

Draft October AWSC Minutes
October 13, 2012
First Baptist Church
125 SE Cows Street
McMinnville, OR 97128
Host District 15

The meeting was called to order by Area Chair Rita B. at 9:10 a. m.

Housekeeping: District 15 Cheryl H.

Roll Call: Mary W., Area Secretary

AWSC members excused: Chris K., DR-District 1, Paula J., DR-District 2, Ted B., Portland AIS Liaison, Norma P., Literature Coordinator.

Linda S. read the Traditions, Jodie P. read the Concepts & Warranties

Review of AWSC June 2012 Minutes: Mary W.,
The June AWSC 2012 minutes were approved with suggested changes.

Review of Revised Minutes of February 2012: Mary W.
The corrected February AWSC 2012 minutes were approved.

Treasurers report: Bunny G. (see Attachment 1)

Alateen Standing Committee report on OAC report: Colleen G.
OAC has raised \$3000 for the next OAC event. The Audit/Budget committee was asked to make a recommendation at the November Assembly about where the money should be kept and how it should be recorded.

Delegates report: Bette R

See the latest Communicator for Bette's letter describing her 3 years as Delegate.

Bette passed out the World Service Conference summary.

The Oregon Area has until December 16 to have a "chosen item" presented at the World Service Conference.

- District 6 would like to see "clarification on service by dual members as a chosen item taken to World Service Conference (see Attachment 2)
- Bette will forward the chosen item to the chair of the task force.

Roland, Past Delegate, panel 47, asked everyone to remind members of your group that the Conference Summary is a pdf document available to them online on the WSO website.

Definitions for Group Services and Membership Outreach: Judy J.

At the end of panel 47, it was decided to rewrite the responsibilities for Group Service and Membership Outreach and try them for the 3 year term to see if they worked. Up until October 2009 the following were the purposes of these 2 committees:

- Group Services - keep our area mailing list current, reach out to new and unregistered groups to invite participation, record the history of groups, and educate membership about Alateen and promote active involvement

- Membership Outreach - reach out to members with the Communicator and website, find ways to communicate within the fellowship to share information, to encourage service, to get the message out there and to renew the commitment to serve and listen to concerns of members.

Member comments:

- The only thing that sticks out in my mind and I don't have a real problem but we are talking about overlap. Seems like Alateen should be in Membership Outreach.
- For Group Records every group needs to have an email contact. We have some small groups that have no email. One GR has no email. The message about electronic communication is important.
- I would like to not vote on it today because I think that some things need to be tweaked. We voted to continue Group Records at the last panel. Just because WSO does something doesn't mean that we have to do something.
- Isn't one of our options besides voting on these, is to vote on extending the trial?
- For those that were on those committees, do they feel that this was successful? How did your committee members feel about these changes? Do Group Services feel that this clarified what needed to be done?
- Our committee was able to put some things together and get it out to the Membership and felt it was a good outcome. I felt like our group was large enough. We were able to focus on the responsibilities. I felt it was a productive committee.
- I didn't know what the committee wanted from Archives so I focused on getting group histories.
- I think that it worked very well. I was the first chair person and I didn't like that because I didn't know what the purpose was. Once we knew what the responsibilities were, we could get things done.
- I've been on Membership Outreach in last session and then this panel. The group was much more focused this panel and we were able to come up with some stuff. There was some discussion about possible overlap with Group Services. I felt that the groups were much more productive.

Motion 1: Is to approve the Group Services purposes as presented in October 2009 AWSC
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 the ongoing Group History, providing education as needed

The motion was seconded. Motion 1 passed.

Motion 2: To approve the Membership Outreach purposes as presented at the October 2009 AWSC.

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 AI-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.

The motion was seconded. Motion 2 passed.

Who Brings What / Responsibility Chart: Sue B. and Bunny G. (see Attachment 3)

Change the title to "Who brings what"

The group consensus was that it's not beneficial for us to mail what is in the mailbox when people do not show up. We will keep the mailbox for people to share material.

Add the chairperson brings the "ask-it-basket".

Motion 3: to accept the revised "Who brings what" and put in Handbook section VI.

The motion was seconded. The motion carries.

