

## Oregon Area World Service Committee Meeting

Host: Virtual  
June 20, 2020

Start: 8:30 am

**Welcome; Serenity Prayer & Reminders (Microphone & Voting Statement):** Dawn K., Chair

- To make a comment or ask a question type Comment in the Chat and the Chat monitors will try to call on members in order.
- To Talk unmute yourself, On a Phone press \*6 to unmute or mute.
- You can use the Chat to write notes to individuals or to the group.
- Limit one time (2) minutes per discussion, don't repeat a point already voiced by others.
- No Photography or Screen Shots.
- The only recording will be made by the secretary on a local drive to assist with accurately documenting the minutes.
- We will attempt to use Polls to gain group conscience, those on the phone can use \*9 to vote yes or Communicate to Deanna their vote.

**12 Traditions:** Meredith D. DR5; **12 Concepts:** Cynthia G. DR13; **Warranties:** Lydia S. DR11

**Virtual Meeting Participation Guidelines Discussion:** Dawn K., Chair (See Attachment – *Virtual meeting Participation Guidelines*)

- Reviewed the 6/4/2020 Draft of the Virtual Meeting Participation Guidelines.
- Dawn K will update based on the AWSC comments and redistribute in a week to allow DR's to have time to share with their GR's to prepare for the Virtual July Assembly.
  - Changes –
    - Obtain the Link via e-mail from Dawn K. with agenda.
    - Have AWSC Log on to the Assembly beginning at 7:30 and the GR's can stagger starts between 7:45 and 8:00am.
      - This is done so that if people have volume complications or video there are not 20 people all logging on at the same time that may have issues. Gives the tech support the ability to process each person and not leave anyone in limbo.
    - No Waiting Room – When members log on their name will be documented with their District and their Position. DR's will be responsible for verifying anyone that says their District number in front is correctly representing. Chats can take place to verify.
- Took a practice Poll for attendance:
  - What is your AWSC Position today? If you hold more than one position, pick one.
    - District Representative (Allowed Voice & Vote today) (9) votes – 11 DR's in attendance at this time.
    - Coordinator (Allowed Voice & Vote today) (9) – This included Audit Budget & AIS Liaison
    - Officer (Allowed Voice & Vote today) (5) – Host (Secretary) couldn't vote – total was (6)
    - Guest (No Voice or Voting – Please e-mail your DR with question or concerns) (1)
  - Comments
    - Easy to read
  - Hearing no obvious concerns about using the polls we will use that as our voting mechanism
  - Polls are anonymous just a final tally to gather votes.

**Roll Call:** Deanna M. Secretary

- Excused: Jami J. Literature Coordinator, Judy J. PD41
- Late: Julie S. DR1/Tech Coordinator, Charles T. DR12
- Unexcused: Maria M. Communicator
- Vacant District Representatives: Districts: 2, 3, 8, 15,

- Guest: Wendy (GR District 2), Gayle (District 10)
- 26 Voting AWSC Members

**Approval of Minutes:** February 2020 AWSC Minutes

- No changes requested
- Zoom Poll: Do you accept the Final Draft Minutes for the February 2020 AWSC? (20 yes, 0 no, 1 abstain, 1 guest (26 available)) Some were having issues being able to vote.
- Question asked if there were any concerns with accepting the vote – No response.
- February 2020 AWSC Minutes were approved via a poll and accepted as presented

