DRAFT DATE   6/4/2020

Virtual Meeting Participation Guidelines

Prior to the meeting:

1. Obtain link for meeting and password from Tech Coordinator ▓▓▓▓
▓▓▓▓▓▓▓▓▓

2. Find a quiet location for your meeting that will have limited distractions and appropriate lighting (If you are sitting in front of a window, you may appear darkened or if a bright overhead light is on, you may not be seen). You can test this out and adjust when you begin logging onto your meeting. Position your camera at eye level to create a more direct sense of engagement.

3. Have your agenda, minutes, and other documents ready to view on another device or printed hard copies. If you are sharing content during the meeting, make sure you send the files to the designated person in charge of uploading files prior to the meeting.

4. Please avoid multi-tasking during the meeting, including eating. Your focused attention on the meeting is greatly appreciated. If there is a need to take brief break, we ask that you disable the video during your absence.

5. The meeting is being recorded strictly for the purposes of accurate recording of the meeting. The only person that will have access to the recording is the Secretary (Deanna).

Day of the meeting

1. Meeting will open 60 minutes early to allow time for any tech issues and fellowship. Groups are given slots in which they can begin logging into the meeting by position. Specifically, for AWSC meeting, the Officers can begin logging in at 7:30am, Coordinators at 7:45, and District Representatives at 8:00. Please try to log in as close to your time as possible to avoid a rush at the end.

2. To help keep background noise to a minimum, please mute your microphone when you are not speaking. The host has the option to mute participants should you forget. If an individual becomes disruptive, you may be removed from the meeting. If you want to share on a topic, please use the Chat window to type in "Comment" and you will be called on by the Moderator.

3. To aide in limiting distractions for yourself and others, please disable your video when eating or when another enters the room.

4. Please turn your phone and other devices off or on silent mode. If you dialed in or your video is off, please introduce yourself when called on and confirm you are the only person who can hear. The meeting host can update your display name.

5. Rename yourself according to your position by right clicking on your own video feed and selecting Rename:

     a. **Group Representatives**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, GR, GROUP (Example: 04 Sue GR Set Free)

     b. **District Representatives**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, DR (Example: 01 Charlie DR)

     c. **Coordinators, Officers, AIS Liaisons, Past Delegates, Audit/Budget**: FIRST NAME, POSITION (Example: Jill Treasurer)

     d. **Visitors**: DISTRICT NUMBER (TWO DIGITS), FIRST NAME, VISITOR (Example: 05 Fred Visitor)

6. When finished speaking, please indicate that you are finished by saying "I am done" or "Thank You" so everyone knows you are done.

Tech Support during a Zoom Call

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

Meeting Chair: Dawn (Chairperson)
Role: Facilitate the meeting as if we were in person. Coordinate and electronically send out agenda for meeting.

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

Thought/Task Force/Coordinators: Varies
Role: Send presentations to tech coordinator. Send any handouts to attendees prior to the meeting.

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

Host/CoHost(s):   Deanna, Bunny, Julie G

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

Tech Coordinator: Julie and possibly 2 – 3 others depending on the meeting size.
Role: Create meeting and forward link to all participants. Respond to email requests for meeting passwords. Provide log in assistance to participants as they log into the meeting. Upload and screen share documents/presentations as requested by presenters.

