

Virtual Meeting Participation Guidelines

DRAFT DATE 7/6/2020

Virtual Meeting Participation Guidelines

Prior to the meeting:

1. Obtain link for meeting and password (if you lost the link or need it again for some reason) from Chairperson (Dawn K. – dawnkdist4@gmail.com).
2. Find a quiet location for your meeting that will have limited distractions and appropriate lighting (If you are sitting in front of a window, you may appear darkened or if a bright overhead light is on, you may not be seen). You can test this out and adjust when you begin logging onto your meeting. Position your camera at eye level to create a more direct sense of engagement.
3. Have your agenda, minutes, and other documents ready to view on another device or printed hard copies. If you are sharing content during the meeting, make sure you send the files to the designated person in charge of uploading files prior to the meeting.
4. Please avoid multi-tasking during the meeting, including eating. Your focused attention on the meeting is greatly appreciated. If there is a need to take brief break, we ask that you disable the video during your absence.
5. The meeting is being recorded strictly for the purposes of accurate recording of the meeting. The only person that will have access to the recording is the Secretary (Deanna).

Day of the meeting

1. Meeting will open 60 minutes early to allow time for any tech issues and fellowship. Groups are given slots in which they can begin logging into the meeting by position. Specifically, for the Assembly meeting, AWSC members can begin logging in at 7:30am, Group Representatives in Districts 1-10 at 7:45, and Group Representatives in Districts 11-17 at 8:00. Please try to log in as close to your time as possible to avoid a rush at the end.
2. To help keep background noise to a minimum, please mute your microphone when you are not speaking. The host has the option to mute participants should you forget. If an individual becomes disruptive, you may be removed from the meeting. If you want to share on a topic, please use the Chat window to type in "Comment" and you will be called on by the Moderator.
3. To aide in limiting distractions for yourself and others, please disable your video when eating or when another enters the room.
4. Please turn your phone and other devices off or on silent mode. If you dialed in or your video is off, please introduce yourself when called on and confirm you are the only person who can hear. The meeting host can update your display name.

Virtual Meeting Participation Guidelines – Continued

5. Rename yourself according to your position by right clicking on your own video feed and selecting Rename:
 - a. **Group Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Example: 04 Sue GR Set Free)
 - b. **District Representatives:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Example: 01 Charlie DR)
 - c. **Coordinators, Officers, AIS Liaisons, Past Delegates, Audit/Budget:** FIRST NAME, POSITION (Example: Jill Treasurer)
 - d. **Visitors:** DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Example: 05 Fred Visitor)
6. When finished speaking, please indicate that you are finished by saying “I am done” or “Thank You” so everyone knows you are done.

Tech Support during a Zoom Call

There are many facets to a successful Zoom call. We have identified specific roles that are needed. This list is evolving, and suggestions are welcome.

Meeting Chair: Dawn (Chairperson)

Role: Facilitate the meeting as if we were in person. Coordinate and electronically send out agenda for meeting.

Secretary: Deanna (Secretary)

Role: The meeting is scheduled to be recorded for accuracy. Roll call on day of meeting. Capture attendance using Participants list. Coordinate and send electronically reports (Past meeting minutes, reports, etc.) to attendees prior to meeting.

Thought/Task Force/Coordinators: Varies

Role: Send presentations to Secretary and Bunny 3-4 days before the event. Send any handouts to attendees prior to the meeting.

Moderator(s): Dawn K

Role: Handles questions via Chat and counting voting as needed. These people shall instruct the Meeting Chair that someone has a question or that someone has called point of order. This is indicated through the chat window by typing “Comment.”

Host/CoHost(s): Deanna, Bunny

Role: Be available 1 hour before the meeting to greet people when they log into meeting. Start meeting. Use Polling to gather consensus when needed.

Concept 3 Workshop:

Good morning everyone! Hi, I am Joanne C., a grateful member of the worldwide fellowship of Al-Anon Family Groups. (Kathy introduces herself.) Today we are presenting a panel workshop on Concept 3. First a small introduction of Concept 3. Slide 2 Concept 3 says the right of decision makes effective leadership possible. Slide 3...Being allowed to make appropriate decisions, to act freely without being hassled or seconded-guessed, gives dignity to the person who is doing a job. For all levels of Al-Anon service, from the groups to the Conference, the authority and ability to make decisions for the good of Al-Anon as a whole is found in Concept 3. This concept applies to trusted servants at every level and it is imperative for effective leadership. Leadership decides which matters to send to the groups and which matters to decide within the leadership. We trust our group leaders to decide how to handle group affairs and when to bring an issue to the whole group.

Slide 4...This is a very simplified structure of Al-Anon looking at it from an Area (which in our case is Oregon) view. (Quickly go over chart) The groups elect a Group Representative who takes the voice of the group to the District and the Assembly. Then the District Representative takes the district's voice to the Area World Service Committee. The Delegate goes to the World Service Conference with the voice of the Area Assembly. Every level gives voice to the next level up.

Slide 5...Concept 3 revolves around mutual trust. The groups need to trust the leadership and the leadership needs to trust the groups will give them an informed group conscience to follow. Communication has to go both ways to be effective. Leaders are responsible for asking for help when it is needed. Leadership listens to the decision of the group conscience but leadership may change their decision when they are given new information. We trust they will do the job we have asked them to do.

I will turn it over to Kathy for our panel discussion.

