

**Oregon Area AI-Anon Family Groups
Expense Income vs Annual Budget
January through September 2019**

		Jan - Sep 19	Budget	\$ Over Budget
1	Income			
2	Revenue			
3	Group Contributions	11,757.69	17,000.00	-5,242.31
4	Assembly Registrations	1,275.50	2,000.00	-724.50
5	State Speaker Meeting	5,000.00	3,500.00	1,500.00
6	Advances	1,500.00	1,500.00	0.00
7	Cash Carried Forward	19,351.17	20,000.00	-648.83
8	Total Revenue	38,884.36	44,000.00	-5,115.64
9	Total Income	38,884.36	44,000.00	-5,115.64
10	Expense			
11	Delegate Fund			
12	WSO ETF	1,972.00	1,972.00	0.00
13	Extra Day	51.13	200.00	-148.87
14	Delegate Meeting	792.70	1,000.00	-207.30
15	Delegate Travel	757.79	800.00	-42.21
16	Delegate Miscellaneous	312.08	500.00	-187.92
17	Total Delegate Fund	3,885.70	4,472.00	-586.30
18	Working Fund Expense			
19	Archive Rent	875.00	1,000.00	-125.00
20	Area Travel Fund	1,005.46	2,000.00	-994.54
21	Communicator	11.66	200.00	-188.34
22	SSM Advance	0.00	1,500.00	-1,500.00
23	Assembly/AWSC Rent	2,663.85	4,400.00	-1,736.15
24	Insurance	1,622.00	1,700.00	-78.00
25	Total Working Fund Expense	6,177.97	10,800.00	-4,622.03
26	Assembly Allowance/Meal/Lodging			
27	Officers	1,086.09	2,000.00	-913.91
28	Audit/Budget	179.10	1,000.00	-820.90
29	Coordinators	2,204.13	3,000.00	-795.87
30	Past Delegates	657.75	1,500.00	-842.25
31	Regional Trustee	0.00	500.00	-500.00
32	Total Assembly Allowance/Meal/Lodging	4,127.07	8,000.00	-3,872.93
33	Officers Expenses			
34	Alternate Delegate	18.80	75.00	-56.20
35	Chairperson	0.00	200.00	-200.00
36	Secretary	12.00	50.00	-38.00
37	Treasurer	323.45	350.00	-26.55
38	AAPP Expenses	0.00	150.00	-150.00
39	Total Officers Expenses	354.25	825.00	-470.75
40	Assembly Expenses			
41	Assembly Workshops	15.20	600.00	-584.80

**Oregon Area Al-Anon Family Groups
Expense Income vs Annual Budget
January through September 2019**

		Jan - Sep 19	Budget	\$ Over Budget
42	Membership Outreach	0.00	150.00	-150.00
43	Group Services	0.00	700.00	-700.00
44	Fellowship Communication	110.00	600.00	-490.00
45	Public Outreach	792.93	4,000.00	-3,207.07
46	Audit Budget Extra Day + Exp	60.38	150.00	-89.62
47	Total Assembly Expenses	978.51	6,200.00	-5,221.49
48	Coordinator and Other Expenses			
49	Alateen Coordinator Expenses	0.00	775.00	-775.00
50	Archives	9.25	75.00	-65.75
51	CPC Coordinator	0.00	100.00	-100.00
52	Forum	0.00	80.00	-80.00
53	Group Records	2.22	50.00	-47.78
54	Literature	7.50	150.00	-142.50
55	Public Information	0.00	150.00	-150.00
56	Website Coordinator	373.36	400.00	-26.64
57	Total Coordinator and Other Expenses	392.33	1,780.00	-1,387.67
58	Delegate Meeting			
59	Alternate Delegate	626.28	1,000.00	-373.72
60	Past Delegates	1,449.82	1,500.00	-50.18
61	Total Delegate Meeting	2,076.10	2,500.00	-423.90
62	Other Expenses			
63	Alateen Sponsor Workshop	0.00	600.00	-600.00
64	Contingency Fund	0.00	680.00	-680.00
65	Equipment Supplies	20.48	100.00	-79.52
66	Handbook Update	0.00	150.00	-150.00
67	Task Force/Special Projects	0.00	50.00	-50.00
68	Transition Fund	618.82	620.00	-1.18
69	WSO Donation	0.00	400.00	-400.00
70	AMIAS Background check fee expenses	122.25		
71	AMIAS Expense Reimbursement	-122.25		
72	Total Other Expenses	639.30	2,600.00	-1,960.70
73	Total Expense	18,631.23	37,177.00	-18,545.77
74	Cash Balance as of 9/30/2019	21,214.94	6,823.00	14,391.94
75	Ample Reserve	8,800.00	8,800.00	
76	Available Cash	12,414.94	-1,977.00	14,391.94
Remember to put all three items on checks:		Donations Payable to Oregon Area AFG		
	District Number			
	WSO Group Number			
	Group Name			

Oregon Area Flyer Eligibility Guidelines

Criteria for Flyer Approval:

