, the treasurer will notify groups that the Area needs more contributions. And "When an event produces more income than budgeted, the excess profit will be considered in developing a budget for the next year as part of the cash carryover."
- "Also in our Handbook, Section IV-Page 5, "The annual budget is then voted on as a whole, and is not approved until it passes with a two-thirds majority vote of the assembly. Once adopted, budgeted expenses cannot be increased. Thus the budget is a maximum cost budget rather than an estimate of actual expenses. Once the budget has been adopted, expense line items cannot be added except in a case of emergency, this would be done by a two-thirds passing vote at an area assembly. However, the Audit-Budget Committee may shift amounts between line items during the year, these shifts are called budget transfers."
- In the many years of Area Budgets, we haven't seen the "carry over" used to the max of what has been in the budget. We need to think of ways to have the "carry over" spent. If this should happen, and we don't really expect to fall short, the funds are going to come from cash reserves. We would like to see them used for Public Outreach. If we get to the point that the funds are used up, we will need to rethink the process.
- The costs of assemblies and AWSC have been expanded to include a line item for the 3 assemblies and the AWSC meetings. This is to provide education of costs for these events.
- Under Assembly expenses, the Audit-Budget committee has increased the Action Committees budgets per their requests to carry out the committees actions. This is a change from being listed in Coordinators expenses. Coordinators line items now reflect administrative costs.
- T.E.A.M now replaces RSS and is currently with a zero balance in case a decision is made to host a T.E.A.M. event and then funds could be transferred from the contingency line item.

We would also like to bring to your attention 2 other changes:

- The donation to the WSO was removed from the Budget as a line item. The feeling on the Audit-Budget committee was that Group contributions to the area should be used in the Area and that Groups should be the primary source of contributions to the WSO.
- The increase in the Lodging and Meals allowance was increased substantially so that we are using the same "yard-stick" to measure the costs. We also used the variable of attendance and came up with these figures. We will continue to look and adjust these figures as more experience warrants.

Oregon Area Treasurer's Report

Oregon Area AI-Anon
Expense & Income vs. Annual Budget
January through September 2009

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C	P	Q	R	S	T	U
1																					
2						Jan - Sep	Annual	\$ Over									Jan - Sep	Annual	\$ Over		
3						2009	Budget	Budget									2009	Budget	Budget		
4					Income																
5					Revenue											Expense (Continued)					
6					Group Contributions	8,690.35	22,535.00	-13,844.65								Coordinators					
7					Assembly Registrations	1,220.00	2,500.00	-1,280.00								Abolition	0.00	150.00	-150.00		
8					State Speaker Meeting	6,080.72	4,000.00	2,080.72								Archives	0.00	50.00	-50.00		
9					Advances	0.00	1,500.00	-1,500.00								OPC	0.00	100.00	-100.00		
10					From Cash Reserves	0.00	15,500.00	-15,500.00								Forum	0.00	100.00	-100.00		
11					Total Revenue	15,991.07	47,035.00	-31,043.93								Group Records	51.49	125.00	-73.51		
12					Total Income	15,991.07	47,035.00	-31,043.93								Literature	0.00	100.00	-100.00		
13					Expenses											Public Information	563.00	1,500.00	-937.00		
14					Delegate Fund											Web Master	305.02	500.00	-194.98		
15					WBO ETF	1,890.00	1,890.00	0.00								Total Coordinators	919.51	2,625.00	-1,705.49		
16					Extra Day	0.00	250.00	-250.00								Delegate Meeting					
17					Delegate Meeting	826.96	900.00	-73.04								Alternate Delegate	729.85	900.00	-170.15		
18					Delegate Travel	721.46	1,200.00	-478.54								Part Delegates	744.69	900.00	-155.31		
19					Delegate Miscellaneous	115.50	250.00	-134.50								Total Delegate Meeting	1,474.54	1,800.00	-325.46		
20					Total Delegate Fund	3,553.92	4,490.00	-936.08								Other					
21					Working Fund Expenses											Ad Hoc/Special Projects	0.00	300.00	-300.00		
22					Active Part	660.00	600.00	60.00								Abolition Sponsor Workshop	200.00	300.00	-100.00		
23					Area Travel Fund	3,142.38	4,000.00	-857.62								Transition Fund	0.00	50.00	-50.00		
24					Communicator	720.68	1,500.00	-779.32								Contingency Fund	0.00	6,155.00	-6,155.00		
25					ISM Advances	1,800.00	1,500.00	0.00								Handbook Update	0.00	250.00	-250.00		
26					Assembly/AMSC Part	1,802.40	2,700.00	-897.60								WBO Donation	600.00	600.00	0.00		
27					Insurance	0.00	900.00	-900.00								Total Other	800.00	7,655.00	-6,855.00		
28					Total Working Fund Expense	7,825.46	11,200.00	-3,374.54								SMO - Product Reserves	0.00	7,500.00	-7,500.00		
29					Assembly Allow/Meal/Lodging											Total Expense	19,496.53	47,035.00	-27,538.47		
30					Officers	1,141.53	2,000.00	-858.47								Net Income	-3,505.46	0.00	-3,505.46		
31					Audit/Budget	126.48	1,200.00	-1,073.52													
32					Coordinators	2,032.89	3,600.00	-1,567.11													
33					Part Delegates	656.10	2,000.00	-1,343.90													
34					Regional Trustees	0.00	500.00	-500.00													
35					Total Assembly Allow/Meal/Lodging	3,957.00	9,300.00	-5,343.00													
36					Officers Expenses																
37					Alternate Delegate	12.15	100.00	-87.85													
38					Chairperson	77.35	150.00	-72.65													
39					Secretary	162.26	300.00	-137.74													
40					Treasurer	198.07	475.00	-276.93													
41					Total Officers Expenses	449.83	1,025.00	-575.17													
42					Assembly Expenses																
43					Assembly Workshops	84.21	85.00	-0.79													
44					Business Services	0.00	20.00	-20.00													
45					Membership Outreach	0.00	700.00	-700.00													
46					Group Services	0.00	50.00	-50.00													
47					Fellowship Communication	0.00	100.00	-100.00													
48					Public Outreach	0.00	50.00	-50.00													
49					Audit/Budget Extra Day + Exp	432.05	435.00	-2.94													
50					Total Assembly Expenses	516.27	1,440.00	-923.73													