Treasurers Report

		Jan 1 - Jul 16, 20	Budget	\$ Over Budget
1	Income			<i>parenthesis = under budget</i>
2	Revenue			
3	Group Contributions	\$ 10,042.53	\$ 18,000.00	\$ (7,957.47)
4	Assembly Registrations	\$ 20.00	\$ 2,000.00	\$ (1,980.00)
5	State Speaker Meeting	\$ 240.00	\$ -	\$ 240.00
6	Miscellaneous	\$ 132.00	\$ -	\$ 132.00
7	Cash Carried Forward	\$ 21,039.57	\$ 20,000.00	\$ 1,039.57
8	Total Revenue	\$ 31,474.10	\$ 40,000.00	\$ (8,525.90)
9	Total Income	\$ 31,474.10	\$ 40,000.00	\$ (8,525.90)
10	Expense			
11	Delegate Fund			
12	WSO ETF	\$ 1,953.00	\$ 1,289.00	\$ 664.00
13	Extra Day	\$ -	\$ 200.00	\$ (200.00)
14	Delegate Meeting	\$ 990.63	\$ 990.63	\$ -
15	Delegate Travel	\$ 75.20	\$ 1,000.00	\$ (924.80)
16	Delegate Miscellaneous	\$ 114.84	\$ 500.00	\$ (385.16)
17	Total Delegate Fund	\$ 3,133.67	\$ 3,979.63	\$ (845.96)
18	Working Fund Expense			
19	Archive Rent	\$ 780.00	\$ 780.00	\$ -
20	Area Travel Fund	\$ 200.75	\$ 2,500.00	\$ (2,299.25)
21	Communicator	\$ -	\$ 200.00	\$ (200.00)
22	Assembly/AWSC Rent	\$ 100.00	\$ 3,426.00	\$ (3,326.00)
23	Insurance	\$ 1,741.00	\$ 1,741.00	\$ -
24	Total Working Fund Expense	\$ 2,821.75	\$ 8,647.00	\$ (5,825.25)
25	Assembly Allowance/Meal/Lodging			
26	Officers	\$ 279.49	\$ 2,700.00	\$ (2,420.51)
27	Audit/Budget	\$ 77.07	\$ 1,080.00	\$ (1,002.93)
28	Coordinators	\$ 434.44	\$ 3,600.00	\$ (3,165.56)
29	Past Delegates	\$ 133.97	\$ 1,080.00	\$ (946.03)
30	Total Assembly Allowance/Meal/Lodging	\$ 924.97	\$ 8,460.00	\$ (7,535.03)
31	Officers Expenses			
32	Alternate Delegate	\$ 35.00	\$ 50.00	\$ (15.00)
33	Chairperson	\$ -	\$ 50.00	\$ (50.00)
34	Secretary	\$ -	\$ 50.00	\$ (50.00)
35	Treasurer	\$ 50.51	\$ 150.00	\$ (99.49)
36	AAPP Expenses	\$ 14.70	\$ 150.00	\$ (135.30)
37	Total Officers Expenses	\$ 100.21	\$ 450.00	\$ (349.79)

Treasurers Report Continued – Continued

38	Assembly Expenses			
39	Assembly Workshops	\$ -	\$ 900.00	\$ (900.00)
40	2042 · Alateen Projects	\$ -	\$ 150.00	\$ (150.00)
41	2044 · CPC Projects	\$ -	\$ 1,000.00	\$ (1,000.00)
42	2045 · Forum Projects	\$ -	\$ 200.00	\$ (200.00)
43	2047 · Literature Projects	\$ -	\$ 300.00	\$ (300.00)
44	2048 · PI Projects	\$ 800.85	\$ 1,000.00	\$ (199.15)
45	2049 · Technology Projects	\$ -	\$ 900.00	\$ (900.00)
46	Total Assembly Expenses	\$ 800.85	\$ 4,450.00	\$ (3,649.15)
47	Coordinator and Other Expenses			
48	Alateen Coordinator Expenses	\$ -	\$ 500.00	\$ (500.00)
49	Archives	\$ -	\$ 100.00	\$ (100.00)
50	CPC Coordinator	\$ -	\$ 100.00	\$ (100.00)
51	Forum	\$ -	\$ 25.00	\$ (25.00)
52	Group Records	\$ -	\$ 25.00	\$ (25.00)
53	Literature	\$ -	\$ 100.00	\$ (100.00)
54	Public Information	\$ -	\$ 50.00	\$ (50.00)
55	Technology Coordinator	\$ -	\$ 25.00	\$ (25.00)
56	Website Coordinator	\$ 169.39	\$ 350.00	\$ (180.61)
57	Total Coordinator and Other Expenses	\$ 169.39	\$ 1,275.00	\$ (1,105.61)
58	Northwest Regional Delegate Meeting			
59	Past Delegates	\$ 1,031.20	\$ 1,031.20	\$ -
60	Total Northwest Regional Delegate Meeting	\$ 1,031.20	\$ 1,031.20	\$ -
61	Other Expenses			
62	Alateen Sponsor Workshop	\$ -	\$ 600.00	\$ (600.00)
63	Audit Budget Extra Day + Exp	\$ -	\$ 200.00	\$ (200.00)
64	Contingency Fund	\$ -	\$ 457.17	\$ (457.17)
65	Equipment Supplies	\$ -	\$ 100.00	\$ (100.00)
66	Handbook Update	\$ -	\$ 50.00	\$ (50.00)
67	Transition Fund	\$ -	\$ 200.00	\$ (200.00)
68	WSO Donation	\$ -	\$ 400.00	\$ (400.00)
69	AMIAS Background check fee expenses	\$ 326.00	\$ -	\$ 326.00
70	AMIAS Expense Reimbursement	\$ (326.00)	\$ -	\$ (326.00)
71	Total Other Expenses	\$ -	\$ 2,007.17	\$ (2,007.17)
72	Total Expense	\$ 8,982.04	\$ 30,300.00	\$ (21,317.96)
73	Cash Balance as of 7/16/2020	\$ 22,582.03	\$ 9,700.00	\$ (21,317.96)
74	Ample Reserve	\$ 8,000.00	\$ 8,000.00	
75	Available Cash	\$ 14,582.03	\$ 1,700.00	\$ 12,882.03

Delegate's Report

What we will cover:

- ❖ Announcements
- ❖ World Service Conference
- ❖ Transitioning our meetings
- ❖ Current work

Announcements:

- [ALL THINGS TRUSTEE...](#)

TWO TYPES:

Regional (RT)

Trustee At Large (TAL)

We have our first NW Regional Trustee, Mary W.