**Treasurer's Report:** Barb B. Treasurer; (See Attachment - *Treasurer's Report*)

- Reported:
  - Thanked everyone for sending in their contributions – Reviewed the contributions from a year ago and we are pretty much the same.
  - From Feb AWSC Minutes – Mistake in budget;
    - WSO Equalized Travel Fund (ETF) - WSO calculates travel expenses from all delegates across the country and then divides by the quantity of delegates attending the conference. A letter is sent to each Area stating the average cost and full cost. The Oregon area tries to pay the full amount because we have the funds.
      - On the budget Line 10 the amount was \$1289 for ETF, this was the average amount not the full amount.
      - When the bill was paid the Full amount was paid of \$1953 for ETF per general consensus.
      - Options for a solution
        - 1) Pull money from contingency and transition fund to cover the difference.
          - The \$664 difference would drain the two funds and there would be no real ability to move money later in the year.
        - 2) Change the budgeted Line 10 Item amount to the \$1953 and amend the budget. Take to GR's to vote at the March Assembly.
          - If the budget is changed the budget would not go in the negative for our planned Income was \$40,000 and our budgeted expenses was \$34,477.
      - Group Consensus in February was – Adjust the budget – Line 10 becomes \$1,953 making line 15 become \$4,453 & Line 69 becomes \$38,964 & Line 70 becomes \$1,036. Take this to the Assembly and ask the GR's to reapprove the budget with the adjusted amounts.
      - This still needs to go to the Assembly to be accepted.
    - WSO has not said what they are doing about the money that was sent to WSO for the ETF since there was not an in person meeting. Still waiting to hear.
    - If you have area expenses mail them to me and I can mail them a check.
    - DR's generally the treasurer hands out envelopes for donation and since we won't be meeting in person these were going to be mailed to each DR based off the address on their roster unless they want them elsewhere.
      - Later conversation lead to: Barb B. Treasurer will communicate with the DR's to see if they want her to send the envelopes to them as the DR's may or may not be able to hand them off to their GR's.
- Questions/Comments:
  - Changes to the Delegates expenses is a complete change of the budget and there was not enough money in the contingency fund so this needs to go to the GR's to vote.
  - Under the Website Coordinator Expenses does that cover both the old website and the new website – Answer: Yes Old Website \$169.36 and Square Space \$144. Covered by the \$350 budgeted amount.
  - If Coordinators go over budgets by small amounts those can be covered by pulling money form the contingency fund.

- SSM Advance is not showing on the report – This is a mistake, the amount budgeted for 2020 was \$0 but the intention was not to remove the line. The line will be added back in for future reports.
- Has there been a refund from the July assembly yet – Yes that was received about a week ago. Since Line 22 Assembly/AWSC Rent is all under one line it was added there.
- Treasurer's reports are not voted on, just filed away as a report.

**Delegates Report** – Katie W. Delegate; (See Attachment – *Delegate's Report*)

- Presented Power Point w/ Voice Over.

**Voting Procedure Taskforce:** – Dawn B. Public Outreach; (See Attachments – Election Procedure Task Force Report, Service Resume & Oregon Area Election Procedure)

- Committee: Dawn B. Lydia S., Bunny G., Mary Lynn J.
  - Worked on this pretty much the whole panel from a Thought Force to a Taskforce. Met 6 times in 2020 and reviewed other areas Voting Procedures as well as used AFG Connects.
    - Interesting Facts: In other areas Coordinators are appointed others are drawn from a hat and some are elected. Posted questions on AFG Connects.
- 8 Pretty major changes that are happening.
  1. Presented a Service Resume to replace the Trusted Servant Profile
    - This was the information that we thought would be the most interesting and keeping it simple.
    - Are you prepared to attend 3 AWSC & 3 Assemblies a year?
    - These are the questions that we thought should be shared at the microphone.
  2. The Procedures would replace, in the Oregon Area Handbook, Section 7 all of page 8 and create several new pages to follow.
    - Last year of the current panel is the Election Year – Elections can happen to fill a position as needed. Next Election Year 2021
  3. Candidates will leave the room during balloting
  4. Candidate totals will not be displayed when candidates return to the assembly room.
  5. Members will be asked to share about candidate by responding to 3 questions.
    - At the microphone they will say I have worked with \_\_\_\_\_ on \_\_\_\_\_ Committee/Thought/Taskforce.
    - Then they will answer the following 3 questions.
      - Were they in attendance at all meetings? Yes \_ No \_
      - Were they prompt for meetings? Yes \_ No \_
      - Were they an active participant? Yes \_ No \_
    - Feel these 3 questions eliminate personalities and keep opinions out of the discussion there won't be any open ended information. Represents the candidate's ability to do the job.
  6. When necessary, the fourth vote officers will be by drawing the names of the top two candidates.
    - Service Manual Concept 9 Pg. 194 or 4<sup>th</sup> vote Pg. 153.
    - We recommended the Lot.
  7. A deviation from practice (but not written procedures) is limiting candidates for officer positions to past and present DR's who are currently active at the Oregon Area level.
    - Policy Motion Aug – 91
      - The Oregon Area AI-Anon adopts the conference guidelines for election of area officers, delegate, alt. delegate, and GR's with the following clarifications and exceptions: Clarification # 1- We chose to adopt the option to have only outgoing GR's vote for area positions. Exception #1 - That Area officers, delegate, and alt. delegate positions be made open to all current and past DR's as long as they are currently active in AI-Anon (1 meeting attended per month minimums). Exception #2 - Area coordinators are to be elected - not appointed. This motion will stand as the sole basis for Oregon Area AI-Anon election clarifications and exceptions. All future clarifications and exceptions will be amended to, or deleted from, this motion

