

Approved 6/16/18

Oregon Area World Service Committee Meeting  
Tualatin United Methodist Church  
20200 SW Martinazzi Avenue, Tualatin, OR 97062  
Host Districts 01 and 10  
February 17, 2018

8:30 am

**Welcome; Serenity Prayer:** Bunny G., Assembly Chair

**Traditions:** Sue B., Alt Delegate

**Concepts of Service:** Dawn B., District 6 DR, Group Records Coordinator

**Reminders:** Turn cell phones to silence. Use microphones when speaking. Write down what you want to say before going to the mic. No side conversations. Do not clap during or following discussions. You may clap for reports. As-it-basket forms are in baskets on the tables along with ballot forms. Photographs should not be taken without permission. Protect anonymity. In order to be reimbursed by the Area, you must attend the entire meeting.

**Roll Call:** Mary Lynn J., Secretary. Excused: Dee P., DR District 4; Golda C., DR District 5; Tama S., DR District 7; Elaine E., DR District 8; Linda C., DR District 13, represented by Cynthia G.; Nancy P., DR District 14; Jan D., Archives Coordinator. New DR District 16, Kim M., was welcomed.

**Approval of Minutes:** The following corrections were noted: Page 2, 2<sup>nd</sup> paragraph, line 6, beginning with "Having...., words an and Area were transposed. Page 5, Under Upcoming Events, the theme of the SSM is "Filling our Recovery Toolbox". The minutes had it incorrectly as "Refilling." A motion was made, seconded and passed to accept the minutes as corrected.

**Housekeeping:** Julie S., DR District 1, introduced Al-Anon members who came in from District 1 to help with serving. She thanked District 10 for securing the facility for the meeting.

**Treasurer's Report:** Dawn K., Treasurer. Cash carryover on Line 8 is \$3,800 more than expected. We are already at ¼ of contributions budgeted. Some districts have made sizeable contributions. All contributions should include: District #, WSO #, Group Name. The procedure for sending out receipts is to email the group the receipt if an email address is supplied; otherwise receipts are sent to DRs, who are responsible to distribute to groups. Groups are encouraged to get checking accounts. Forms and help are available to assist with opening accounts. *Treasurer's Report attached.*

**Audit Budget:** Barb B., Audit Budget Chair. A letter from a concerned member sent to All AWSC Members was referenced. There appeared to be three areas of concern: 1. Concern about increases, particularly to Public Outreach. 2. Amount of time that was allowed to consider the budget. 3. Attendance difference between Saturday and Sunday meetings. What do we want to do in reaction to this concern? Mary W., District 9 DR stated there was much controversy in her district. GRs would like to talk about it at Assembly. Barb asked if we have guidelines on changing a budget after it is set. Sue B., Alternate Delegate said it can be re-voted or amended. Nancy N., DR District 2, said GRs had concern because in the description of a budget, income and expense figures should match. We are not using the budget tool as intended. Barb read the letter she sent to the other Audit Budget members. Audit Budget is just the messenger. They can only present what is given to them. Amy S., District 11 DR, wondered why GRs didn't voice their opinions at assembly. There was a suggestion to allow time for small group processing. Some GRs are less inclined to speak before large group. It was asked if large increases could be highlighted in the budget. Brenda G., District 17 DR said she sent out budget to GRs. They talked about it at the district meeting and she asked them to really review it. After the budget had been voted

in, it was brought up at next district meeting where some GRs were really upset. They were embarrassed they didn't speak up. She said she was sorry it was taken personally; the concern was just about numbers. It had taken two months to approve our own district budget. What is the rush if there are concerns? Cindy E., Delegate. At the March Assembly she will present a workshop on Spirituality in Area Budgets. It will help to address our own fears and how it affects the area. Judy J., Past Delegate, Panel 41, asked about the pamphlet on Spirituality in Money that was being planned. Is it available yet? Cindy said she passed out the draft copy before and would bring more copies to assembly. Judy thought the Area did a good job giving overnight to think about it before voting. Did enough districts talk about it? Do we understand what the budget lines are about? GRs should be in their 3<sup>rd</sup> year of approving budget, so they should be aware of the process. Did we move money around from one category to another to make it balance? We just kept adding. She was surprised we didn't donate to WSO. Cynthia N., DR District 12, was totally overwhelmed by budget at her first assembly. GRs felt AWSC promoted a budget they had ok'd. Can we present an amended budget at Assembly? Where does the extra money come from? Shouldn't money coming in and going out match? Deanna M., DR District 10, also on the Audit Budget Committee, said she took it personally as well even though it had to do with finances at area. A cheat sheet for every line in budget was developed and it was printed in Communicator. It is hoped that every year this cheat sheet will be printed in The Communicator to help understand the budget. She printed it and took to district meeting for discussion. She personally does not like the gap between income and expenses. Remembers pulling from one area to another to make budget balance. Does not think it's a dead subject. Regis P., Website Coordinator, is grateful to Rita for expressing her concerns. It seemed like at the time, even if you have a concern we are still going forward. It did not feel like the deficit was getting addressed. She does have budget experience. Budget is reality for this group. If GRs have no experience with budgets, maybe they could discuss it with a service sponsor. Cindy E., Delegate, when she knows something she wants to dismiss it. She is seeing her part in the assembly discussion. We used to use fictitious number to make columns match. Why do two numbers not need to match. We heard that we have more contributions than expected for this time of year. We don't spend what we don't have. We did a dream big workshop at assembly a few months ago, and PI was where members want to spend money. Yes, it is a big number, but there are stipulations to spend it. It was a dream. We ask GRs to make a two-day commitment for Saturday all day and Sunday until noon. We know it's difficult. We get information on Saturday and vote on Sunday. We reason things out and then have a conscious vote. Jamie J., Eugene AIS Liaison, said it would be helpful to revisit the education piece. The income and outgo should be flexible to avoid hurt feelings. Bunny G., Chair said to sum it up there still seems to be concerns. What do we want to do? Will the workshop be sufficient? Cynthia N., District 12 DR, would like to go over the budget again. Can we have Audit/Budget attend the GR breakout and explain and answer questions? Brenda G., DR District 17, suggested allowing GRs to vote on an amended budget. Joanne C., AAPP, said in her experience, once something was voted on, it was passed. People with accounting backgrounds noticed there was no match in income and expenses. Sue B., Alternate Delegate, said she has reviewed several budgets. The 2016 budget showed a shortfall. 2017 was the opposite. Mostly there have been shortfalls. We are going to have a workshop and more education on the way budget is done. Minority opinion should be heard at assembly. GRs need to hear and decide what to do.

