

Approved

Oregon Area World Service Committee Meeting
Tualatin United Methodist Church; 20200 SW Martinazzi Avenue, Tualatin, OR 97062
Host Districts 10 (Group New Me)
February 16, 2019

8:30 am

Welcome; Serenity Prayer & Encouraging Reading: Dawn K., Chairperson;

12 Traditions: Lydia S. District 11 DR; **12 Concepts & Warranties:** Kathy K., AAPP

Reminders (Microphone & Voting Statement): Dawn K. Chairperson; Turn cell phones to silence. Use microphones when speaking. Write down what you want to say before going to the mic. No side conversations. Photographs should not be taken without permission. Protect anonymity. In order to be reimbursed by the Area, you must attend the entire meeting. The baskets on the tables contain Ask-It-Basket forms, District Maps, Assembly Etiquette, Ballots and scratch paper. There are tent cards in the baskets as well.

Housekeeping: Deanna M. District 10 Past DR; There was an AWSC Reminders for facility use sent via e-mail earlier in the week, hope all read. There was a thank you card passed around to sign for Dianne (Facility Manager) and one for New Me AFG (Feb. AWSC Hosting Group) *(See Attachment – AWSC Reminders)*

Roll Call: Deanna M. Secretary. Excused: Teryson D. District 14 DR; Cindy E. Past Delegate 56; Absent: Michael B. District 7 DR; Day of Representation: Kathy A. District 2; Veronica P. District 9; Amanda D. AIS Liaison – Portland; Guest: Sue B. (Assisting Treasurer); Nancy N. (Past District 2 DR); Vacant District Representatives: Districts: 2, 3, 8, 9, 12, 15

Approval of Minutes: October 2018 AWSC Minutes were approved as written by Dawn B. Public Information, Seconded by Tama Archives Coordinator; (0 No's, 1 Abstain)

Treasurer's Report: Dawn K. Chairperson, Past Treasurer. No questions asked, no changes, we don't approve the treasurer's report, just file away as a report. Remind all Groups: There is a new treasurer; Make all donations payable to Oregon Area AFG & mail to address on the bottom of your treasurer report. All contributions should include: District #, WSO #, Group Name. *(See Attachment - Treasurer's Report)*

Workshop: Reimbursement Forms: Barb B. Treasurer; Shared "Fun and Exciting" forms that will be filled out as a member of AWSC. *(See Attachment – Reimbursement Workshop)*

- 1) Expense Reimbursement Form Oregon Area Officers and Coordinators
 - a. Found in Section 4, Page 24 of Oregon Area Handbook (OAH)
 - b. Any expenses you incur as part of your position
 - c. Fill out, sign & date, and attach any receipts to the form (preferably with a paperclip provided near the information table and not a staple). Then give to the treasurer.
- 2) AWSC & Assembly expense reimbursement form
 - a. Found in Section 4, Pages 20 & 21 of Oregon Area Handbook (OAH)
 - b. For Officers and Coordinators – DR's are reimbursed by their district

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- c. Today's Mileage is \$.14/mile; Mileage is from your home town to the location of the event, not from your address to the event.
- d. If two share a car the treasurer needs to know this to put it in the proper line item in the budget.
- e. For AWSC – May only use the front if the expenses are only food and mileage, but if you stay the night these expenses are recorded on the back of the sheet. (These items are separate because they belong to different line items)
- f. If GR or DR's come to the Assembly and their district can't afford to pay their mileage they fill out the form to receive mileage reimbursement from the area.
- g. Carpooling and being prudent in expenses by sharing rooms is encouraged.
- h. \$150 max lodging and food reimbursement
- i. You must stay the entire Assembly or AWSC to be reimbursed
- j. Question was: How does this get turned in before we leave if we have not incurred all our expenses. Answer: You estimate the cost of your lunch going home.

Appointment of Audit/Budget Committee, Flyer Committee & Insurance Liaison: Dawn K. Chairperson;

- 1) Flyer Committee – Position is done via e-mail, verify the flyer to the OAH requirements, suggested that one person is designated to be the main contact, to contact the flyer originator. They contact the flyer originator within 1-week to let them know if they are missing something or if their flyer has been approved. Once approved the main contact, sends the flyer to the website coordinator to post on the Oregon Area Website.
 - a. Comment made – Flyer guidelines need to be revised too hard to get approved
 - b. Comment made – District Representatives can be on the flyer committee
 - c. Appointed Representatives: Joanne C. Group Records; Cindy G. District 13 DR; & Linda S. District 4 member (Not an AWSC member, but volunteered)
- 2) Audit Budget Committee –
 - a. One member stepped down
 - b. Appointed Representatives: Deanna M. Secretary;
- 3) Insurance Liaison –
 - a. Appointed – Brenda G. District 17 GR (Not an AWSC member, but volunteered)
- 4) **Open Positions:** Dawn K. Chairperson; Website Coordinator, Alateen Coordinator, Technology Coordinator; (2) Audit Budget Positions

Delegates Report: Katie W., Delegate; presented a power point showing what she has been doing in her first month and a half of being our Delegate.

What have I been up to as Delegate?

- AFG Connects (reading everyone's including my own); Found herself in some conflict but presumed goodwill and contacted the person to make sure no toes were stepped on. "They are still friends."
- New Delegate Orientation WebEx
- Reading preparatory documents for 2019 WSC; For Katie's Eyes only
 - Katie will be contacting the WSO to find out if she can share the "For Her Eyes Only" documents with the Alternate Delegate.
- Reading 2018 WSC Summary
- Planning for NWRDM (North West Regional Delegates Meeting) in Alaska and taking in S Alaska afterward for some sight seeing
- Attended the Service Manual and Conference Summary Group in Milwaukie
- Sending out a request for Love Gifts; Love Gifts – actually a pretty big deal!

