DRAFT DATE   10/3/2020

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. – ▮▮▮▮▮▮▮▮▮▮).
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 at least 3 days 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 AWSC meeting, the Officers can begin logging in at 7:30am, Coordinators at 7:45, and District Representatives 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 muted or 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.

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 designated person. Send any handouts to attendees prior to the meeting.
Moderator(s):	Dawn B, 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. Upload and screen share documents/presentations as requested
                        by presenters.

Tech Coordinator: Deanna
Role: Create meeting and forward link to all participants. Respond to email
                        requests for meeting passwords. Provide log in assistance to participants
                        as they log into the meeting.

		Jan 1 - Oct 4, 20	Budget	$ Over Budget
				parenthesis = under budget
1	Income			
2	Revenue			
3	Group Contributions	$ 12,579.03	$ 18,000.00	$ (5,420.97)
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	$ 34,010.60	$ 40,000.00	$ (5,989.40)
9	Total Income	$ 34,010.60	$ 40,000.00	$ (5,989.40)
10	Expense			
11	Delegate Fund			
12	WSO ETF	$ 1,953.00	$ 1,953.00	$ -
13	Extra Day	$ -	$ 200.00	$ (200.00)
14	Delegate Meeting	$ 800.00	$ 800.00	$ -
15	Delegate Travel	$ 75.20	$ 1,000.00	$ (924.80)
16	Delegate Miscellaneous	$ 305.47	$ 500.00	$ (194.53)
17	Total Delegate Fund	$ 3,133.67	$ 4,453.00	$ (1,319.33)
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	$ 3.70	$ 200.00	$ (196.30)
22	Assembly/AWSC Rent	$ 100.00	$ 3,426.00	$ (3,326.00)
23	Insurance	$ 1,731.00	$ 1,731.00	$ -
24	Total Working Fund Expense	$ 2,815.45	$ 8,637.00	$ (5,821.55)
25	Assembly Allowance/Meal/Lodging			
26	Officers	$ 279.49	$ 2,700.00	$ (2,420.51)
27	Audit/Budget	$ 103.81	$ 1,080.00	$ (976.19)
28	Coordinators	$ 380.96	$ 3,600.00	$ (3,219.04)
29	Past Delegates	$ 160.71	$ 1,080.00	$ (919.29)
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)

38		Assembly Expenses						
39		Assembly Workshops	$	-	$	900.00	$	(900.00)
40		Alateen Projects	$	-	$	150.00	$	(150.00)
41		CPC Projects	$	-	$	1,000.00	$	(1,000.00)
42		Forum Projects	$	33.00	$	200.00	$	(167.00)
43		Literature Projects	$	-	$	300.00	$	(300.00)
44		PI Projects	$	797.15	$	1,000.00	$	(202.85)
45		Technology Projects	$	198.29	$	900.00	$	(701.71)
46		Total Assembly Expenses	$	1,028.44	$	4,450.00	$	(3,421.56)
47		Coordinator Expenses						
48		Alateen Coordinator Expenses	$	104.93	$	500.00	$	(395.07)
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	$	313.39	$	350.00	$	(36.61)
57		Total Coordinator Expenses	$	418.32	$	1,275.00	$	(856.68)
58		Northwest Regional Delegate Meeting						
59		Past Delegates	$	1,000.00	$	1,000.00	$	-
60		Total Northwest Regional Delegate Meeting	$	1,000.00	$	1,000.00	$	-
61		Other Expenses						
62		Alateen Sponsor Workshop	$	-	$	600.00	$	(600.00)
63		Audit Budget Extra Day + Exp	$	23.56	$	200.00	$	(176.44)
64		Contingency Fund	$	-	$	689.00	$	(689.00)
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	$	423.56	$	2,239.00	$	(1,815.44)
72	Total Expense		$	17,844.62	$	30,964.00	$	(21,119.38)
73	Cash Balance as of 10/4/2020		$	24,255.95	$	9,036.00	$	15,219.95
74		Ample Reserve	$	8,000.00	$	8,000.00	$	-
75		Available Cash	$	16,255.95	$	1,036.00	$	15,219.95

