

DRAFT DATE 3/16/2021

## Virtual Meeting Participation Guidelines

### Prior to the meeting:

1. Obtain link for meeting and password (if you lost the link or need it again for some reason) from Chairperson (Dawn K. – dawnkdist4@gmail.com).
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 the Assembly meeting, AWSC members can begin logging in at 7:30am, Group Representatives in Districts 1-10 at 7:45, and Group Representatives in Districts 11-17 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.
3. The Chat function will be set up for Host-only messages during the meeting except for discussions. This is in an effort to meet the intentions of the Assembly guidelines in the Oregon Area Handbook. If you want to share on a topic, please use the Chat window to type in "Comment," or if you have a question, please type in "Question" and you will be called on by the Moderator if you have Voice. Any added comments typed into the Chat window will not be read by the Moderator or Chair and will not be part of the recorded minutes for the meeting.

4. To aide in limiting distractions for yourself and others, please disable your video when eating or when another enters the room.
5. 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.
6. 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)
7. When finished speaking, please indicate that you are finished by saying “I am done” or “Thank You” so everyone knows you are done.
8. If you have to leave the meeting for an extended period of time, please “Leave” the meeting and sign back in when you return.

### 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 Secretary and Bunny 3-4 days before the event.  
Send any handouts to attendees prior to the meeting.
- Moderator(s):** Dawn K
- Role:** Handles questions via Chat and counting voting as needed. These people shall instruct the Meeting Chair that someone has a question or that someone has called point of order. This is indicated through the chat window by typing "Comment."
- Host/CoHost(s):** Deanna, Bunny
- Role:** Be available 1 hour before the meeting to greet people when they log into meeting. Start meeting. Use Polling to gather consensus when needed.

Treasurers Report

		Jan 1 - Mar 7, 21	Budget	\$ Over Budget
1	<b>Income</b>			<i>parenthesis = under budget</i>
2	<b>Revenue</b>			
3	Group Contributions	\$ 3,199.91	\$ 15,000.00	\$ (11,800.09)
4	Assembly Registrations	\$ -	\$ 1,000.00	\$ (1,000.00)
5	Cash Carried Forward	\$ 27,085.15	\$ 24,000.00	\$ 3,085.15
6	<b>Total Revenue</b>	\$ 30,285.06	\$ 40,000.00	\$ (9,714.94)
7	<b>Total Income</b>	\$ 30,285.06	\$ 40,000.00	\$ (9,714.94)
8	<b>Expense</b>			
9	<b>Delegate Fund</b>			
10	WSO ETF	\$ -	\$ 2,382.00	\$ (2,382.00)
11	Extra Day	\$ -	\$ 200.00	\$ (200.00)
12	Delegate Meeting	\$ -	\$ 600.00	\$ (600.00)
13	Delegate Travel	\$ -	\$ 1,000.00	\$ (1,000.00)
14	Delegate Miscellaneous	\$ -	\$ 500.00	\$ (500.00)
15	<b>Total Delegate Fund</b>	\$ -	\$ 4,682.00	\$ (4,682.00)
16	<b>Working Fund Expense</b>			
17	Archive Rent	\$ 800.00	\$ 800.00	\$ -
18	Area Travel Fund	\$ -	\$ 1,670.00	\$ (1,670.00)
19	Communicator	\$ -	\$ 50.00	\$ (50.00)
20	SSM Advance	\$ -	\$ 1,500.00	\$ (1,500.00)
21	Assembly/AWSC Rent	\$ -	\$ 3,000.00	\$ (3,000.00)
22	Insurance	\$ -	\$ 1,850.00	\$ (1,850.00)
23	<b>Total Working Fund Expense</b>	\$ 800.00	\$ 8,870.00	\$ (8,070.00)
24	<b>Assembly Allowance/Meal/Lodging</b>			
25	Officers	\$ -	\$ 1,750.00	\$ (1,750.00)
26	Audit/Budget	\$ -	\$ 350.00	\$ (350.00)
27	Coordinators	\$ -	\$ 2,600.00	\$ (2,600.00)
28	Past Delegates	\$ -	\$ 700.00	\$ (700.00)
29	<b>Total Assembly Allowance/Meal/Lodging</b>	\$ -	\$ 5,400.00	\$ (5,400.00)
30	<b>Officers Expenses</b>			
31	Alternate Delegate	\$ -	\$ 50.00	\$ (50.00)
32	Chairperson	\$ -	\$ 50.00	\$ (50.00)
33	Secretary	\$ -	\$ 50.00	\$ (50.00)
34	Treasurer	\$ -	\$ 75.00	\$ (75.00)
35	AAPP Expenses	\$ -	\$ 150.00	\$ (150.00)
36	<b>Total Officers Expenses</b>	\$ -	\$ 375.00	\$ (375.00)

