

## AREA WORLD SERVICE COMMITTEE MEETING REPORT

The Area World Service Committee meeting was held on Saturday, August 15, 2015, at the North Congregational United Church Of Christ, 2040 Henderson Road, Columbus 43220. Chairman Buff N opened the meeting at 12:30 PM with the Serenity Prayer, and welcomed 1 new DR and 3 visitors to the meeting. Marianne W, from the Thursday Step Meeting in Athens, read the Twelve Traditions; Lee R, Two Day Fall & OAC Advisor read the Twelve Concepts of Service and Louise W, DR 33, read the General Warranties Of The Conference.

Buff introduced the officers and asked the new visitors to introduce themselves. They were: Marianne W, Thursday Step Meeting in Athens, Nancy C, Tuesday AI-Anon Family Group in Athens; Sheila W, Monday Lunch Meeting in Athens; Diane P, the new DR for District 10 and Laura K, who was filling in for Crystal P, the Cincinnati AIS Liaison. Buff reviewed the meeting etiquette guidelines.

**MINUTES:** The minutes of the Spring 2015 AWSC meeting were previously electronically distributed to all of the Committee members. Kathleen S, DR 6, moved and Jo S, DR 51, seconded to accept the minutes as distributed. The motion passed.

**TREASURER'S REPORT:** Judy A –

Beginning balance as of 1 January 2015 –	\$31,194.32
Income 1 January – 15 August 2015 –	+10,680.78
Expenses 1 January – 15 August 2015 –	<u>-13,249.33</u>
Ending Balance as of 15 August 2015 –	\$28,625.77

Karen M, Literature Coordinator, moved and Karen S, Registration Committee, seconded to accept the report. The motion passed.

**ALTERNATE DELEGATE & NEWSLETTER EDITOR REPORT:** Theresa M –

Now that I have had both lens implants, I plan to visit more DR-less groups in the future and will be visiting groups in the Athens area next weekend (August 22). I intend to provide a brief summary of our meeting today to the DR-less groups by email and snail mail (for those groups who still do not have an email address).

Printing costs are more than the last few years due to our tradition of rotation of service positions. The 2015 Budget for the AI-A-Notes is \$750 which was to cover printing and “prep costs” for the newsletter. However printing costs alone have been \$342.50 and \$329.07 for the first two editions. The KBDM to be presented will provide more details.

Many other Areas strictly post their newsletters on their websites, sometimes behind a firewall and sometimes not, and charge for any snail mail subscriptions.

Having looked at other Areas newsletters, I have some ideas on some formatting changes to ours. I wish to make ours as reader-friendly as possible and think I still have a ways to go on that.

Please look at the Area Highlights that come out 4 times a year and are posted on the Members' web site.

**DELEGATE'S REPORT:** Ginny C –

This summer I have been busy working on a Task Force regarding Communication and Strengthening the Links of Service for the WSC. I am presently working with the Delegates from Nevada, Hawaii and Ontario North. Timing conference calls has been a challenge but we have worked it out. Tomorrow I will meet up with the Delegate from Nevada who happens to be visiting nearby and together we will conduct our first “Go To Meeting” with the others that are working on the project.

I would like for Ohio to host the Meet the Board event in 2016. Given approval I will submit application for Akron-Canton. The Meet the Board Event is usually held on a Saturday and it is an opportunity to both hear trustees talk on certain topics but mostly to mingle with the trustees and participate in discussions with them. Most of the cost is sustained by WSO but volunteers are needed in the local area to help with the planning and advertising. Areas are selected at random.

The World service Conference next year is Monday April 11-Friday April 15, 2016. Start thinking about and making some love gifts for me to distribute. Other Areas make or give all kinds of love gifts and we have given little back in return. Please think about making some love gifts in your districts to distribute next WSC. If you want ideas see me.

There will be a 65th Anniversary celebration the afternoon and or evening of Saturday April 16 which is likely to be open to the entire membership. More details later.

I would like to bring your attention to the Letter of the Chairman of the Board. First, the Board of Trustees would like to help AI-Anon groups understand the relationship of the Board to AI-Anon family groups as well as why they do that they do. Second, in the Spring I reported that the AI-Anon Family Groups, Inc., budget projected a \$50,000 deficit. At the WSC, we decided that rather than keep taking money from the Reserve Fund as in past years, we would work on increasing donations.

However, the treasurer reports that "Income is falling behind projected income for the first six months of the year...As of June 30, 2015, contributions are 42.78% of budget, falling below the 50% mark as we are halfway through the year." Contributions are down. The sale of literature is down. The sale of Forum subscriptions is down.

How can our Area help to close the deficit? Please donate in proportion to your gratitude for AI-Anon. Some ideas include birthday donations, AI-Anon anniversary, or memorial contributions for those that have passed. Every group that currently donates could donate \$20 more this year or groups that never donate could donate something. The Ohio Area could donate to WSO.