**Break.**

**The Plan:** Bunny G., Chair: Based on the fact that we had a 45-minute discussion, we do not want to open this to assembly for another long discussion. DRs are asked to take this back to their districts. There will be time during GR breakout for Audit/Budget to answer questions. We will also have a spirituality workshop about money. If during GR breakout there is consensus to OK budget, we will go

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with that. If they need a revised budget, we will ask Audit/Budget to present amended budget at July Assembly. There was a show of hands to accept this plan. 1 opposed. No abstentions.

**Clarification to October AWSC Minutes.** Bunny G., Chair. There was a Thought Force that looked at the proposal to have one assembly per year. Their recommendation was that we do nothing to change the way things are done. The complete report was included in the minutes. Based on this recommendation, we decided we did not want to change the number of assemblies per year, but GRs should be allowed to confirm that decision. DRs are asked to make sure GRs understand the decision because it was felt that it was not clear in November minutes about what we would do. We voted earlier on clarification to the AWSC Minutes. We need to go back to Assembly to clarify what AWSC voted on. We need to be really clear about what we are voting on.

**Oregon Area Handbook Update:** Sue B., Alternate Delegate. She is working on the Update to Sec II. The Standing Committee was eliminated, and Technology Coordinator was added. She is still working on Website Coordinator. When changes are made to handbook, will we be notified? Yes, when it is placed on Website.

**Magnetic Name Tags** were purchased. Sue requested DRs get names to her of new GRs who will be attending Assembly so she can print new badges. On treasurer's report, the cost of magnetic badges will appear as an expense to the Chairman's budget.

**Recertification Task Force Report:** Joanne C., AAPP., Passed out new forms for recertification of AMIAS. It seemed there was a lot of confusion and unhappiness by DRs in the process of recertification. In trying to make it easier for DRs, we slightly modified the process and new forms to be signed by AMIAS and the DR. Joanne was asked these questions: How often must AMIAS be recertified? WSO requires recertification every year. Do districts incur costs? There is no fee for recertification. Is there a timeline? Feb – June 30<sup>th</sup>. How do you know who needs to be recertified? Group records data base tells which AMIAS need to be recertified. Will it go into handbook? Yes. It should be in handbook which is online, but not as a separate form on website. An AMIAS would not be rejected without input from DRs. Members of the Task Force: Brenda G., District 17 DR; Loretta P., Audit Budget; Linda S., Alateen Coordinator, and Joanne C., AAPP and Task Force Chair.

Procedures for recertification should be updated under AAPP Job Description. DR District 10, Deanna M., asked if we can we vote to use it, and then vote to adopt it after we've seen how it works? There was agreement that we will wait to put it in handbook. Joanne will email forms. *Task Force Report, Recertification Application, and Oregon Area Alateen Safety Requirements attached.*

**Thought Force on Area Alateen Safety and Behavioral Guidelines:** Nancy N., DR District 2. In 2003 the Board of Trustees approved a motion that required all areas to have written Safety Guidelines for Alateen. The Area felt a revision is needed to address today's issues. The items contained in the report are not recommendations, but questions of concern by the Thought Force. There is confusion regarding which guidelines to follow. There are four different guidelines: Oregon Area Handbook, Alateen e-manual, Alateen Policy Digest of the WSO Service Manual, and Alateen Guideline G-34. The four documents focus on Certification, AMIAS conduct, Alateen meetings, and participation in conference & events. Each document is different. OAH focuses on AMIAS certification, does not include many of the items included in other documents. Should we revise ours to include what's in other documents or just mention other guidelines? It would become a lengthy document if those items are all added. All of these documents are currently available for download. Which document should we use? Number of AMIAS required at meetings? At least one required, two recommended. Issues? Alcohol and drugs? Abuse?

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Internet and social media? Training? Would Alateen e-manual be available to read? It would be beneficial to read that booklet. After discussion, it was determined that a Task Force should be formed to create a new document meeting the Oregon Area requirements. *Complete Thought Force Report attached.*

It was decided to take the next step in the process and appoint a Task Force for Area Alateen Safety and Behavioral Guidelines. Serving on that Task Force are Nancy N., who will serve as Chair, Joanne C., Linda S., Loretta P., Task Force Charge: Create document that can be put into handbook two weeks prior to June AWSC. Add District 1 person if she agrees to serve.