To be eligible for posting on the Area website, printed in the *Communicator*, and/or distributed at Area events or through Area email lists, flyers (events/activities) must meet the following criteria:

- Be program related* and put on by or connected to an Oregon Area Registered AI-Anon/Alateen Family Group,** or
- Be program related* and put on by or connected to an Oregon Area AI-Anon/Alateen Service Arm [Service Arm is defined as AI-Anon Information Service/Intergroup, District, Area],** or
- Be program related*, put on by or connected to A.A. in Oregon, following A.A. guidelines, with Oregon AI-Anon/Alateen participation (speakers, workshops, meetings) connected to a Registered AI-Anon/Alateen Group or an AI-Anon Service Arm.**
Note: "An A.A. event must have AI-Anon participation in order to have Alateen participation." (AI-Anon/Alateen Service Manual 2018-2021, pg. 90)
- The Flyer Committee will only approve flyers for events and activities that welcome any AI-Anon member (including newcomers). (In keeping with The Traditions and AI-Anon/Alateen Service Manual, pg. 85)
- All events that include Alateen participation must comply with the Area Alateen Safety and Behavioral Requirements of the Area in which the event is held. The Area has responsibility for use of the Alateen name in the Area and must be made aware of all proposed Alateen events. (Referenced in G-16, G-20 and G-7; and AI-Anon/Alateen Service Manual 2018-2021, pgs. 90, 97)
- The AI-Anon/Alateen name cannot properly be used to identify or publicize retreats, events or activities sponsored by others. This applies when most or even all the participants are members of AI-Anon/Alateen. Otherwise there could be a misunderstanding of AI-Anon's purpose and function. (Referenced from AI-Anon/Alateen Service Manual 2018-2021, pg. 92, and Tradition 6)

*We keep our events focused on AI-Anon principles and topics. (AI-Anon/Alateen Service Manual 2018-2021, pg.93)

**Referenced in AI Anon/Alateen Service Manual 2018-2021, pgs. 91-92 and G-40.

Criteria for Event Contact Information

The assurance of anonymity is essential. On any website accessible to the public, whether an AI-Anon site or not, full names, phone numbers, or other identifying information are not posted if they are identified as belonging to an AI-Anon/Alateen member. (AI-Anon/Alateen Service Manual 2018-2021, pg. 98)

The WSO recommends only the use of email addresses as a contact on flyers posted on public websites such as our Area website. It is suggested to use an AI-Anon Group email address, AIS email address, District email address or Area email address. If using a personal email address, use an email address that protects anonymity and does not include a member's last name. Members' business email addresses should not be used, as they could imply affiliation and may not be confidential to the member. An AIS/Intergroup phone number can be used, but personal phone numbers are not recommended. (AI-Anon/Alateen Service Manual 2018-2021, pgs. 98-101 and input from the WSO Public Outreach Coordinator)

Note: Alateen names, email addresses, and phone numbers should never be posted as contacts. (G-40, pg.2)

Determination Process:

The ultimate authority and responsibility for determining which flyers are approved belongs to the Flyer Committee. In order to assure that all criteria are met, the Flyer Committee reserves the right to obtain additional information about an activity or event prior to approving a flyer. The Flyer Committee will be made up of three current Area World Service Committee (AWSC) members to be appointed by the Chairperson. Their determination will be final.

Autonomy of Service Arms When Announcing Events:

Whether to announce a particular event is a matter of autonomy, keeping in mind groups, the District, AIS, or the Area may have different criteria. (AI-Anon/Alateen Service Manual 2018-2021, pg. 93)

Links to National and International Events Out of the Oregon Area:

Recognizing the principle of participation and the importance of linking members to AI-Anon events, the Oregon Area Website will have links to national and international events.

Flyer Approval Procedure:

To have a flyer published on the Oregon Area website, put into the *Communicator*, and/or distributed at an Area event:

- Important: Plan for the whole process, from approval (by the Flyer Committee) to posting of your flyer on the website to take up to 2 weeks (assuming you respond in a timely manner to any requested edits or clarifications).
- Please use the Flyer Guidelines checklist (on the following page) when making up your flyer.
- When your flyer is ready, go to the Oregon Area website (www.oregonal-anon.org) and click the 'Contact' tab, then scroll down to the Flyer Committee email contact and click to send an email to the Flyer Committee (flyerapprovalcommittee@OregonAI-Anon.org). This will send the flyer to all three members of the committee at once.
- Attach and submit the flyer for review in either PDF, Microsoft Word or Google Docs, along with the following information in the text of your email:
 - Submitter name(s)
 - Submitter phone number(s)
 - Submitter e-mail address(es)
- The Chairperson of the Flyer Committee will send a confirmation email within 2 days of receipt of the flyer submission.
- The Flyer Committee Chairperson will send the final approved flyer to the Website Coordinator, The *Communicator* Editor and the submitter of the flyer. The Website Coordinator will send a confirmation to the Flyer Committee Chairperson when the flyer is posted.

