

**AWSC MEETING**  
**February 21, 2015**  
**Leedy Grange**  
**835 NW Saltzman Rd, Unit 339,**  
**Portland, OE 97229**

**Meeting** opened at 8:30am by Chair Rita B., with the Serenity Prayer.

**Traditions** read by Caralynn W.

**Concepts and Warranties**, read by Dawn K. and Kay S.

**Housekeeping statements** by Fran A. District Representative, (DR) host District #9 and Stephen G.

**Microphone** statement by Phil G.

**Voting** statement by Chair Rita B.

**Roll Call** by Secretary Val V.

Kathi R. representing District #1

Pam M., DR District #5 excused,

Marvalee M., DR District #7, excused, represented by Bunny G.

Nancy P., DR District #14 excused, represented by Melissa P.

Introduced and welcomed new DR, Stone Cairns, District #11

Kathy N., AIS Liaison, Eugene, excused

Irene M., Cooperating with the Professional Community (CPC) Coordinator, excused.

Sue E., DR District 15, absent

**Minutes:** Minutes of October 2014 AWSC approved by motion, second and vote.

**Treasurer's** report by Sue B. Reported change in Budget, in line item #24, insurance payment. This payment us usually made in December, and is paid before January 1st., but the bill was not received until January this year and has been paid. This will likely change the line item to January on the Budget.

Group contributions received so far this year total \$2281.61.

New travel expense and mileage forms for assemblies and AWSC meetings explained by Sue B. Questions answered regarding use of these forms.

	Jan 1, 2014 to Dec 31, 2014	2014 Budget	Over/(Under) Budget
<b>Income</b>			
<b>Group Contributions</b>	\$13,218.39	\$12,500.00	\$718.39
<b>Assembly Registrations</b>	\$2,339.00	\$2,200.00	\$139.00
<b>State Speaker Meeting</b>	\$3,274.84	\$4,000.00	(\$725.16)
<b>Advances</b>	\$1,500.00	\$1,500.00	\$0.00
<b>Miscellaneous</b>	\$4.80	\$0.00	\$4.80
<b>Cash Carried Forward</b>	\$12,067.44	\$12,000.00	\$67.44
<b>Total Income</b>	<b>\$32,404.47</b>	<b>\$32,200.00</b>	<b>\$204.47</b>
<b>Expense</b>			
<b>Delegate Fund</b>			
<b>WSO ETF</b>	\$1,907.00	\$1,907.00	\$0.00
<b>Extra Day</b>	\$171.99	\$250.00	(\$78.01)
<b>Delegate Meeting</b>	\$287.52	\$500.00	(\$212.48)
<b>Delegate Travel</b>	\$378.15	\$800.00	(\$421.85)
<b>Delegate Miscellaneous</b>	\$160.43	\$250.00	(\$89.57)
<b>Total Delegate Fund</b>	\$2,905.09	\$3,707.00	(\$801.91)

<b>Working Fund Expense</b>			
Archive Rent	\$756.00	\$756.00	\$0.00
Area Travel Fund	\$1,216.70	\$2,500.00	(\$1,283.30)
Communicator	\$169.81	\$600.00	(\$430.19)
SSM Advance	\$1,500.00	\$1,500.00	\$0.00
Assembly/AWSC Rent	\$1,524.70	\$3,900.00	(\$2,375.30)
Insurance	\$0.00	\$760.00	(\$760.00)
<b>Total Working Fund Expense</b>	<b>\$5,167.21</b>	<b>\$10,016.00</b>	<b>(\$4,848.79)</b>
<b>Assembly Allowance/Meal/Lodging</b>			
Officers	\$1,366.06	\$1,800.00	(\$433.94)
Audit/Budget	\$404.62	\$600.00	(\$195.38)
Coordinators	\$1,815.28	\$2,160.00	(\$344.72)
Past Delegates	\$637.65	\$900.00	(\$262.35)
Regional Trustee	\$269.29	\$500.00	(\$230.71)
<b>Total Assembly Allowance/Meal/Lodging</b>	<b>\$4,492.90</b>	<b>\$5,960.00</b>	<b>(\$1,467.10)</b>
<b>Officers Expenses</b>			
Alternate Delegate	\$46.00	\$100.00	(\$54.00)
Chairperson	\$158.27	\$150.00	\$8.27
Secretary	\$43.43	\$100.00	(\$56.57)
Treasurer	\$91.67	\$150.00	(\$58.33)
<b>Total Officers Expenses</b>	<b>\$339.37</b>	<b>\$500.00</b>	<b>(\$160.63)</b>
<b>Assembly Expenses</b>			
Assembly Workshops	\$15.12	\$100.00	(\$84.88)
Business Services A.C.	\$5.09	\$100.00	(\$94.91)
Membership Outreach A.C.	\$68.70	\$350.00	(\$281.30)
Group Services A.C.	\$259.17	\$259.17	\$0.00
Fellowship Communication A.C.	\$443.31	\$500.00	(\$56.69)
Public Outreach A.C.	\$3,906.59	\$4,000.00	(\$93.41)
Audit Budget Extra Day + Expenses	\$190.88	\$350.00	(\$159.12)
<b>Total Assembly Expenses</b>	<b>\$4,888.86</b>	<b>\$5,659.17</b>	<b>(\$770.31)</b>
<b>Coordinators &amp; Others</b>			
AAPP Expenses	\$25.99	\$0.00	\$0.00
Alateen	\$102.99	\$350.00	(\$247.01)
Archives	\$11.98	\$100.00	(\$88.02)
CPC	\$0.00	\$50.00	(\$50.00)
Forum	\$0.00	\$50.00	(\$50.00)
Group Records	\$0.00	\$50.00	(\$50.00)
Literature	\$0.00	\$100.00	(\$100.00)
Public Information	\$0.00	\$50.00	(\$50.00)
Web Coordinator	\$242.67	\$250.00	(\$7.33)
<b>Total Coordinators</b>	<b>\$383.63</b>	<b>\$1,000.00</b>	<b>(\$616.37)</b>
<b>Delegate Meeting</b>			