Statement on racism within Al-Anon
October 2020 Oregon AWSC meeting

The last few months have been trying and eye opening for me. The fires that ravaged our state and continue to, have changed my life. I have had an unexpected opportunity to use the Traditions and Concepts daily, and with a very diverse collection of people. I have watched organizations crumble because of people's inability to work together. I have lived with double headed management and had to excuse myself from dysfunctional environments. I have spoken program to many people who do not have the tools and benefits of Al-Anon like I do. I feel incredibly blessed in the midst of all this destruction. Everything I've been experiencing has prepared me to address the topics of racism and bias with you today. I have prepared a written statement that I will read this morning. I wrote it all down because I wanted to make sure I didn't leave anything out.

I want to address the topic of racism directly within Al-Anon, since it continues to be an issue in our society that can also creep into our fellowship. I have heard and read your comments – *I hear you.* I have some of the same concerns that you do. I have watched our culture and our world change in massive ways over the course of this year, and it has me asking some of the same questions I hear you asking. It has also created that same pit within my stomach, that aches every time injustice occurs.

As your Delegate, I want to address this issue head on – whether we call it racism, inclusivity, diversity, equity or by some other name. I want to make it very clear that Al-Anon has no tolerance for racism. Al-Anon values inclusivity, diversity and equity. There is no room for injustice of any kind within our nearly 70-year-old program. Make no mistake – Al-Anon is inclusive of all people. It is not a program for any particular economic, social, political, religious, race, gender, sexual, ability or age demographic. It is a program for human beings – all human beings. It was created to be used by all people of every background. THAT is the Al-Anon program.

The word racism is not a word we use in Al-Anon, because Al-Anon was *created* to be inclusive of all people. Racism IS a word we use in our society, because it is perpetrated by people on an individual and systemic basis. If we think of Al-Anon as a system, and members as individuals, racism is not within our system, but it can live within our members. Because it can live within our members, it may show up in our meetings, whether they are Group, District, or Area led.

I want to be clear – Al-Anon is not and cannot be racist, but members can be.

The 2017 World Service Conference, in all of its wisdom, commissioned a Task Force to create a document that would address bias in our members – the bias that can lead to racist behaviour. It was created for individual, private use. If racism appears within a meeting, it begins with an individual – and that is exactly where it can stop. I personally try to presume goodwill if someone behaves poorly within a meeting. I realize that it is my responsibility to talk with that member if their behaviour bothers me. I am NOT responsible for their response. If a member's behaviour impacts the functionality of a meeting, it may be appropriate for several members to pull that individual aside and gently confront the behaviour. In my experience, most members will listen to gentle confrontation, and try to self correct. In the event that a member exhibiting problematic behaviour does not respond well to gentle confrontation, it may be necessary for the Group to

act, whether it's a local meeting, a District, or the Area. This applies to any problematic behaviour, including racism.

We all exhibit bias as human beings. Awareness is the first step in addressing that bias. I hope each of you have taken the time to work through the questions on the WSC created bias inventory. They are insightful, vulnerable, and challenging. This is why the inventory was created for individual use. It requires a level of openness that transcends typical Group interaction. And bias is such a personal experience that it may be very different from member to member. If you have not utilized the bias worksheet, please do so before we meet again for Assembly. If you need a copy of it, please reach out.

Since racism is not a word we use in Al-Anon, it *is* considered an outside issue. But as we all know, the experience of racism can be something we encounter within a meeting. It must be addressed at an individual level, since that is where it begins within the context of Al-Anon. We owe it to one another to presume goodwill, to gently confront, and also to protect each other from potential harm. I want to make a promise to you that I will allow those principles to guide the rest of my term as your Delegate.

Bias is a fear-based condition. We are no strangers to fear within Al-Anon – some of us lived on a steady diet before joining this loving program, while others of us continue to feast on fear daily. Al-Anon wraps its loving arms around each one of us and offers acceptance, regardless of which path we currently walk.