Treasurers Report – Continued

37	<b>Assembly Expenses</b>				
38	Assembly Workshops	\$ -	\$ 500.00	\$ (500.00)	
39	Alateen Projects	\$ -	\$ 150.00	\$ (150.00)	
40	CPC Projects	\$ -	\$ 600.00	\$ (600.00)	
41	Forum Projects	\$ 99.00	\$ 300.00	\$ (201.00)	
42	Group Records Projects	\$ -	\$ 25.00	\$ (25.00)	
43	Literature Projects	\$ -	\$ 300.00	\$ (300.00)	
44	PI Projects	\$ -	\$ 1,000.00	\$ (1,000.00)	
45	Technology Projects	\$ -	\$ 900.00	\$ (900.00)	
46	<b>Total Assembly Expenses</b>	\$ 99.00	\$ 3,775.00	\$ (3,676.00)	
47	<b>Coordinator Expenses</b>				
48	Alateen Coordinator Expenses	\$ -	\$ 500.00	\$ (500.00)	
49	Archives	\$ -	\$ 100.00	\$ (100.00)	
50	CPC Coordinator	\$ -	\$ 50.00	\$ (50.00)	
51	Forum	\$ -	\$ 100.00	\$ (100.00)	
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	\$ -	\$ 350.00	\$ (350.00)	
57	<b>Total Coordinator Expenses</b>	\$ -	\$ 1,300.00	\$ (1,300.00)	
58	<b>Northwest Regional Delegate Meeting</b>				
59	Past Delegates	\$ -	\$ 1,000.00	\$ (1,000.00)	
60	<b>Total Northwest Regional Delegate Meet</b>	\$ -	\$ 1,000.00	\$ (1,000.00)	
61	<b>Other Expenses</b>				
62	Alateen Sponsor Workshop	\$ -	\$ 600.00	\$ (600.00)	
63	Audit Budget Extra Day + Exp	\$ 17.10	\$ 50.00	\$ (32.90)	
64	Contingency Fund	\$ -	\$ 980.00	\$ (980.00)	
65	Equipment Supplies	\$ -	\$ 50.00	\$ (50.00)	
66	Handbook Update	\$ -	\$ 50.00	\$ (50.00)	
67	Transition Fund	\$ -	\$ 200.00	\$ (200.00)	
68	WSO Donation	\$ -	\$ 400.00	\$ (400.00)	
69	<b>Total Other Expenses</b>	\$ 17.10	\$ 2,330.00	\$ (2,312.90)	
70	<b>Total Expense</b>	\$ 916.10	\$ 27,732.00	\$ (26,815.90)	
71	Cash Balance as of 03/07/2021	\$ 29,368.96	\$ 12,268.00	\$ 17,100.96	
72	Ample Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	
73	<b>Available Cash</b>	\$ 21,368.96	\$ 4,268.00	\$ 17,100.96	

<b>Oregon Area Al-Anon Family Groups</b>		
<b>Final Report of Income and Expenses</b>		
<b>January through December 2020</b>		
		<b>Jan - Dec 20</b>
<b>Income</b>		
<b>Revenue</b>		
	Group Contributions	\$ 16,153.14
	Assembly Registrations	\$ 20.00
	State Speaker Meeting	\$ 240.00
	Miscellaneous	\$ 257.00
	<b>Total Revenue</b>	<b>\$ 16,670.14</b>
	<b>Total Income</b>	<b>\$ 16,670.14</b>
<b>Expense</b>		
<b>Delegate Fund</b>		
	WSO ETF	\$ 471.31
	Delegate Meeting	\$ 800.00
	Delegate Travel	\$ 75.20
	Delegate Miscellaneous	\$ 305.47
	<b>Total Delegate Fund</b>	<b>\$ 1,651.98</b>
<b>Working Fund Expense</b>		
	Archive Rent	\$ 780.00
	Area Travel Fund	\$ 200.75
	Communicator	\$ 3.70
	Assembly/AWSC Rent	\$ 450.19
	Insurance	\$ 1,731.00
	<b>Total Working Fund Expense</b>	<b>\$ 3,165.64</b>
<b>Assembly Allowance/Meal/Lodging</b>		
	Officers	\$ 279.49
	Audit/Budget	\$ 103.81
	Coordinators	\$ 380.96
	Past Delegates	\$ 160.71
	<b>Total Assembly Allowance/Meal/Lodging</b>	<b>\$ 924.97</b>
<b>Officers Expenses</b>		
	Alternate Delegate	\$ 35.00
	Secretary	\$ 27.80
	Treasurer	\$ 72.51
	AAPP Expenses	\$ 14.70
	<b>Total Officers Expenses</b>	<b>\$ 150.01</b>