Now we need a solid process for electing NW Regional Trustee - An AWSC Task Force has been appointed!

- [Electronic meeting welcomes from the WSO](#)
- ✓ Links
- ✓ Letter

Reach out to me if you don't have these!

- **Look for these:**

Coming this summer

- Mobile App
- Conference Summary
- New COB letter

Highlights from the World Service Conference:

- ▶ Electronic Work Group presentation
- ▶ **Thought Force: Identify ways to look at service in relation to roles, terms, and possible road blocks**
- ▶ Task Force: Reaching and unifying rural and large geographic populations
- ▶ **Thought Force: Fear of change**

- CAI: How is AI-Anon going to reach new members in the 21st century and the millennial generation?
- CAI: Our envisioned future sees AI-Anon being a global organization with barrier-free access to the program, how do you see this manifesting?

Delegate's Report Continued

Electronic Meeting Work Group Presentation

Agenda:

- Evolving Relationships
- Challenges
- Statistics
- Closing thoughts

Evolving Relationships: Supporting Electronic Meetings

- ▶ March 2015 – Annual Phone Meeting CMA conference calls begin
- ▶ November 2018 – Conference call with all Electronic Meetings CMAs
- ▶ January 2019 – AFG Connects Electronic Meeting Community created
- ▶ April 2019 – Online and Phone Meeting CMA conference calls

Electronic Meeting CMA call discussions:

- ✓ Service
- ✓ Safety in Meetings
- ✓ Sponsorship

Protecting the Al-Anon Name: Electronic Meetings:

Protecting our name...and learning

- ▶ Encouraging electronic meetings registration
- ▶ Correcting Legacies posting guidance
- ▶ Clarifying authority and responsibility

Challenges of Electronic Meetings:

Roles of WSO Staff

- ▶ Support meeting registration
- ▶ Facilitate electronic meeting CMA discussions
- ▶ Direct meetings to their provider for technical help
- ▶ *Future*—Offer a confidential, electronic meeting platform

Challenges:

- ❖ 7th Tradition
- ❖ CAL
- ❖ Newcomers

Delegate's Report Continued

Electronic Meeting Statistics:

As of February 25, 2020, worldwide there were 215 English; 42 Spanish; 20 Russian; 5 French; 3 German and Polish; 2 Italian and Greek; and 1 Danish, Farsi, Icelandic, and Portuguese speaking meetings. That is a total of 296 meetings of which 180 are phone meetings and 116 are online meetings. The meeting count as of December 31, 2019 was 236. In two short months, 60 meetings have been registered!!

Transitioning back to face to face meetings:

- ❖ Sent WSO's thoughts, Georgia's KBDM via email

Variations...

- ❖ Temporary Virtual meetings
- ❖ Permanent virtual meetings
- ❖ Temporary Hybrid meetings
- ❖ Permanent hybrid meetings

- ❖ **Autonomy**

Current Work:

Trademark

&

Copyright

Things to think about:

- Use of the Al-Anon name
- Links of Service
- Service Committees

The END

Election Procedure Task Force Report

July 2020 Assembly Presentation Election Procedures Task Force Assembly Presentation

Members: Dawn B. Public Info. Coord., Bunny G. Delegate Panel 38; Mary Lynn J. Alt Delegate; Lydia S. DR District 11.

Today's goal: 1). To provide an overview of the proposed changes to Oregon Area Election Procedures: 2). Answer questions, 3). Receive feedback (deadline Oct. 2020 AWSC meeting).

Why review election procedures NOW when panel elections are November 2021?

- Panel elections in November 2018, revealed some areas of improvement to insure we put principles above personalities and to provide a safe and kind election process.
- Any change in AI-Anon takes a lot of time to have the highest quality spiritual outcome.

Abbreviated Process (See June 2020 AWSC minutes for full process history):

- February 16, 2019 AWSC meeting reviewed the November 2018 Assembly voting process.
- March 2019 Assembly: Asked assembly members for input to improve election procedures.
- June 15, 2019 AWSC. *Created a Thought Force* to review Area's Election Procedure's
- **Thought/Task Force:** Dawn B. Public Outreach, Bunny G. Delegate Panel 38; Mary Lynn J. Alt Delegate; Lydia S. DR District 11.
- Task Force met 9 times in 2020

Significant changes:

1. These procedures would replace, in the Oregon Area Handbook, Section 7 all of page 8 and create several new pages to follow.
2. The Trusted Servant Profile is replaced with a Service Resume.
3. Candidates leave the room during balloting.
4. Candidate totals will be not be displayed when candidates return to the assembly room.
5. Members will be asked to share about candidates by responding to 3 questions.
6. When necessary, the fourth vote of officers will be by drawing the names of the top two candidates.
7. Limiting candidates for officer positions to past and present DR's who are **currently active** at the Oregon Area level. (A permanent AWSC motion dated Aug '91, states, "Area Officers, Delegate and Alt. Delegate be made open to all current and past DR's as long as they are currently active in AI-Anon (defined as 1 meeting/month)."

Task Force Members contact information:

Dawn B., publicinfo@oregonal-anon.org

Bunny G., panel-38@oregonal-anon.org

Lydia S., district-11@oregonal-anon.org

Mary Lynn J., alternateOregon-delegate@oregonal-anon.org

Service Resume

Draft 6/20/20

AL-ANON/ALATEEN SERVICE RESUME
To stand for an Oregon Area position, it is highly desirable
to have served a 3-year term as Group Representative

The information submitted on this form is to demonstrate my interest, intent and commitment to standing for an Oregon Area position. The information is provided with the expectation that the contents will be treated as confidential and used exclusively for Oregon Al-Anon/Alateen purposes only.