**Action Committee Form:** Judy J., PD Panel 41 and Mary Lynn J., Secretary. The pros and cons to the form currently being used for Action Committee report backs were discussed. Reports are given on Sunday, so the Action Committee Chair and Reporter can discuss what should be on the report. It was decided to continue using the current form, which is concise, for reporting to the Assembly and inclusion in the minutes. The form is available as a fillable form on the Area website on the "Documents" page. A suggestion was made to have email forwarding set up for the chair of each Action Committee.

**Insurance Update:** Brenda G., DR District 17. Procedures on information required to obtain a Certificate of Liability were passed out. Once the certificate is requested, it is emailed back in one or two days. Brenda can be contacted by groups needing insurance certificates through the Oregon Area Website by emailing [Al-AnonInsurance@OregonAl-Anon.org](mailto:Al-AnonInsurance@OregonAl-Anon.org). The insurance company that covers the area is Philadelphia Insurance Group. The last request for a certificate of insurance for 2017 was for the February AWSC Meeting. One group in District 12 requested a certificate for a meeting in January 2018. Bunny G: The position for handling insurance requests was added last year. Question: Where is the position in our structure? It's an extra job. Do we need a coordinator? It seems to be a small job that does not need a coordinator added, but, is a position that could be added to another AWSC member's position description.

**Baskets on Tables:** Bunny brought the baskets for the tables as a trial to hold everything that is usually placed on the tables. They contain Ask-It- Basket forms, District Maps, Assembly Etiquette, Ballots and scratch paper. There are tent cards in the baskets as well. Do we like using the baskets? Everyone wants to continue using them. It was requested that no table decorations be placed on the tables for Assembly or AWSC.

**Delegate:** Cindy E., Start thinking about what position you would to stand for now. Experience the journey. Service helped me to come out of my shell and have fun. Think about people in your district who would be good DRs, or whatever position you are holding. It is important to keep the journey going. The Conference theme this year is, "Al-Anon, there is no standing still." Cindy passed out tear off strips to remind members to take the survey. The survey will give a much clearer understanding of who Al-Anon is, so services can be aimed to certain demographics. A larger print P-24 was requested, but the request was denied. Electronic technology is being developed. If that is the age of Al-Anon, that area will be expanded. If not, that could be changed. Annual report is 51 pages and includes many changes going on at WSO. Change is occurring whether we like the changes or not. AFG Connects is a good tool for getting more information. Report on things you read on AFG Connects. Delegate and Assembly Chair receive all the AFG Connects emails for all positions. 455 emails came through AFG Connects for district reps alone. Some feel it is not working because there are too many emails. The book, *"Alateen Sponsorship, An Unforgettable Adventure"* was taken out of print. Portland Alateen sponsors requested reprint and they did not get it. Finance: Contributions were \$1.9 million in 2017. Last year contributions

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were \$2 million. Literature sales were \$3.5 million. Contributions were the 2<sup>nd</sup> highest in recorded history. The completion of newly designed website was announced, including the new meeting search program. There is the ability to hire and retain staff vs. using outside consulting firms. The Board affirmed the continued commitment to our primary purpose. Think of group contributions as how we support WSO. We need to quit thinking of Literature sales as our main source of revenue. Expenses were slightly over budget. The Reserve Fund had increased in value of \$734,000. When we don't meet budget, money is taken out of the Reserve Fund. Our Reserve Fund for the Area is 1/3 on our annual budget. WSO's is 2/3 of the operating fund. Chosen agenda items that were requested by members: Website, new technology and where it's going in our program – are we spending time and money and not seeing new people, WSO budget and services, getting more involvement in service. Areas hit by natural disasters have caused people to need literature. We need to think about how we can help. There are credible cyber risks to our computer systems, social media, etc. Can we consider Facebook meetings? Or, interacting with other areas during assembly meetings? Delegates in their final Conference year give a 3-minute talk at Conference on something learned along the theme. Cindy read the 3-minute talk she will give at Conference.

Judy J., PD Panel 41, said she felt survey was more a marketing survey than spiritual survey. How many employees does WSO have that are not AI-Anon members? Fewer people than formerly. What positions do and do not have to be members? Cindy said she did not have that answer, but she would research it. The Executive Director position is now maximum ten years. There was concern about the security of answers to survey questions. The survey is encrypted and protected. Lack of service and lack of commitment continue to be issues.

**Lunch Break/Walk through the WSO website** – There is no longer a separate “Members” site that needs a password. The website redesign was done with the hope that it would be easier to use for both members and those seeking information.

### **12:45 Serenity Prayer**

**Group Record Changes:** Dawn B., Group Records Coordinator. As of Dec 6, 2017, any member can go onto WSO website and register a new group or make changes to an existing group. After discussion about the pitfalls of using the new system, AWSC requested our Delegate place a call to Group Records and/or Website personnel at WSO to let them know the reasons the new change form/group registration is not working for us. How many other areas are following the procedure we use? She was asked to suggest a pop-up stop for Oregon. Cindy will report to all AWSC on WSO's reply.

**Alateen** came in to promote their potato fund raiser. Flyers were placed in mailboxes.

**Letter from member regarding closing at meetings.** The letter from a member questioning closing at meetings was discussed at length, with members having opinions on both ends of the spectrum. This will be a round table topic for assembly. Bunny will send an email letting the member know that her concern was discussed, with members having opinions both ways. It is group autonomy.