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- This is what people will see and understand from Oregon other than Katie
- Requested each DR go back to their District and see if they could come up with something (100 of something) to send with Katie for Love gifts
- Answering countless emails with ESH
- Having phone conferences with my Louisiana Delegate mentor
 - This is the same State that our Alternate Delegate Mary Lynn was from and she knows her
 - The Louisiana Delegate is her mentor and will sit with her at conference/
- Speaking engagements; have managed a few but has had to turn down a few too.
- Connecting with other Delegates and sharing information
- “Let's Talk About Safety In Al-Anon Meetings!” – Discussed that this is not approved to be posted, it can be passed around in your groups. It's a random document to address the things WSO is hearing about groups but it is not Conference Approved. It is only in English, and Katie contacted and questioned WSO about that, being a tri-language facility. They said it is not subject to the same requirements as CAL. You can make copies and you can pass it around but you cannot post on-line. They approved it so you can share it in your meetings. If you bring it up in the meeting and someone asks is this CAL, the answer is no it is a service tool. Example by a member is that it is similar to the quarterly appeal.
- Spanish translation issues (no Service Manual or safety document)
- Forum sales report now available –
 - 3 people please answer: Are Al-Anon metrics important to you?
 - Veronica P. District 9 Day of DR; in support of analytics and statistics to use for website traffic for newcomers and when they come, we could use it to know where to put the Al-Anon resources.
 - Meredith D. District 5 DR; how you use statistics is what makes it important.
 - Judy J. Past Delegate Panel 41; No use for analytics – Way too much money and time on data when the spiritual principles are being overlooked.
- \$8859.46 is what Oregon groups donated to WSO between 7/1 and 12/31, 2018
- Reading confidential conference documents and making edits and suggestions
- The Delegate computer is 7 years old, it works okay for now and she will only be using it for Delegate Duties but we should be cautious that a new computer may need to be in the budget over the next few years.
- Would we like some music during set-up at AWSC/Assemblies to get our groove on? An overwhelming Group Conscience said yes.
- Headset for Delegate – Katie has looked into one and would like to purchase one that will go with the Microphone System. It would be for Al-Anon and would like the Area to pay for it. More will be revealed.
- Talk to the Officers (they sit in the front but the gap is not as big as it looks).
- Let Lightness lead and Presume Goodwill and consider what you know about people.
- WSC (World Service Conference) Chosen Agenda Items – The WSC allows Delegates to choose (3) Chosen Agenda Items for the WSC. Katie W. Delegate; requested we send her e-mails of what Oregon would like to see WSC talk about. She will collect ideas on what our area wants to hear about from WSO on anything you want to have discussed but the entire group of Delegates. (Information since AWSC – Katie has found the deadline has passed.)

Speakers at AWSC Lunches: Judy J. Past Delegate Panel 41; would we like officers to speak and tell their story? Mary Lynn J. Alternate Delegate; Wouldn't it be nice to share a bit of our story since we work together and don't know anything about each other?

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Suggestions/Comments: Maybe having a side break-out room, Build it into the agenda to have time for a person to share their personal story, not at lunch because people with dietary needs wouldn't be able to participate, Wonderful idea.

Decision: Leave it as it is and members can put their ideas in the Ask-it-Basket

Archives Coordinator: Tama S. Archives Coordinator; The Archives are currently in Baker City. Do we want to pay to move them to Grants Pass, to have to move them again in 3 years or should we find a permanent central location similar to how AA does it. Part of the Archives are stored in a 700 lb. Fire Proof Cabinet. AA also has an archives day where once a year they open the storage unit for members to come visit and look through the archives.

Suggestions/Comments: If they were in a central location the archives person could take a few boxes at a time to review and scan if needed. KBDM – What information do I need to know about this. What in the archives and why are we lugging around a 700 lb. of paper. Is it mascots or costumes or is it something that could be kept in the cloud. What is in the best interest to all of us?; If the archives are not near the Coordinator, how can they do their job, sounds like it will just become a storage unit and the contents in there will not be able to be easily accessible to bring to Assemblies and such. Create a thought force to discuss Archives locations – To locate in one location in the state, to make use of the cloud for all paper documentation, and/or to move the documentation to someplace closer to the Archives Coordinator.

Decision: For now the documentation will be left in Baker City until we know more information. Tama S. will report back with how much of the Archives have been scanned.

Task Force on Area Alateen Safety Guidelines: Joanne C., Group Records, Past AAPP., The Alateen Safety Guidelines that were approved in 2018 have been Okayed by an attorney and are now at WSO being reviewed for approval. WSO said they would have a decision by March, Joanne will follow up and try to have an answer prior to the March Assembly.

Regional Trustee Visit: Dawn K. Chairperson; Our OAH says that Oregon Area will invite a Regional Trustee to one of our 3 assemblies. Our Regional Trustee is Chere from Washington. Decision was to invite her to the July Assembly, hosted by District 17. Dawn K. will contact Chere and invite her.

Event Coordinator: Deanna M. Secretary; Passed out proposed service position for an Event Liaison. Changed from a coordinator to liaison so that way there was not an additional expense of another coordinator. This would be a person who would find potential locations to host the AWSC and Assemblies and work with the District to accomplish it. This would alleviate the DR and district from a lot of the unknown and make sure all the Area needs were met. Read the potential Position Description and how they came up with it after the KBDM that was completed by the Thought Force. *(See Attachment – Event Liaison)*

Suggestions/Comments: It's difficult to find facilities that are affordable, this would be helpful, what would be the financial impact, would we pay for travel expenses, it would be helpful to smaller districts.