A favorite artist of mine said, "Out past the fear, doubt becomes wonder." My hope for you is that you walk out past the fear, and that your doubt becomes wonder. I love each and every one of you fiercely, and I am so proud to know all of you. Thanks for listening.

katie
Katie W.
△
Oregon Delegate
Panel 59: Yes! Oui! ¡Sí! Concept 9

Dreaming Big with 20|20 Vision

Rêver grand avec une vision 20|20

Soñar en grande con visión 20|20

Facing Our Biases

BIAS is partiality or prejudice, unfair preference for or dislike of something or someone. Are my own personal biases keeping me from embracing those different from myself and being open and welcoming to all?

The family disease of alcoholism thrives on keeping us isolated from each other. By using our spiritual principles, we can concentrate on our similarities, not our perceived differences. When we apply these principles, we broaden our thinking and widen our fellowship circle to welcome all who suffer from the family disease of alcoholism.

Taking a Personal Inventory

☐ How do I feel if I walk into a meeting and everyone looks different from me?

☐ How do I feel when a member shares their experience with a Higher Power different than mine?

☐ Where do I usually sit in my home group? How do I feel if someone is in "my spot?"

☐ How often do I get out of my comfort zone and talk to someone new before or after a meeting?

☐ Do I believe I can learn and grow by listening to someone much older or younger share?

☐ How do I ensure members with visible or non-visible disabilities are welcome in my meeting?

☐ What is my reaction when someone new appears disheveled? When someone new appears well-dressed?

☐ Is attending a diverse meeting important to me or am I more comfortable in a meeting where we are all the same? What is my reaction when someone new identifies themselves as a member of another twelve-step program? Am I willing to help them understand the concept of anonymity?

☐ Would I be comfortable if a member brought a small child to my meeting? How about a teenager?

☐ Am I comfortable having a meeting in a mosque, synagogue or church?

☐ Do I pay attention to someone's grammar and reading skills and compare them to my own?

☐ How do I react when someone new comes to my meeting and shares that a family member or friend is a drug addict?

☐ Am I willing to be a Sponsor/Sponsee to a member in a heterosexual relationship? Same-sex relationship? Single? Divorced?

☐ Am I welcoming to a newcomer who speaks a language different than the primary language of the meeting?

☐ Is the closing in my home meeting inclusive to people from diverse backgrounds and experiences?

Using Al-Anon's Spiritual Principles

➤ Unity and Participation—How can I remind myself that our common welfare should come first, as stated in Tradition One?

➤ Respect and Open-Mindedness—How can I put "principles above personalities" and show loving respect to every member?

➤ Compassion and Understanding—How can I support someone with characteristics different from mine so that they feel welcome?

➤ Acceptance and Tolerance—Looking beyond what makes us different, how can I find the common humanity in all who suffer?

➤ Honesty and Humility—By answering these questions honestly and with humility, how will I grow and change?

➤ Spirituality and Trust—How can I trust my Higher Power to guide me in overcoming my biases?

Task Force: Celebrating Our Differences and Common Purpose | 2018 World Service Conference

OREGON AREA AL-ANON 2021 PROPOSED BUDGET

Compared to 2020 Approved Budget [Increases in Bold; Decreases in Italics]