### **Breakout into DRs, Coordinators and Officers.**

**Oregon Event Planning Committee:** A letter from an AWSC member suggesting we have an Event Coordinator to work with districts in planning AWSC Meetings, Assemblies and SSMs was sent to all AWSC members. Bunny asked DRs to discuss this in their breakout. A DR reported it has been an

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opportunity to get people who are not in service to help put on the assembly. Do we want to think about a central location for AWSC and Assembly using KBDM? A Thought Force was appointed to answer the five KBDM questions. The Thought Force is Cindy E., Delegate; Brenda G., DR District 17; Sue B., Alternate Delegate; Donelda H., Communicator Editor; Deanna M., DR District 10.

### **Action Committee Breakout/Agenda for Assembly Preparation**

**Fellowship Communication Action Committee:** Judy J., Fellowship Communication Action Committee Chair. There is a new literature promotion to encourage the use of different pieces of literature in meetings. It has three bookmarks on one sheet, one for each Assembly this year. Cut off the one for the March Assembly when a meeting is chaired using one of books/pamphlets on the card. Circle the book and return at Assembly. A basket of literature will be awarded in a drawing. Quotations for use on calendars has been issued by WSO. Judy has copies. Writings for new daily reader are still being accepted. The pamphlet for parents and grandparents and the intimacy book are at the printers for distribution at World Service Conference and International Convention. The new service manual can be ordered online or using the mail-in form included in the *Forum*. *Forum* has a CAL corner describing how particular books have helped members in recovery. Writing sheets are available.

**Communicator:** Donelda H., Editor. Because elections are coming up in November, Coordinators and officers are asked to write articles about what their jobs were like and how it has helped in recovery as encouragement for others to stand for those positions.

**Assembly workshop topics requested from Action Committees:** Conflict resolution came up twice. Dawn has agreed to chair an Embracing Conflict workshop in March. Cindy will chair a workshop on Spirituality in Area Money Discussions, also in March. In July, we will emphasize the Trusted Servant Profile, which is available as an interactive form on the area website. Focus on why you want the position, and whether you have the commitment to take on that position. In July we will review our voting procedures.

**Breakout groups to discuss suggestions from Action Committees:** 45 minutes were allowed to review the suggestions submitted at the November Assembly to the question of, "Are Action Committees Working?" The result of this discussion is to attempt to make Action Committees better.

### **Agenda for March Assembly:**

SSM Report  
GR (letter from member regarding the budget with Q&A by Audit/Budget), DR and Coordinator  
Breakouts  
Action Committees  
Book Reports  
District Representative Reports (5 minutes each)/Grant Reports 6, 9, 10, 17 to be included  
Elect a District Host for the 2019 March Assembly  
Forum Give-Away  
Book Mark Drawing  
Forum Writing Workshop Training  
Action Committee Report Backs  
Clarify November minutes  
Spirituality in Finances  
Embracing Conflict

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Photo Contest for Website/Communicator  
Audit Budget Report for 2017

**Upcoming Events:**

March 16-18 Assembly, District 7, Phoenix; Friday night meeting

SSM, April 20-22, McMinnville. For March Assembly Gunther will represent SSM

Give it up cups are coming in; need registrations to be sent in. Fellowship focus. Skit, Basket Raffle.

June AWSC, June 16, 2018, District 17. Brenda will have flyer at assembly

July 21-22 Assembly, Districts 2 & 16, Newport, Best Western Agate Beach

October AWSC, October 13, District 7, Southern Oregon, will be hosted in Eugene. There is a football game that weekend; make reservations early.

November 16-18, 2018 Assembly, Roseburg Area,

**5:05 Close with AI-Anon Declaration**

Respectfully submitted,

Mary Lynn J.