Name (First and Last): _____ Phone: _____

Email: _____

Home Group: _____ District #: _____

Years in Alateen: _____ Active years in Al-Anon: _____ Years in Al-Anon Service: _____

Position/s sought (please list all): _____

Have you read the position description/s in the Oregon Area Handbook for all of the positions listed above?
Yes No

If there are guidelines from the WSO for any of these positions, have you read them? Yes No

How many assemblies/AWSC’s have you attended this panel? _____

Are you prepared to attend 3 AWSC meetings and 3 assemblies/year? Yes No

If any of these positions require technical skills, do you have these skills? Yes No

Please list required skills: _____

Do you currently have a Service Sponsor? Yes No

Service Positions (Group, District, Area, AIS, speaker, event, etc.)

Position	Years	Months

Service Resume – Continued

AL-ANON/ALATEEN SERVICE RESUME

Why do you want to serve at Oregon Area? (Please limit response to space provided below.)

By signing below, I agree that I have read and agree to adhere to the service position description specific to the position(s) for which I am standing.

I understand that should I become unable to fulfill my service responsibilities; I will step aside.

Signature

Date submitted

<p>To make certain that GR's have an opportunity to review, you are highly encouraged to email your completed Service Resume to electionofficial@oregonal-anon.org at least 6 weeks prior to the election assembly.</p>

Oregon Area Election Procedure

5/26/20

Oregon Area Election Procedures

To find good personal leadership, as suggested by Concept Nine, elections must be conducted with AI-Anon spiritual principles in mind, setting aside personalities. The following guidelines have been established to create a structure that will enhance the decision-making process for filling service positions. Providing Group Representatives with timely and appropriate candidate information using the Service Resume, is the cornerstone of our election process. Maintaining a spiritual tone and Higher Power connection during elections is a necessity.

Oregon Area AI-Anon follows the procedure in the AI-Anon/Alateen Service Manual for Area elections. (see Election Assembly Procedures, Service Manual pp. 151-153) It is important that everyone understands the method agreed upon for the election of Area Service Positions.

Pre-Election Assembly Preparations

The last year of the current panel is considered the election year for the next panel. Elections will also occur, as needed, to fill vacant positions.

- Throughout the election year, each assembly and Area World Service Committee (AWSC) will include information and training on elections. (e.g. Service Resume, skit, procedures, job fair)
- One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
- Candidates will complete and email a Service Resume to the Election Official (electionofficial@oregonal-anon.org) six weeks prior to the election assembly.
- The Election Official forwards Service Resumes to all District Representatives (DR) or district contacts.
 - DR's are encouraged to promptly share with all GR's.

Election Assembly Preparations

- At the election assembly, the chairperson selects 2 non-voting members to collect ballots and assist secretary with tallying and displaying voting results.
 - Tally's will be erased before candidates re-enter the assembly room.
- The Election Official will bring enough Service Resume copies to the assembly so that each table has 2 copies of every Service Resume.
 - The Election Official is not responsible for providing copies of Service Resumes provided the day of the assembly.
- The Election Official will provide each Group Representative a copy of these procedures at the election assembly.

Oregon Area Election Procedure - Continued

Balloting Procedures for Delegate, Alt. Delegate, Chairperson, Secretary, Treasurer, Area Alateen Process Person (AAPP)

- The Area Chair will ask all present and past District Representatives who are currently **active** at the Oregon Area level, to stand.
- The Chair asks those not willing to stand for [Position] to be seated.
- The candidates will read their Service Resumes, as written.
- Once the Service Resumes are read to the assembly, the candidates leave the room.
- When the candidates have left the room, members are given the opportunity to come to the microphone once per position(s) to answer the following questions about candidate(s):

I have worked with _____ on _____
 Committee/Thought/Task Force.

Were they in attendance at all meetings? Yes ____ No ____

Were they prompt for meetings? Yes ____ No ____

Were they an active participant? Yes ____ No ____

- While the votes are cast, the chairperson encourages quiet amongst the members.
- In the spirit of substantial unanimity, the first candidate to receive a two-thirds vote is elected.
- If no one received the required two-thirds vote after two ballots, the Chairperson will approach the candidates and share the names of the two candidates who received the most votes and suggest that the others withdraw.
- Whether or not names are withdrawn, another ballot is taken.
- If after 3 votes, no election occurs, the names of the 2 candidates with the most votes will be drawn by lot. (See Service Manual, 2018-21, Concept 9, pg. 194)
- The first one drawn is elected.

Balloting Procedures for Coordinators, Alateen, Archives, Cooperating with the Professional Community, Forum, Group Records, Literature, Public Information, Technology, Website

- The Chair will ask members to stand that are willing serve as [position].
- Each position is open to any qualified (see position descriptions in Oregon Area Handbook) Al-Anon member willing to serve.
- The candidates will read their Service Resumes, as written.
- Once the Service Resumes are read to the assembly, the candidates leave the room.
- When the candidates have left the room, members are given the opportunity to come to the microphone once per position(s) to answer the questions listed above about candidate(s).
- While the votes are cast, the chairperson encourages quiet amongst the members.
- The candidate with the most votes received will be elected.

Oregon Area Election Procedure – Continued

OFFICERS ELECTED:

Delegate _____

Alternate Delegate _____

Chairman _____

Secretary _____

Treasurer _____

Area Alateen Process Person
(AAPP) _____

COORDINATORS ELECTED:

Alateen _____

Archives _____

Cooperating with the Professional
Community (CPC) _____

Forum _____

Group Records _____

Literature _____

Public Information (PI) _____

Technology _____

Website _____

Publishing Policy

Final Draft Rev. 5

Task Force Publishing Policy

6/9/2020

Guideline for Oregon AI-Anon/Alateen Website – Listing Group Meetings

This guideline is to encourage unity & consistency amongst groups listed on the Oregon AI-Anon/Alateen Website using the spiritual principles found in Conference Approved Literature.