Responses to Comments: Financial Impact – if they were already an AWSC member there shouldn't be a financial impact assuming that they do all research with the internet and over the phone. If a venue visit is required they would partner with the hosting district to have someone visit on their behalf. Each coordinator cost the area between \$700-900 a year to attend AWSC and Assemblies.

Came up with three options, make them a coordinator (Have full expenses), make them a Liaison, or make them a Liaison with expenses for travel and such.

Decision: Bunny G. Past Delegate Panel 38 volunteered to give the position description a test trial for one year and give feedback so we can make a more informed decision next year. She will assist if needed with the July 2019, Nov 2019 and March 2020 Assemblies and with the October & February AWSC. This Position Description is just a guideline and is not to be posted at this time.

Voting Procedure Review (Leaving room and 4th vote procedure): Dawn K. Chairperson;

- Request a clarification on a person leaving the room per the Nov. 2015 motion that members can share anonymously by submitting comments in writing to Secretary.
 - History on leaving the Room: For many of the past years when voting for members to take AWSC positions the candidate would present their request to take the position and then leave the room so that members with a history of working with/knowing the person could share their experience to inform others.
 - In November 2015 there was a motion presented: We move to change the current election policy of having candidates standing for Area Positions leave the room---to that of allowing the candidates the option of remaining in the room or leave during discussion. If Members wish to share information about the candidate and wish to remain anonymous, they may submit their comments in writing to be read aloud by the Secretary for the benefit of the Assembly.
 - In November 2018 there was a one-time motion to “To rescind the motion from November 2015 for this Assembly so that persons standing for office will leave the room for discussion.” Motion carried.
 - The clarification of how to submit comments to the Secretary anonymously while the candidate is in the room is what is being requested.
 - Discussion/Comments/Suggestions
 - The one time motion in November 2018 for the candidate to leave the room worked really well, GR’s come in and don’t know anything about the candidate.
 - If something is negative is could be an opportunity growth.
 - If the person is in the room, I wouldn’t actually be able to share any negative experience.
 - Positive or negative comments would have a lasting impact – If the comments are respectful and adhere to the principles then leaving the room is what I prefer.
 - Would like the whole talking about someone abolished. We have a program based on no gossip yet we allow this. Go away from the gossip and change to do they have the skills.
 - We are all learning on the job, if a candidate doesn’t fulfill the job then it’s the chairperson’s job to contact them and see what can be done.
 - If we don’t have people share what they know about the candidate then the voting becomes a majority rules (who knows the most people, who knows who). By sharing about the candidate it gives everyone a chance to know a bit about them. Otherwise we could just pull out of a hat and give everyone an even playing field.
 - If they leave the room then it’s like playing telephone of someone is repeating what others have said about the candidate.
 - Lots of Areas to resumes; on the job training – Why do you want the job.

- Leave personalities out of it and be specific, felt the love after the last assembly
- Do we want to rescind the motion?
- Read Page 188 from the Service Manual – The Method...by majority vote. Concept 9 page 195 – As the GR’s meet in their... Be a better Delegate.
- One of the principles of our program – How does this affect and improve our unity? Our program talks a lot about gossip, we don’t do this in our meetings. This could be difficult for a member to stand up. It could be equally easier for a person to stand up and say something that is not accurate when a person is not in the room. Unity is what we will say in front of the group. – I don’t want to say something that I want to regret. People are present when – Voluntary method to leave the room by the individual. Personal Choices to support the autonomy of the individual’s decisions.
- Send Baskets up and down the aisles to have people send messages to the chair.
- Read Page 153 from the Service Manual on what WSO does.
- Decision:
 - Put on the March Agenda a time for those that attended the November Assembly to stand up and say how they felt about the Candidate leaving the room at the November 2018 Assembly. AWSC members have already had their chance to speak on this topic, it will be GR’s only.
- 4th Vote Procedure
 - At the November 2018 Assembly the procedure was a ballot vote for the first three times and if there was not substantial unanimity then majority was elected. (The actual verbiage from the November Assembly was not available at this time)
 - Table this until later – No decision has to be made until November 2021.

Breakout into DRs, Coordinators and Officers: Past Delegates split between groups

* **DR Break-out** – led by Julie S. District 1 DR; Training by AAPP, Discussed goals and have open discussion.

* **Coordinators** – led by Dawn B. Group Records Coordinator; Discuss Goals and come up with 3 (30-45 minute) workshop ideas; (*See Assembly Workshop Topics*)

* **Officers** – led by Dawn K. Chairperson; Discuss Goals

Request to Remote into to the AWSC: Due to the Weather the District 14 DR couldn’t make it to the AWSC, but there were two items on the agenda that directly affected the November Assembly that will be hosted by District 14. Group Conscience was to allow Teryson to remote in for the afternoon discussions. This was done via freeconferencecall.com, using someone’s cellphone and one of the microphones to emanate the sound back and forth.

Fragrance Free Definition/November 2019 Assembly Location: Dawn K. Chairperson/Bunny G. Past Delegate Panel 38; (Discussion Remoted in by Teryson D. District 14 DR); Section VI; Page 5 of the OAH States: “Fragrance Free: By general consensus, all assemblies and AWSCs will be fragrance free.” Should this be clarified to include fragrances/odors such as smoke? The November 2018 Assembly was held in a room at a hotel that was attached to a Casino, even though there was no smoking allowed in the room

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or the halls around it many discussed the smell was apparent and to go to the meal locations you had to walk through the Casino where there was smoke. Additionally it was voted to use the same facility for the November 2019 Assembly at the November 2018 Assembly, but it would be hosted by District 14.