Oregon Area Flyer Guidelines Checklist

Flyers should include the following information (if applicable):

- Name or theme:** This is the title of the event, e.g.: "A Day in Al-Anon".
- What is it?** A brief description of the event, e.g.: "Fun, Fellowship and Education".
- Host Organization(s):** Identify who is putting on/hosting the event and their location, e.g.: "Your Group, AFG, Your City, OR". Please remember to state that this is an Al-Anon, Alateen or Al-Anon and A.A. event as sometimes Al-Anon and A.A. have the same district number and sometimes Al-Anon and A.A. groups have the same name.
- Speakers:** If this is a speaking event, give information on the speaker(s), e.g.: "Mary D. from South Florida"
- When (date of the event):** Include the **full date** (month, day, year).
- Time of the event:** List the starting and ending time of the event including AM or PM. If there are various events with different start times, list the start time for each event or give a website where the schedule can be found.
- Where:** List the **full address** including City, State and Zip Code.
- Instructions:** In cities where there may be multiple streets with the same name, include a simple but clear map and, if possible, include driving instructions for out of town guests.
- Who's invited:** Identify who is invited, e.g.: Al-Anon, Alateen, or Al-Anon and A.A. members, etc. If members of the public (observers) are welcome to attend, please identify this on the flyer.
- Additional information about the event:** List what will be taking place, e.g.: 50/50 drawing, auction, spaghetti feed, or any other activities taking place.
- Proceeds for:** Include the name of the entity or group receiving the proceeds from this event.
- Contact Information:**
Include the appropriate event contact information on the flyer as recommended in the section 'Criteria for Event Contact Information' on pg.1 of the "Oregon Area Flyer Eligibility Guidelines".
- Registration Form:** If your flyer has a registration form, these are things to remember:
 - o Include the amount of the registration fee and to whom it applies. Specify if it is a voluntary contribution or not;
 - o Include the full address where to send the registration;
 - o Specify to whom to write the checks;
 - o Registration deadline date; and
 - o Specify if pre-registration is required, and/or if you will accept registrations at the door.

A	B	C	D	E
OREGON AREA AL-ANON 2020 PROPOSED BUDGET				
Compared to 2019 Approved Budget (Increases in Bold; Decreases in Italics)				
	Category	2020 Budget	2019 Budget	Increases & Decreases
1	Revenue			
2	Group Contributions	18,000.00	17,000.00	1,000.00
3	Assembly Registrations	2,000.00	2,000.00	0.00
4	State Speaker Meeting	0.00	3,500.00	<i>-3,500.00</i>
5	SSM Advance	0.00	1,500.00	<i>-1,500.00</i>
6	Cash Carried Forward	20,000.00	20,000.00	0.00
7	Total Revenue	\$ 40,000.00	\$ 44,000.00	\$ (4,000.00)
8	Expenses			
9	Delegate Fund			
10	WSO ETF	1,289.00	1,972.00	<i>-683.00</i>
11	Extra Day	200.00	200.00	0.00
12	Delegate Meeting (NWRDM)	800.00	1,000.00	<i>-200.00</i>
13	Delegate Travel	1,000.00	800.00	200.00
14	Delegate Miscellaneous	500.00	500.00	0.00
15	Sub-Total: Delegate Fund	\$ 3,789.00	\$ 4,472.00	-683.00
16	Working Fund Expense			
17	Archive Rent	780.00	1,000.00	<i>-220.00</i>
18	Area Travel Funds [ATF]	2,500.00	2,000.00	500.00
19	Communicator	200.00	200.00	0.00
20	SSM Advance	0.00	1,500.00	<i>-1,500.00</i>
21	March Assembly Rent & Expenses	1,000.00	1,300.00	<i>-300.00</i>
22	July Assembly Rent & Expenses	850.00	1,300.00	<i>-450.00</i>
23	November Assembly Rent & Expenses	1,200.00	1,300.00	<i>-100.00</i>
24	AWSC Rent [3 @ \$100 each]	376.00	500.00	<i>-124.00</i>
25	Insurance	1,670.00	1,700.00	<i>-30.00</i>
26	Sub-Total: Working Fund Exp	8,576.00	10,800.00	-2,224.00
27	Assembly/AWSC Allowance(Meal/Lodging)			
28	Officers	2,700.00	2,000.00	700.00
29	Audit/Budget	1,080.00	1,000.00	80.00
30	Coordinators	3,600.00	3,000.00	600.00
31	Past Delegates	1,080.00	1,500.00	<i>-420.00</i>
32	Regional Trustee/Board Visit	0.00	500.00	<i>-500.00</i>
33	Sub-Total: Assem/AWSC Allowance(Meals/Lodging)	8,460.00	8,000.00	460.00
34	Officers Expenses			
35	Alternate Delegate	50.00	75.00	<i>-25.00</i>
36	Chairperson	50.00	400.00	<i>-350.00</i>
37	Secretary	50.00	50.00	0.00
38	Treasurer	150.00	350.00	<i>-200.00</i>
39	AAPP	150.00	150.00	0.00
40	Sub-Total: Officers Expenses	450.00	1,025.00	-575.00