Group meetings are listed on the www.OregonAI-Anon.org website when groups:

1. Are registered with World Service Office (WSO) and have an ID#
2. Hold regularly scheduled meetings
3. Abide by AI-Anon Policy found in current AI-Anon/Alateen Service Manual
 - a. Only allows the use of AI-Anon tools and materials; i.e., Conference Approved Literature, current AI-Anon/Alateen Service Manual, the Forum, etc. (See AI-Anon/Alateen Service Manual; Literature and Service Materials)
 - b. Respects the anonymity of all AI-Anon, Alateen & AA members
4. Abides by the Twelve Traditions, the Twelve Concepts of Service and the AI-Anon Principles as follows:
 - a. Welcomes anyone who has a problem of alcoholism in a relative or friend
 - b. Allows all members to share experience, strength and hope as equals and peers
 - c. Encourages all members to leave other affiliations outside meeting rooms
 - d. Presumes goodwill
 - e. Group members avoid the obstacles of gossip, dominance, and discussions of religion
 - f. Creates unity of purpose by keeping in mind the well-being of AI-Anon worldwide

If a member(s) feels a group is not following the spiritual principles of the program, including the Twelve Traditions and Twelve Concepts of Service a presumption of goodwill and attempt for education shall be the first steps. The preferred method of conveying any nonadherence from the above is to speak directly with the Group, Group Representative and/or District Representative. The District Representative can offer education on the topic to the member concerned and/or the Group.

If after the education from the DR there is still a concern, refer to the Do Not Refer Process.

Publishing Policy – Continued

Final Draft Rev. 5

Task Force Publishing Policy

6/9/2020

Do Not Refer Process for Meetings (Oregon AI-Anon/Alateen Website)

1. The District Representative will contact the Area by e-mailing GroupPublishing@OregonAI-Anon.org (Consist of Chairperson and Delegate) asking for review of the concern, stating the remedies tried and the result.
2. The Chairperson may appoint a Task Force to do further investigation and education.
 - a. Chairperson, and/or Delegate direct the Task Force to research using written, verbal, and/or actual observation(s) of the Group.
 - b. At AWSC the Task Force presents their findings:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the recommendations and/or actions required to bring it into compliance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service, with a deadline of three (3) months to respond, demonstrating the Group's intentions to remedy the issue(s) and how that will be done.
4. Completing the Process
 - a. When this process is complete, if the Oregon AI-Anon Family Group successfully demonstrates that it has remedied the issue(s), the resolve will be placed on the AWSC Agenda to present the actions taken to remedy the issue(s),
 - b. When this process is completed, if the Group chooses not to demonstrate that it has remedied the issue(s), the group's meeting listing on www.OregonAI-Anon.org will be removed.
 - i. The Area Group Records Coordinator will
 1. Notify the Webmaster to remove the group listing from the website www.oregonal-anon.org
 2. Send a Letter to the Group, District, AIS, Literature Depot or Intergroup in the area of the Area's decision to remove the group from the Oregon Area Website.
 3. Send a letter to the World Service Office asking to have the group removed from their meeting referral list, the toll free number and the www.al-anon.org website.

Publishing Policy – Continued

Final Draft Rev. 5

Task Force Publishing Policy

6/9/2020

Request for Re-Listing Policy

1. A group placed on the Oregon Do Not Refer list may have their Group Website Listing re-listed after the following has taken place.
 - a. A minimum of 1 year has passed since the meeting had their Website Privileges revoked.
 - b. Member(s) from the group meeting petition AWSC by sending a request to grouppublishing@oregonal-anon.org stating the changes that would remedy the past problem(s) and bring the group into compliance with the Twelve Traditions and the spiritual intent of the Twelve Concepts of Service.
2. The District Representative is asked to attend the group meeting to confirm the past issue(s) have been remedied. The District Representative reports the findings to the Chairperson and Delegate.
 - a. The District Representative presents to the AWSC.
 - b. AWSC discusses the findings of the District Representative:
 - i. Makes recommendation(s)
3. Chairperson sends a letter to the Group with the decision.
 - a. If the Oregon AI-Anon family group has successfully demonstrated that it has remedied any issue(s) and removal from the Do Not Refer list is granted the Area Group Records Coordinator will have the Group Re-Listed on www.OregonAI-Anon.org, and notify the District, AIS, Intergroup, and WSO with the decision to Re-List.
 - b. If the Group has not remedied the issue(s), the group will remain on the Do Not Refer list. A request for reinstatement can be made at a later time following the Request for Re-Listing Policy.

Translation Equipment

As far as I'm concerned the Translation Equipment Task Force has completed its task as stated- to research and price translation equipment for use at AWSC Meetings, Assemblies & Area Events. The hope was to be able to perform a trial run of the equipment at our in-person July Assembly and have the GRs vote on whether to purchase the equipment or not. There is a way to use this equipment with Zoom, however I didn't think that we were ready for it yet with Zoom being new to the majority of the members as is. There is nothing else to report on the equipment findings at this time. (I will not be giving the same report as given at the last two AWSCs and March Assembly)

However, I would like to report on the following: Since I last reported, I've been gathering information from other members who have worked with Spanish speaking groups in their districts and also in other states to learn how to become more inclusive in Oregon. I've also visited one of the groups to help them get their online meeting on the AIS & Area websites and to discuss where we could go from here.

Gabriela M., whose primary language is Spanish and is the treasurer for District 11, has stepped up and is willing to work with me on identifying and communicating with the Spanish speaking groups in the Oregon Area and has offered to lead a thought/task force. Jazmin G., another very active bilingual member, is also interested in being on the committee. Now we would like Spanish speaking members outside of the greater Portland area to join.