<b>Alternate Delegate</b>	\$0.00	\$0.00	\$0.00
<b>Past Delegates</b>	\$447.79	\$500.00	(\$52.21)
<b>Total Delegate Meeting</b>	\$447.79	\$500.00	(\$52.21)
<b>Other</b>			
<b>Task Force/Thought Force</b>	\$0.00	\$50.00	(\$50.00)
<b>Alateen Sponsor Workshop</b>	\$0.00	\$0.00	\$0.00
<b>Contingency Fund</b>	\$209.44	\$990.83	(\$781.39)
<b>Equipment Supplies</b>	\$3.25	\$300.00	(\$296.75)
<b>Handbook Update</b>	\$0.00	\$50.00	(\$50.00)
<b>Transition Fund</b>	\$0.00	\$190.00	(\$190.00)
<b>Total Other</b>	\$212.69	\$1,580.83	(\$1,368.14)
<b>Total Expense</b>	<b>\$18,837.54</b>	<b>\$28,923.00</b>	<b>(\$10,085.46)</b>
<b>Cash on Hand as of 12/31/14</b>	\$13,566.93	\$3,277.00	\$10,289.93
<b>Ample Reserves</b>	\$7,387.00	\$7,467.00	(\$80.00)
<b>Cash Available as of 12/31/14</b>	<b>\$6,179.93</b>	<b>(\$4,190.00)</b>	<b>\$10,369.93</b>

Remember to put all three items on checks:

**Group Name**

**District Number**

**WSO Group Number**

Donations Payable to: **Oregon Area AFG**

Send to: Sue Beacham

551 Trollview Road

Grants Pass, OR 97527

**Delegates report** Colleen G., Delegate.

Delegate's Report

February 21, 2015

District 9 Hosting in Portland, Oregon

Welcome everyone. It is good to be here with all of you.

We will be covering some interesting and enlightening information today. Thank you all for coming and for participating.

This will be an abbreviated report, as most of it will be presented at our March Assembly. Also there is still information coming in from WSO that will apply to the World Service Conference. More will be revealed.

#### **Chairman of the Board Letter**

I recently emailed copies of the January Chairman of the Board letter that included the election process information. If you are interested in applying for an at-large committee or the ECRPM committee, review the information and let me know of your interest. The COB letter has been posted to the area website and a resume form is attached for your consideration. Please let me know if I can assist you in your process.

#### **Policy Update:**

Judy K., Chairperson, Policy Committee

The Policy Update, sent each quarter with the Chairperson of the Board's letter, informs members about current Policy Committee discussions, any pending motions regarding topics contained in the "Digest of Al-Anon and Alateen Policies," and other concerns raised by the fellowship.

A Policy Committee Task Force continues to work on the financial section of the "Policy Digest," incorporating relevant spiritual principles into the text.

Another portion of the "Digest" undergoing revision is the section on conventions. A Task Force is working on incorporating spiritual

principles into that text as well. If the Policy Committee decides to approve any of these proposed revisions, the World Service Conference will discuss these proposals.

An Open Policy Committee meeting will be held during Conference week, giving Conference members an opportunity to hear the Committee discuss an important matter raised by the fellowship. The main topic on the agenda for this year's meeting is the WSO's policy on cooperation with researchers studying the effects of alcoholism on families and friends of alcoholics. This goes along with our survey question of how to define Family Recovery. Have I heard back from you yet?

#### **Task Forces to meet at Conference**

Four Task Forces will convene at the 2015 World Service Conference. The topics are:

- Acceptance of Communities, Cultures, and Beliefs
- Communication and Strengthening the Links of Service
- Technology and Anonymity
- Meeting Types

I have submitted my selections for participating, but haven't received my notification of what Task Force I will be on. It is hoped that the topics and work of the Task Forces will support the service arms and trusted servants.

#### **Concept Eight and Eleven Draft Text**

I recently emailed a memo from the Chairperson of the Board of Trustees, Paula Burleson regarding reviewing and revising the text to Concepts Eight and Eleven. I am receiving responses!! Thanks to all who have emailed or phoned me. AND, I have had questions and not really sure what all is involved here. So I have asked Judy, to give us a BRIEF history leading to these possible revisions?