Panel 56 Oregon Area Secretary

**MOTIONS:** There were no motions.

**REPORTS:**

**Oregon Area Al-Anon Family Groups  
Expense & Income vs. Annual Budget**  
January 1 through February 14, 2018

		Jan 1 - Feb 14, 18	Budget	\$ Over Budget
1	<b>Income</b>			
2	<b>Revenue</b>			
3	Group Contributions	\$ 3,422.46	\$ 16,000.00	\$ (12,577.54)
4	Assembly Registrations	\$ -	\$ 2,000.00	\$ (2,000.00)
5	State Speaker Meeting	\$ -	\$ 3,500.00	\$ (3,500.00)
6	Advances	\$ -	\$ 1,500.00	\$ (1,500.00)
7	Miscellaneous - Pins for Int'l	\$ 130.05	\$ -	\$ 130.05
8	Cash Carried Forward	\$ 15,131.62	\$ 11,246.00	\$ 3,885.62
9	<b>Total Revenue</b>	\$ 18,684.13	\$ 34,246.00	\$ (15,561.87)
10	<b>Total Income</b>	\$ 18,684.13	\$ 34,246.00	\$ (15,561.87)
11	<b>Expense</b>			
12	<b>Delegate Fund</b>			
13	WSO ETF	\$ 2,443.00	\$ 2,443.00	\$ -
14	Extra Day	\$ -	\$ 300.00	\$ (300.00)
15	Delegate Meeting	\$ 625.00	\$ 800.00	\$ (175.00)
16	Delegate Travel	\$ 200.00	\$ 1,000.00	\$ (800.00)
17	Delegate Miscellaneous	\$ -	\$ 700.00	\$ (700.00)
18	<b>Total Delegate Fund</b>	\$ 3,268.00	\$ 5,243.00	\$ (1,975.00)
19	<b>Working Fund Expense</b>			
20	Archive Rent	\$ 456.00	\$ 456.00	\$ -
21	Area Travel Fund	\$ -	\$ 3,000.00	\$ (3,000.00)
22	Communicator	\$ -	\$ 200.00	\$ (200.00)
23	SSM Advance	\$ -	\$ 1,500.00	\$ (1,500.00)
24	Assembly/AWSC Rent	\$ 1,100.00	\$ 3,000.00	\$ (1,900.00)
25	Insurance	\$ -	\$ 1,700.00	\$ (1,700.00)
26	<b>Total Working Fund Expense</b>	\$ 1,556.00	\$ 9,856.00	\$ (8,300.00)
27	<b>Assembly Allowance/Meal/Lodging</b>			
28	Officers	\$ -	\$ 3,000.00	\$ (3,000.00)
29	Audit/Budget	\$ -	\$ 1,200.00	\$ (1,200.00)
30	Coordinators	\$ -	\$ 3,500.00	\$ (3,500.00)
31	Past Delegates	\$ -	\$ 300.00	\$ (300.00)
32	<b>Total Assembly Allowance/Meal/Lodging</b>	\$ -	\$ 8,000.00	\$ (8,000.00)
33	<b>Officers Expenses</b>			
34	Alternate Delegate	\$ -	\$ 75.00	\$ (75.00)
35	Chairperson	\$ -	\$ 400.00	\$ (400.00)
36	Secretary	\$ -	\$ 50.00	\$ (50.00)
37	Treasurer	\$ -	\$ 200.00	\$ (200.00)
38	AAPP Expenses	\$ -	\$ 100.00	\$ (100.00)
39	<b>Total Officers Expenses</b>	\$ -	\$ 825.00	\$ (825.00)



**Oregon Area Al-Anon Family Groups  
Expense & Income vs. Annual Budget  
January 1 through February 14, 2018**

			Jan 1 - Feb 14, 18	Budget	\$ Over Budget
40	<b>Assembly Expenses</b>				
41		Assembly Workshops	\$ -	\$ 50.00	\$ (50.00)
42		Business Services A.C.	\$ -	\$ 50.00	\$ (50.00)
43		Membership Outreach A.C.	\$ -	\$ 500.00	\$ (500.00)
44		Group Services A.C.	\$ -	\$ 300.00	\$ (300.00)
45		Fellowship Communication A.C.	\$ -	\$ 700.00	\$ (700.00)
46		Public Outreach A.C.	\$ -	\$ 8,000.00	\$ (8,000.00)
47		Audit Budget Extra Day + Exp	\$ -	\$ 50.00	\$ (50.00)
48		<b>Total Assembly Expenses</b>	\$ -	\$ 9,650.00	\$ (9,650.00)
49	<b>Coordinator and Other Expenses</b>				
50		Alateen Coordinator Expenses	\$ -	\$ 400.00	\$ (400.00)
51		Archives	\$ -	\$ 75.00	\$ (75.00)
52		CPC	\$ -	\$ 50.00	\$ (50.00)
53		Forum	\$ -	\$ 80.00	\$ (80.00)
54		Group Records	\$ -	\$ 50.00	\$ (50.00)
55		Literature	\$ -	\$ 75.00	\$ (75.00)
56		Public Information	\$ -	\$ 150.00	\$ (150.00)
57		Web Coordinator	\$ -	\$ 200.00	\$ (200.00)
58		<b>Total Coordinator and Other Expenses</b>	\$ -	\$ 1,080.00	\$ (1,080.00)
59	<b>Delegate Meeting</b>				
60		Past Delegates	\$ 672.99	\$ 800.00	\$ (127.01)
61		<b>Total Delegate Meeting</b>	\$ 672.99	\$ 800.00	\$ (127.01)
62	<b>Other</b>				
63		Contingency Fund	\$ -	\$ 1,000.00	\$ (1,000.00)
64		Equipment Supplies	\$ -	\$ 300.00	\$ (300.00)
65		Handbook Update	\$ -	\$ 150.00	\$ (150.00)
66		<b>Total Other</b>	\$ -	\$ 1,450.00	\$ (1,450.00)
67		Ample Reserve	\$ -	\$ 10,000.00	\$ (10,000.00)
68		<b>Total Expense</b>	\$ 5,496.99	\$ 46,904.00	\$ (41,407.01)
69		Cash Balance as of 2/14/18	\$ 13,187.14	\$ (12,658.00)	\$ 25,845.14
70		Ample Reserve	\$ 10,000.00	\$ 10,000.00	
71		<b>Available Cash as of 2/14/18</b>	\$ 3,187.14	\$ (22,658.00)	\$ 25,845.14

## Recertification Task Force Report AWSC 2\_18

The Recertification Task Force consisted of Brenda G., Loretta P., Linda S. and myself. Following the Thought Force suggestions we looked at the process and the questions asked for the recertification of AMIAS. Our Task Force came up with a slightly modified process and new forms to be signed by the AMIAS and the district representative.

The questions asked on the questionnaire passed out to you were written after much discussion and input from current AMIAS. As you can see the questions are specifically targeted for AMIAS being recertified. It also verifies the AMIAS contact information, which is necessary during recertification. The Thought Force suggested the AMIAS also sign the Behavior and Safety Guidelines so we added a line for the signature.