Discussion/Suggestions/Comments:

- Had a rough time at the Casino, most facilities are not scented but the November 2018 was. Some would steer clear in the future due to headaches and eye irritation. There seemed to be no way to escape the smoke. Lots of Sensitivities.
- In the OAH Section VI Page 7, the worksheet proposal to host an Area Assembly - "Is the facility odor free (i.e. Smoking/fragrance scent?)" This is just a question it doesn't state that if the answer is no, that more should be done. Should this be changed to "Must be Smoke free/Odor Free Meeting Space and shared areas"?
- Didn't have issues at the Casino and have fragrance sensitivities. There are air purifiers that many facilities have that they can run to eliminate the smoke in the air.
- We keep making it more difficult to find a facility by making rules.

Decision:

- Took a hand poll of if the November 2019 Assembly is held in the same location as the previous year how many wouldn't attend. About ¼ of the room held up their hand.
- Requested District 14 not host at the Casino in November and find a different facility.
 - District 14 will work on finding a different facility but it would be closer to them.
 - Bunny G. (Acting Event Liaison) will contact Teryson to assist with a new location closer to Klamath Falls, Klamath Falls in the winter is a rough one to get to. Teryson suggested Medford as a possibility, Cindy G. District 13 said she would also work with Teryson and Bunny to find a facility. More will be revealed.

Who can sell/Fundraise at AWSC & Assemblies: Dawn K. Chairperson/Bunny G. Past Delegate Panel 38; (Discussion Remoted in by Teryson D. District 14 DR)

Discussion/Comments

- Some members remember voting at the June 2014 District 2 Assembly to reduce fundraising at Assemblies and AWSC's to SSM only to prevent conflict in raising funds. (No record of this is found). This is being discussed to document a motion concerning the matter.
- In February 2018 District 10 AWSC a motion was made That Oregon Area Alateens involved in fundraising (for OAC) be allowed to fundraise at AWSC and Assemblies.
- Can we still sell literature at Assemblies and AWSC – Literature distributions are a service, they are not competing against OAC and SSM.
- Page 106 from the Service Manual was read regarding Selling Products

Decision

- Motion made: A motion that only OAC "Oregon Alateen Conference" and OR State Speakers Meeting be allowed to sell items at assemblies and AWSC. Selling literature is exempt, as it is a service. Supersedes Motion: Feb 18, 2018 Motion by: Julie S.; Second by: Tama S. Motion carried. On Going Motion 2 no, 1 abstain
- Minority Opinion – It limits the opportunity for people to be able to sell even though we are presuming goodwill.

Video Conferencing Equipment: Joanne C. Group Records; Looked into what kind of video conferencing could we use to allow people to participate and maybe even vote at AWSC and Assemblies without being present. There was \$700 put into the Group Services Budget for video conferencing equipment. (See Attachment – Video Conferencing)

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See Task force Charge under Translation Equipment discussion.

Translation Equipment: Joanne C. Group Records; Need to research what kind of software, and equipment we would need to have translation availability at AWSC and Assemblies. Washington has equipment.

Task Force: Joanne C. Group Records; Maria M. Communicator; Cindy G. District 13

Charge: Come up with a proposal for video conferencing equipment and translation equipment. Give proposal at June AWSC.

Assembly Workshop Topics: Jaime J. Literature Coordinator; During Coordinator Break-out, the coordinators were tasked with coming up with potential Assembly workshop ideas for the March Assembly. They had their top three followed by other ideas. Goals of the Workshops would be Service Related.

- 1) Leadership Concept 9 – From Reaching our Personal Freedom
 - a. Jaime J. Literature, Kathy K. AAPP, and Steven Y. DR District 10 will prepare a workshop
- 2) Links of Service
 - a. Joanne C. Group Records; Lee Ann T. DR District 6; and a GR (not named, voluntold by Joanne) will present a workshop
- 3) Public Outreach Tools
 - a. Dawn B; Public Outreach, Tama S. Archives; and Joan F. CPC will prepare a workshop
- 4) The above will be 30-45 minutes with a 5-10 minute introduction, then group work, with round tables they are able to work in groups and be more interactive, tables will take notes and then at the end there will be concluding remarks from the host.
- 5) Additional ideas presented: (Not a complete list)
 - a. Making a mini agenda; What makes a good group; What GR's do; Bridging the gap between ages 20-49; Welcoming people of color; Group Records Workshop; 3- legacy's; Intimacy in Al-Anon; Forum Writing workshop; Humor in Al-Anon; Guidelines; Service Manual Education; Jeopardy Game; Slogans; Get to know each other – What are the slogans and how do you use them; Roll play talking to professionals.

Name badges will be printed for the March Assembly. All DR's need to send Dawn K., Chairperson (chairperson@oregonal-anon.org) a list of all GR's that will be attending the March Assembly. Send Name, Group they are representing and their service position. Dawn would prefer having this in the next two weeks (2/16/19-3/3/19) if possible.

SSM: Dawn B. Public Outreach; Handed out bags of Lip balm (\$1.00) and Bag tags (\$5.00) to sell and send the money to SSM. Registration is open and you can register on-line. To pay push the button that looks like you will be paying through PayPal and it will give you the option to pay with your credit card. If an error comes up put a 0 in the apartment field. Bo T. from Alabama is the Guest Al-Anon Speaker. Dates: May 17-19, 2019 in Springfield

CPC Report: Joan F. CPC; Handed out WSO Guideline G-29 to each DR (*See Attachment – CPC Report*)

Communicator: Maria M., Editor. Presented the new Communicator. This Communicator has both English and Spanish in the same newsletter. They are all in one because "We are all one – Why would they be separate."