I know one thing for sure. Concept 11 will be discussed at the Manual Study at Judy's J's house on March 7<sup>th</sup> and I plan to attend. Perhaps I will know more to offer in discussion at the March Assembly. Will I see you all there too? Our deadline to respond to the Board of Trustees is March 27, 2015.

#### **FINANCE UPDATE January 2015**

Jennie M., Treasurer

The General Fund recorded a loss of \$10,582 for this year.

Literature sales did not meet budget expectations.

Contributions exceeded budget by \$21,389 and surpassed \$1,500,000 for the first time.

Total income fell below budgeted income by 2.3% while total expenses were as budgeted.

#### **Income:**

**Literature** sales were \$3,861,572 this year, compared to \$4,118,600 last year.

There was an increase in gross profit as the result of the price increase effective May 1, 2013 which means that although sales numbers are not as high as budgeted, we are keeping more of the profit to apply to services.

**Contributions** were \$1,521,389 this year, compared to \$1,405,814 last year—an increase of 8.2%,

*Forum* subscription income was \$242,117 this year, compared to \$252,757 last year—a decrease of 4.2%.

#### **Expenses:**

Operating expenses were \$5,041,958 this year, compared to \$4,911,473 last year—an increase of 2.6%, which was right on target with respect to the budget.

#### **Reserve Fund:**

The fair value of investments in the Reserve Fund totaled \$5,405,540 at December 31, 2014. This amount includes an unrealized gain of \$939,492. In compliance with a Board of Trustees' motion, 4% of the average balance of the Reserve Fund over the prior 36 months will be transferred to the General Fund, if needed.

#### **And to bring a brighter smile for the Oregon Area on Finances.**

Exciting news about our Penny Jar project to increase group participation in donating to WSO!!!

#### **Comparing 2014 with 2013:**

In the 2014 report from WSO, Oregon had 175 groups contributing to WSO. An increase of 42 groups donating. And with our campaign for pennies, Oregon Area Groups increased their 2014 donations by **\$2,411.00**. That's a lot of Twelve Dollars!!! Please encourage our members and groups to continue with this or another fun kind of fund raiser. Let's see what we can do in 2015!! Did we reach **#1** on the charts for groups donating? Not sure yet and I will let you know when we receive the information from David and Jennie.

**Total Donations:**

In 2014 donations made by Oregon Area 47 to WSO totaled: **\$21,446.54**

But WOW! How awesome are our members and our HOME GROUPS!! I am so proud of how successful this project was. And I know Oregon Area Members will continue to Support the WSO and the Links of Service. I continue to serve with love and appreciation to our Oregon Area.

Colleen G, Delegate  
Attachments  
January 2015 Chairman of the Board Letter



phone: 757.563.1600  
fax: 757.563.1655

[www.al-anon.alateen.org](http://www.al-anon.alateen.org)  
[wso@al-anon.org](mailto:wso@al-anon.org)

**BOARD VISION STATEMENT**

All people affected by someone else's drinking will find help and recovery in every community.

**BOARD MISSION STATEMENT**

Anticipate the future and Al-Anon's place in it and ensure that the necessary resources are available.

February 9, 2015

Dear Conference Members,

The 2015 World Service Conference theme of "Living Our Spiritual Principles: Expanding Our Vision" encourages us to dream expansively while being guided by our spiritual principles. This theme permeates the conversations planned by the Board of Trustees and Finance Committee as Conference members look to the future of Al-Anon and our clearinghouse, the World Service Office. We look forward to hearing our third year Delegates' vision on this theme as they attend their final Conference.

During the January Board week, Trustees reviewed plans for the World Service Conference and the much anticipated use of electronic devices for note taking. We wanted to ensure consistency with the motion passed in 2014 authorizing a three-year trial. In order to demonstrate respect and responsibility of all Conference members, some clarifications about electronic device usage were approved and are in the revised "Conference Procedures Booklet."

The Board approved the 2015 Preliminary Budget that will be sent in advance to all Conference members for review and submission of questions. At Conference, we will discuss the goals and plans of services to be

provided by the World Service Office. Although there are no plans for new books in 2015, it is important to know that contributions, as well as the purchase of literature, financially support the World Service Office. As you and your service arms look to the future, members think abundantly, knowing that money is a means to accomplish dreams.