SSM 2013: Melissa P. (see Attachment 4)

State Speakers Meeting Klamath Falls

Website Update Final report: Barb L (see Attachment 5)

Archives Guidelines: Jodie P. (see Attachment 6)

Consideration of what to keep in the Archives; storage and preservation; and standards.

Archive materials will be stored on the Oregon Area website, as well as on a flash drive. The Archive guidelines were accepted as presented.

Action Committees: met to clean up last items.

We broke at noon for potluck lunch and AI-Anon Fellowship.

The AWSC resumed at 1 pm with the Serenity prayer.

Proposed 2013 Budget: Sue B (see Attachment 7)

Member comments and questions:

Q: What is line item 81?

A: Normally, what we get from groups is what we use to offset budget. We thought the line item 81 is a better way to do this since we can't predict what we will get from groups.

Q: WSO ETF, line item 10, is that what WSO is asking for?

A: That is what they are asking for. We decided to pay what they ask for. If this body feels that we need something in writing and do a motion, we can do this.

Sue: the business committee would like to try handling registrations differently at Assemblies to simplify the process. We are handing out a receipt. The person handling registrations will have a table to circle how much they received from the person registering for the Assembly. The GR receiving the receipt will fill it out, instead of the person at the table. The person receiving the money will have a table with columns to check whether they received \$10 or \$5. We don't need a copy of the receipt.

Motion 4: I move the Oregon Area pay the full amount for the cost of our delegate to attend the World Service Conference as described in the annual letter re: equalized expense fund.

Discussion: The annual letter from the WSO to the Area Treasurer. This letter shows two amounts – (1) equalized amount and (2) the full amount. The full amount is the higher of the two.

The motion was seconded. The motion carried.

Flyer Guidelines in Oregon Area Handbook: Bunny G.

The committee is in the process of finalizing the guidelines to make this process easy and make the best flyers possible.

Voting at November Assembly: Rita B.

The outgoing GR's vote for the incoming delegate and officers.

The chair will ask for a vote on proposed method of election. If a DR hasn't been elected for a particular District, the GRs will caucus at the Assembly and elect a DR for that district.

When voting for Delegate, the first candidate to receive two-thirds of the votes cast is elected. All other positions, officers and coordinators are decided by a simple majority.

Voting at Oregon Area Al-Anon Business Meetings: Rita B.

Address overall procedures on how we conduct business and how we vote.

Two options for describing procedures for voting at business meetings were presented. One option was a summary of past practice and information from the Service Manual. The other option was a modified version of the Conference Procedures Booklet used at the World Service Conference.

AWSC Members comments:

- Suggest changing "In addition, on a trial basis, at election Assemblies, the Oregon Area Chairman will ask those members standing for a position to leave the voting area. The Chairman will provide an opportunity for members in the room to come to the microphone to share any information that may be germane as to the qualifications or fitness of those standing for the position. Last sentence in this section should be "This is on a trial basis until 2015 election Assembly."
- On the motions part of it, isn't there a specific document that needs to be filled out? That needs to be made clear.
- On a trial basis at election Assemblies, when voting begins for a specific position, the Oregon Area Chairman will ask those members to leave the voting area." Important to say specific position.
- Suggest that could eliminate the first page of the longer document. The shorter draft on 4th paragraph is okay for housekeeping motions but in order to reach group conscious, it is important to have discussion, which is in the longer draft. Important to know what we are discussing and why we are having it. Everyone needs to have the same information to start with.
- Under the "who votes" should say that the audit budget has vote.
- P3 knowledge based decision making (KBNM). If we have this, we need to define it in our handbook.
- Everything in the short one is in the long one.

Motion 5: I move that we accept the Oregon Area Handbook Section VII draft, less page 1, as amended, to be the final wording for inclusion in the Oregon Handbook as Section VII.

Amendments to be made to draft

- Dialogue before deliberation/Discussion before vote;
- Define KPDM and how we got there;
- Who votes add to Audit Budget;
- Use Motion document;
- Reword trial basis, simplify;
- Simplify section on leaving room;
- Members with voice have opportunity to speak.

Motion 5 was seconded. The motion carried.

Trusted Servant Profile: Rita B.

The Trusted Servant profile is available on the Oregon Area web site. When the form is completed and "submit by e-mail" button is selected, it will automatically be sent to the Area email address set up to receive the completed Trusted Servant Profiles. Copies of previously submitted TSPs will be made and set out at each table at Assembly to be available for viewing.