	Category	2020 Budget	2021 Budget	Increases & (Decreases)
1	Revenue			
2	Group Contributions	18,000.00	15,000.00	(3,000.00)
3	Assembly Registrations	2,000.00	1,000.00	(1,000.00)
4	State Speaker Meeting	0.00	0.00	0.00
5	SSM Advance	0.00	0.00	0.00
6	Cash Carried Forward	20,000.00	24,000.00	4,000.00
7	Total Revenue	$ 40,000.00	$ 40,000.00	0.00
8	Expenses			
9	Delegate Fund			
10	WSO ETF	1,953.00	2,382.00	429.00
11	Extra Day	200.00	200.00	0.00
12	Delegate Meeting (NWRDM)	800.00	600.00	(200.00)
13	Delegate Travel	1,000.00	1,000.00	0.00
14	Delegate Miscellaneous	500.00	500.00	0.00
15	Sub-Total: Delegate Fund	$ 4,453.00	$ 4,682.00	229.00
16	Working Fund Expenses			
17	Alateen Safety Guildlines Legal Fees (Next-2024)	0.00	0.00	0.00
18	Archive Rent	780.00	780.00	0.00
19	Area Travel Funds [ATF]	2,500.00	1,670.00	(830.00)
20	Communicator	200.00	50.00	(150.00)
21	SSM Advance	0.00	1,500.00	1,500.00
22	March Assembly Rent & Expenses	1,000.00	100.00	(900.00)
23	July Assembly Rent & Expenses	850.00	1,300.00	450.00
24	November Assembly Rent & Expenses	1,200.00	1,300.00	100.00
25	AWSC Rent [3 @ $100 each] & Expenses	376.00	300.00	(76.00)
26	Insurance	1,670.00	1,850.00	180.00
27	Sub-Total: Working Fund Expenses	8,576.00	8,850.00	274.00
28	Assembly/AWSC Allowance(Meal/Lodging)			
29	Officers	2,700.00	1,500.00	(1,200.00)
30	Audit/Budget	1,080.00	300.00	(780.00)
31	Coordinators	3,600.00	2,250.00	(1,350.00)
32	Past Delegates	1,080.00	600.00	(480.00)
33	Regional Trustee/Board Visit	0.00	0.00	0.00
34	Sub-Total: Assembly/AWSC Allowance(Meals/Lodgin	8,460.00	4,650.00	(3,810.00)
35	Officers Expenses			
36	Alternate Delegate	50.00	50.00	0.00
37	Chairperson	50.00	50.00	0.00
38	Secretary	50.00	50.00	0.00
39	Treasurer	150.00	75.00	(75.00)
40	AAPP	150.00	150.00	0.00
41	Sub-Total: Officers Expenses	450.00	375.00	(75.00)

OREGON AREA AL-ANON 2021 PROPOSED BUDGET

Compared to 2020 Approved Budget [Increases in Bold; Decreases in Italics]

	Category	2020 Budget	2021 Budget	Increases & (Decreases)
42	**Assembly Expenses**			
43	Assembly Workshops	900.00	500.00	*(400.00)*
44	Alateen Projects	150.00	150.00	0.00
45	Archive Projects	0.00	0.00	0.00
46	CPC Projects	1,000.00	600.00	*(400.00)*
47	Forum Projects	200.00	300.00	**100.00**
48	Group Records Projects	0.00	25.00	**25.00**
49	Literature Projects	300.00	300.00	0.00
50	PI Projects	1,000.00	1,000.00	0.00
51	Technology Projects	900.00	900.00	0.00
52	Website Projects	0.00	0.00	0.00
53	Sub-Total: Assembly Expenses	$ 4,450.00	$ 3,775.00	*(675.00)*
54	**Coordinators Expenses**			
55	Alateen	500.00	500.00	0.00
56	Archives	100.00	100.00	0.00
57	CPC	100.00	50.00	*(50.00)*
58	Forum	25.00	100.00	**75.00**
59	Group Records	25.00	25.00	0.00
60	Literature	100.00	100.00	0.00
61	Public Information	50.00	50.00	0.00
62	Techonolgy	25.00	25.00	0.00
63	Website	350.00	350.00	0.00
64	Sub-Total: Coordinators Expenses	1,275.00	1,300.00	**25.00**
65	**Northwest Regional Delegate Meeting**			
66	Alternate Delegate	0.00	0.00	0.00
67	Past Delegates	1,000.00	1,000.00	0.00
68	Sub-Total: NWDRM	1,000.00	1,000.00	0.00
69	**Other**			
70	Alateen Coordinator - Sponsor Workshop	600.00	600.00	0.00
71	Audit Budget Extra Days + Expenses	200.00	50.00	*(150.00)*
72	Contingency Fund	750.00	750.00	0.00
73	Equipment Supplies	100.00	50.00	*(50.00)*
74	Handbook Update	50.00	50.00	0.00
75	~~Task Force Expenses~~	~~0.00~~	~~0.00~~	~~0.00~~
76	Transition Fund	200.00	200.00	0.00
77	WSO Donation	400.00	400.00	0.00
78	Sub-Total: Other Expenses	2,300.00	2,100.00	*(200.00)*
79	**Ample Reserves**	8,000.00	8,000.00	0.00
80	**Total Expenses & Reserve**	38,964.00	34,732.00	*-4,232.00*
81	**Budget Balancing Ledger**			
82	Budgeted Income	40,000.00	40,000.00	0.00
83	Budgeted Expenses	38,964.00	34,732.00	*(4,232.00)*
84	Net Gain (Shortfall) of Budgeted Income/Expen	1,036.00	5,268.00	**4,232.00**
85	Total of Budget Balancing Ledger	0.00	0.00	0.00