In January, one of the most exciting agenda items for the Board of Trustees is the interview of candidates and nomination of volunteers serving on the Board of Trustees for Al-Anon Family Groups Headquarters, Inc. The Nominating Committee receives and reviews the summary evaluations from both the Conference Committee on Trustees and the Regional Committees on Trustees for prospective candidates. The Nominating Committee invites selected candidates to interview with the Board of Trustees in January. As noted on page 210 of the *2014 – 2017 Al-Anon Alateen Service Manual*, This [Nominating] Committee aids the Trustees in discharging their prime obligation to see that all vacancies within the Board of Trustees or its Executive Committees are filled with those of the greatest possible competence, stability, and industry.” It is with excitement that I share with you the list of nominees to be presented to the Conference for traditional approval for Regional Trustees, Trustees at Large, Board Officers, and At- Large member of the Executive Committee for Real Property Management:

Regional Trustees:

Thérèse S, Canada East	First three-year term	Leona W, Canada	
Central	First three-year term	Marilyn M, Canada West	Second three-year term

Trustees at Large:

Sandra C	Last two-years of first three-year term
John M	Last two-years of first three-year term
Donna E	First three-year term
Tina B	Second three-year term
Karen W	Second three-year term

Board Officers:

Paula B	Chairperson of the Board	
Joan S	Vice-Chairperson of the Board	Elizabeth (Jennie)
M	Treasurer	

Executive Committee for Real Property Management: Jeffrey K Three-year term

Following traditional approval, the Board may elect the nominees at the Annual Meeting on Friday morning after the Conference. The following résumés will be presented to all Conference members for your information:

Executive Committee:

J.P. M	First one-year term
Beverly A	Second one-year term
Roger C	Third one-year term

Chairperson of the Executive Committee: Beverly A

Chairperson of the Executive Committee for Real Property Management: C

In response to Delegate feedback from the July 2014 Chairperson of the Board letter, the Board approved charges for four Task Forces that will convene at the 2015 World Service Conference. The topics are:

- Acceptance of Communities, Cultures, and Beliefs
- Communication and Strengthening the Links of Service
- Technology and Anonymity
- Meeting Types

It is hoped that the topics and work of the Task Forces will support the service arms and trusted servants. In response to feedback from the 2014 World Service Conference, the Conference Leadership Team further clarified the process for submitting World Service Conference floor motions. The Board approved the clarifications and these are found in the revised "Conference Procedures Booklet." In order to help all Conference members be successful, the questions for the Trustee/Delegate call are:

**Do you understand the process for submitting a World Service Conference floor motion?**

**If not, what questions may I answer to help you fully understand the process for floor motions?**

The Trustee assigned to the Delegate is a resource for clarification on the floor motion process, questions from this letter, and feedback regarding Area issues, if desired. If you prefer not to have the Trustee phone you, please let him/her know when the initial contact is made.

On behalf of the Board of Trustees, I welcome our newest Conference members— Panel 55. We look forward to getting to know you and sharing conversations with you. Last year, Delegates were asked to share Conference experience with new Delegates preparing for their first World Service Conference. Some suggestions offered were:

- Use your Conference mentor; they are a wealth of information and support, as are the other Delegates, Trustees, and WSO staff. Don't be afraid to ask questions.
- Dress in layers as the general session room is cold.
- The days are long, so rest when you can.
- Know that Delegates are at the World Service Conference for the good of Al-Anon as a whole, and not just one's Area.
- There is a lot of information provided in advance of the Conference. Read it before you arrive, and be prepared for discussion.
- During Conference, take notes for your Delegate's report.
- Many Conference members "dress up" for the opening and closing dinners.
- Review the "Dates to Remember" in the "Conference Communication Kit" on e- Communities to meet deadlines.
- Know how many World Service Conference Summaries are needed for your Area World Service Committee members.
- Sit with different people during meals to network and gain a broad perspective.
- Be yourself and keep an open mind.
- Breathe.
- As we live our spiritual principles and expand our vision, we demonstrate that our dreams can come true. Thank you in advance for your leadership and desire to give back to this fellowship that helps friends and families of alcoholics find hope and recovery.

Yours in Al Anon service,



Paula B  
Chairperson, Board of Trustees  
Al Anon Family Group Headquarters, Inc.

**2015 World Service Conference Theme:**

***Living Our Spiritual Principles: Expanding Our Vision Viviendo nuestros principios espirituales – Ampliando nuestra visión***

***Vivons nos principes spirituels – Élargissons notre vision***

**FINANCE UPDATE**

**January 2015**

Jennie M., Treasurer

The following update is based on the unaudited financial statements for the period ended December 31, 2014. The General Fund recorded a loss of \$10,582 for this year, compared to income of \$5,338 last year. 2013 included income from the International Convention. Literature sales did not meet budget expectations and were below 2013 sales by \$257,027. Contributions exceeded budget by \$21,389 and surpassed \$1,500,000 for the first time. Total income fell below budgeted income by 2.3% while total expenses were as budgeted.

**Income:**

Literature sales were \$3,861,572 this year, compared to \$4,118,600 last year, a decrease of 6.2%. Gross profit on literature sales was \$3,060,053 (79% of sales), compared to \$3,143,502 (76% of sales) last year. The increase in gross profit was the result of the price increase effective May 1, 2013 which means that although sales numbers are not as high as budgeted, we are keeping more of the profit to apply to services. Contributions were \$1,521,389 this year, compared to \$1,405,814 last year— an increase of 8.2%, *Forum* subscription income was \$242,117 this year, compared to \$252,757 last year—a decrease of 4.2%.