A	B	C	D	E
OREGON AREA AL-ANON 2020 PROPOSED BUDGET				
<i>Compared to 2019 Approved Budget (Increases in Bold; Decreases in Italics)</i>				
	Category	2020 Budget	2019 Budget	Increases & Decreases
41	Expenses (Continued)			
42	Assembly Expenses			
43	Assembly Workshops	900.00	100.00	800.00
44	Alateen Projects	0.00	200.00	<i>-200.00</i>
45	Archive Projects	0.00	200.00	<i>-200.00</i>
46	CPC Projects	1,000.00	2,000.00	<i>-1,000.00</i>
47	Forum Projects	200.00	300.00	<i>-100.00</i>
48	Group Records Projects	0.00	350.00	<i>-350.00</i>
49	Literature Projects	300.00	400.00	<i>-100.00</i>
50	PI Projects	1,000.00	2,000.00	<i>-1,000.00</i>
51	Technology Projects	900.00	0.00	900.00
52	Website Projects	0.00	0.00	0.00
53	Sub-Total: Assembly Expenses	\$ 4,300.00	\$ 5,550.00	\$ <i>(1,250.00)</i>
54	Coordinators Expenses			
55	Alateen	375.00	775.00	<i>-400.00</i>
56	Archives	100.00	75.00	25.00
57	CPC	100.00	100.00	0.00
58	Forum	25.00	80.00	<i>-55.00</i>
59	Group Records	25.00	50.00	<i>-25.00</i>
60	Literature	100.00	150.00	<i>-50.00</i>
61	Public Information	50.00	150.00	<i>-100.00</i>
62	Technolgy	25.00	0.00	25.00
63	Website	350.00	250.00	100.00
64	Sub-Total: Coordinators Expenses	1,150.00	1,630.00	<i>-480.00</i>
65	Northwest Regional Delegate Meeting			
66	Alternate Delegate	0.00	1,000.00	<i>-1,000.00</i>
67	Past Delegates	1,000.00	1,000.00	0.00
68	Sub-Total: NWDRM	1,000.00	2,000.00	<i>-1,000.00</i>
69	Other			
70	Alateen Coordinator - Sponsor Workshop	600.00	400.00	200.00
71	Audit Budget Extra Day Expenses	200.00	50.00	150.00
72	Contingency Fund	750.00	1,000.00	<i>-250.00</i>
73	Equipment Supplies	100.00	100.00	0.00
74	Handbook Update	50.00	150.00	<i>-100.00</i>
75	Task Force Expenses	0.00	0.00	0.00
76	Transition Fund	200.00	300.00	<i>-100.00</i>
77	WSO Donation	400.00	0.00	400.00
78	Sub-Total: Other Expenses	2,300.00	2,000.00	300.00
79	Ample Reserves	8,000.00	6,000.00	2,000.00
80	Total Expenses & Reserve	38,025.00	41,477.00	<i>-3,452.00</i>
81	Budget Balancing Ledger			
82	Budgeted Income	40,000.00	44,000.00	<i>-4,000.00</i>
83	Budgeted Expenses	38,025.00	41,477.00	12,827.00
84	Experienced Shortfall of Budgeted Expenses	1,975.00	2,523.00	3,073.00
85	Total of Budget Balancing Ledger	0.00	0.00	0.00

Dear Members of Al-Anon in Oregon: Please find below a list of categories and their explanations for the Oregon Area Budget for 2020. The proposed figures for these lines items will be presented at the October AWSC and once agreed upon will be sent out to all members of the AWSC. Those members will in turn sent out to all interested members in Oregon Area Al-Anon. The budget will be discussed at the November Assembly and voted on by those Group Representatives attending the Assembly. If you have questions before the assembly, you can email the Audit-Budget Committee whose contacts are on the Oregon Area Website.

See you at the assembly in November.