The process starts with the AAPP running a recertification report in Group Records and dividing it up by district. Then the AAPP emails the list of AMIAS, the AMIAS questionnaire and the Behavior and Safety Guidelines to each appropriate district representative.

The district representative gives each AMIAS in their district the questionnaire and the Behavior and Safety Guidelines to be signed. It is suggested that the district representatives meet with the AMIAS in person to go over the documents with them. The district representative and the AMIAS sign the questionnaire and the AMIAS signs the Behavior and Safety Guidelines. The district representative then mails back the signed documents to the AAPP.

The AAPP recertifies the AMIAS who have signed both documents. After the recertification is completed the AAPP emails out a list of all recertified AMIAS to all district representatives and all AMIAS. This is to ensure all AMIAS serving and attending Alateen meetings have been recertified.

Respectfully submitted,  
Brenda G., District Representative 17  
Loretta P., Audit Budget  
Linda S., Alateen Coordinator  
Joanne C., AAPP

**OREGON AREA RECERTIFICATION APPLICATION**

Last Name:	First Name:	Middle Initial:	Phone:
Address:	City/State:	Zip:	E-mail address:
Al-Anon Home Group:	City:	District:	Date of Birth:

These questions are requested to assure that you are an Al-Anon member still qualified to meet the WSO and Oregon Area requirements for working with Alateen members. *An AA member who is not an Al-Anon member may not serve as an Alateen Sponsor.* Please check a YES or NO and INITIAL each statement. Sign and Date the form below

STATEMENTS	YES	NO	INIT.
I regularly attend _____ Al-Anon meetings each week	n/a	n/a	
Do you sponsor an Alateen group? If so, which group? _____			
Have you been convicted of a felony in the past year?			
Have you been charged with child abuse, inappropriate sexual behavior or have demonstrated emotional problems that could result in harm to Alateen members.			
Have you ever been asked to resign or been voted out of a meeting?			
Are you presently doing service for Alateen (such as Roundup, OAC, or fundraisers)?			
Have you read Alateen literature?			

**I have read, understand and agree that the statements checked and initialed above are correct. I agree to promptly notify the Oregon Area Alateen Process Person or District Rep. when any of these statements have changed.**

Return this form to your District Representative when completed.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
 AMIAS Signature DATE

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_  
 District Representative Signature DATE

## **Oregon Area Alateen Safety Requirements <as adopted 1/1/2005>**

1. Every adult working with Alateen in Oregon must have successfully completed the Al-Anon Member In Alateen Service (AMIAS) process of approval. This process begins with the local District Representative (DR) and concludes with registration with the WSO with a current AMIAS Identification Number. All AMIAS cooperate with their District in keeping their current contact information up to date, especially in responding to the DR for Annual Recertification. In brief, to be considered to serve as AMIAS, the candidates must:
  - a. be an Al-Anon member regularly attending Al-Anon meetings.
  - b. be at least 21 years old.
  - c. have at least two years in Al-Anon in addition to any time spent in Alateen.
  - d. not have been convicted of a felony, not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen Group Sponsor at every Alateen meeting.
3. The Area prohibits overt or covert sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable law is prohibited.

In addition to the above the following apply:

1. PARENTAL PERMISSION:
  - a. Written parental permission must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function **other than** an Alateen Home Group Meeting.
  - b. Written parental permission must be obtained prior to providing transportation for any Alateen to any Al-Anon/Alateen sponsored function (including Alateen Home Group Meetings).
  - c. Parental proof of insurance or statement of financial responsibility for medical treatment must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Home Group Meeting
  - d. Written parental permission to treat (for emergency medical necessity) must be obtained prior to an Alateen attending any Al-Anon/Alateen sponsored function other than an Alateen Group Meeting.
2. At the 1<sup>st</sup> AWSC meeting in 2005 an Ad-hoc committee was appointed to present the groups with items (changes, additions or deletions to the above) to be voted on individually by the groups. The Ad-hoc committee solicited ideas from the groups for changes, additions or deletions to the above. <the Alateen Safety Requirements>
3. After legal review any portion in conflict with the law may be reviewed.
4. These requirements became effective 1/1/2005.
5. These requirements became a permanent section of the Oregon Area Handbook on 1/1/2006.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

AMIAS SIGNATURE: \_\_\_\_\_

### Thought Force on Area Alateen Safety and Behavioral Guidelines Report

In December 2003, the Board of Trustees of Al-Anon Family Group Headquarters approved a motion that required all areas to have written safety or behavioral requirements that took “all necessary steps to provide a safe environment for Alateens and the Al-Anons involved with Alateen service (AMIAS/Sponsors).” While the Board acknowledged Tradition Four, that each group is autonomous, it also determined that issues of safety and behavior by Alateens and AMIAS/Sponsors do affect every group and Al-Anon as a whole; therefore, it was appropriate to require all groups to have safety or behavioral guidelines in place.

At the November 2017 Assembly, our thought force was charged with reviewing the Area Safety and Behavioral Requirements (ASBR) and following is the report from that review. The Thought Force consisted of Cathy C.; Elizabeth; Joanne, Area Alateen Process Person; Linda S., Area Alateen Coordinator; Lynda S.; and Nancy (chair). We used the questions contained in the Knowledge-Based Decision-Making process (KBDM) to focus our discussions, along with the first-hand experience of members who have been Alateen AMIAS/sponsors.