**Expenses:**

Operating expenses were \$5,041,958 this year, compared to \$4,911,473 last year—an increase of 2.6%, which was right on target with respect to the budget. A significant portion of the increase was due to the printing and delivery of the *Service Manual* which is done every three years, as well as the International Al-Anon General Services meeting, which happens every other year.

**Reserve Fund:**

The fair value of investments in the Reserve Fund totaled \$5,405,540 at December 31, 2014. This amount includes an unrealized gain of \$939,492. In compliance with a Board of Trustees' motion, 4% of the average balance of the Reserve Fund over the prior 36 months will be transferred to the General Fund, if needed.

**POLICY UPDATE**

**January 2015**

Judy K., Chairperson, Policy Committee

The Policy Update, sent each quarter with the Chairperson of the Board's letter, informs members about current Policy Committee



discussions, any pending motions regarding topics contained in the "Digest of Al-Anon and Alateen Policies," and other concerns raised by the fellowship.

A Policy Committee Task Force continues to work on the financial section of the "Policy Digest," incorporating relevant spiritual principles into the text. Another portion of the "Digest" undergoing revision is the section on conventions. A Task Force is working on incorporating spiritual principles into that text as well. If the Policy Committee decides to approve any of these proposed revisions, the World Service Conference will discuss these proposals.

An Open Policy Committee meeting will be held during Conference week, giving Conference members an opportunity to hear the Committee discuss an important matter raised by the fellowship. The main topic on the agenda for this year's meeting is the WSO's policy on cooperation with researchers studying the effects of alcoholism on families and friends of alcoholics.

**(End of Delegates' report)**

**North West Regional Delegates Meeting**, (NWRD), will be held in Rapid City, SD this year. Colleen G. and Judy J. will attend on March 13<sup>th</sup>.

**Break**

**OAC Guidelines** for the planning of each conference (in abbreviated form), presented by Caralynn W., AMIAS, Questions answered and changes suggested for the document. Note: each position on the committee is shared by one Alateen and one AMIAS. One suggestion was made that the guidelines need to indicate if AV equipment will be needed, or if venue is handicap assessable. Judy J., suggested discussing making our website <[oregonal-anon.org](http://oregonal-anon.org)>, password protected so that Alateen information can be posted.

A motion was made by Dawn B.

**Motion # 1.** I move to approve the 2/21/15 Oregon Area Alateen Conference with revisions:

1. OAC Committee definition,
2. Flyer guideline reference, and
3. Audit budget revision.

Seconded, and passed with simple majority vote.

**Communicator:** Mary W., Coordinator, reports that the Communicator has been translated into Spanish by Jasmine, and will be available on the website soon.

**Alateen Standing Committee report** by Barb S., Alt Del. The Alateen Standing Committee is currently comprised of:

Alternate Delegate, Barb S., Chair

AAPP, Kim M.

Alateen Coordinator, Carolyn J.

Audit/Budget, Dawn K.

DR, Kim M.

**Clarification of Motion Establishing  
The Alateen Standing Committee  
February 21, 2015**

At the June 2012 AWSC meeting a motion was passed establishing an Alateen Standing Committee:

**Establish an Area Alateen Standing Committee comprised of AAPP, Alateen Coordinator, a member of the Audit Budget committee and a DR that reviews contracts, offers suggestions for the Alateen Conference budget, and determines the financial impact of proposed Conference plans.**

When that motion was passed the Alternate Delegate was also the AAPP. Since that time the Oregon Area has separated the two positions so there is now an AAPP and an Alternate Delegate. When the motion was crafted the intent was that the Alternate

Delegate would serve on the Alateen Standing Committee. Since we have separated the AAPP functions from the Alternate Delegate position we need to clarify the motion:

Discussion and questions answered by Barb S.

A motion was presented by Rita B.

**Motion # 2.** Clarify the purpose and identify the participants of the Alateen Standing Committee (ASC) which was initiated at the June 2012 AWSC, (Area World Service Conference), to reflect the Area's relationship to and support for the Oregon Alateen Conference, (OAC). It is made up of the Area Alternate Delegate, the Area Alateen Process Person, (AAPP), the Area Alateen Coordinator, a member of the Audit/Budget Committee, and a District Representative. (Unless one of the other members is currently serving as a DR.) On behalf of the Oregon Area, this committee reviews any OAC contracts and the Audit/Budget financial summary of the event. They make an annual report to the AWSC.

After discussion the motion was withdrawn by Rita B.

A motion was presented by Melissa P.

**Motion #3.** The purpose of the Alateen Standing Committee (ASC) is to act as liaison and provide support between Alateen and Oregon Area Al-Anon. The committee consists of the Area Alternate Delegate (Chair), the Area Alateen Process Person (AAPP), Area Alateen Coordinator, a member of the Audit/Budget Committee, a District Representative, and an Alateen Member, (optional). This committee also reviews Oregon Alateen Conference (OAC) standards and procedures including contracts and a financial summary of the OAC from the Oregon Audit/Budget Committee. The ASC will make an annual report to the February Area World Service Committee (AWSC).

After discussion, the motion was seconded, and approved by majority vote.