		Jan 1 - Jun 13, 20	Budget	$ Over Budget
1	Income			*parenthesis = under budget*
2	Revenue			
3	Group Contributions	$ 8,113.78	$ 18,000.00	$ (9,886.22)
4	Assembly Registrations	$ 20.00	$ 2,000.00	$ (1,980.00)
5	State Speaker Meeting	$ 240.00	$ -	$ 240.00
6	Miscellaneous	$ 120.00	$ -	$ 120.00
7	Cash Carried Forward	$ 21,039.57	$ 20,000.00	$ 1,039.57
8	Total Revenue	$ 29,533.35	$ 40,000.00	$ (10,466.65)
9	Total Income	$ 29,533.35	$ 40,000.00	$ (10,466.65)
10	Expense			
11	Delegate Fund			
12	WSO ETF	$ 1,953.00	$ 1,289.00	$ 664.00
13	Extra Day	$ -	$ 200.00	$ (200.00)
14	Delegate Meeting	$ 990.63	$ 800.00	$ 190.63
15	Delegate Travel	$ 75.20	$ 1,000.00	$ (924.80)
16	Delegate Miscellaneous	$ 114.84	$ 500.00	$ (385.16)
17	Total Delegate Fund	$ 3,133.67	$ 3,789.00	$ (655.33)
18	Working Fund Expense			
19	Archive Rent	$ 780.00	$ 780.00	$ -
20	Area Travel Fund	$ 200.75	$ 2,500.00	$ (2,299.25)
21	Communicator	$ -	$ 200.00	$ (200.00)
22	Assembly/AWSC Rent	$ 100.00	$ 3,426.00	$ (3,326.00)
23	Insurance	$ -	$ 1,670.00	$ (1,670.00)
24	Total Working Fund Expense	$ 1,080.75	$ 8,576.00	$ (7,495.25)
25	Assembly Allowance/Meal/Lodging			
26	Officers	$ 279.49	$ 2,700.00	$ (2,420.51)
27	Audit/Budget	$ 77.07	$ 1,080.00	$ (1,002.93)
28	Coordinators	$ 584.44	$ 3,600.00	$ (3,015.56)
29	Past Delegates	$ 133.97	$ 1,080.00	$ (946.03)
30	Total Assembly Allowance/Meal/Lodging	$ 1,074.97	$ 8,460.00	$ (7,385.03)
31	Officers Expenses			
32	Alternate Delegate	$ 35.00	$ 50.00	$ (15.00)
33	Chairperson	$ -	$ 50.00	$ (50.00)
34	Secretary	$ -	$ 50.00	$ (50.00)
35	Treasurer	$ 50.51	$ 150.00	$ (99.49)
36	AAPP Expenses	$ 14.70	$ 150.00	$ (135.30)
37	Total Officers Expenses	$ 100.21	$ 450.00	$ (349.79)

38	Assembly Expenses							
39	Assembly Workshops	$	-	$	900.00	$	(900.00)
40	2042 · Alateen Projects	$	-	$	150.00	$	(150.00)
41	2044 · CPC Projects	$	-	$	1,000.00	$	(1,000.00)
42	2045 · Forum Projects	$	-	$	200.00	$	(200.00)
43	2047 · Literature Projects	$	-	$	300.00	$	(300.00)
44	2048 · PI Projects	$	800.85	$	1,000.00	$	(199.15)
45	2049 · Technology Projects	$	-	$	900.00	$	(900.00)
46	Total Assembly Expenses	$	800.85	$	4,450.00	$	(3,649.15)
47	Coordinator and Other Expenses						
48	Alateen Coordinator Expenses	$	-	$	500.00	$	(500.00)
49	Archives	$	-	$	100.00	$	(100.00)
50	CPC Coordinator	$	-	$	100.00	$	(100.00)
51	Forum	$	-	$	25.00	$	(25.00)
52	Group Records	$	-	$	25.00	$	(25.00)
53	Literature	$	-	$	100.00	$	(100.00)
54	Public Information	$	-	$	50.00	$	(50.00)
55	Technology Coordinator	$	-	$	25.00	$	(25.00)
56	Website Coordinator	$	169.39	$	350.00	$	(180.61)
57	Total Coordinator and Other Expenses	$	169.39	$	1,275.00	$	(1,105.61)
58	Northwest Regional Delegate Meeting						
59	Past Delegates	$	1,031.20	$	1,000.00	$	31.20
60	Total Northwest Regional Delegate Meeti	$	1,031.20	$	1,000.00	$	31.20
61	Other Expenses						
62	Alateen Sponsor Workshop	$	-	$	600.00	$	(600.00)
63	Audit Budget Extra Day + Exp	$	-	$	200.00	$	(200.00)
64	Contingency Fund	$	-	$	750.00	$	(750.00)
65	Equipment Supplies	$	-	$	100.00	$	(100.00)
66	Handbook Update	$	-	$	50.00	$	(50.00)
67	Transition Fund	$	-	$	200.00	$	(200.00)
68	WSO Donation	$	-	$	400.00	$	(400.00)
69	AMIAS Background check fee expens	$	326.00	$	-	$	326.00
70	AMIAS Expense Reimbursement	$	(326.00)	$	-	$	(326.00)
71	Total Other Expenses	$	-	$	2,300.00	$	(2,300.00)
72	Total Expense	$	7,391.04	$	30,300.00	$	(22,908.96)
73	Cash Balance as of 6/13/2020	$	22,232.38	$	9,700.00	$	(8,067.62)
74	Ample Reserve	$	8,000.00	$	8,000.00		
75	Available Cash	$	14,232.38	$	1,700.00	$	12,532.38

Delegate's Report

June 2020 AWSC

(see Power Point)

What we will cover:

- ❖ **ANNOUNCEMENTS**
- ❖ **WSO BUSINESS**
- ❖ **WSC**
- ❖ **CREATIVE ENDEAVORS**
- ❖ **TRANSITIONING OUR MEETINGS**

ANNOUNCEMENTS:

- ❖ WSO Retirement: Claire r.