The goals of this committee would be to contact, and update Spanish groups' information with Group Records, assist with getting their online meetings on the websites, compile a list of bilingual AI-Anon members from around the Area to assist in translation once we get the equipment, creating more connection by encouraging Spanish Group Representatives to participate in the district and Area meetings and develop a job description for an Area Spanish Coordinator to be presented at the October AWSC.

SSM Date Change Request

May 25, 2020

Dear AWSC and July Assembly Members,

District 10 is asking the AWSC and July Assembly to consider and approve our request to postpone the date of the State Speaker Meeting to May 2022. Simply stated, we do not have enough time under the current set of circumstances to engineer a successful in-person Convention.

When our District volunteered to host the 2021 State Speakers Meeting, we felt quite ambitious about this event. As District Rep, I wanted it to be a Convention with keynote speakers, multiple room presentations, sharing spaces and activities. I was hoping we could create a Conference that would expand our perception of a SSM.

During the past year of our District business meetings I heard a focus emerge, and the Convention gained its primary theme, “Celebrating Diversity and Inclusion in Al-Anon Family Groups”. We could create an experiential opportunity to see our Program through a cultural and social lens while focusing on the principles of inclusion and unity.

I wanted us to draw speakers from the Al-Anon and AA programs with both personal and professional experience related to the theme of Diversity and Inclusion. This would be a Convention to have fun, encourage personal growth and attract new membership.

It seemed natural to use the event to increase awareness about our program. Included in the Convention might be a partial day of breakout sessions focused on presentations to introduce the professional community to our 12 step program. We could invite medical, behavioral health and social service professionals to attend for half a day, and encourage some publicizing of the event to attract new membership.

I began by inviting a culturally and ethnically diverse group of Al-Anon members to be part of the Planning Committee, and I started reading the prior SSM notebooks. I only had 5 or 6 individuals who had committed to be on the Committee. Yet, we would need about 8 subcommittees each with a coordinator. **That is when Covid 19 began.**

Several things happened concurrently when stay at home rules and social distancing began:

- After reading past SSM notebooks, I came to the realization that the prior Planning Committees for SSMs had begun the process of meeting, planning and fundraising 2 years from the date of the event, but we were starting the process only 1 year out under the effects of Covid19.
- We had none of the things accomplished by the point in time prior Planning Committees had reached 1 year out; they were already making gift items for fundraising, and collections for fundraising were occurring in groups. Event location, hospitality, speakers and meals were already being arranged.
- Prior to reaching one year out, each District had received the \$1500 advance from the Oregon Area. When I contacted Barb, I learned that the Area had not budgeted for the \$1500 advance.
- We had not attended our 1st planning meeting, and much of the work would need to be done virtually.

SSM Date Change Request – Continued

- The customary way to fundraise for the SSM would not be able to occur. By May 2020, Covid19 safety concerns and safety measures continued which meant that many groups would likely not be meeting in person until sometime in summer. Even during a phased return, groups that started meeting in person would have to limit the number of members attending, and some members might choose to continue virtual meetings. We could not expect to pass cans around the rooms of Al-Anon throughout the State and raise enough funds, nor have a large in-person fundraising event.
- Further concerns included the possibility of a return of Covid19 during the next flu season without the certainty of a vaccine in place.

Our District wants to put on an in-person State Speaker Meeting, however, it is not possible to do this successfully by May 2021. We are proposing that we postpone the SSM until May of 2022. This will give us the needed time of 2 years to plan the Conference as we conceived it.

I had thought about us substantially lowering our expectations, but we quickly ruled out a virtual Conference. The shared joy, comradery and fundraising desired for the Area could not be achieved without both the prerequisite planning activities and the Convention being in-person.

We understand that our Panel will end 5 months prior to the May 2022 date. We can get as much as is possible done and in place prior to the next Panel. Facts on the ground may even affect the future, but we can move the ball forward to the best of our abilities. If absolutely necessary we can revisit the event date.

As ex-DR beginning January 2022, I would be more than willing to be the ongoing link for the new Panel of District 10 GRs and DR. I would attend all remaining planning meetings and District meetings to transition us through the final phase. I certainly trust that the members who commit to being subcommittee coordinators and members who volunteer to boots on the ground at the Convention will whenever possible continue their involvement to see the SSM to its successful completion. Finally, what a wonderful celebration it will be to participate all together in an in-person SSM with the concerns of Covid19 behind us.

Yours in Service,

District 10 GRs and District Representative, Stephen Y.

Coordinator Reports:**Alateen – Mary W.****Oregon Area Alateen Coordinator Report**

What a year! Many things and not enough things have happened since my last report a year ago, July 2019. My own Alateen Group Sponsor training, Oregon Alateen Conference (OAC) and AMIAS Training are the events in which I was involved.

I began rotations into local Alateen groups to accomplish my own training as an AMIAS (Alateen Group Sponsor). I have attended meetings in Milwaukie and Tualatin. With the interruption of COVID, trainings of AMIAS in face to face groups has been put on hold.

I attended and served at the August 2019 Oregon Alateen Conference in Mollala. OAC is an incredible experience. By the end of a short weekend, teens had made lifelong bonds with others in the group. 2019 OAC had less Alateens than in previous years. I believe we ended up with around 30-40 attendees. AMIAS, including myself, that were present were assigned a group of teens to 'keep track of' throughout the weekend. That entailed making sure they were where they were supposed to be, be a liaison if they had any problems and check-in with at different points in the day. The OAC committee did an excellent job of planning and carrying out OAC. Happy and sad tears were shed by all during the weekend. The Mollala Retreat Center did not disappoint with their peaceful setting, good homemade food and comfortable accommodations.

Since last reported I have conducted five AMIAS Workshops; two in November (one was at the November 2019 Assembly), one in January and two via an internet platform in April 2020. One training was postponed and occurred in April as an internet meeting. The other meeting, in Eugene, was an open meeting, to occur in April 2020, for the community. This meeting was to target Al-anon and AA members as a means to introduce/reintroduce and build their Alateen groups. Unfortunately that was one event lost to the lockdown restrictions.