Breakout session (DRs) Group Records wrap-up / Preparing GRs for election Assembly
Breakout session (non-DRs) / Transition notebooks

Locations for AWSC meetings for 2013

District 6 will host the February 2013 AWSC meeting.

District 10 will host the June 2013 AWSC meeting.

District 17 will host the October 2013, AWSC meeting. The meeting will be held October 12, the Second Saturday in October.

Agenda for November Assembly

- Elections
- Budget
- Final reports from Action committees
- Action committees break out
- Bid For 2014 SSM
- Bid for November 2013 Assembly
- Fellowship committee presentation on Sunday
- SSM 2013 raffle
- Audit Budget report
- Reports on upcoming Assemblies
- March Assembly
- Report on Alateen and OAC
- Drawing for which past delegate will attend Northwest delegate meeting
- Membership outreach give new GR's a welcome before lunch

OAC report: Carolyn H.

To all the OAC was a huge success. The financial results were audited on Oct 7 by Colleen, Linda, Mike and Carolyn. The total income from OAC was \$9160.86. Because of the generosity, they were able to open up the registration to any Alateens, money was not an issue. Expenses were \$5493.97. The remainder was \$3205.11

November Assembly: Billie L., District 4, Salem,
The Assembly will be at the birthing center in the Salem Hospital on 2nd floor. Registration will be in the lobby, as you come in the front door.
Maximum capacity of the room is 85 to 90.

The meeting was adjourned with the Al-Anon Declaration at 5:20 p.m.

MOTIONS

Motion 1: Is to approve the Group Services purposes as presented in October 2009 AWSC
Group Services:

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- Educate and reach out to new and seasoned GRs and the Groups they represent to assist them with Group issues.
- Encourage and educate GRs to pass information through the links of service
- Encourage Groups to maintain the ongoing Group History, providing education as needed

Motion 1 passed.

Motion 2: To approve the Membership Outreach purposes as presented at the October 2998 AWSC.

Membership Outreach:

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

Motion 2 passed.

Motion 3: to accept the revised "Who brings what" and put in Handbook section VI.

Motion 3 passed.

Motion 4: I move the Oregon Area pay the full amount for the cost of our delegate to attend the World Service Conference as described in the annual letter re: equalized expense fund.

The annual letter from the WSO to the Area Treasurer shows two amounts – (1) equalized amount and (2) the full amount. The full amount is the higher of the two.

Motion 4 passed.

Motion 5: I move that we accept the Oregon Area Handbook Section VII draft, less page 1, as amended, to be the final wording for inclusion in the Oregon Handbook as Section VII.

Amendments to be made to draft

- Dialogue before deliberation/Discussion before vote.
- Define KPDM and how we got there
- Use Motion document
- Reword trial basis, simplify
- Under section of who votes will add members of audit budget committee
- Simplify section on leaving room
- Members with voice have opportunity to speak

Motion 5 passed.

ASK-IT BASKET

Ask-it-basket question: Roland C.

Q: One of our groups has had members comment on another person's sharing. The member that comments is using this as a similar experience and sharing their "experience, strength and hope". I would like an opinion on this.

A: First, I'd like to refer you to the service manual p 11, the opening of meetings where it talks about a loving interchange p22 , opinions expressed here are those of person who gave them; pg 42 panel discussions, let there be no gossip or criticism of one another, p42 informational discussion, p 91 talks about anonymity in our personal growth, p101 conference approved and brief references to outside sharing. If I am in a meeting and someone says something and it reminds me of an experience, I'll say I was reminded by what someone said in this meeting about my personal experience. If it sparks something in my head, I don't see a problem with sharing on this.

Ask-It-Basket: Judy J.

Q. When district is hosting assembly the issue of microphones is sometimes a problem. A solution might be to purchase a microphone. If a host company needs to rent, what is a reasonable amount to charge the Assembly.

A. The guidelines say the host committee must provide at least 1 if not 2 microphones. The districts have funds to hold an assembly and provide microphones. It is a good idea for the Area to purchase a microphone. This issue of purchasing a microphone (s) can be brought to the Area through the links of service.