The consensus of the thought force was that a revision of the ASBR is needed, and the following items were identified for possible further discussion in order to update the safety guidelines to address today’s issues and problems. Please note that the questions suggested below are NOT recommendations, but concerns that the consensus of the thought force or some members of the thought force considered may be appropriate to strengthen our Area Safety and Behavioral Requirements.

1. Confusion regarding which guidelines to follow. There are at least four documents that address safety and behavioral requirements for AMIAS/sponsors, meetings and/or Al-Anon/Alateen events:

- 1) *Oregon Area Handbook*, Sec. VIII;
- 2) *Alateen Service e-Manual*;
- 3) *Alateen Policy Digest of the WSO Service Manual*;
- 4) *Al-Anon Guideline #G-34*.

These four documents focus on the following areas:

- a) Requirements for Certification as AMIAS/Sponsor
- b) AMIAS/Sponsor Conduct
- c) Requirements for Alateen Meetings
- d) Requirements for Participation in Conferences, Conventions, and Events

While some of these documents share similarities, each one is different (see comparison of requirements attached). For example, our *Oregon Area Handbook* requirements focus mainly on the process of certification for AMIAS/Sponsors and the complaint process; the *Oregon Area Handbook* does not include many of the requirements, suggestions, or recommendations that are included in the other documents.

**Should Area consider revising our current ASBR to include any of the suggestions/requirements contained in any or all of these documents?** (This would significantly lengthen our Oregon Area Handbook and add to printing costs.)

**Should Area consider revising our current ASBR to make reference to any or all of these documents and include the documents as appendices to our *Handbook*?** (All of the documents are available and downloadable from the Al-Anon website.)

2. Number of AMIAS/Sponsors required at Alateen meetings:

*Oregon Area Handbook* requires one;  
*Alateen Service e-Manual* also requires one (and consider having two);  
*Alateen Policy Digest in WSO Service Manual* requires one and recommends two;  
*Al-Anon Guideline #G-34* recommends two Alateen group sponsors at each meeting.

It was suggested that having two AMIAS/Sponsors at a meeting was helpful, especially when a meeting may have an incident that one may find difficult to handle alone. After much discussion, the consensus of our thought force was to continue to require at least one, but to recommend that two, AMIAS/Sponsors attend each Alateen meeting.

**Should Area consider revising our current ASBR to indicate that at least one AMIAS/Sponsor is required and two are recommended at all Alateen regular meetings and events?**

3. Policy regarding alcohol/drugs or youth showing up at meeting drunk or high:

Members of the thought force indicated that this behavior has rarely happened over the many years that members have been involved, and when it has happened, it has usually been successfully dealt with as an isolated incident. There were differences of opinion as to whether or not this needs to be included in Area guidelines regarding regular meetings, with the majority of the thought force indicating that this can be handled as a behavior that may occur at a meeting and could be dealt with at the group level, according to the autonomously-developed group guidelines.

The policy is clear for events in two documents, but not for meetings. For example,

The Oregon Alateen Conference Guidelines on this subject state: “13. Possession of alcohol, **prescribed or un-prescribed mind altering substances (legal or illegal) not given to the nurse**, . . . are all strictly forbidden.”

In connection with a discussion of Al-Anon and Alateen *events*, *Al-Anon Guideline #G-34* says, “Possession of alcohol, drugs, or any substance prohibited by local law is strictly forbidden” (p.3). No such guidance exists regarding regular meetings.

**Should Area consider adopting a policy as part of the ASBR, consistent among all Area groups, concerning the use of alcohol/drugs at regular meetings or events?**

4. Reporting suspected child abuse:

There were differences of opinion among thought force members as to whether or not an Area policy that allows for consistency across all AMIAS/Sponsors needs to be included in ASBR guidelines.

Approved 6/16/18

It was reported that, at some meetings, AMIAS/Sponsors who are mandatory reporters volunteer to leave the room should an Alateen want to share about something that could apply. It was also suggested that this action could place the mandatory reporter in jeopardy, as they are legally required to report.

Also, since Al-Anons are obligated to comply with the law, there were questions about how the law applies here.

The *Alateen Service e-Manual* (p. 37) and the *Al-Anon Guideline #G-34* (p. 4) use the exact same language to address this issue, as follows:

- 1) Where reporting is required, there is no choice but to comply with the law.
- 2) Alateen Group Sponsors and AMIAS who are required by law to report cases of suspected child abuse should let the Alateens know, up front before sharing begins, that they will disclose such incidents that are discussed at the meeting or event.
- 3) Prior to reporting to the authorities, the Alateen Group Sponsor or AMIAS should discuss their intentions with
  - a) Area Alateen Coordinator, District Rep., or other Area-designated trusted servant;
  - b) with the Alateen member; and
  - c) follow legal advice re anonymity;
  - d) report as an individual, not as member of Al-Anon.

**Should Area consider adopting a policy as part of the ASBR, consistent among all Area groups, concerning the reporting of abuse that is revealed at meetings or events?**

#### 5. Internet and social media:

There is currently no guidance on communicating with Alateens via social media, emailing, or texting in any of the safety and behavioral documents.

We discussed that young people's preferred method of communication is texting, so it's an efficient way to communicate with them. Some AMIAS/Sponsors, who have experience working with teens, will text Alateens to follow up on attendance at a meeting or to confirm logistics for an event.