Audit-Budget Committee, Oregon Area Al-Anon

A	B	C
OREGON AREA AL-ANON BUDGET CATEGORY DESCRIPTIONS		
No.	Category	Description
01	REVENUE	
02	Group Contributions	Donations from Groups
03	Assembly Registrations	Suggested \$10 per person Donation at Assemblies
04	State Speaker Meeting	Income received from SSM
05	SSM Advance	\$1500 Seed money refund from current year SSM
06	Cash Carried Forward	Balance of Bank Account at end of the year (estimated for Budget)
07	Total Revenue & Cash Carried Forward	Addition of all Revenue categories
08	EXPENSES	
09	Delegate Fund	
10	WSO ETF	WSO Equalized Travel Fund - WSO calculates travel expenses for all delegates in the US and Canada and divides total cost by number of delegates attending the conference. A letter is sent to each Area stating the average cost and the full cost. Oregon Area usually votes to pay the full cost.
11	Extra Day	OA Handbook motion that the Delegate can go to the Conference 1 day early.
12	Delegate Travel to NWRDM	Travel & expenses to attend the Northwest Regional Delegates Meeting
13	Delegate Travel	Travel & Expenses to all Area events, OAC, Assy's, AWSC & SSM...
14	Delegate Miscellaneous	Printing, Computer....
15	Sub-Total: Delegate Fund	Addition of all Delegate Fund expenses
16	Working Fund Expenses	
17	Archive Rent	Rent for storage Unit for Area Archives
18	Area Travel Funds [ATF]	For AWSC members whose mileage expenses are not paid by another entity. (We have a formula for this, based on assumption of attendance and
19	Communicator	Prints Communicator 3 times a year for each AWSC mailbox
20	SSM Advance	\$1500 Seed money for following year SSM if scheduled
21	March Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, per Oregon Area Handbook
22	July Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, per Oregon Area Handbook
23	November Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, per Oregon Area Handbook
24	AWSC Rent [3 @ 1/3 of amount each]	Area Reimburses Districts for Rent, Coffee, per Oregon Area Handbook
25	Insurance	Area has an Insurance policy for all meetings and Area Events
26	Sub-Total: Working Fund Exp	Addition of all Working Fund Expenses
27	Assembly/AWSC Allowance(Meal/Lodging)	Currently maximum \$150 per event (AWSC/Assembly) per person from Oregon Area Handbook; There is a formula that approximates this for each line item, based on assumption of attendance and expenses.
28	Officers	Meal & Lodging for Alt. Delegate, Chairman, AAPP, Treasurer, Secretary
29	Audit/Budget	Meal & Lodging for three Audit/Budget members whose expenses are not covered by another entity.
30	Coordinators and AAPP	Meals & Lodging Alateen, Archives, Communicator, CPC, Forum, Group Records, Literature, Public Outreach, Technology, Website
31	Past Delegates	Meals & Lodging for Past Delegates, Past Delegates come to AWSC & Assemblies per Oregon Area Handbook
32	Regional Trustee/Board Visit	For every 3 year panel the Area invites 1 Regional Trustee for one assembly
33	Sub-Total: Assem/AWSC Allowance(Meals/Lodging)	Addition of all Assembly/AWSC Meals and Lodging Expenses

	Category	Description
	Expenses [Continued]	
34	Officers Expenses	
35	Alternate Delegate	Postage, Printing...
36	Chairperson	Name Badges, Postage, Printing...
37	Secretary	Postage, Printing...
38	Treasurer	Envelope, Postage, Printing, accounting software (one time in panel)
39	AAPP	Postage, Printing...
40	Sub-Total: Officers Expenses	Addition of all Officers Expenses
42	Assembly Expenses	
43	Assembly Workshops	Printing, Supplies to conduct a workshops at an assembly (Requests from Chairperson, Alt. Delegate, Group Records, Audit Budget and Alateen)
44	Alateen Projects	Funds to cover projects for Alateen--Possibly done at Assembly
45	Archives Project	Funds to cover projects for Archives--Possibly done at Assembly
46	CPC Project	Funds to cover projects for CPC--Possibly done at Assembly
47	Forum Project	Funds to cover projects for Forum--Forum Give-Aways at Assembly
48	Group Records Project	Funds to cover projects for Group Records--Possibly done at Assembly
49	Literature Project	Funds to cover projects for Literature--Possibly done at Assembly
50	PI Project	Funds to cover projects for PI--Includes Al-Anon Faces Alcoholism 2020, bumper stickers, online photo service, library project, postage, etc.
51	Technology Project	Funds to cover projects for Technology--Translation Equipment this year
52	Web Project	Funds to cover projects for Website--Possibly done at Assembly
53	Sub-Total: Assembly Expenses	Addition of all Assembly Expenses
54	Coordinators Expenses	
55	Alateen	Postage, printing, supplies, training AMIAS all over Oregon
56	Archives	Folders, printing, Supplies...
57	CPC	Postage, Printing, Supplies, Pamphlets...
58	Forum	Postage, Printing, Supplies...
59	Group Records	Postage, Printing, Supplies...
60	Literature	Postage, Printing, Supplies...
61	Public Information	Postage, Printing, Supplies...
62	Technology	Postage, Printing, Supplies...
63	Website	Postage, Printing, Supplies...Malware, Host, Squarespace, Domain-Name
64	Sub-Total: Coordinators	Addition of all Coordinator Expenses
65	Northwest Regional Delegate Meeting	
66	Alternate Delegate - Travel/Meeting Expenses	In each panel, the Area allows the Alternate Delegate to attend a NWRDM once during the panel. Usually the first year of the panel w/o a voted
67	Past Delegates - Travel/Meeting Expenses	Each year 1 past delegate has their way paid to the NWRDM per motion. At Nov. 2018 assembly, it was voted on splitting these funds between all eligible Past Delegates interested in attending the meeting.
68	Sub-Total: NWRDM	Addition of all NWRDM Expenses
69	Other Expenses	
70	Alateen Coord. - Sponsor Workshop	Attendance at one Alateen Sponsor Workshop per panel (Calif or Wash)
71	Audit Budget Extra Day + Expenses	In addition to attending Assy's & AWSC's Audit/Budget meets 3 additional times to conduct quarterly Audits and plan the budget.
72	Contingency Fund	A pool of funds available if a line item goes over budget; needs to be approved by Audit-Budget before going over budget
73	Equipment Supplies	Equipment supplies for Area Events (Sound system, Projector...)
74	Handbook Update	Printing, distributing Updates to Handbooks
75	Task Force Expenses	Printing, Postage, Supplies
76	Transition Fund	Short falls in Budget from position changes and unforeseen expenses
77	WSO Donation	Amount to send to WSO Annually
78	Sub-Total: Other Expenses	Additional of all Other Expenses
79	Ample Reserves	1/3 of total expenses from the previous year
80	Total Expenses & Reserve	

Voting Procedures

Attendance: Dawn B., OA Public Information Coordinator; Lydia S., DR District 11; Mary Lynn J., Alt. Delegate; Bunny G., Past Delegate.