8. The Task Force would like to continue to meet to create recommendations/suggestion for election year trainings at AWSC and Assembly.
- Each GR will receive a copy of the Election Procedure at The Assembly.
  - Questions/Comments:
    - What is someone doesn't know 6 weeks prior – will that discourage them from applying?
      - It is highly encouraged not required
    - What if there is information that should be given that member's should know before they are elected.
      - Those should be filtered with the Service Resume with candidates sharing that they have the skills. Leaving out personalities.
  - Would like to use this next year, don't want to rush a vote. Send questions/comments to Dawn.
  - Recommendation:
    - Take the suggestions made maybe changing the wording and gather further feedback in the July Assembly. Plan to Confirm in October.

#### **AWSC Travel Reimbursement – Joanne C. Group Records (See Attachment – AWSC Travel Reimbursement)**

- Food & Lodging report was read
- Comments:
  - May need to Increase moving forward but maybe could consider the November AWSC or February AWSC be a virtual meeting. Cost Savings and make easier for some of the higher elevations would have easier access.
  - Is the Proposed \$183 enough?
  - Discussed at Feb AWSC and were considering keeping the limit at \$150, if members had expenses over the \$150 they were to request the whole amount but if the expenses were over \$175 the Treasurer had to meet with Audit Budget to assure they were appropriate expenses and educate the requester. Currently if the expense is over the \$150 the Treasurer has to have approval from the Audit Budget.
  - February AWSC discussed this and a Task Force to create a spreadsheet of the overages and how much was requested per how much that was spent and how many times members went over to be was created. Since the Pandemic this has not been done since Sue has some of the information and Barb B. Treasurer has other. This will be tabled until we have the data to make an educated decision to the next step.

#### **AWSC E-Mail Thought Force – Stephen Y. DR10 (See Attachment – “All AWSC E-Mail” Thought Force Report)**

- “All AWSC E-Mail” Thought Force Report Read including their Recommendation
  - Remove the All AWSC e-mail from the website and create a new one that would just be for internal use.
- History
  - Had what some may call abuse of the use of ALL AWSC e-mail. Information, Flyers were being distributed using the ALL AWSC e-mail that didn't pertain to the business of Al-Anon were unapproved flyers and or it was outside Issues. Discussed if we should moderate the E-mail for content approval or create a private e-mail that would only be available to the AWSC.
- Comments
  - Pick the people that really need to be a part of the conversation
  - Clarification – The Recommendation is to limit access. The recommendation states that it wasn't to limit access to blasting ALL AWSC e-mails but it really is, the recommendation is still acceptable just wanted to clarify the purpose.
  - If there are members among AWSC that are abusing it this won't stop them.
    - If there is an internal issue with a member circulating things not appropriate they will need to be addressed as a one on one.
  - Still have the ability to reach out to individual DR's then it would be your districts autonomy to share.
  - Trying to control the blasting of e-mails using All AWSC E-mails.

- When AWSC members see an e-mail from the All AWSC e-mail there is an assumption that it has been approved or “Official” because of where it came from.
- The process of flyer approval has changed and with that the flyer committee chair distributes flyers via All AWSC once approved. This is the validation mark that this flyer has been approved. If the submitter wants to then redistribute a flyer say closer to the event that is okay but the DR will have proof the flyer was approved from the Flyer Committee Chairs e-mail.
- This was chosen to be a motion to make it official and because we are changing a procedure. The original ALL AWSC was not a motion it was just created by the website coordinator on the fly.
- Julie G, Website Coordinator – It will be cumbersome to make the transition but highly agree with taking e-mail distribution lists off the website, they can be spammed.
- 
- Poll – Originally was a Poll but then change to a motion
- Motion #1 Ongoing
  - I move to accept the recommendation of removing the ALLAWSC E-Mail from the website and creating a panel private group e-mail – Submitted by Stephen Y. DR10, Seconded by Joanne, Group Records.
    - 23 yes on computer plus 3 phone votes; 0 abstentions;
- Process
  - Remove the link from the website – create a new link with the new e-mail address that would be internally sent out via the Roster after Julie G. Website Coordinator takes care of the Technical side of the process. Examples were given but the Webmaster will create one and share as needed.
  - What to do with the old ALL AWSC e-mail. Forward all to Dawn K for now. Can forward to the “secret e-mail”