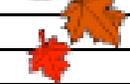
Attachment #1

Cash Flow Statement vs. Annual Budget

	A	B	C	D	E	F
1		Jan 1, 2012 - Sept 30, 2012		2012 Budget		Over/Under Budget
2	Income					
3	Group Contributions	\$ 8,686.69		\$ 11,600.00		\$ (2,913.31)
4	 Assembly Registrations	\$ 1,385.00		\$ 2,000.00		\$ (615.00)
5	State Speaker Meeting	\$ 6,141.78		\$ 4,000.00		\$ 2,141.78
6	Advances	\$ 1,500.00		\$ 1,500.00		\$ -
7	Miscellaneous	\$ 30.00		\$ -		\$ 30.00
8	Beginning Cash Forward	\$ 11,747.23		\$ 12,000.00		\$ (252.77)
9	Total Income	\$ 29,490.70		\$ 31,100.00		\$ (1,609.30)
10	Expense					
11	Delegate Fund					
12	WSO ETF	\$ 2,200.00		\$ 2,200.00		\$ -
13	Extra Day	\$ 190.54		\$ 250.00		\$ (59.46)
14	Delegate Meeting	\$ 400.23		\$ 800.00		\$ (399.77)
15	Delegate Travel	\$ 491.77		\$ 500.00		\$ (8.23)
16	Delegate Miscellaneous	\$ 122.88		\$ 250.00		\$ (127.12)
17	Total Delegate Fund	\$ 3,405.42		\$ 4,000.00		\$ (594.58)
18	Working Fund Expense					
19	Archive Rent	\$ 693.00		\$ 703.00		\$ (10.00)
20	Area Travel Fund	\$ 1,074.21		\$ 3,000.00		\$ (1,925.79)
21	Communicator	\$ 558.23		\$ 1,000.00		\$ (441.77)
22	SSM Advance	\$ -		\$ 1,500.00		\$ (1,500.00)
23	Alateen Conference			\$ 1,000.00		
24	Assembly/AWSC Rent	\$ 1,863.40		\$ 3,300.00		\$ (1,636.60)
25	Insurance	\$ -		\$ 750.00		\$ (750.00)
26	Total Working Fund Expense	\$ 3,988.84		\$ 11,253.00		\$ (6,264.16)
27	Assembly Allowance/Meal/Lodging					
28	Officers	\$ 852.25		\$ 1,680.00		\$ (827.75)
29	Audit/Budget 	\$ 657.41		\$ 720.00		\$ (62.59)
30	Coordinators	\$ 1,570.74		\$ 2,160.00		\$ (589.26)
31	Past Delegates	\$ 546.16		\$ 1,200.00		\$ (653.84)
33	Regional Trustee			\$ 500.00		
34	Total Assembly Allowance/Meal/Lodging	\$ 3,626.56		\$ 6,260.00		\$ (2,633.44)
35	Officers Expenses					
36	Alternate Delegate	\$ 9.00		\$ 100.00		\$ (91.00)
37	Chairperson	\$ 99.15		\$ 150.00		\$ (50.85)
38	Secretary	\$ -		\$ 100.00		\$ (100.00)
39	Treasurer	\$ 70.11		\$ 150.00		\$ (79.89)
40	Total Officers Expenses	\$ 178.26		\$ 500.00		\$ (321.74)