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Alateen came in to share about OAC (Oregon Alateen Conference). They passed out envelopes for Fundraising purposes to DR's to give to their GR's to take to their groups, to request donations for scholarships to assist Alateens financially to be able to attend. DJ, 2019 OAC Chairperson shared what OAC means to him and other teens. "OAC has tears and hugs and let's Alateens join and my job is to fundraise so we can give scholarships to get as many kids down to Molalla." OAC will be August 2-4th of 2019. Registration is open and teens can register at feedmomma.com; Request to return the envelopes by the end of June so they know how many scholarships they can provide. Please Mail envelopes and donations to OAC, address was on the envelope.

Area Mail Boxes: Everything in the mail boxes must be approved. Communicator and approved flyers, anything else has to be seen by an officer first to be approved.

DR Role: This is a new Panel so can we discuss, offering the district to offer DR for the day; advocate flexibility when it comes to service.

- How can we foster communication with the DR's, Encourage them to be the messenger, there is an e-mail group called all DR's so that the DR's can communicate between Area Events.

Ask-It-Basket: Portland AIS has been receiving group record changes prior to the DR knowing about the changes and changes have occurred locally without the GR-1 Form. Could you please review this process of making group record changes? And should the OR area Handbook include anything about the role of AIS on page Section V – Page 4? – Joanne responded – She is staying in contact with Portland AIS to make sure that there is direct communication. If WSO or AIS contacts Joanne (Group Records) about a change she will let the DR know and vis-a-versa.

Ask-it-Basket: If we raffle off 5 forums at the assembly who do we give the Forum Subscription to pay for them? Give them to Barb B. Treasurer, she will deduct from the Fellowship Communications Budget.

Open Discussion:

- **Flyer/Cooperation with AA/Oregon State Young People in AA (OSYPAA):** Veronica P. District 9 Day of DR; There was a Young People in AA event with Al-Anon Participation held in Portland in early December. The next OSYPAA is in the Medford Area and is looking for an Al-Anon Liaison. Veronica P. was the Al-Anon Liaison to the event. She was able to read from page 24 Understanding Ourselves and share for a few minutes on Al-Anon. There were Al-Anon Panel meetings, Meeting schedules passed out, a scavenger hunt where they had to come find the Al-Anon Liaison (Person with the Unicorn on their Head). Unfortunately the Flyer was not allowed to be posted on our Oregon Al-Anon website because the Flyer Committee couldn't verify that the OSYPAA is a Service Arm of Al-Anon, Alateen or AA.
 - Discussion: We are only allowed to post stuff with an arm of AA – Sometimes causes controversy, it has to be supported by a Service arm to be post on our website or talked about at our meetings. The policy at the area of Al-Anon – We cooperate with AA; Districts and groups are autonomous. We do not publicize other groups. Read Page 131 from the Service Manual – Dilution of the Al-Anon program, Our Al-Anon Experience...; Read Page 91-92 of the Service Manual – What to announce at meetings; Flyer Guidelines – Section 9 Page 2 of the OAH Area Service Document – Flyer Eligibility. "Be sponsored by an entity within the links of service in Oregon Al-Anon, Alateen, or Alcoholics Anonymous. Links of service are defined as registered Groups, Districts, Al-Anon Information Service, Intergroup, or the Oregon Area. Al-Anon/Alateen Service Manual 2018 – 2021, Pgs. 64-68 • No outside (non Al-Anon, Alateen or AA) events or

entities may be listed, as this would imply endorsement of an outside enterprise. Tradition 6 and Al-Anon/Alateen Service Manual 2018 – 2021, Pgs. 127-131”; Refer to Guideline G7 Al-Anon participation in AA Conventions... Doesn’t need to be sponsored by the links of service. To find out the oversight committee find out where the finances go.

- Decision: No decision was reached, need to find out if Young People in AA and Young People in Al-Anon events are supported by a service arm. (Katie W., Delegate affirmed that YPAA and YHA are considered to be service arms of AA and Al-Anon, and each is officially recognized by either AA or the WSO. The WSO posts YHA flyers on their website.)
- **AA Spanish Convention has invited Alateen and Al-Anon to speak.**
- **How to attract Alateens to come to Oregon Area Conferences.**
- **How do we send something Regarding Alateen Guidelines to WSO?** – Answer e-mail the Chair or Delegate. Then it will go to AWSC and the Assembly, if it can’t be solved then the Delegate will work with WSO.
- **Loaning Microphones:** Deanna M. Secretary; Can District 10 use the microphones for the District 10 Fundraiser.
 - Discussion/Comments: Concern of if we let one then will we let anyone. If someone doesn’t know how to set-up could there be an issue. The area doesn’t have insurance on the system.
 - Decision: This will be a onetime exception by group conscience to allow District 10 using the system.

Agenda for March Assembly:

- Skit about Assembly Etiquette – By AWSC members
- Treasurers Report – Barb B. Treasurer
- Elections to fill open Positions: Candidates must be present at the Assembly
 - Website Coordinator
 - Alateen Coordinator
 - Technology Coordinator
 - Fill Audit Budget Panel
- GR Orientation
- DR Orientation (1-2 Past DR’s help guide)
- AAPP – Kathy K. In DR Break-out would like to go over the AMIAS recertification with the DR’s and the AMAIS application processing with any DR’s that weren’t at AWSC. Would like to address the whole assembly about Alateen stuff and an appeal for an Alateen Coordinator.
- Delegates Report
- State Speakers Meeting Update
- DR’s give (3 minute) reports on what’s going on in their District; Send a copy to the Secretary
- Book Reports – (2) 5 minute book reports – Jaime J. Literature Coordinator
- 3 workshops; Links of Service, Concept 9; Public Outreach Tools
- Alateen Safety Guidelines – Joanne C. Group Records
- Review by GR’s of the November Election Experience, and their view of leaving the room.
- Vote for March 2020 Host District
- Audit Budget Report – Barb B. Treasurer
- Forum Give-Aways – Emma H. Forum Coordinator