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 since we have the money.
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	Alateen Safety Guidelines Legal Fees	Legal fees to approve changes to Safety Guildlines. This is expected to occur every three year; next date 2024
18	Archive Rent	Storage Unit for Area Archives
19	Area Travel Funds [ATF]	For AWSC members whose mileage expenses are not paid by another entity - (There is a fomula that approximates this, based on assumption of attendance and expenses.)
20	Communicator	Prints Communicator 3 times a year for each District Representative
21	SSM Advance	$1500 Seed money for following year SSM if scheduled
22	March Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
23	July Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
24	November Assembly Rent & Expenses	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
25	AWSC Rent [3 @ 1/3 of amount each]	Area Reimburses Districts for Rent, Coffee, B&W Printing per Oregon Area Handbook
26	Insurance	Area has an Insurance policy for all meetings and Area Events
27	Sub-Total: Working Fund Exp	Addition of all Working Fund Expenses
28	**Assembly/AWSC Allowance(Meal/Lodging)**	Currently maximum $150 per event (AWSC/Assembly) per person from Oregon Area Handbook; There is a fomula that approximates this for each line item, based on assumption of attendance and expenses.
29	Officers	Meal & Lodging for Alt. Delegate, Chairman, AAPP, Treasurer, Secretary
30	Audit/Budget	Meal & Lodging for three Audit/Budget members whose expenses are not covered by another entity.
31	Coordinators and AAPP	Meals & Lodging Alateen, Archives, Communicator, CPC, Forum, Group Records, Literature, Public Outreach, Technology, Website
32	Past Delegates	Meals & Lodging for Past Delegates, Past Delegates who attend AWSC & Assemblies per Oregon Area Handbook**
33	Regional Trustee/Board Visit	For every 3 year panel the Area invites 1 Regional Trustee for one assembly
34	Sub-Total: Assem/AWSC Allowance(Meals/Lodgir	Addition of all Assembly/AWSC Meals and Lodging Expenses
35	**Officers Expenses**	
36	Alternate Delegate	Postage, Printing...
37	Chairperson	Name Badges. Postage, Printing...
38	Secretary	Postage, Printing...
39	Treasurer	Envelope, Postage, Printing, accounting software (one time in panel)

	Category	Description
40	AAPP	Postage, Printing...
41	Sub-Total: Officers Expenses	Addition of all Officers Expenses
42	**Assembly Expenses**	
43	Assembly Workshops	Printing and Supplies to conduct workshops at an assembly (from others)
44	Alateen Projects	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
45	Archives Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
46	CPC Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
47	Forum Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
48	Group Records Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
49	Literature Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
50	PI Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
51	Techology Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
52	Web Project	Printing and Supplies to conduct workshops at an assembly and/or Oregon Area
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
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 exception.
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: Delegate Meeting	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~~	~~Not used for many years. Considering removing line item from Budget~~
76	Transition Fund	Short falls in Budget from position changes and unforseen 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 (This is estimated/projected.)
80	**Total Expenses & Reserve**	Total of All expenses and Ample Reserves
81	**Budget Balancing Ledger**	
82	Budgeted Income	Total from Revenue and Cash at end of Last Year
83	Budgeted Expenses	Total from Expenses and Reserves
84	Experienced Shortfall of Budgeted Expenses	Difference between Revenue and Expenses
85	**Total of Budget Balancing Ledger**	Overage or Underage of Budget

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

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

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.