Task: “To review the Area’s Election Procedure and make recommendations for change if necessary”. Quote from October 2018 AWSC meeting.

Thought Force members reviewed the applicable section of the October 2018 AWSC Minutes and agreed that the task was to review the OA Election Procedures, specifically “leaving the room” and the “4th vote” procedure (see page 153 in 2018-2021 Service Manual).

Materials reviewed:

1. 2018-2021 Al-Anon/Alateen Service Manual (pgs. 152-153)
2. October 2018 AWSC Minutes
3. Oregon Area Handbook Section 7-pg. 8
4. Handout developed by Bunny G. and reviewed by Area Officers the Friday night prior to the November 2018 Assembly regarding election voting procedures.
5. Handout developed by Bunny B. that was shared with the entire assembly that provided the OA Election Procedures.

The Thought Force reviewed and discussed the current election voting procedures and their application at the November 2018 Assembly.

Outcome: Thought Force members unanimously agreed that our current procedures needed a much deeper look than a Thought Force could provide. **The recommendation is to establish a Task Force . All Thought Force members are willing to serve on the Task Force.**

Some of the strategies or brainstorming ideas include:

1. Creating a candidate comment form that provides objective comments that are specific for the position and discourages comments regarding personalities
2. Including in the OA Handbook an updated version of the handout Bunny G. developed on OA Election Procedures.
3. Choosing one of the two recommendations for the Delegate 4th Vote to be included in the OA handbook.
4. Fully exploring the pros and cons of candidates staying or leaving during a vote.
5. Exploring other options for getting candidate feedback other than sharing at the microphone.
 - a. Candidate provides Trusted Servant Profile to a committee a month before the election.

Respectfully submitted by Dawn B., Thought Force Facilitator

Section VIII AWSC updates**Alateen Groups**

In Oregon, the Area Alateen Process Person (AAPP) is responsible for all Alateen Group Records. The Alanon Member Involved in Alateen Service (AMIAS) or the District Representative (DR) contacts the AAPP about establishing a new group, closing a group, or publishing any changes to an active group's meeting place/time. The DR informs the AAPP of changes to the Alateen group's Current Mailing Address (CMA), phone contacts for the public or the group's AMIAS Sponsors. The AAPP updates WSO Online Group Records, then contacts the Oregon Area Web Coordinator to request updates to the Alateen Section on the Oregon Area website for meeting information.

AI-Anon Members Involved in Alateen Service (AMIAS)

Each Oregon Alateen group maintains a close relationship with its District through the District Representative (DR). Serving as an AI-Anon Member Involved in Alateen Service (AMIAS) is a rewarding opportunity for growth and sharing recovery's experience, strength and hope. AI-Anon members who are also members of other 12-Step fellowships are eligible to apply for this service position by virtue of their AI-Anon membership.

New AMIAS Training

All new AMIAS shall be trained by the Area Alateen Coordinator. The training session may happen at an area assembly, a special event arranged by the AAC, or by an event arranged by invitation to the AAC from a district's DR.

In addition, all new AMIAS shall do in-service training, with a current group sponsor in an Alateen meeting, a suggested minimum of 12 meetings.

Annual Recertification of AMIAS

The Oregon Area cooperates with the WSO in annually confirming all contact information and active status for the Alateen Groups and the AMIAS. This is very important as the WSO communicates on our behalf with callers to the national 888 line and mails communications to the groups' CMAs. This process is done before July 1st of each year and involves timely communication between the District Representatives, all AMIAS and the AAPP. Background checks are required for each AMIAS every three years. See recertification procedures.

AMIAS Non-Compliance – Procedures

1. When an AI-Anon Member becomes aware that an AMIAS IS NOT IN COMPLIANCE with the Oregon Area Alateen Safety and Behavioral Requirements, that member has the responsibility to notify the Complaint Review Committee comprised of the DR, Alateen Coordinator (AC), and the AAPP.
2. The Complaint Review Committee, after talking to each other and reasoning things out, in light of the Traditions, Concepts, and the Alateen Safety and Behavioral Requirements will make an inquiry. In the meantime, they will ask the person in question to stop meeting with the Alateens while an inquiry is conducted. Based on the spiritual principles contained in Concept Five, the AMIAS has the right of appeal if they disagree with the outcome of the inquiry which could include their inactivation.
3. If this person is the only AMIAS sponsoring this group, the DR must search the Online Group Records database for an AMIAS in the District and invite them to sponsor the Alateen group so that they the group

can continue meeting during the inquiry. If the AMIAS under inquiry continues sponsoring the group, the DR will notify the AC and the AAPP. The Area will inform the group to stop using the Alateen name until a certified AMIAS is assigned to the meeting.