#### Area Procedure for publishing meetings – Mary Lynn J. Alt Delegate (See Attachment – Publishing Policy)

- Task Force: Mary Lynn J. Alt Delegate, Meredith District 5 DR, Deanna M. Secretary
  - Charge: Create a policy for Listing, placing on a Do Not Refer List, and republishing a meeting.
  - Research: Reviewed other areas guidelines and we used a combination of what was found. It was found to be too ridged and so with comments and feedback we developed this.
  - These are complaint driven concerns, no one is going around to meetings policing groups to see if they are following the traditions.
- Comments:
  - This is very useful for the website coordinator. Would like it to either have an addition or modified to include the Zoom and Hybrid meetings.
  - The document was sent via e-mail and I was able to give feedback and the task force was super responsive and made me feel herd. This also pushes the responsibility back to the DR and District.
  - Example given in which it was felt that a guideline like this could have assisted the DR in working with the group.
  - WSO says meetings on Zoom have to be held the same day and time as a registered in person meeting to be listed on Area websites.
- Decision:
  - Task force will review to see if incorporating the comments can/should happen and then will present to the July Assembly.

**Video Conferencing** – No report but the June AWSC was virtual via Zoom and so we are giving it a trial Run.

#### Translation Equipment Task Force– Lydia S. District 11 DR, (See Attachment – Translation Equipment)

- Plan after February AWSC was to bring back the cost and plan to have it available for the July Assembly. Since then the July Assembly has been decided to be held via Zoom. There are translation capabilities there but would require more research.
- New information is that Lydia has been looking for translates in the Spanish community and is not having great response. The area needs to secure translators prior to making the equipment a viable expense.

- Would like DR's to go back to their groups and especially their Spanish groups and get a total of how many there are about how many from their groups could or be willing to translate. Then we can revisit.
- Need to reconnect with the Spanish community, after speaking to some members they feel even more disconnected with the virtual meetings. Took a long time to get their Zoom meetings even on the websites.
- Recommend ending this thought force and creating a new one at the assembly that would hopefully have at least one bilingual member on it.
- Cost of the translation equipment. It was asked if the rental fee of the translation equipment could be removed from the price with a purchase.
  - Yes but the purchase would have to be within 30 days of the rental
- Lydia is in the process of contacting all the Spanish group. Would like to encourage the DR's reach out their Spanish communities.
- Final thoughts – Sounds like the translation equipment needs to be on hold and some more investigating is needed to make sure there is interest and the bilingual translators available.

#### **Procedure for changing the Oregon Area Handbook – Bunny G. PD38**

- Task Force: Rita S. District 17 DR, Bunny G. Panel 38 Delegate, Sue B. Audit Budget Chair
  - Charge from February: Develop a procedure to come up with a process for changing the Oregon Area Handbook. Not talking about punctuation, talking content.
- The Taskforce is trying to get some written protocol but there is no progress at this time.

#### **Regional Trustee Nomination Process – Dawn K.**

- No one remembers being on this task force. – It was tabled to the June AWSC.
  - Taskforce: Katie W, Delegate; Mary Lynn J. Alt Delegate, Joanne C. Group Records
  - Charge: Create a Process for us to nominate and approve a nomination of a Trustee for our area
  - Status update will be at October AWSC but no completion required by then.
  - Should it be a Thought force or Task Force?
    - A Task Force because since we need to have a process.