10/4/20

| **Oregon Area Election Procedures**

To find good personal leadership, as suggested by Concept Nine, elections must be conducted with Al-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 Al-Anon follows the procedure in the Al-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

1. 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.
2. 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)
3. One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
4. Candidates are highly encouraged to complete and email a Service Resume to the Election Official (electionofficial@oregonal-anon.org) six weeks prior to the election assembly.
5. The Election Official will forward Service Resumes to all District Representatives (DR) or district contacts.
   a. DR's are encouraged to promptly share with all GR's.

Election Assembly Preparations

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

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

1. The Area Chair will ask all present and past District Representatives who served at the Oregon Area level during the current or previous panel to stand.
2. The Chair asks those willing to stand for [Position] to remain standing.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
   a. The purpose of a clarifying question is to make something more clear or easier to understand.
   b. Examples: 1). When you said _____ what did you mean? 2). I think I heard you say _____, is that correct? 3). Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. In the spirit of substantial unanimity, the first candidate to receive a two-thirds vote is elected.
8. 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.
9. Whether or not names are withdrawn, another ballot is taken.
10. 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)
11. 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*

1. The Chair will ask members to stand that are willing to serve as [position].
2. Each position is open to any qualified (see position descriptions in Oregon Area Handbook) Al-Anon member willing to serve.
3. The candidates will read their Service Resumes, as written.
4. The Oregon Area Chairperson invites assembly members to ask a clarifying question.
   a. The purpose of a clarifying question is to make something more clear or easier to understand.
   b. Examples: 1). When you said _____ what did you mean? 2). I think I heard you say _____, is that correct? 3). Could you please clarify _____?
5. Candidates leave the room once clarifying questions have been answered.
6. While the votes are cast, the chairperson encourages quiet amongst the members.
7. The candidate with the most votes (simple majority) received will be elected.

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	_____

Food and Lodging Reimbursement

The food and lodging reimbursement should be increased. It has been 12 years since the amount was increased. Everyone knows the cost of food (especially in restaurants) and hotels have increased since 2008.

The inflation rate in the United States between 2009 and today has been 22.45%, which translates into a total increase of $22.45 per $100.00. This means that $100 in 2009 is equivalent to $122.45 in 2020. In other words, the purchasing power of $100 in 2009 equals $122.45 today. Therefore, $150.00 times 22.45% =$33.68. $150.00 +$33.68=$183.68. Gas is reimbursed according to current cost so why not food and lodging? Everyone needs to have the right to be reimbursed at a fair dollar amount. We should not feel shamed if we expect our entire expenses reimbursed. Many years ago I was taught being in service should not cost a person anything so it would be available to everyone. I have been in Area service for over 20 years and if service had cost me money out of my pocket I would have not been able to serve.

I will use myself as an example. I usually eat at the same restaurant as everyone else and eat the free breakfast at the hotel when it is offered. I drink the coffee provided at the AWSC or Assembly instead of buying a latte. $110 a night for weekend in an hotel only leaves $40 for Friday dinner, Saturday lunch and Saturday dinner and sometimes Sunday's lunch during an assembly. Yet, I go over $150. Why? Because I share a hotel room with only one other person instead of 3 other people. This leaves me two choices - share my room with 2 more people or pay the overage out of my pocket. Some members can afford to pay the overage out of their pocket and some can't. I don't believe members should have to pay to be in service.