- ❖ Associate Director Public Outreach Professionals

- ❖ You can reach Claire at:

- ❖ claire@al-anon.org

- ❖

- ❖ ALL THINGS TRUSTEE…

- ❖ <u>**TWO TYPES:**</u>

- ❖ **REGIONAL (rt)**

- ❖ **TRUSTEE AT LARGE (tal)**

- ❖ **WE HAVE OUR FIRST nw REGIONAL TRUSTEE, MARY w.**

- ❖ **NOW WE NEED A SOLID PROCESS FOR ELECTING NW REGIONAL TRUSTEES, WHICH WE WILL TALK ABOUT LATER**

- ❖

- ❖ ROAD TRIP 2020

- ❖ **HAS BEEN CANCELED**

- ❖ **It was scheduled for Cleveland, oh**

- ❖ Road trip 2021

- ❖ **Will now be in Cleveland, oh**

- ❖ **Surprise!**

Remember t.e.a.m. ?

Together

empowering

Al-Anon

members

This event was discontinued

➢ **Wso wants to know if our area is willing to plan and hold a team event without any administrative help from them. We would still invite staff to come speak and participate.**

➢

Electronic meeting welcomes from the WSO

✓ **Links**

✓ **Letter**

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

MOBILE APPPPPPP

COMING THIS SUMMER

SNEAK PEEK...
- **A PLATFORM FOR HOLDING REGISTERED ELECTRONIC MEETINGS**
- **ALLOWS US TO CONNECT WITH OTHER AL-ANON MEMBERS**
- **MAINTAINS A PRIVATE RECORD OF OUR RECOVERY JOURNEY**
- **POST TO YOUR AL-ANON FRIENDS**
-
- April COB Letter – **questions?**
- Quarterly appeal– **questions?**
- Annual report – **questions?**
- July cob - **will contain equalized expense information**
-

MONDAY - HYBRID
- ❑ **ELECTRONIC MEETING WORK GROUP REPORT**
- ❑ **THOUGHT FORCE: IDENTIFY WAYS TO LOOK AT SERVICE IN RELATION TO ROLES, TERMS, AND POSSIBLE ROAD BLOCKS**

TUESDAY – VIRTUAL
- **SEATING MOTION**
- **AUDITOR, ANNUAL, FINANCE COMMITTEE REPORTS**
- **RCT SELECTION**
- **UNANSWERED QUESTIONS**

WEDNESDAY - VIRTUAL
- ❑ **MOTIONS ON REPORTS**
- ❑ **CCT**
- ❑ **NOMINATIONS, AFFIRMATIONS**
- ❑ **UNANSWERED QUESTIONS**

THURSDAY – HYBRID
- **TASK FORCE: REACHING AND UNIFYING RURAL AND LARGE GREOGRAPHIC POPULATIONS**
- **THOUGHT FORCE: FEAR OF CHANGE**

FRIDAY - HYBRID

- **CAI: How is al-anon going to reach new members in the 21st century and the millennial generation?**
- **CAI: our envisioned future sees al-anon being a global organization with barrier-free access to the program, how do you see this manifesting?**
- **Observance of Annual board of Trustees meetings (US and Canada)**
-

- • **AL-ANON WITHOUT BORDERS (AWB)**
- • **LOVE GIFTS – DISTRICT 17**
- • **NAAC**
- •
- ❖ **SENT WSO'S THOUGHTS, GEORGIA'S KBDM VIA EMAIL**

VARIATIONS…
- ❖ **TEMPORARY VIRTUAL MEETINGS**
- ❖ **PERMANENT VIRTUAL MEETINGS**
- ❖ **TEMPORARY HYBRID MEETINGS**
- ❖ **PERMANENT HYBRID MEETINGS**
- ❖ **AUTONOMY**

Election Procedure Task Force Report

Hello All AWSC members!