Round-up, that usually occurs in June, and OAC 2020, first week in August, were cancelled due to COVID restrictions. It was a very hard decision for the OAC committee to cancel OAC 2020, as this is the one big event they look forward to all year. All donations made to OAC 2020 will be carried over for OAC 2021. The OAC committee very much appreciates all the contributions made by everyone.

Challenges for 2020:

- no face to face meetings – only one meeting in southern Oregon is meeting face to face
- coordinating internet platform meetings - we started with four internet meetings and have gone down to only one due to lack of Alateen participation
- routing inquiries, from professional services and the public, to available Alateen meetings occurring either face to face or internet
- training AMIAS to be Alateen Group Sponsors in the foreseeable future of internet meetings as our only mode at this time
- the unknown...

Goals for the near future:

- Get new AMIAS worked into the Alateen meeting schedules to do the 12 meeting requirement
- register more Alateen meetings
- work with OAC committee members to try and solve some of the lack of attendance to internet meetings
- refresh AMIAS workshops and possibly hold more of a face to face retreat setting events for all AMIAS, when we can plan such things
- help establish an Alateen Liaison to the AWSC

Thank you for allowing me to be of service.

Sincerely,

Mary W.

Oregon Area Alateen Coordinator

Forum – Emma

Forum Coordinator Report. Al-Anon Assembly July 18, 2020.
Emma Hartman

The Forum currently has 490 subscribers in the state of Oregon. This is not including online subscribers, but I do not have the access to those numbers. I was able to find three groups who needed Forum subscriptions for our usual Give Away and although it was less than ideal, I am happy to have completed my mission

Please continue sharing your experience, strength and hope . Let others gain comfort from your recovery stories. Share online wso@al-anon.org or submit your 200-400 word articles by mail to THE FORUM 1600 Corporate Landing Parkway, Virginia Beach, VA. 23454-5617

The latest issue of the LOOP has a member blog and they might actually publish your sharing . They continue to ask members to post experience relating to the Steps, Traditions and Concepts.

Now more than ever I would ask our members to please submit material to the Forum. The current health crisis has the unusual effect of keeping us away from each other and making our assemblies and meetings occur solely on line or on the phone. One of the best things we can do for Newcomers is connect them with the Forum to be sure they have solid program to read about during this stressful time.

As Forum Coordinator I have not been able to meet with groups to hold Writing Workshops as I had hoped. We had two workshops cancelled because of the Covid-19 virus and I have yet to become confident enough with zoom and technology to develop an on- line workshop. My own family situation creates some difficulties finding privacy and serenity to put together thoughts for publication. Even this report has taken at least three times as long as it should. But thank you Forum for showing up in my mailbox and distracting me, teaching me and filling me with gratitude for our wonderful program.

Through the work of those at AFG connects I am connected with other Forum Coordinators and receive up dated information concerning the Forum. When I learn of Forum issues, news or information I will be sure to pass it on.

Group Records – Joanne

Hello everyone. Group Records has been busy. Once Covid-19 hit and we moved to temporary electronic meetings things started to go crazy. I wanted all the meetings to have their electronic information on our Area website. (Poor Julie G., our web coordinator. I think swamped her with all the information). Many people can now attend meetings they could not before. Please contact your District Representative if you still need your electronic meeting information listed on the Area website. We are having out of the area people (Seattle, France, etc.) attend meetings that have their electronic information on our Area website.

WSO is now listing temporary electronic meetings. To have WSO place your electronic information on their website or give it out to a caller looking for a meeting go to <https://al-anon.org/for-members/group-resources/grouprecords/>. Ask your District Representative to go to Temporary Electronic

Meeting Change Form and fill out the online form. If your meeting has a password you will need someone in your group to give their email address for people to contact to get the password. It seems as if you are sending the information to WSO but in actuality it comes directly to me to enter into the Online Group Records database.

All group record changes should be entered by going to the above website address. It makes it much easier for me to have members enter it online.

Please remember how important it is to keep your group records current. According to the links of service, the group representative informs the district representative, who fills out the online form to notify me.

Information in a group record includes – group name, address, day and time of meeting, two phone contacts, group email address, current mailing address (CMA), and group representative.

I am always available to answer any questions. Thank you for giving me the opportunity to serve.

Joanne C.

Oregon Area Group Records Coordinator

Public Information – Dawn B.

Oregon Area Assembly - July 2020
Public Information Coordinator (PIC) Report
Dawn B.

As stated in the Oregon Area (OA) Handbook, “the primary purpose of the Public Information Coordinator (PIC) is to keep in touch with the Area Delegate and all Al-Anon members doing Public Information (PI) work in the area, and to act as a PI liaison among local groups and between local groups and the World Service Office. The PI Coordinator follows through on projects initiated by the PI Committee at the World Service Office.”

Basic INFORMATION for the public:

1). Al-Anon’s purpose; 2). Who can be a member; 3). How to connect with Al-Anon; 4). How Al-Anon can help. Public Outreach is about increasing the public’s awareness that, through Al-Anon, help and hope is available to the families and friends of problem drinkers.

Oregon Area Public Outreach Group

Anyone can join the Oregon Area Public Outreach Group. By emailing d6dawn@comcast.net with your name, phone and email address (Gmail is best) to request to join the group. We are also meeting occasionally via Zoom.

On-going...Oregon Area Outreach Project: Literature in Rest Area Information Centers

Oregon Travel Information Council manages 11 Travel Information Centers: 2 on I -84, 6 on I-5, 1 Hwy 101 (Brookings) 1- Hwy 26 (Mt. Hood), 1 – Hwy 97 (Midland). Display’s are coordinated by Certified Folder Display Services.