You may hear most AWSC members do not go over the $150.00 amount. That is because 1) they have 4 to a room, 2) they do not request all their expenses be reimbursed, or 3) they do pay the overage out of their own pocket.

I believe the total reimbursement for food and lodging needs to be raised after 12 years to $180.00.

Joanne C.
Area Group Records Coordinator

Thoughts and Recommendations for Change Procedures for Oregon Area Handbook-Sept 25, 2020

This is the charge and data that was given us to come up with a Procedure for working and updating the Handbook.

Procedure for changing the Oregon Area Handbook at present – Mary Lynn, Alt Delegate of Oregon Area is the keeper of the Oregon Area Handbook. This is a living document, but what is lacking is a process for how to maintain the book's changes. There is a format in the beginning of the handbook called Oregon Area Handbook Change Form. We are charged to make recommendations on how and when the Alternate Delegate is to update the handbook.

- We have no process when to make the change when an update is done or how soon to record it on website
- When a change is required, when is it up to the AWSC to vote on the changes?
- When does a change need to go to the Group Representatives to vote to change? ie.: There may be reasons for the Coordinators to change a position description, who approves the change?

The AWSC would like to have a Thought/Task force to be willing to describe what the procedure should look like and how to make material changes to the handbook.

For example: It wasn't clear when the Behavioral Requirements/Alateen Section, Area Alateen Coordinator Position Descriptions and the AAPP Position Description needed to be updated. The Behavioral Requirements were taken to the GR's but the reality is the vote for Al-Anon Business in Oregon regarding the handbook happens with the AWSC unless it has a financial impact.

- The handbook is a guide for AWSC and therefore they control the information in it. In this case all that should be brought to the GR's at Assembly is the fact that the Safety and Behavioral Guidelines have been approved and updated.
- Position Descriptions and changes should be made to the document as soon as possible so that the sections are kept up to date and we don't wait until the end of the panel.

Decision: A thought Force/Task Force was created and members are: Rita S., District 17 DR, Bunny G., Panel 38 Delegate and Sue B., Audit Budget Chair

- Charge: Develop a procedure to come up with a process for changing the Oregon Area Handbook. We are not talking about punctuation, but talking about content. We will report back: October 2020 AWSC

What we know:

Today's procedure for changes to handbook: fill out a change recommendation and give it Alternate Delegate. Recommendations are sometimes taken to AWSC for discussion.

On the following page we are making our recommendations, and have include some questions that may need further discussion.

Please give us your feedback.

Thoughts and Recommendations for Change Procedures for Oregon Area Handbook-Sept 25, 2020

Our recommended Statement to be included in the Handbook:

The Oregon Area (OA) handbook is a living document to help volunteers in Oregon (Area) Al-Anon Service work in a more effective way. The OA handbook explains how Oregon Area works together, is organized, and how each member is elected or appointed to best function in the Area.

1. Who has the Authority and Obligation to make changes to the OA Handbook?
    a. It is the understanding that all AWSC (Officers, Coordinators, District Representatives, Liaisons, Past Delegates, and other appointed positions) are responsible to make recommendations to the handbook while doing their job, *as soon as* they determine changes are needed in the OA handbook. All other Al-Anon members shall use the links of service if they have a question or concern with the handbook.
    b. Concept 2 and Concept 3 has given AWSC the right of decision for updating and making changes to the OA handbook.
2. Major or Minor Changes:
    a. For Major changes: Contact the Alternate Delegate and request a possible change to the OA handbook for discussion at the next AWSC. After discussion, if the AWSC decides clarification is needed, a thought force or task force may be appointed to get more information using Knowledge Based Decision Making (KDBM).
    b. For Minor changes (grammatical changes, punctuation or spelling), which do not alter the intent of the document in the OA handbook: These changes can be sent directly to the Alternate Delegate for immediate correction to the master copy.
3. Motions and changes that effect the handbook need to be updated 3 weeks after AWSC or Assembly and sent to the Web Coordinator for posting. The intent is to keep the OA Handbook as current as possible.