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- Archives -Tama S. Archives Coordinator; wants to asked groups to bring histories, make members aware that Oregon Area keeps group histories on meetings. Groups and districts may have boxes of historical information that they may throw away but may be something that should really be put in the Oregon Area Archives.
- Discussion on analytics and metrics

Upcoming Events:

- March Assembly, District 7, Phoenix; March 15-17; Tama S.
 - Bring a comfortable Butt Pad.
 - Panel on Friday Night (Jaime J., Dawn B., and Maria M.)
 - Literature Giveaway of mature out-of-print Al-Anon Literature. (Friday Night)
 - Taco Truck – Take your receipt to the taco man
- State Speakers Meeting (SSM); Dawn B.
 - Registration is open on the District website – alanonlineor.us – The tab on the Right says SSM, each District was handed 2 flyers, more can be downloaded from the website.
 - Dates: May 17, 18, 19 in Springfield (District 6)
 - There will be raffle items at the March Assembly and groups/districts are encouraged to bring raffle items to the SSM.
 - June AWSC, June 15, 2019, District 10 – Same location as the February AWSC (Tualatin)
 - July 19-21 Assembly, Districts 17, Rita S. District 17 DR; Location not confirmed yet but believe it will be at Clackamas Community College. – Will have a Catered Lunch.

5:00 Close with Al-Anon Declaration

Respectfully submitted,

Deanna M.
Panel 59 Oregon Area Secretary

MOTIONS:

Motion #1: A motion that only OAC “Oregon Alateen Conference” and OR State Speakers Meeting be allowed to sell items at assemblies and AWSC. Selling literature is exempt, as it is a service.

Supersedes Motion: Feb 18, 2018

Motion by: Julie S.; Second by: Tama S. Motion carried. On Going Motion

2 no, 1 abstain

REPORTS: See following pages

Approved

AWSC Reminders

The following must be done for us to continue use of the Tualatin United Methodist Church for our events, I have added some suggestions that the facility made to us. We are reminded that we do not pay for a custodian and we pay for limited use of the kitchen.

Entry

- Photos of the refrigerator prior to us using it (So that only their stuff remains when we leave)
- Photos of Kitchen (So we can return it to the original order)
- Take photos of both classrooms that will be used for break-outs (Remind Dianne to unlock them)
- Everyone needs to enter and exit at the rear door (We have been doing this)
- Extra tables are in the closet and we can use as many as we need
- Extra Chairs are behind a barrier wall and we can use as many as needed
- Need to bring our own Food, Serving Utensils, Ziplocks, Plastic & Foil for sending food home
- We can use the AA Coffee pots (Deanna will let us know which they are)
- District 10 also has a 30 cup coffee pot that can be used
- District 10 has (3 Airpots for water, Decafe & Regular) that can be used
- Please only have Deanna or Dianne (Facility manager) operate the screen – This will be done once all the tables are removed from the closet. (It is delicate)
- We need to bring our own extension cords
- The Wifi Login: TUMC & password: healing4u

Exit

- All food must be removed from the counters and refrigerator
- All tables must be wiped down (Clorox wipes Suggested)
- All tables returned to their original location (There is a printed layout in the room)
- Only “Triangle backed” chairs are left at the tables
- All Extra chairs returned to their stacks. (Note Triangle chairs & Solid Chairs stack separately – There is notes on the chair stacker that tell how high to stack and what style)
- Floor must be swept – there is a dust mop in the closet off the hall
- If there are any sticky spots or ones that need wet mopped there is a mop in the hall and use the industrial sink in the kitchen for water
- There is also a vacuum for our use as well
- Make sure the classrooms are left as they began
- Wipe all counter tops in the kitchen
- Take the garbage out

Remember what we bring in we must take out

Thank you all for reading this, we want to continue to have this facility as an option. If we each clean-up after ourselves and wipe down the table we sat at 1/2 of the cleaning will be done.

Thanks you, Deanna M

Oregon Area Al-Anon Family Groups Expenses Income vs. Annual Budget

January 1 through January 31, 2019

		Jan 1 - Jan 31, 19	2019 Budget	\$ Over Budget
1	Income			
2	Group Contributions	2,464.34	17,000.00	-14,535.66
3	Assembly Registrations	0.00	2,000.00	-2,000.00
4	State Speaker Meeting	0.00	3,500.00	-3,500.00
5	Advances	0.00	1,500.00	-1,500.00
6	Cash Carried Forward	19,351.17	20,000.00	-648.83
7	AMIAS Expense Reimbursement	81.50	0.00	81.50
8	Total Income	\$21,897.01	\$44,000.00	(\$22,102.99)
9	Expenses			
10	Delegate Fund			
11	WSO ETF	1,972.00	1,972.00	0.00
12	Extra Day	0.00	200.00	-200.00
13	Delegate Meeting	0.00	1,000.00	-1,000.00
14	Delegate Travel	0.00	800.00	-800.00
15	Delegate Miscellaneous	0.00	500.00	-500.00
16	Total Delegate Fund	1,972.00	4,472.00	-2,500.00
17	Working Fund Expense			
18	Archive Rent	45.00	1,000.00	-955.00
19	Area Travel Fund	0.00	2,000.00	-2,000.00
20	Communicator	0.00	200.00	-200.00
21	SSM Advance	0.00	1,500.00	-1,500.00
22	Assembly/AWSC Rent	100.00	4,400.00	-4,300.00
23	Insurance	0.00	1,700.00	-1,700.00
24	Total Working Fund Expense	145.00	10,800.00	-10,655.00
25	Assembly Allowance/Meal/Lodging			
26	Officers	0.00	2,000.00	-2,000.00
27	Audit/Budget	0.00	1,000.00	-1,000.00
28	Coordinators	0.00	3,000.00	-3,000.00
29	Past Delegates	0.00	1,500.00	-1,500.00
30	Regional Trustee	0.00	500.00	-500.00
31	Total Assembly Allowance/Meal/Lodging	0.00	8,000.00	-8,000.00
32	Officers Expenses			
33	Alternate Delegate	0.00	75.00	-75.00
34	Chairperson	0.00	200.00	-200.00
35	Secretary	0.00	50.00	-50.00
36	Treasurer	36.99	350.00	-313.01
37	AAPP Expenses	0.00	150.00	-150.00
38	Total Officers Expenses	36.99	825.00	-788.01