Oregon Area AI-Anon
Cash Flow Statement vs. Annual Budget

10/8/2012

	A	B	C	D	E	F
1		Jan 1, 2012 - Sept 30, 2012		2012 Budget		Over/Under Budget
41	Assembly Expenses					
42	Assembly Workshops	\$ -		\$ 150.00		\$ (150.00)
43	Business Services Action Comm	\$ 32.99		\$ 50.00		\$ (17.01)
44	Membership Outreach Action Comm	\$ -		\$ 50.00		\$ (50.00)
45	Group Services Action Comm	\$ 29.60		\$ 125.00		\$ (95.40)
46	Fellowship Communication Action Comm	\$ -		\$ 100.00		\$ (100.00)
47	Public Outreach Action Comm	\$ 710.00		\$ 4,000.00		\$ (3,290.00)
48	Audit Budget Extra Day + Expenses	\$ 170.99		\$ 200.00		\$ (29.01)
49	Total Assembly Expenses	\$ 943.58		\$ 4,675.00		\$ (3,731.42)
50	Coordinators					
51	Alateen	\$ 40.19		\$ 200.00		\$ (159.81)
52	Archives	\$ -		\$ 300.00		\$ (300.00)
53	CPC	\$ -		\$ 300.00		\$ (300.00)
54	Forum	\$ -		\$ 50.00		\$ (50.00)
55	Group Records	\$ -		\$ 150.00		\$ (150.00)
56	Literature	\$ -		\$ 50.00		\$ (50.00)
57	Public Information	\$ -		\$ 50.00		\$ (50.00)
58	Website Coordinator	\$ 489.61		\$ 500.00		\$ (10.39)
59	Total Coordinators	\$ 529.80		\$ 1,600.00		\$ (1,070.20)
60	Delegate Meeting					
61	Alternate Delegate	\$ -		\$ -		\$ -
62	Past Delegates	\$ 297.47		\$ 800.00		\$ (502.53)
63	Total Delegate Meeting	\$ 297.47		\$ 800.00		\$ (502.53)
64	Other					
65	Ad Hoc/Task Force/Special Projects	\$ 19.00		\$ 100.00		\$ (81.00)
66	Alateen Sponsor Workshop	\$ -		\$ 400.00		\$ (400.00)
67	Transition Fund	\$ -		\$ 154.00		\$ (154.00)
68	Contingency Fund	\$ -		\$ 1,000.00		\$ (1,000.00)
69	Handbook Update	\$ -		\$ 50.00		\$ (50.00)
70	Purchase of Equipment	\$ -		\$ 300.00		\$ (300.00)
71	Total Other	\$ 19.00		\$ 2,004.00		\$ (1,985.00)
72	Total Expense	\$ 12,988.93		\$ 31,092.00		\$ (18,103.07)
73	Cash on Hand as of 09-30-12	\$ 16,501.77		\$ 8.00		\$ 16,493.77
74	Reserves	\$ 7,324.13		\$ 7,708.00		\$ (383.87)
75	Cash Available as of 09/30/12	\$ 9,177.64		\$ (7,700.00)		\$ 16,877.64
76						
77	Oregon Area Checking as of 09/30/12	\$ 16,001.77		DONATION PAYABLE TO		
78	Communicator Checking as of 09/30/12	\$ 500.00		Oregon Area		
79	Total Funds in Checking Accounts	\$ 16,501.77		% Bunny Grimes		
80				1872 Alcan Drive		
81	REMEMBER 3 ITEMS ON CHECK			Medford, Oregon 97504		
82	GROUP NAME, WSO ID#, DISTRICT #					

Attachment 2

Kim F., DR. District Six

Dear AWSC,

This past year District Six has had a dual member serve the District as our Breakfast Meeting Coordinator. This is an important position at the district and has increased the popularity and professionalism of this outreach and fundraising event. The person we have in this position has done a remarkable job and the fact that they are a dual member has been a non-issue.

District 6 is in a continued discussion whether or not we would like to allow Dual Members to serve the District as either Secretary or Treasurer. We are having lengthy, thoughtful discussions on whether we are following the Guidelines as set forth by the World Service Office.

Clarification from the WSO on this following item in the service manual would be very helpful.

p.78 – Service Manual – “A.A. Members do not hold office beyond the group level, as these positions could lead to membership in the World Service Conference.”

Some members interpret this as “dual members cannot hold a position beyond the group level: ... period.

Some members interpret this as: dual members can hold a position which will not lead to Area Service.

There are strong arguments from very knowledgeable members on both sides of this issue. A group conscience from the World Service Office would be most helpful in our discussion.

Sincerely, Kim F. D.R. of District Six, Oregon.

Attachment 4

STATE SPEAKER'S MEETING 2013 – AWSC UPDATE 10.13.12

We are so excited to host ya'll down in Klamath Falls, District 14!!!

We have been working hard to put on the best SSM we can for you!

We have a theme! Because we are known as Oregon's City of Sunshine- our theme is SUN-START UNDERSTANDING NOW! We also have a sub-theme: Because we are a farming community- Rein in the Present! Get it?! Rein?! Like a horse's reins?! ☺

We have a venue- the 9th Street Venue in beautiful downtown Klamath.