What we don't know about the handbook or should they be discussed:

    a. Do we need to have an appointed standing committee to help with handbook?
    b. What software needs to be made available to produce handbook?
    c. Is the change recording page being done adequately or do we need to do something different?
    d. What do we record on the Record of Change page? Can it be used to inform AWSC when changes are made? Is it helpful?
    e. Does the AWSC want to have a timeline for a section review in the OA Handbook (ie.: Position descriptions) At least once a year?
    f. Do we need to set a timeline for the Web Coordinator to post changes to OA Handbook?

Current Statement on Oregon Area Website:

The Oregon Area Al-Anon Handbook is a tool used by the Oregon AWSC and is provided here for reference only. Changes are the responsibility of the Oregon AWSC. Changes to this section of the web site will be made after the Handbook has gone thru the review process.

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

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

Group meetings are listed on the www.OregonAl-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 Al-Anon Policy found in current Al-Anon/Alateen Service Manual
   a. Only allows the use of Al-Anon tools and materials; i.e., Conference Approved Literature, current Al-Anon/Alateen Service Manual, the Forum, etc. (See Al-Anon/Alateen Service Manual; Literature and Service Materials)
   b. Respects the anonymity of all Al-Anon, Alateen & AA members
4. Abides by the Twelve Traditions, the Twelve Concepts of Service and the Al-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 Al-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.

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

1. The District Representative will contact the Area by e-mailing GroupPublishing@OregonAl-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 Al-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.OregonAl-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.

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 Al-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.OregonAl-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.

THINGS FOR GROUPS TO CONSIDER WHEN DISCUSSING RETURNING TO FACE-TO-FACE MEETINGS

As you discuss going back to face-to-face meetings, Rhode Island suggested looking at Traditions 2, 4; Concepts 4, 5, and Warranty 3.

When the group conscience is for the group to go back to face-to-face meetings check with the Oregon Covid-19 requirements (https://govstatus.egov.com/or-covid-19). Meet with the location where you held your face-to-face meeting to find out if their requirements can be accommodated using the 6-foot social distancing mandate. If needed, will group members commit to set up tables/chairs accordingly? Will groups make an effort to establish a second location for overflow if necessary?

Questions for the group to answer are will the group have to disinfect the room before and after the meeting? Does the location provide cleaning supplies? (Tradition 1, 2, 4; Concept 3, 4)

Decide how to ensure safety using shared materials such as meeting format book, announcement book, and CAL books as they are read in the meeting by being passed member-to-member. Rhode Island suggested members bring their own literature to read from. (Tradition 1, 2, 4; Concept 3, 4)

Will the group need more service positions to accommodate the additional needs of the group (signage, sanitation, greeters to monitor adherence to face masks and room occupancy limit)? Will the group need a trusted servant to maintain group member sign up list with accurate email and phone contact information? (Tradition 1, 2, 4, 9; Concept 3, 4, 9)

Continue to have business meetings to discuss what works and doesn't work. These are changing times and evaluation of these changes is necessary. Do our decisions serve our primary purpose of helping families of alcoholics? (Tradition 5, 12)

Take a group conscience on what to do if a newcomer attends and the meeting room is full. How will this pandemic effect the newcomer's meeting? (Tradition 1, 2, 4; Concept 3, 4)

What will the group do if a member attending the meeting refuses to wear a mask or social distance? Maybe a group conscience will be taken to end the meeting. (Tradition 1, 2, 4; Concept 3, 4)

Create a process to facilitate contact tracing if a member becomes ill (i.e. sign-in sheet, phone list, etc.) and ensure that everyone in attendance is on the list. Tracing members will interfere with personal anonymity. Groups will have to take this into consideration. (Tradition 1, 12; Concept 1, 3)

Have a drop box/basket for individual contributions (avoid passing basket) for Tradition 7.

https://www.riafg.org/in-person-meeting-considerations.html

Joanne C.
Area Group Records Coordinator