#### **State Speakers meeting Discussion – Stephen, DR10 (See Attachment – SSM Date Change Request)**

- Requested to move the 2021 State Speakers meeting to 2022 and still have it hosted by district 10.
- Reasons:
  - Under current Circumstances the committee is running out of time
  - Can't pass donations request to groups, Sale of items is not available, no in person AWSC/Assemblies to have basket raffles.
  - There was no budgeted \$1500 advance due to the sequence of voting on the budget and then having the District Stand for the SSM. The advance was not added to the budget for 2020.
  - Many organizations facilities/Catering will not contract for events right now.
- This panel is committed to organizing the event and then assisting the Panel 62 District with the event, but want it moved to May 2022.
- Comments:
  - My understanding is that the SSM is for Fun and Oregon Area AI-Anon fundraising. In the letter it talks about using the SSM as a public outreach and Cooperating with the professional community. Not sure those are appropriate for a SSM
  - AI-Anon is fully self-supporting (Tradition 7) inviting outside entities to an AI-Anon Fundraising Event could challenge that traditions.
  - Have we given an idea to a SSM virtually
- Present to the Assembly and let the GR's decide

#### **Workshop Discussion (What to do for July) – Dawn K**

- Do we want to do workshops in the Zoom platform in the virtual assembly?
- Do we want workshops as part of the Assembly, offer them in separate Zoom Rooms, After the Business?

- The Goal for the Assembly is to have business for ¼ of a day with several breaks.
- Comments
  - These Zoom meeting can cause burn out.
  - The DR & GR Break-Outs are a much desired part of the Assembly. Some GR's come because they get to hear from other GR's and how their groups are working.
  - Having Break-outs would break up the uniformity of the group.
  - A discussion or a presentation and discussion of virtual, in-person and hybrid meetings, how groups are doing it?
  - Could we use a whiteboard to be able to show ideas at the assembly?
  - Could set up Break-outs under different Zoom accounts. Creating separate Zoom Rooms.
  - DR's could be technical support for the Zoom Rooms.
  - Not having it during the Assembly is preferred.
  - Having an ability to have a workshop via Zoom every month outside of the Assembly.
  - A topic Inclusion and Diversity.
  - Education is super important but the workshops should be at a different time.
  - Virtual/Hybrid meeting Discussion - We are all looking to WSO for direction
- Sense of Timeline – Plan for a 1 hour workshop that would be separate or after the last break following the assembly. Dawn K Chairperson will review the topics from the past that we were considering discussing and will reach out to members for putting that on.

#### Additional discussion items

- The Delegate's computer is not working. Probably will need to task the Audit Budget and Katie to see what would need to be done. May need to look at replacing that.
- A suggestion that we select our locations for AWSC sooner than we normally do. Currently we select in October but it would help Audit Budget if we chose earlier.
- What to do about Voting at the Assembly.
- If you have feedback about today e-mail Dawn K. What could be done better, what others are doing? So a committee can go over the guidelines to update and send to get to the GR's before the assembly.

#### New Thought force/Taskforces

- **Regional Trustee Nomination Process Task Force:** Katie W, Delegate; Mary Lynn J. Alt Delegate, Joanne C. Group Records
  - Charge: Create a Process for us to nominate and approve a nomination of a Trustee for our area
  - Report back with Status update in October AWSC but no completion required by then.

#### Break-Outs

##### No Breakouts

#### July Virtual Assembly Agenda:

- Coordinator Reports will be submitted to the Secretary and attached to the minutes instead of presenting.
- Voting Procedure - Further Updates
- Task Force Area Publishing Meetings on Website.
- SSM Meeting Moving to 2022 request
- Virtual/Hybrid meeting Discussion – Entire Assembly in attendance
- Break-out session for GR's, DR's, Coordinator Reports
- Dawn B Public Outreach up to 30 min.
- Julie G. Website – Present/Review progress on new website.
- Sue – Motion on budget changes – Send it out early
- Joan – Could give a CPC presentation, currently giving to a District but could make longer for Assembly
- NAAC - Native American AI-Anon Conference

- Translation Thought Force.
- Workshop
- Delegates Report
- March 2021 Assembly - Seaside if we vote to do it prior to spring Break.
- Audit Budget Report – Maybe
- Assembly Bid.
- July 2021 Assembly – Meredith will District 5 consider hosting the 2021? The location is no longer available. Could put it up for bid.
- 5 minute exercise breaks (Judy J. PD41????)

**Upcoming Events:**

- July 18<sup>th</sup>, 2020; July Assembly Virtual

**12:33pm Close with AI-Anon Declaration**

**Motions:**

- Motion #1 Ongoing
  - Submitted by Stephen Y. DR10, Seconded by Joanne, Group Records.
  - I move to accept the recommendation of removing the ALLAWSC E-Mail from the website and creating a panel private group e-mail –
    - 23 yes on computer plus 3 phone votes; 0 abstentions;