It was brought up that there had been one parental complaint about an AMIAS texting an Alateen, which was successfully resolved between the AMIAS and parent. Some concern was expressed that texting one-on-one with Alateens may put AMIAS/Sponsors in jeopardy.

AMIAS/Sponsors have at times also "friended" Alateens on their personal FaceBook page and vice versa. Alateens and AMIAS/Sponsors are mindful of anonymity in posting on FB (e.g., they will say something like, "Had a nice recovery weekend...")

Alateen does have a presence on social media (see links to Instagram, Twitter, and FaceBook at: <https://al-anon.org/newcomers/teen-corner-alateen/teens-get-connected/>).

Approved 6/16/18

**Should Area consider adopting a policy as part of the ASBR, consistent among all Area groups, concerning the use of Internet and social media communication by AMIAS/Sponsors?**

6. AMIAS/Sponsor Training in Safety Guidelines:

Very little is said about AMIAS/Sponsor training in any of the documents. *Al-Anon Guideline #G-34* (p. 2) states, "In addition to regularly attending Al-Anon meetings, participate in district and Area Alateen Group Sponsor Workshops."

The Area Alateen Coordinator attempts to offer AMIAS/Sponsor trainings three times a year, one at each Assembly. The thought force discussed whether or not these trainings are reaching all AMIAS/Sponsors, since not everyone attends Assembly meetings, **and** whether the ASBR is the right place for a discussion of training.

**Should Area consider adopting a policy as part of the ASBR, consistent among all Area groups, concerning training of AMIAS/Sponsors?**

Respectfully submitted,  
Nancy N, D-2 Rep



Approved 6/16/18

## **INSURANCE REPORT 2.17.18**

The last request in 2017 for a certificate of insurance was for the February AWSC on November 22, 2017.

January 16, 2018 District 12 requested a certificate for a meeting.

The Al-Anon contact's name and information should be included in the roster for a reference.

A procedure/instructions sheet has been done and will be kept in the binder.

A sample of a certificate is attached.

## Oregon AI-Anon Area Insurance Coverage

In 2017 Oregon Area voted to have insurance coverage for all meetings in the state. It will include all AWSC, Assemblies and State Speakers Meeting, as well as any event that a group or District has. The insurance company that covers the area is Philadelphia Insurance Group. A form is attached that is provided as Certificate of Liability Insurance. Meetings are not required to have this coverage. However, if a venue or meeting location requests it then it will be provided.

### Insurance Coverage:

- \$1,000,000 personal injury
- \$2,000,000 general aggregate
- \$100,000 damage to premises
- \$5,000 medical

### Instructions to attaining the certificate are:

1. Contact the AI-Anon area point person by email (Panel 56 is Brenda Geffner, DR for District 17 at [brendalgeffner@yahoo.com](mailto:brendalgeffner@yahoo.com))
2. The following information is required to obtain a certificate:
  - a. Location (Church or site) name
  - b. Address of location
  - c. Person(s) who needs certificate (email or address)
3. The certificate will be sent within a couple of days.
4. Direct all requests and/or questions to point person, not the agency.

Redwoods Leavitt Insurance Agency is Oregon's representative and the person who set up the policy and co-owner is Bill Cochran and his contact information is [bill-cochran@leavitt.com](mailto:bill-cochran@leavitt.com), phone no. (707) 464-4812. His assistant, Andrea Williams, is the person who is our liaison at the agency and her contact information is [andrea-williams@leavitt.com](mailto:andrea-williams@leavitt.com), phone no. (707) 465-6508.

The insurance policy is in a binder which also contains all the insurance certificates that have been requested. There is also a sheet that lists the requests and who requested them and date.

Brenda G., District 17 DR

## SSM REPORT

Registration is open and we are trying to plan food and activities and would love to have a better count of how many of you are coming. At AWSC we had 29 people registered. Pretty please with extra Serenity on top, fill out the registration form and send it in. We have planned a fun, recovery filled weekend, full of laughter and fellowship and all we need is for you to join us.

On our agenda – not set in stone. We will have an ice cream social and Kazoo band start us off with a bang. This will be followed by a sharing meeting on Friday night. On Saturday there will be a panel on the tools of the program, a fashion show of character defects, a walking & a sharing meeting, a workshop from our key note Al-Anon speaker, a personal sharing from our AA Speaker Madeleine P, and one from Al-Anon Tarcilia F from Tennessee, Sunday we will have a spiritual speaker, a panel on families in recovery, and a sharing meeting. There is more but you will have to attend to find out. Don't miss it, the fellowship will be amazing.

Remember registration is open, we can e-mail you a registration form if you request, or you may download one off the Oregon Al-Anon website.

When: April 20-22, 2018

Where: McMinnville @ Patton Middle School

Who: All Al-Anon & Alateen members & families

Accommodations: Suggested at the McMinnville Inn about 3 blocks away

- To help support the SSM please continue to pass around the “Give it Up” cups at your meeting and collect donations.
- Please mail donations to:
  - 2018 State Speakers Meeting P.O. Box 921 Tualatin, OR 97062
  - Please note on the checks that the money is from the cup campaign

Make sure you announce you're with the State Speakers Meeting to assure you received the quoted rate or better.

Took a poll of how many AWSC members were planning on going to the SSM. Looked like about 30%

Questions: If you have any questions please contact the committee at [SSM@oregonal-anon.org](mailto:SSM@oregonal-anon.org) or 2018 State Speakers Meeting P.O. Box 921 Tualatin, OR 97062