We also have a caterer- Yummy's Cowboy Cuisine- a local caterer that serves delicious home-style, buffet-style meals. I can't even tell you how YUMMY our menu sounds!

We have a speaker! Ash B from Texas is coming to tell her story!

We also have these adorable handmade donation boxes. Each box has a note asking for your group's donation. Let me read it to you:

*We invite you to attend our **State Speakers Meeting in Klamath Falls - May 2013.***

*Our theme is **SUN-Start Understanding Now.**
We'd like to ask your group for donations to help us make a great fundraising event for all of **Oregon Area Al-Anon.***

*Please pass these boxes around your group meetings and use the enclosed envelopes to send us your collections. Include your **GROUP NAME** and **CONTACT INFORMATION** as each donation will be entered into a drawing for 5 soft cover "How Al-Anon Works" books for your group.*

THANK YOU SO MUCH FOR YOUR SUPPORT!!!

We look forward to seeing you in May!

Please keep the box and pen for your group to enjoy!

We will have another raffle at the November Assembly with baskets and truly appreciate all the help you have provided thus far!

MOST IMPORTANTLY: All of us in Klamath Falls District 14 Al-Anon want to THANK ALL of you for every word of encouragement, cheerful hug, inspiring email, every dollar you've given and EVERY DARN bit of support we have gotten from you!!!

THANK YOU THANK YOU THANK YOU!!!

Attachment 5

10/13/2012

Website report

The website continues to be updated with meeting information received from Group Records. Flyers are posted (after going through the approval process) timely. They are posted on the events calendar if they are local events. Area and above are posted onto the main page. The process runs smoothly for the most part.

Having a new website with a password protected members' side will be something to look forward to in our next panel. The Coordinators Notebook is ready to be passed.

Thank you for the opportunity to serve the Area in this position.

Barbara L
Website Coordinator

Attachment 6

GUIDELINES FOR OREGON AREA ARCHIVES Tentative

August 21, 2012 (updated October 11, 2012)

The objective for collection, storage and preservation in the OAA is to encourage interest in the history of the Oregon Area; to preserve Oregon area history; and to establish and maintain a system to make records accessible to all.

What Do We Keep in the Archive?

The following items are to be maintained in the Oregon Area Archive indefinitely:

- Minutes of Oregon Area Assembly, AWSC and related meetings
- Group histories
- Delegate Reports (current and future reports)
- Treasurer Reports
- Audit Budget Reports
- State Speaker Meeting Notebooks
- Responses to the Long Timer Questionnaire
- Archives coordinator reports 1981-2003 notebook
- Earlier Delegates' Reports & Letters
- 50th year gratitude notebook
- Recordings
- Flyers – (include with minutes of related meeting/event)
- Financial reports & budgets from prior years
- TEAM Notebook
- AI-Anon Growth in Oregon 1948-1983)
- AI-Anon Growth in Oregon by District
- Oregon Area Communicators 1971-1984
- Statewide and District Meeting Lists (1963-2000)
- Pictures
- Adhoc Committee for Alateen Safety Guidelines Reports
- Oregon Area Archive Coordinator and Committee Reports (1982-2002)
- Skits, Songs & Plays notebook

- CD made in 12/06 – Interview with Helen Woodward who started first AI - anon meeting “The Dry mates Group” registered 9/22/1952
- Oregon Area AI - Anon general and voting sign - in book

Archival Standards

- Only one instance of each item will be archived;
- Only Oregon Area AI-Anon material will be archived, not AA or other recovery literature;
- Information available in literature, from WSO, or elsewhere will not be archived.
- Items will be archived in the form in which they were originally created. They will be stored on an “Oregon” owned flash drive kept at two different locations. Oregon Area needs to be diligent about upgrading electronically stored items as technology changes.
- Scanning will be done beginning with the oldest documents and moving forward. Archive Coordinator will track which items have been scanned and note where future scanning should commence.
- If financial reports & budgets included in minutes, discard; otherwise retain