The Election Procedures Task Force is ready to share our recommendations with all of you (please see attached). We have really enjoyed the process and feel that we have created a form and procedures that reflect Al-Anon principles. There are a few things we would like to highlight:

1. These procedures would replace, in the Oregon Area Handbook, Section 7 all of page 8 and create several new pages to follow.
2. The Trusted Servant Profile is replaced with a Service Resume. (see attached)
3. Candidates will <u>leave the room</u> during balloting.
4. Candidate totals <u>will be not be displayed</u> when candidates return to the assembly room.
5. Members will be asked to share about candidates by responding <u>to 3 questions</u>.
6. When necessary, the fourth vote of officers will be by <u>drawing the names</u> of the top two candidates.
7. A deviation from practice (but not written procedures) is limiting candidates for officer positions to past and present DR's who are <mark>currently active</mark> at the Oregon Area level.
8. The Task Force would like to continue to meet to create recommendations/suggestion for election year trainings at AWSC and Assemblies.

<u>History/Process</u>:
- November 2018 Assembly Elections
- February 16, 2019 AWSC meeting reviewed the voting procedure at the November assembly (Leaving room and 4th vote procedure). A decision was made to poll GR's at the March election regarding the election.
- March 2019 Assembly: "If you attended the election assembly last November, we would like to get your feedback on the process. Please jot down your thoughts and impressions about the election process. We are also interested in your ideas for improvements."
- June 15, 2019 AWSC. *Created a Thought Force* to review Area's Election Procedure of leaving the room & 4th Vote procedure. Thought Force: Dawn B. Public Outreach, Bunny G. Delegate Panel 38; Mary Lynn J. Alt Delegate; Lydia S. DR District 11. Charge: To review the Area's Election Procedure and make recommendations for change if necessary. (Present at October AWSC)
  - Thought Force met August 25, 2019 recommended establishing a Task Force to look deeper into all election procedures (not just "leaving the room" and "fourth vote".
- October 11, 2019, AWSC Report. Thought Force on Oregon Area Election Voting Procedures
  - 27 responses (5 oppose candidates leaving the room, 10 support candidates leaving room, 12 offered suggestions)
  - *Task Force established* – Dawn B. Public Information, Mary Lynn J. Alt Delegate, Lydia S. District 11 DR & Bunny G. Past Delegate Panel 38. Charge – Take a closer look at the Oregon Area Process of asking candidates to leave the room when voting and at the Area's 4th Vote procedure for Voting in a Delegate. - Report back February 2020 AWSC
- February AWSC – Shared Service Resume and first draft of process. Received Feedback from AWSC (keep it simple!)
- April 20, 2020. Emailed Service resume to all AWSC members asking for feedback.
- March 2020 Assembly Cancelled
- Task Force met 6 times in 2020
  - Reviewed other Area's Election Procedures
  - Posed questions on AFG connects.

In service, Dawn B., Lydia S., Bunny G., Mary Lynn J.

Draft 5/12/20

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

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

Name (First and Last):_____Phone:_____

Email: _____

Home Group:_____ District #: _____

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

Position/s sought (please list all): _____

Have you read the position description/s in the Oregon Area Handbook for **all** of the positions listed above?
_____Yes _____No

If there are guidelines from the WSO for any of these positions, have you read them? _____Yes _____No

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

Are you prepared to attend 3 AWSC meetings and 3 assemblies/year? _____Yes _____No

If any of these positions require technical skills, do you have these skills? _____Yes _____No

Please list required skills:_____

Do you currently have a Service Sponsor? _____Yes _____No

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

Position	Years	Months

Continued on back of this page

AL-ANON/ALATEEN SERVICE RESUME

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

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

_____   _____
            Signature   Date submitted

To make certain that GR's have an opportunity to review, please email your completed Service Resume to electionofficial@oregonal-anon.org at least 6 weeks prior to the election assembly.