4. The AAPP updates the Alateen group information in the Online Group Records Application which will inactivate the Alateen group if no substitute sponsor is found. The web interface alerts the WSO and the meeting will not be displayed on the al-anon.org website or shared from the toll-free meeting line.

Alateen Procedures – Complaint Received

The following procedures are to be followed in the event a complaint is received. It should be noted all complaints should be handled at the group/district level if possible. If the complaint involves non-compliance with the Oregon Area Alateen Safety and Behavioral Requirements or concerns about inappropriate behavior by an AMIAS, the following steps must be taken. It is understood that the Complaint Review Committee, comprised of the AC, AAPP, and DR will take additional actions at their discretion as all possible circumstances cannot be anticipated. The Complaint Review Committee will take a course of action to successfully resolve the complaint with the minimum impact required. In all cases, when resignation is the course of action, the request will be for a voluntary resignation of the AMIAS. For the purpose of these procedures, reference is made to Al-Anon's Guideline, G-34 Alateen Safety Guidelines, for guidance and definitions of Alateens, and AMIAS.

1. Incidents Involving Complaints Received From Alateens

- a. The DR representing the Alateen meeting, AC and AAPP must be notified.
- b. The Area Delegate will be notified by the AAPP. This notification is for informational purposes only. The Area Delegate will be kept informed of the progress made. Anonymity will be protected at all levels. Only the minimum number of persons necessary will be provided with the names of anyone involved.
- c. Either the AC or AAPP and the DR will conduct an interview of the Alateen. This interview must be conducted with both the AC or AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
 - 1.1 The Alateen will be kept informed of any or all Al-Anon and/or Alateen members involved who will be interviewed.
 - 1.2 The AC or AAPP and DR will interview any Al-Anon member involved (this includes any AMIAS involved). The Al-Anon Member/AMIAS may request the presence of their DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview. To ensure anonymity, names will be disclosed only if necessary (and only as a last resort.)
- d. The Complaint Review Committee will determine to the best of their ability the validity of the claim.
 - 1.1 If there is conflicting information that could not be resolved by other means, a joint meeting between the Alateen and the AMIAS will be requested.
 - i. If the AMIAS declines this joint meeting, this person will be asked to resign immediately.
 - ii. If the Alateen declines this joint meeting, either the AMIAS may be asked to step down or no further action will be taken. This decision will be made by the Complaint Review Committee (See item 2.c., below).
 - 1.2 If it can be determined there is sufficient cause, the AMIAS will be asked to step down.
 - i. Sufficient cause can be interpreted to mean for the safety and welfare of the Alateen, Al-Anon or Alateen as a whole, and may be a situation where neither guilt nor innocence is implied.

2. Incidents Involving Complaints Received From Others:

(This includes anyone not directly involved with the complaint)

- a. The Complaint Review Committee will investigate all complaints.

- 1.1 The Complaint Review Committee will use the Oregon Area Safety and Behavioral Requirements, the Oregon Area AMIAS Application, G-34 Alateen Safety Guidelines, the safety and welfare of Alateens, and the good of the program, as guiding principles.
- b. All initial interviews will take place in person.
 - 1.1 Alateen member interview: If an Alateen needs to be interviewed, this interview must be conducted with both the AC or AAPP and DR together. If the Alateen member chooses, his/her Alateen Group Sponsor and/or parents may be present during this process.
 - 1.2 Al-Anon Member/AMIAS interview: The Al-Anon Member/AMIAS may request the presence of their DR, Sponsor, Service Sponsor, or other responsible Al-Anon member during the interview.
 - 1.3 Follow-up information may be gathered by other available means (e.g., phone, e-mail, other indirect communication.)
- c. The Complaint Review Committee can ask any AMIAS to resign within the scope of section 2.a.1.1 as noted above. The DR can request an interim AMIAS to sponsor the Alateen meeting while the inquiry is taking place.
- d. At their discretion, The Complaint Review Committee can ask any AMIAS to temporarily step down.

Appeals

If an AMIAS disagrees with a decision, the AMIAS may submit their appeal to the Alternate Delegate. The Alternate Delegate will confer with the Complaint Review Committee to review the appeal and come to a final decision.

Area Alateen Safety and Behavioral Requirements Revision

Area Alateen Safety and Behavioral Requirements will be reviewed every 5 years.

Google Groups Presentation

AWSC
Google Groups Presentation
Dawn B., Public Outreach Coordinator
October 12, 2019

Since the Oregon Area has eliminated Action Committees, there is a need for Coordinators to get input and feedback from members. To fill this void, I have set up a Google Group for Public Outreach.

Google Groups is a free web forum that is used for people to interact with one another much like AFG connects. It allows for collaboration and discussion amongst the **group** members. Members can start a discussion, post pictures and documents.