- Literature display space and distribution services purchased.
- 12 months...10/19 – 10/20...asked and received a 2-month extension due to Covid-19. Will end 12/20
- Literature is “Are you Troubled by Someone’s Drinking? Al-Anon is for You”
 - Printed on green cardstock,
 - 6000 pieces of literature distributed initially, added another 3,000 on 7/2/20
 - Certified Folder Display replenishes every two weeks.

Al-Anon Faces Alcoholism (AFA’s)

- 1200 English and 500 Spanish – 2020 AFA’s are available to Oregon Area Districts/Groups
- Please contact me, Dawn B, OA PIC (see contact info. below) to have AFA’s mailed or to pick them up.

Al-Anon Public Service Announcements (PSA)

- Presented, via zoom, at 2 district meetings on “How to get Al-Anon PSA’s Airtime”.
- Please contact, me, Dawn B, OA PIC (see contact info. below) if you would like a presentation on how to encourage your local tv and or radio stations to play Al-Anon PSA’s

Public Outreach Resources:

1). Dawn B., Oregon Area Public Information Coordinator, d6dawn@comcast.net, 541-513-6205 (call/text)

- 2). Your District Public Outreach Coordinator
- 3). “The Best of Public Outreach” (free for download on the WSO website)
- 4). The Service Manual (pgs. 117-125)
- 5). The WSO website public outreach page: <https://al-anon.org/for-members/public-outreach/>
- 6). Your District Representative and/or your Service Sponsor

September is Recovery Month...Plan to make a commitment to carry Al-Anon’s message of help and hope! Need ideas, ask me!

Website – Julie G.

Website Coordinator Assembly Report

Old Website

- Pandemic - Furious updating of meetings with zoom links

New Website: <https://recorder-vibraphone-faag.squarespace.com/>

- Set aside your likes and dislikes of the old website. A new website does not fix them, it makes them different.
- Send feedback to website@oregonal-anon.com
- Find a meeting
- New Oregon map graphic with district boundaries needed
- We will lose the ability to have an interactive map
 - Older functionality
 - Hard to keep updating this without hiring special workers
 - Hover descriptions will not work on phones/tablets
 - Map is more of a reference now
- District Pages
 - Photos separate the information
 - Better for phone scrolling
 - Photos needed that are better representations of the meeting/area
 - DR's and GR's: Please send me photos to represent your meetings!
 - website@oregonal-anon.org
 - Text: 503-327-3689
 - Photo Guidelines
 - No faces - maintain anonymity
 - No proprietary images
 - Photo must be copyright free
 - Stay away from photos of the building where the meeting takes place - anonymity
 - Suggested: Serene landscapes, abstract artwork (not copyright)
- Hamburger Menu
 - Newcomer info
 - Alateen Area
 - Events
 - Yes, we lose the calendar (I'm not sad, it was cumbersome)
 - Service
 - Contact Us
 - Delegates Corner

Reports still to be submitted:

Archives – Tama S.

Cooperating with the Professional Community (CPC) – Joan F.

Communicator – Maria M

Literature – Jamie J.

Technology – Julie S.

WSO Financial Appeal

phone: 757.563.1600
fax: 757.563.1656

al-anon.org
wso@al-anon.org

May 14, 2020

Dear Al-Anon and Alateen members,

On behalf of the Finance Committee, I am writing to inform you of the impact COVID-19 is having at the World Service Office (WSO). Since the start of the COVID-19 pandemic, donations and literature sales have decreased significantly at the WSO. I know many of you are experiencing similar situations at your home group, District, Al-Anon Information Service (AIS), Literature Distribution Center (LDC), or Area.

At the end of April, literature sales were down 75% and contributions were down 34% and we are projecting a \$1,600,000 operating deficit at the end of 2020. Given reduced revenues, the Board has approved a transfer from the Reserve Fund to the General Fund of \$250,000 to provide cash necessary for operations. Significant cost cutting measures have been implemented including elimination of Staff merit and cost of living increases for 2020; all Staff travel through the end of the year; and Board, Executive, and Finance Committee travel through the end of August.

Additionally, after prayerful consideration of our projected cash position, Staff furlough and layoff actions were taken Friday, May 1. All Staff who were impacted are eligible for the expanded unemployment coverage due to COVID-19.

Despite these actions, the WSO is doing business as usual, processing literature orders through customer service and shipping products ordered, fielding calls for public outreach and electronic meeting information, and keeping our presence known on social media and other services. To continue, we need your help. Some thoughts I have been having about Seventh Tradition donations:

- Do your groups, Districts, or Areas have money that was planned to cover Group Representative, District Representative, or Area officer travel which could now be donated because the District or Area meetings were held virtually?
- Is your group making announcements at your meetings to let members know they can go online and donate directly to WSO?
- How is your group handling the May Appeal Letter during this time of meetings happening virtually? Will it even be read?
- How can we keep the Seventh Tradition money flowing through the links of service from the groups to Districts to Areas to the WSO?

In the past, when members have been asked to help the WSO your response has been overwhelming. So once again we are coming to you. The pandemic has increased the incidence of alcoholism. The WSO would appreciate any contributions you and your group, District or Area can provide to help us continue to serve the families and friends still suffering in these uncertain times.

Love in service,

Cathy T.
Treasurer

Al-Anon Family Group Headquarters, Inc.

NAAC Save the Date

SAVE THE DATE

Native American Al-Anon Conference
(NAAC)

Hosted by the Native American Al-Anon Conference & Oregon Area

Fellowship, Speakers, Workshops, and More

~ Agenda TBA ~

All Al-Anon and Alateen Members Invited

Sheraton Portland Airport Hotel

8235 NE Airport Way

Portland, OR 97220

**** April 30, May 1st & May 2nd 2021 ****

Proceeds go to Native American Al-Anon Conference and other service arms

Volunteers for the planning committee are needed