5/26/20

Oregon Area Election Procedures

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

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

Pre-Election Assembly Preparations

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

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

Election Assembly Preparations

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

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

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

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

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

Were they prompt for meetings?   Yes _____   No _____

Were they an active participant?   Yes _____   No _____

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

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

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

OFFICERS ELECTED:

Delegate   _____

Alternate Delegate   _____

Chairman   _____

Secretary   _____

Treasurer   _____

Area Alateen Process Person   _____
(AAPP)

COORDINATORS ELECTED:

Alateen   _____

Archives   _____

Cooperating with the Professional
Community (CPC)

                                        _____

Forum   _____

Group Records   _____

Literature   _____

Public Information (PI)   _____

Technology   _____

Website   _____

Food and Lodging Reimbursement

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

The inflation rate in the United States between 2009 and today has been 22.45%, which translates into a total increase of $22.45. This means that 100 dollars in 2009 are equivalent to 122.45 dollars in 2020. In other words, the purchasing power of $100 in 2009 equals $122.45 today. Therefore, $150.00 times 22.45% =$33.68. $150.00 +$33.68=$183.68. Gas is reimbursed according to current cost so why not food and lodging? We tried making the assembly cost an average of the past years assemblies and it did not work. Everyone needs to have the right to be reimbursed at a fair dollar amount. We should not feel shamed if we expect our entire expenses reimbursed.

I will use myself as an example. I usually eat at the same restaurant as everyone else and eat the free breakfast at the hotel when it is offered. I drink the coffee provided at the AWSC or Assembly instead of buying a latte. Yet I go over $150. Why? Because I share a hotel room with only one other person instead of 3 other people. This leaves me 2 choices - share my room with 2 more people or pay the overage out of my pocket. Some members can afford to pay the overage out of their pocket and some can't. Many years ago I was taught being in service should not cost a person anything. I have been in Area service for over 20 years and if service had cost me money I would have not been able to serve.

Joanne C.

Area Records Coordinator

"All AWSC Email" Thought Force Report

6/19/2020

Members of the thought force included: Joanne C., Sue B., and Stephen Y.

Recommendation:

The thought force is recommending the removal of the "All AWSC Email" link from the Oregon Area Website, and, instead, making an All AWSC Email address (preferably new) available to this panel's AWSC members for internal use. This email address can then be passed on to the next panel, or they can create a new email address for their own use.

This recommendation aligns with and supports the principle of members communicating through the 'links of service' as defined in the Al-Anon/Alateen Service Manual 2018-2021 Version 2, pages 64-72 and 140-148.

An Al-Anon member or members may have legitimate reasons to communicate with more than one member of AWSC regarding a topic. Our recommendation is not meant to limit access. In this circumstance, it is our suggestion that the Al-Anon member or members address the most appropriate AWSC members, specific to the topic, by using each individual AWSC member's email address found on the Area Website.

Yours in Service,
Joanne, Sue and Stephen

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

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

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

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

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

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

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

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

Request for Re-Listing Policy

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

Task Force: Research the Cost of having Translation Equipment available for AWSC &
Assemblies.
As reported by Lydia S.

After answering our KBDM questions and reaching out to other areas for their experience with
translation equipment, the task force has decided to move forward with renting equipment from
LexiconUSA for our July 2020 Assembly to try out, and if it's found to be satisfactory for the
Spanish speakers in attendance, propose a vote from the Group Representatives to put the rental
cost towards the purchase of the equipment.

- LexiconUSA has a basic system, VPT100- recommended for small organizations providing
  one-way interpretation. Rental- $195/day, purchase- $2,461.85
- It includes a monitoring unit that receives a direct feed from the presenters voice into the
  headphones of the interpreter.
- A transmitter broadcasts the interpreter's voice via wireless signal into the room, allowing the
  members to sit freely where desired.
- A universal connection kit with 3 cable options to connect to any audio system.
- 10 receivers & headsets that are easy to use. Additional receivers & headsets can be rented for
  $5 per set.

An additional cost of hiring professional interpreters could be as much as $75- $125 per hour
for times needed. However, what other areas have done is ask for volunteers among the
members, preferably who are not Group Representatives, or students who need work/study
hours, in order to keep the cost low.

SSM Date Change Request

May 25, 2020

Dear AWSC and July Assembly Members,

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

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

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

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

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

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

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

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

- The customary way to fundraise for the SSM would not be able to occur. By May 2020, Covid19 safety concerns and safety measures continued which meant that many groups would likely not be meeting in person until sometime in summer. Even during a phased return, groups that started meeting in person would have to limit the number of members attending, and some members might choose to continue virtual meetings. We could not expect to pass cans around the rooms of Al-Anon throughout the State and raise enough funds, nor have a large in-person fundraising event.

- Further concerns included the possibility of a return of Covid19 during the next flu season without the certainty of a vaccine in place.

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

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

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

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

Yours in Service,

District 10 GRs and District Representative, Stephen Y.