Archival Storage & Preservation

- Try to ensure that the storage area is cool, dry, ventilated and smoke free
- Use paperclips to hold material together initially – do not use staples
- Gently remove any tape that is found.
- Use black ink or type
- Date all items
- Use polyethylene sheet protectors for documents. Polyethylene material is inert, translucent, has lower static charge and light filtration, is more flexible, and thicker. In other words, Polyethylene sheet protectors minimize fading, scratching, dirt buildup and damage by molds and mildews.
- Limit 2 pages in each sheet protector; remove any paperclips, rubber bands, or any staples before placing sheets in protector
- Place sheets in notebooks & then place them horizontally in file cabinets
- Burn recordings to CD
- Newspaper stock is highly acidic and deteriorates fast. If the newsletters are made of this material, it is best to make a photocopy on acid-free paper and substitute the original with the copy

Attachment 7

OREGON AREA AL-ANON 2013 PROPOSED BUDGET					
No.	B Category	C 2013 Budget	No.	E Category	F 2013 Budget
1	Revenue		42	Expenses [Continued]	
2	Group Contributions	12,200.00	43	Assembly Expenses	
3	Assembly Registrations	2,000.00	44	Assembly Workshops	50.00
4	State Speaker Meeting	4,000.00	45	Business Services A.C.	100.00
5	Advances	1,500.00	46	Membership Outreach A.C.	350.00
6	Cash Carried Forward	12,322.00	47	Group Services A.C.	100.00
7	Total Revenue & Shortfall	32,022.00	48	Fellowship Communication A.C.	100.00
8	Expenses		49	Public Outreach A.C.	4,000.00
9	Delegate Fund		50	Audit Budget Extra Day Expenses	300.00
10	WSO ETF	1,968.00	51	Sub-Total: Assembly Workshops	5,000.00
11	Extra Day	250.00	52	Coordinators	
12	Delegate Meeting	800.00	53	Alateen	200.00
13	Delegate Travel	500.00	54	Archives	300.00
14	Delegate Miscellaneous	250.00	55	CPC	100.00
15	Sub-Total: Delegate Fund	3,768.00	56	Forum	50.00
16	Working Fund Expense		57	Group Records	100.00
17	Archive Rent	703.00	58	Literature	50.00
18	Area Travel Funds [ATF]	2,500.00	59	Public Information	50.00
19	Communicator	1,200.00	60	Web Master	100.00
20	SSM Advance	1,500.00	61	Sub-Total: Coordinators	950.00
21	Alateen Conference Advance	1,000.00	62	Delegate Meeting	
22	March Assembly Rent & Expenses	1,000.00	63	Alternate Delegate	800.00
23	July Assembly Rent & Expenses	1,000.00	64	Past Delegates	800.00
24	November Assembly Rent & Expenses	1,000.00	65	Sub-Total: Delegate Meeting	1,600.00
25	AWSC Rent [3 @ \$100 each]	300.00	66	Other	
26	Insurance	760.00	67	Task Force/Special Projects	50.00
27	Sub-Total: Working Fund Expenses	10,963.00	68	Alateen Sponsor Workshop	400.00
28	Assembly/AWSC Allowance(Meal/Lodging)		69	Contingency Fund	1,000.00
29	Officers	1,680.00	70	Equipment Supplies [Projector Light Bulb]	300.00
30	Audit/Budget	1,080.00	71	Handbook Update	50.00
31	Coordinators	2,430.00	72	Transition Fund	502.00
32	Past Delegates	1,440.00	74	Sub-Total: Other Expenses	2,302.00
33	Regional Trustee	500.00	75	Reserves	7,387.00
35	Sub-Total: Assem/AWSC Allow.(Meals/Lodging)	7,130.00	76	Total Expenses & Reserve	39,700.00
36	Officers Expenses		77		
37	Alternate Delegate	100.00	78	Budget Balancing Ledger	
38	Chairperson	150.00	79	2013 Budgeted Income	32,022.00
39	Secretary	100.00	80	2013 Budgeted Expenses	(39,700.00)
40	Treasurer	250.00	81	Experienced Shortfall of Budgeted Expenses	7,678.00
41	Sub-Total: Officers Expenses	600.00	82	Total of Budget Balancing Ledger	0.00

Budget amounts in BOLD have been increased per request and/or by experience of amounts spent.

Budget amounts in italics are decreased per request and/or by past experience of amounts spent.

Both Cash Carried Forward [Income] and Reserves [Expenses] were estimated using current and past Profit and Loss figures.

Line 21 is a new item requested in 2012 to be put on the budget.