**Group Records Action Group report** on challenge to all DR's was given by Dawn B. The challenge consisted of each district updating all their groups Current Mailing Addresses, (CMA). District #14, DR Nancy P. won the challenge.

**Fellowship Communication Action Group.** A raffle was held and Bunny G. awarded two pieces of literature to winners, a Conflict Pack to Rick C., and a Forum subscription to Kim M.

**Lois W.'s birthday.** Judy J reminded everyone of Lois's birthday on March 4<sup>th</sup>, and asked that on that day everyone do something to celebrate the day. One of the suggestions was to "remember to forget", meaning leave a piece of literature somewhere on that day.

**SSM questionnaire.** Donelda H., reported that the committee needed more time to process the information and requested postponing this report until the June AWSC meeting. Request approved.

**Lunch**

**Meeting reopened** by Chair Rita B. with Serenity Prayer.

**Spiritual Moment.** Mary Lynn J. gave a reading

**Report on OAC and SSM Finances for February 2015 AWSC** – by Dawn K., Audit/Budget Chairperson

The Audit/Budget committee met in January to look over the records from OAC 2014 and SSM 2014. As we have reported in the past, there is a continuing need to educate committees that take on these events about what type of financial records need to be kept in order for Audit/Budget to audit the books and approve them. We will be making a proposal addressing this issue and will open it up for discussion at the end of this report. First, we would like to present what we can about the finances for OAC and SSM.

OAC, as an event that was initially funded by and continues to be supported by the Area, has a current bank balance of just over \$8,000. In the last two years, groups and individuals have contributed over \$15,000, and over \$7,000 has been collected in registration fees, for a total income of around \$23,000. We don't have a complete breakdown of the expenses for the conference, as meals and other costs are wrapped up into the facility's fee. However, about \$10,000 has been spent on facilities and meals in general, and around \$4,000 on other expenses, such as decorations and activities. Total expenses for the last two years have been around \$15,000. This leaves a bank balance of \$8,281.53 at the end of January 2015.

Since the Area is currently looking at the feasibility of the SSM, we would like to provide a brief summary of last year's event. Donations and registration fees totaled about \$13,000. Expenses include: over \$5,000 for the rent of the facility, \$600 in travel expenses for speakers, and over \$2,000 for advertising and promotional items. The SSM donated \$3,274.84 to the Area in 2014.

The Audit/Budget Committee would like to propose and put out for discussion, a recommendation that the Business Services Action Committee work on developing some standard financial procedures for the Area and our events. These procedures would eventually become part of the Oregon Area Handbook. We are considering recommendations about what types of records need to be kept, sample spreadsheets and reports, and other guidance to help treasurers. The goal of these guidelines would not be to "tell someone how to do it." We do not want to dictate a record keeping system, just make sure that the records kept can be reviewed for accuracy and that reports accurately reflect the financial standing of these events.

Our goal today is to get consent from the AWSC to assign this task to Business Services and to give you advanced notice that we will be approaching the AWSC to add these guidelines to the Handbook in the future. Our goal would be to get this put together and in the Handbook by the end of this panel (end of 2015). We will, of course, work with the Alternate Delegate to make sure our additions go through the proper channels and procedures. We would like to open it up to any discussion or questions at this time.

A vote was taken and proposal approved with a simple majority.

**AWSC Public Outreach Coordinator Report**, presented by Kathy S., Public Outreach Coordinator.

Thank you for the opportunity to serve this wonderful Area. The enthusiasm I have experienced is nothing less than miraculous.

**PO Grant Program:**

There will be time at March Assembly for final oral reports-3 minutes. If you received Grant funds, your report is due by March 1<sup>st</sup>. Send hard copy to Ruby, then read it at Assembly if you have not already done so. If you have already given an oral report there is no need to give another one. Applications for 2015 Grant funds were sent in January. If you need one, contact me at break, so I can forward your request to Ruby, our PO Grant Fund Chair.

**Public Service Announcements. (PSAs):**

The WSO has sent the new PSA out through their distribution channels. I emailed the Air-Play reports from last year as well as (*current or last years*) distribution report. Check your districts region and see how well you are represented on the air. The number of impressions is 5,384,148 with an equivalent dollar value is \$285,328.00. As stated in the Best of Public Outreach Manual, page 6, "Every time the media mentions Al-Anon Family Groups, our program increases its credibility in the minds of the general public and the professional community". The PO Action Committee will discuss whether to make increasing these numbers a priority, a contest, or a focus for April Alcohol Awareness month. This is a FREE campaign. WSO handles distribution we do not need to deliver the PSAs. It is my view that if we thank them "in advance" they may get the message we are watching and prompt even more PSA airplay. So watch for more information.

**Treatment Center Presentations:**

WSO has an extensive Resource Guide for making presentations to Treatment Centers. You can download it from the e-communities resource library.

**Billboards:**

We received information from Oklahoma Public Outreach (thank you for the contact Judy J.) that they produced the vinyl for billboards at a cost of \$540.00 each and Lamar, the billboard company is donating the space. When Lamar sells the space they move the Al-Anon sign to another location. I spoke to the Lamar representative in Oklahoma and she is thrilled with the program and the art, calling it a win-win. We are in contact with local Lamar representatives for PSA information and if they would be willing to do the same thing here, if you want to get involved let your PO Rep know. I hope to have more to share with you soon. Beth R., WSO Communications Secretary has already sent me the Road Sign Billboard artwork.