Approved

**Oregon Area Al-Anon Family Groups
Expenses Income vs. Annual Budget
January 1 through January 31, 2019**

		Jan 1 - Jan 31, 19	2019 Budget	\$ Over Budget
39	Assembly Expenses			
40	Assembly Workshops	0.00	600.00	-600.00
41	Membership Outreach	0.00	150.00	-150.00
42	Group Services	0.00	700.00	-700.00
43	Fellowship Communication	0.00	600.00	-600.00
44	Public Outreach	0.00	4,000.00	-4,000.00
45	Audit Budget Extra Day + Exp	0.00	150.00	-150.00
46	Total Assembly Expenses	0.00	6,200.00	-6,200.00
47	Coordinator and Other Expenses			
48	Alateen Coordinator Expenses	0.00	775.00	-775.00
49	Archives	0.00	75.00	-75.00
50	CPC	0.00	100.00	-100.00
51	Forum	0.00	80.00	-80.00
52	Group Records	0.00	50.00	-50.00
53	Literature	0.00	150.00	-150.00
54	Public Information	0.00	150.00	-150.00
55	Web Coordinator	119.40	400.00	-280.60
56	Total Coordinator and Other Expenses	119.40	1,780.00	-1,660.60
57	Delegate Meeting			
58	Alternate Delegate	437.21	1,000.00	-562.79
59	Past Delegates	887.03	1,500.00	-612.97
60	Total Delegate Meeting	1,324.24	2,500.00	-1,175.76
61	Other			
62	Task Force/Special Projects	0.00	50.00	-50.00
63	Alateen Sponsor Workshop	0.00	600.00	-600.00
64	Contingency Fund	0.00	1,000.00	-1,000.00
65	Equipment Supplies	0.00	100.00	-100.00
66	Handbook Update	0.00	150.00	-150.00
67	Transition Fund	0.00	300.00	-300.00
68	AMIAS Background check fee expense	81.50	0.00	81.50
69	WSO Donation	0.00	400.00	-400.00
70	Total Other	81.50	2,600.00	-2,518.50
71	Total Expenses	3,679.13	38,577.00	-34,897.87
72	Cash Balance as of 01/31/2019	\$18,217.88	\$5,423.00	\$12,794.88
73	Ample Reserves	\$6,000.00	\$6,000.00	\$0.00
74	Cash Available as of 01/31/2019	\$12,217.88	(\$577.00)	\$12,794.88

Approved

Approved

Reimbursement Workshop: **Two forms** – (1) Expense Reimbursement form and (2) AWSC & Assembly expense reimbursement form.

Expense reimbursement form – found on page 24 of section OAH, section 4 Budget/Finance and can be obtained from the Treasurer at assemblies/AWSC. Oregon Area Officers and Coordinators may use this form to request reimbursement for expenses related to their position, such as copies, postage, paper, and other supplies unique to the position description. There is a chart of authorized expenses in OAH section 4 page 6. Be sure to attach receipts with paper clips provided.

AWSC & Assembly expense reimbursement form – found on pages 20 & 21 of Section 4 Budget/Finance. **It has two parts**

Area Travel Fund (ATF) is mileage reimbursement from the Area for assemblies and AWSC for Officers (Chair, Delegate, Alternate Delegate, Treasurer, AAPP, Secretary), Coordinators (Alateen, Archives, CPC, Communicator, Forum, Group Records, Literature, Public Information, Website and Technology), Past Delegates and Audit Budget committee. Mileage reimbursement is calculated from home city to Assembly or AWSC location. The treasurer will provide mileage chart and mileage rate at each Assembly/AWSC.

On the front of the reimbursement form there's a worksheet to calculate ATF, if you have more than one AWSC member in your car, the reason we ask for names and positions is because the mileage reimbursement needs to be separated into the proper budget line item.

The ATF is kept separate from the rest of Assembly Allowance because it's a separate line item in the budget.

AWSC members, including DRs and Grs, are eligible for mileage reimbursement if their districts or groups can't fully support their travel expenses.

Assembly Allowance – is reimbursement for meals and lodging.

Officers, Coordinators, Past Delegates and Audit Budget Committee may request reimbursement up to \$150.00, when attending ASWC and Assemblies, with consideration for more in extenuating circumstances.

I think this part of the form is pretty self-explanatory. Be sure to keep receipts and attach with paper clips provided.

Anyone who does not attend the entire assembly or AWSC is not eligible for reimbursement, unless the chairperson has granted an exception.

Assembly Allowance and ATF expense forms must be turned in at the assembly, late reimbursements will not be honored.

General guidelines/suggestions – shared lodging and carpool to assemblies/AWSC when possible

Approved

Event Liaison:

This task force continued looking at if there should be a point person to help Districts with Scheduling Assembly Venues. In review of the Thought Force ideas for Oregon Area Event Planning the following was considered.

We determined that yes a point person would be very helpful to the Districts, Area, Treasurer & Insurance Contact. Having a single person whom may request help from others will eliminate any overseen elements. This person may have many helpers but will be the main contact.