<b>Oregon Area Al-Anon Family Groups</b>	
<b>Final Report of Income and Expenses</b>	
<b>January through December 2020</b>	
<b>Assembly Expenses</b>	
Forum Projects	\$ 33.00
PI Projects	\$ 797.15
Technology Projects	\$ 149.90
<b>Total Assembly Expenses</b>	<b>\$ 980.05</b>
<b>Coordinator Expenses</b>	
Website Coordinator	\$ 313.39
<b>Total Coordinator Expenses</b>	<b>\$ 313.39</b>
<b>Northwest Regional Delegate Meeting</b>	
Past Delegates	\$ 1,000.00
<b>Total Northwest Regional Delegate Meeting</b>	<b>\$ 1,000.00</b>
<b>Other Expenses</b>	
Alateen Sponsor Workshop	\$ 104.93
Audit Budget Extra Day + Exp	\$ 23.56
WSO Donation	\$ 2,400.00
AMIAS Background check fee expenses	\$ 326.00
AMIAS Expense Reimbursement	\$ (326.00)
<b>Total Other Expenses</b>	<b>\$ 2,528.49</b>
Ample Reserve	\$ -
<b>Total Expense</b>	<b>\$ 10,714.53</b>
<b>Net Income</b>	<b>\$ 5,955.61</b>

AN OPEN LETTER TO A GROUP REPRESENTATIVE

My first Al-Anon meeting was a revelation. No longer was I alone in my despair. There was hope, hope for me, hope for my children and yes, hope for the alcoholic. I listened as others put into words my feelings and my innermost thoughts. I experienced shock, surprise, pain and joy almost simultaneously. Near the close of that meeting the Chairman said, "now we will hear from our Group Representative."

You talked about World Service, election, finances, Assembly and I stopped listening. Granted, you only spoke four or five minutes. But what concern was it of mine - all your business? Who needs it? I was hurting. I needed help.

I continued to attend meetings always secretly hoping that you, the G.R., would not be there to take up valuable meeting time. But you were so dependable and always had a few words to say that didn't seem to apply to me.

As my emotions settled and my thinking cleared, your words began to make sense to me. You talked about a worldwide fellowship. Our group was important; it filled a great need in our community. But that was not its sole purpose. It also helped to maintain the security and permanence of the whole Al-Anon structure. This dedicated G.R. was our link with a District Representative, a Delegate and ultimately with a World Service Office in New York.

Your brief talks varied. Sometimes it was about the literature. Often you suggested that each of us assemble a personal Al-Anon library. How grateful I am for that idea. Although it took time and budgeting, I now have all the hardcover books to refer to, a great help in my spiritual growth, in understanding myself and others. You made me realize that our books and pamphlets would not exist but for our World Service Office, which must depend on every group for the financial support it needs to serve us in so many ways. This means we have a grave responsibility to help assure the future of Al-Anon.

You told us about Alateen, Public Information, Institutions, translations of our literature into many languages. You explained the World Service Conference held yearly in New York. My small world of self and self-pity disappeared as my eyes and heart opened to the needs of others. You frequently mentioned the value and importance of Sponsorship and you urged us to read The FORUM.

Your role as G.R. is not an easy one. We may be slow to listen, to let go of self and to accept the gift of service you offer us. If our lack of interest was discouraging, you never let it show. Your patience and dedication is an inspiration. I thank you for showing me what "Service" is all about.

A Grateful Al-Anon Member

SM1  
March/79



## **Oregon Area Election Procedures**

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

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

### **Pre-Election Assembly Preparations**

1. The last year of the current panel is considered the election year for the next panel. Elections will also occur, as needed, to fill vacant positions.
2. Throughout the election year, information and training on elections will be provided. (e.g. Service Resume, skit, procedures, job fair)
3. One Area Officer will be appointed by the Chairperson and designated as the "Election Official".
4. Candidates are highly encouraged to complete and email a Service Resume to the Election Official (electionofficial@oregonal-anon.org) six weeks prior to the election assembly.
5. The Election Official will forward Service Resumes to all District Representatives (DR) or district contacts.
  - a. DR's are encouraged to promptly share with all GR's.

### **Election Assembly Preparations**

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

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

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

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

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

**OFFICERS ELECTED:**

Delegate \_\_\_\_\_

Alternate Delegate \_\_\_\_\_

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Area Alateen Process Person  
(AAPP) \_\_\_\_\_

**COORDINATORS ELECTED:**

Alateen \_\_\_\_\_

Archives \_\_\_\_\_

Cooperating with the Professional  
Community (CPC) \_\_\_\_\_

Forum \_\_\_\_\_

Group Records \_\_\_\_\_

Literature \_\_\_\_\_

Public Information (PI) \_\_\_\_\_

Technology \_\_\_\_\_

Website \_\_\_\_\_