**PO CAL Display:**

With your blessing, I would like to set up a PO CAL display at the assembly to inspire PO Projects for those applying for Grant Funds. I think it is important to show some of the wonderful project pieces our Districts have produced, as well as the CAL offered in our

catalog. Therefore, if you have ad copy, photos of your booths, posters, etc. bring them for display. I have already cleared space with Medford organizers.

**Access to Formatted CAL Road Sign Pieces on Area Website:**

I have received requests for preformatted camera-ready road sign artwork pieces. The camera-ready art is available from WSO but it is not formatted in poster/tear off/ banner/biz card size, etc. I have worked closely with Pat Q., WSO Director of communications regarding the approval of pieces and have formatted several. We have been talking about posting them to our website and I hope to work closely with our webmaster to that end. I know Web folks have contacted WSO about password protection.

**PO Committees in each District:**

The Best of Public Outreach has a section devoted to how to start a PO Committee in your district. From an outline of what an effective committee, looks like, to a sample agenda. Pick my brain; let me know if you need help. I will be happy to share our successes, invite you to a meeting, help you get off the ground.

**REPORT ON TRANSITION PLANNING FOR CURRENT OFFICE**

**HOLDERS AND COORDINATORS FOR THE NOVEMBER ASSEMBLY**, presented by Colleen G., Area Delegate.

**Rotation of leadership elections will be held at the November 2015 voting Assembly. We want to begin the educational process for assembly members beginning at the March Assembly.**

**Please see the Oregon Area Handbook, Position Description sections**

**(<http://oregonal-anon.org/handbook.pdf>)**

We want to do a form of Speed Dating: described as an event at which each participant converses with prospective candidates for a few minutes in order to inform them of the requirement of the position; a position description and **the spiritual impact this position may have had in their recovery process.**

- **We are asking for Position Rotation Reports from Current Office Holders (Coordinators, Officers) to be given at the March Assembly**
- Have at least 3-5 copies of your position description to randomly distribute after your report.
- And to **Please** present from a Trusted Servant Profile, complete or minimally completed.
- **Alateen Coordinator:**
- **Archives Coordinator:**
- **Area Communicator:**
- **CPC (Cooperating with the Professional Community):**
- **Forum Coordinator:**
- **Group Records Coordinator:**
- **Literature Coordinator:**
- **Public Information Coordinator:**
- **Website Coordinator:**
- **Area Secretary:**
- **Area Treasurer:**
- **Area Chairperson:**

- **Area Alternate Delegate:**
- **Area Delegate:**
- **AAPP**
- **AUDIT BUDGET CHAIR**

### **Coordinators and Officers Notebooks**

Coordinators and Officers are supposed to have/be keeping a notebook about their position to hand over to the incoming person in November. It's likely that most of these notebooks have not received much attention. As we did in 2012, please bring your completed-to-date notebooks to the June AWSC where each person made a presentation about what's in the notebook and what they plan to tell the incoming person. That forced people to work on the notebooks earlier in the year, not at the last moment before November Assembly. This would assure that some thought was given to how we will orient incoming office holders...or how we will pass the touch. Rita, this is a great idea. Thank you for the reminder!! So, COLLEEN and others!!! This will be on the agenda at the JUNE AWSC.

**Trusted Servant Profile (TSP) Discussion:** This TSP was voted to be used on a trial basis for 3 November voting elections. 2009, 2012, and now the November 2015 election will be the third. Do we want to present a motion to continue this process for future election assemblies or to discontinue it or leave its future in the hands of the next panel?

During discussion it was brought to my attention that there are two issues to be looked at. The second, the process of asking members standing for positions to leave the room for possible comments from the floor, to support or to state from experience, strength and hope why this person(s) may not qualify, is also on a three year trial basis ending at the conclusion of this panel in November.

*PS: It was determined by consensus vote of AWSC members, 2/21/15 AWSC meeting, to bring the use of Trusted Servant Profiles and to ask members standing for a position to leave the room for discussion of qualifications, to a vote at the November Assembly. Motions will be presented after the elections are held to determine where Oregon Area will stand on these two possible Area policies.*

**Proposal** presented by Rita B., to review the Coordinator positions, study the possibility of combining some of them into one position. A committee was appointed to review this proposal and have recommendations for the March Assembly. The committee consists of Carolyn H., Alateen Coordinator, Kathi R., DR District #1, Kathy S., Public Outreach Coordinator, Barb L., Flyer Approval Committee and DR District #17, and Sue B., Area Treasurer, with assist of Bunny G., Past Delegate Panel #38.

**Mental Break.** Judy J., and Colleen G., divided all members into 4 groups and led a question and answer contest between the groups. Each member of each team was given a written passage from the Manual, and first, had to write a question regarding that passage, and then challenged another team to answer the question. Much laughter was involved, and we all learned something.