Due to being prudent with our Area Finances, the committee proposed the title Event Liaison vs Event Coordinator to allow this position to be an add-on position for an existing AWSC member and appointed by the chairman, similar to Insurance Liaison or ...

The Event Liaison will assist with Area Assemblies and AWSC but not State Speakers Meetings. State Speakers Meetings are organized by a committee and are not a required event by the Oregon Area.

By having the Event Liaison focus on the facility rental, the District is able to focus on gathering members volunteer for the day of events. This reduces the load on the district and will allow for more districts to partake in hosting events.

Our task force would like to present our vision for the Event Liaison position.

POSITION DESCRIPTION

Oregon Area Al-Anon Family Groups

POSITION NAME: **Event Liaison**

TERM LENGTH: Three Years (Beginning January 1, after appointment)

DESCRIPTION: A current AWSC member, who is appointed by the Area Chairperson. The Event Liaison has voice and vote at the Area World Service Committee (AWSC) meetings and voice only at Assemblies unless also a GR.

The primary responsibility of the Event Liaison Coordinator is to support the host District and to ensure that the Oregon Area event guidelines and fiscal requirements are satisfied. The Event Liaison Coordinator provides updates, as needed, to the Oregon Area Chairperson, hosting district and the event facility. This service position will provide the necessary experience and support to allow any district to host an event with confidence.

It is a requirement to have access to a computer and the Internet for this position. Although not a requirement, a Service Sponsor is highly recommended.

RESPONSIBILITIES:

- Become thoroughly familiar with the Service Manual and Oregon Area Handbook. Review section 6 for Oregon Area Service Events.
- In collaboration with host district, researches facilities for hosting an AWSC or Assembly
- Completes Worksheet Proposal to host an event
 - Negotiates rent (stay within budget or request one time overage from AWSC) and any requirements with the potential facility for main room, breakout rooms, and coffee.
 - Negotiates Friday Night Meeting room and break-out rooms
 - Negotiates a price with a nearby hotel(s).
- Presents via e-mail/in person the option to the Hosting District
 - Hosting District votes on the options presented. (1 option is acceptable)
- Reviews and Signs all contracts with the facility.
- Works with the Area Treasurer for deposit, final payment, and any refunds.
- Works with Area Insurance Liaison to ensure coverage of the event
- Sends Host District all required information regarding the facility for flyer.
- Researches a few hotels in the area and sends information to District for flyer.
- Supply facility layout (Fire escape map) if available to chairman prior to the event with what rooms are available, so they can decide break-out rooms.

Approved

- Keep a binder of past facilities and potential options for future events organized by districts including.
 - Worksheet Proposal, overall cost of the event and recap of what worked and what could be adjusted for future use.
 - Cheat Sheet of food and paper goods needed
- Oversees layout of facility, that it is set-up for the event
- Day of liaison with the facility
- Reply to emails received through Oregon Area Website.

To Prevent Double Headed Management – The following is a list of the hosting District's Responsibility.

- Stand to Host an Event
- Vote and approve a facility presented by the Event Liaison
 - Can give suggestions to the Event Liaison for facilities
- Create an Event Flyer (See Flyer Guidelines)
- Distribute Flyers – AWSC Flyers & All AWSC E-mail
- Supply food and paper goods for the Event
- Chair the Friday Night Meeting if Applicable
- Day of Event (Suggested: these be members that are not participating in the event)
 - Have members show up early to start coffee, greet members, run registration desk, set out food, assist in set-up if needed.
 - Have members refill coffee and refresh food throughout the day
 - Clean-up after the event
- Send ideas to Event Liaison after an event of what worked and what could be adjusted for future use. Additionally send details of the District's financial contribution to host the event for future thoughts.

Approved

Video Conferencing Committee. Joanne C., Chair.

Group Services Action Committee researched several options for video conferencing that could be used for giving more members access to Assembly, AWSC, for committee work, etc. Go to Meetings was the favorite of vendors sampled. Zoom: liked lower price range, ability to record and voting. Go to Meeting starter package: is \$168/year, which includes up to 10 remote participants. To record meeting it is \$348/year. The expensive part will be buying the necessary equipment. There is a budget of \$700 to get the purchases started.

When I talked to Go To Meeting I learned is that we have to buy a license for anyone that schedules a meeting. We can get the starter package for \$14 a month. If we bought 3 licenses it would be \$42 a month. We also have to pay \$14 times 12 months annually. This is pretty good. We could save money by having the Tech Coordinator schedule all the meetings so we would have only 1 license. The Tech Coordinator would run the laptops and set up the remote people.

We started the ball rolling. I hope to turn it over to the next panel. Video Conferencing will be a February AWSC agenda item. Perhaps the project can move to a Thought Force or Task Force.

Approved

CPC Report 2019

Focus for the next year will be on Professional Outreach, specifically to the medical community. Statistics show that the medical professionals account for **51%** of our new members, making Outreach Support in your district a vital part of the dissemination of information about Al Anon.

- 1: District Reps are asked to encourage their GR's to find a CPC among their group who will head up the committee to perform outreach activities to Professional Groups.
2. Once these volunteers are identified, their names and contact information should be forwarded to Joan F., CPC.
3. CPC will then contact each of the District CPC to aid them in the process of forming a committee and supplying them with a format to perform these tasks.
4. Budget issues will need to be addressed with assistance from the DR and the District Treasurer in the Al Anon tradition.
5. CPC will work with each District CPC in any way that person feels is helpful...by phone, with ideas, suggestions, reference materials, or other ways as requested.
6. The goal for the year will be to concentrate on medical offices first, then counselling groups.
7. Each CPC will be supported in developing their own program. Sharing of successes at Assemblies will be welcomed.

Thank you for your support in getting this program launched in your respective districts.

Joan F., Area CPC , cpc@oregonal-anon.org