Form A: Alateen Information and Permission Form - Revised November 20, 2009

APPROVED AT THE OCTOBER 20, 2009 AWSC – WEST LINN OREGON FORM A: INFORMATION AND PERMISSION FORM

PG. 1

PARENTS: Please read, complete, sign this form and keep a copy for your records.

ALATEENS: Please return this completed form to your Al-Anon Member Involved in Alateen Service (AMIAS) or accompanying adult.

AMIAS/ADULT ESCORT: Keep the original copy of this form in your possession for the duration of time the Alateen member is in your charge.

ALATEEN MEMBER'S INFORMATION

First and Last Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: () _____

Date of Birth: _____

AMIAS/ADULT ESCORT INFORMATION

First and Last Name: _____

Name _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: () _____

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

Address of Location: _____

Phone Number of Location: () _____

Date & Time & Place of Departure: _____

Date & Time & Place of Return: _____

Mode of Transportation : _____

(include make, model, year of vehicle & license plate number)

FORM A: INFORMATION AND PERMISSION FORM
PG. 2
CUSTODIAL PARENT/GUARDIAN INFORMATION
First and Last Name:

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: Home () _____ Work () _____

During this event, I can be reached at: () _____

NEAREST RELATIVE NOT LIVING WITH THE ALATEEN MEMBER OR PARENT/GUARDIAN
First, Last Name & Relationship:

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: Home () _____ Work () _____

HOLD HARMLESS STATEMENT

As the parent/guardian of aforementioned Alateen member, I am responsible for payment of any medical services required and obtained on said member's behalf. I further hold harmless the event attended by my child and

_____ or authorized representative thereof, should any harm come to my child as a result of his/her participation in this activity or procurement of medical treatment.

Parent/Guardian Signature: _____ Date: _____

PARENTAL PERMISSION (to be signed in the presence of the AMIAS/escort)

I, _____ hereby grant permission to _____ to travel to and

(Parent/Guardian Name) _____ (Alateen member name)

from and to participate in _____ under the supervision of _____
(Event Name)

_____ on

_____ (AMIAS/Escort Name) (Dates of Event including Travel Time)

Parent/Guardian Signature: _____ Date: _____

AUTHORIZATION TO OBTAIN MEDICAL CARE

In order for anyone to obtain medical care for another person who is not a family member, this form must be filled out entirely.

When distance and time may compromise acquisition of timely medical attention, attendance to a fellowship event can be prohibited if this form is not properly filled out.

DISEASES/MEDICAL CONDITIONS

(Alateen member) _____ has (had) the following diseases or problems:

- Heart Trouble _____
- Tuberculosis _____
- Stomach Ulcers _____
- Asthma _____
- High Blood Pressure _____
- Low Blood Pressure _____
- Epilepsy _____
- Liver Trouble (Hepatitis) _____
- Fainting spells or Seizures _____
- Diabetes _____
- Hives _____
- Other (Please describe)

ALLERGIES

(Alateen member) _____ has had allergic reaction from the following: (please check):

- Penicillin _____
- Local Anesthetics _____
- Aspirin _____
- Sulphur Drugs _____
- Sedatives _____
- Bee Stings/Insect Bites _____
- Pollens _____
- Foods (please list)

Other (Please Describe)

CURRENT MEDICATIONS

Please list all prescriptions & over-the-counter drugs. These medications MUST be in their original container(s) with labels firmly in place.

(Alateen member) _____ is currently using the following medications:

OTHER CONDITIONS OR PROBLEMS

(Alateen member) _____ has the following condition or problems not listed above that you should know about: (please explain)

MEDICAL INSURANCE INFORMATION

You must provide medical insurance information in the space below.
Name of Insurance Co. _____

Employer Name _____

Group ID Number _____
(or attach a medical coupon if covered by Medicaid)

Al-Anon Member Involved in Alateen Service (AMIAS)/Responsible Party
Name _____

Is authorized upon your signature below to obtain any medical care necessary for the duration of the above stated function on behalf of (Participant's

Name) _____
_____ who is my _____

Dated this _____ day of _____ 20 _____
(state relationship-son, daughter, etc

(Signature -if 18 or over) (Signature of parent or guardian, if under 18)

Complies with the State of Oregon Laws