### **Upcoming Events:**

March Assembly, Medford, March 21-22, 2015

SSM, Bend, May 29-31, 2015

June AWSC, Albany, June 20, 2015

July Assembly, Milwaukie, July 18-19, 2015

October AWSC, Roseburg, October 17, 2015

November Assembly, Eugene, **NOTE: CHANGE TO 2<sup>ND</sup> WEEKEND**, November 13-15, 2015

### Ask-It-Basket Questions

**Question #1.** Is there a backup person for the website? Does someone have the passwords to all the accounts, including the documents that are at Google?

**Bunny G. Answer:** The backup person for the website is Barb L., DR District #17. She and the Treasurer have the password.

**Question #2.** Could you please clarify the “Rules” about speaking at Social Clubs such as the Elk’s or Kiwanis as it regards to anonymity?

**Bunny G. Answer:** The Al-Anon Alateen Service Manual (Manual) addresses this topic in several areas.

1. Page 42-43, under topic Tradition Eleven,
2. Page 50, under topic Public Outreach in the Community,
3. Page 111-116, under topic The Philosophy and Spiritual Principles of Al-Anon’s Public Outreach.

**Question #3.** Do we want Alateen events (OAC) advertised on an unprotected website?

**Judy J. Answer:** No. By a show of hands vote at the conference, the Area wants a protected site. The Guidelines suggest using a password protected website, and the Membership Outreach Action Committee is currently discussing this issue. See also pages: 60, 83, 91, 93, 108, 114-116, 136 in the Manual.

**Question #4.** Are we losing the tradition of Pot Luck (lunch) at AWSC Meetings?

**Judy J. Answer:** I sure miss it. The Oregon Al-Anon/Alateen Handbook (Handbook), Section 6, Host Guidelines for AWSC, page 7, suggests a Pot Luck lunch. The potluck’s increase fellowship among members, and also reduce the costs to the Area. I would prefer potlucks.

**Question #5.** (1)When the budget was approved to be voted on at November assembly, it was approved with the title of “Best Budget Ever”. There had been changes made to the proposed budget resulting in this final budget. I would like to see these added to the minute’s portion of the website. I was unable to access the budget’s via the website (2) and also unable to access the minutes from 10/14 (nor the approved June 2014 minutes.)

**Val V. Answer:** (1) Before the Proposed Budget was prepared; the Audit/Budget Committee had contacted all officers, coordinators, etc, for any changes needed to the line item amount in place for that position, so any changes had already been made before the budget was proposed. At the Assembly, Dawn K., answered questions, such as “What was the ETF?” with an explanation. This is the Equalized Travel Fund, which is used by the Delegate in attending the annual Conference in Virginia Beach, and which is calculated by WSO. Also includes any other meetings relating to the position that the Delegate wishes to attend. Dawn also proposed a new line item for the purchase of electronic equipment that would be owned by the Area, and used as needed for Area events. This suggestion was tabled for now as other Area groups are already exploring this idea. Other line item amounts were reviewed, such as the Action Group Chairs and any corrections to the amount budgeted for their projects and here some changes were made on the spot. I could not find the budget on the website either, but copies of the Proposed Budget and the Approved Budget are available and could be examined for changes.(2) I have resent the approved as corrected June 2014 AWSC Minutes, and the approved as written October 2014 October minutes to the Webmaster to be added to the website.

Respectively submitted,  
Oregon Area Secretary,  
Val V.

**MOTIONS MADE DURING AWSC MEETING  
FEBRUARY 21, 2015  
Portland OR**

**Motion # 1**

**by Dawn B.**

I move to approve the 2/21/15 Oregon Area Alateen Conference Guidelines with revisions:

1. OAC Committee definition,
2. Flyer guideline reference, and
3. Audit budget revision.

Seconded, and passed with simple majority vote.

**Motion #2**

**By Rita B.**

Clarify the purpose and identify the participants of the Alateen Standing Committee which was initiated at the June 2012 AWSC to reflect the Area's relationship to and support for the Oregon Alateen Conference. It is made up of the Area Alternate Delegate, (Chair), the Area Alateen Process Person, (AAPP), the Area Alateen Coordinator, a member of the Audit/Budget Committee, and A District Representative (unless one of the other members is also currently serving as a DR). On behalf of the Oregon Area, this committee reviews any Oregon Alateen Conference (OAC) contracts and the Audit/Budget financial summary of the event. They make an annual report to the AWSC.

Motion withdrawn.

**Motion # 3**

**By Melissa P.**

The purpose of the Alateen Standing Committee (ASC) is to act as liaison and provide support between Alateen and Oregon Area Al-Anon. The committee consists of the Area Alternate Delegate (chair), the Area Alateen Process Person (AAPP), the Area Alateen Coordinator, a member of the Audit/Budget Committee, a District Representative and an Alateen member (optional). This committee also reviews Oregon Alateen Conference (OAC) standards and procedures including contracts and a financial summary of OAC from the Oregon Area Audit-Budget Committee. The ASC will make an annual report to the February Area World Service Committee (AWSC).