I briefly demonstrated the Oregon Area Public Outreach Google Group.

Questions answered:

1. Do I need a Google Account to be part of a Google Group? If you want to get the most out of using Google Groups, then the answer is "yes". If you don't have a Google Account, you can still read and join in discussions through your email. However, you won't be able to create or edit groups or post files.
2. If you're a group owner, or if you have permission to manage members, then you can add people to your group in three ways:
 - a. Invite someone via email
 - b. Directly add someone without getting their approval
 - c. Approve people who apply to join
3. District 7 Bid to Host AWSC June 2020

District 7 would like to host the June 2020 AWSC meeting in Medford. We realize that this is a long way to travel for many attendees, but have some ideas that should make it attractive.

The first idea is to eliminate the need to pay for a motel. Medford does have a variety of motels available, ranging in price from \$50.00 a night to the sky is the limit. But rather than staying in motels, we are proposing home stays. Al-Anon members in Medford will open their homes to AWSC attendees. In discussing this with a few Alan Al-Anon members we came up with housing for 20% of the normal attendance in just a few minutes. One of the incentives for us, is to try the home stay idea on a small scale to see if it would work when hosting an assembly. We feel this is a way to increase sharing, communication and friendship with in Alanon.

A second idea is to provide a lunch at about \$6.50 per person. It would be an organic soup and sandwich, with vegetarian options. This would eliminate the need to carry a potluck dish from Portland to Medford. We have cooks, menu and budget worked out already.

A third idea that is being considered is to have an Al-Anon non function Saturday night. Many of us who live in Medford know that is is a long drive home after an AWSC meeting. With home stays, it would be easy to stay over, and with a function to attend it could be fun too.

David; Read by Reggie – DR District 7

Understanding anonymity on the Internet By Tom C., Associate Director of Communications—Literature
“Anonymity acts as a spiritual leveler, regardless of who we are, and I receive the same protection as all other members.” Since attending my first meeting, anonymity has always been very important to me. At first, I based that importance on fear. I was afraid others would find out the secret my family and I had tried so hard to hide. The principle of anonymity helped lessen my fear. It allowed me to start opening up about myself, and I began to trust my fellow members. The more I trusted, the more I welcomed these members into my life. In time, I even let them know my full name. Because of this, when I was in the hospital, they could easily find me. When there was a death in my family, they knew which room of the funeral home to request. Sharing my full name with others became extremely practical as I became more involved in service. Still, I was always careful to follow Tradition Eleven, and I never revealed my face or my last name in public media when discussing my membership in Al-Anon. Before I was interviewed on radio and TV, I made sure that the interviewer accepted my desire for anonymity. As e-mail and social media sites entered my life, I selected an e-mail address that didn’t contain my last name, and I never mentioned being an Al-Anon member on Web sites accessible to the public. Practicing anonymity was no longer an issue of fear or shame for me, but of respecting Al-Anon’s Traditions, and the idea that we share as equals. No Al-Anon member is any more important than another. When I began working for the World Service Office, I found it comforting that although I would use my full name in corresponding with members, our WSO publications would never use my last name. Our literature does not even give the last names of our late cofounders, Lois W. and Anne B., even though most members know them. Again, anonymity acts as a spiritual leveler, regardless of who we are, and I receive the same protection as all other members. However, no matter how thorough I am in practicing Tradition Eleven, keeping my anonymity is not entirely up to me and my choices. That became most clear when I recently did an Internet search on my full name and the word “Al-Anon.” I found numerous incidents where my anonymity had been broken—primarily from newsletters and reports posted on Al-Anon Area Web sites. I give this example not to criticize anyone, but to point out that the lack of understanding about maintaining anonymity—particularly on the Internet—seems widespread. I don’t think these members or service arms intended to violate Tradition Eleven. Instead, this indicates that regardless of the amount of time in the program or experience in Al-Anon service, anonymity on the Internet remains a challenging, confusing matter. Most of the documents I found gave only the first names and last initials of local members, but they made an exception for me and other WSO staff members. Although not everyone who works at the WSO is an Al-Anon member, it is a requirement for those who are Conference members. Yet not all members are aware of this. Today if my anonymity is broken, I no longer feel endangered, but I do consider what I can do about it. In the case of the Internet, it certainly can’t be undone. It is most likely impossible to retrieve this information from cyberspace, where it may exist for the rest of eternity. However, what I can do is help the WSO share information about all aspects of anonymity, and encourage all members to do the same. No one can do the right thing unless they know what the right thing is. Awareness can lead to action. For that reason, the latest printing of Why Anonymity in Al-Anon? (P-33) includes all new wording. It can help members get a better understanding of anonymity and find practical ways to

apply and maintain it—especially in this sometimes confusing and challenging age of electronic communication. This major revision brings the pamphlet up-to-date with changes made in recent years to the “Digest of Al-Anon and Alateen Policies” section of the Al-Anon/Alateen Service Manual (P-24/27), which describe ways to protect anonymity on the Internet. You can easily identify the revision, because it has a new cover design. Remember—when you buy from your local Literature Distribution Center, you support your local services.