The 25th Anniversary of Ohio AFG, Inc., will be Fall Assembly 2016. It has been suggested we have a celebration and invite Rick B., executive director of AFG, Inc. who wrote our incorporation to visit and give a talk about the early days of forming the Ohio Assembly. We would be expected to pay for all or some of his expenses if he is able to come. Expenses might include airfare, hotel room, banquet meal, transportation from airport and his other meals. The Akron/Canton region is hosting that Assembly so I will be happy to coordinate his visit.

My pet interest is encouraging the use of the spiritual principles of AI-Anon in all that we do in service. You, as district representatives, officers and coordinators, are the important links of service to the groups. Conflicts naturally arise and here is a tool to help you resolve conflicts within groups, intergroup, and your Area using the spiritual principles of the program. It may even help you at home.

Ginny distributed copies of the Conflict Resolution pamphlet and the WSC Summary.

**REGISTRATION:** Karen S reported that a total of 27 people registered for the meeting: 24 members of the AWSC and 3 visitors.

### **TASK FORCE & THOUGHT FORCE REPORTS :**

#### **TASK FORCE – NOT LISTING GROUPS WHO DO NOT FOLLOW TRADITIONS** – Sandy F

Sandy briefly reviewed the original KBDM that was presented and approved at this year's Spring Assembly.

#### **Ohio Area Do Not List Policy (proposed)**

**Definition of Do Not List:** when a District, AIS, or Area decides to remove or not list a group from their local meeting schedules. The Area has autonomy to set criteria for listing groups and not listing groups on meeting lists. Not listing a group or removing a group from local meeting lists does not inactivate the group, nor will the group be denied services, support, or representation at District or Area meetings of Al-Anon Family Groups, and the group will receive services from the World Service Office of The Al-Anon Family Groups, Inc.

**Goal:** to provide criteria for responding to reported incidents with consistency across the Area and in keeping with Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to ensure that the Criteria for Listing Meetings is related only to activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings; to encourage participation and cooperation with groups throughout the process; to ensure inclusion of all Al-Anon groups in the Al-Anon fellowship through group support and education on Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to provide information on steps the group can take to be reinstated on the list if it has been removed as a result of this policy.

**Policy Trusted Servants:** to include the District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.

**Responsibilities of Trusted Servants:** to respond to incident reports quickly; to maintain an open line of communication between the member who reported the incident (incident reporter) and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide support and education to the affected group so that members may make an informed decision about how the group meetings shall be conducted; to report the outcome of the process to the group and its members, emphasizing the non-punitive nature of the outcome and actions the group can take to be reinstated on the local meeting list.

**Criteria for Listing Meetings – The Group:**

- is registered with the World Service Office and the Area
- abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual
- uses only Conference-Approved Literature in group meetings
- has fewer than three reported incidents
- has designated representation at the group level (GR, Alt GR, and/or ISR)

**Do Not List<sup>1</sup> Action Plan:**

1. The process is initiated by a reported incident to any: AIS Office<sup>2</sup>, WSO, Area Officer, or District Representative by phone, email, letter, conversation, or website. An incident may be reported by a member or by a Trusted Servant on behalf of the member.
2. The Office or Officer who receives the incident report notifies the appropriate District Representative<sup>3</sup>(DR). The DR notifies the Delegate, the Alternate Delegate, and the Area Chairman that an incident has been reported and that the Do Not List Action Plan has been initiated.

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<sup>1</sup> “Do Not List” refers to the removal of the group meeting from all meeting schedules and lists, published or online. Do Not List shall not be punitive and will not revoke a group’s Al-Anon group registration, nor will the group be denied services, support, or representation at the District or Area meetings of Al-Anon Family Groups of Ohio and will receive services from the World Service Office of The Al-Anon Family Groups, Inc.

<sup>2</sup> In locations that do not have an Area Information Service Office, the incident may be reported to Al-Anon Family Groups World Service Office or an Area Officer of AFG of Ohio.

3. The DR communicates with the incident reporter to gather information in order to determine if the incident requires further facilitation of the Do Not List Action Plan according to the Criteria for Listing Group Meetings. If the group is not abiding by any of the stated criteria, the DR will take the next required action in the plan. However, if the group is abiding by the stated criteria, the DR will notify the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman that the group is not in violation of the Do Not List Policy. If there is any concern of group adherence to the criteria, the DR shall continue with the Action Plan.
4. If there is a concern, the DR attends a regular meeting of the affected group and participates as a member. The DR does not notify the group's members and/or Trusted Servants that s/he will be attending on this first visit. If at this initial visit a concern remains:
  - a) The DR broaches the topic, addressing the incident in general terms (use of non-CAL, not following Traditions, dominance, high-pressure sponsorship, or other practices not in line with the Criteria for Listing Group Meetings) and requests a Group Conscience.
  - b) The DR provides support and information to the group through resources such as Group Conscience Handouts (G-8a, G-8b) and suggested informational items: G-3, G-4, G-37, P-17, P-31, P-33, P-35, P-53, P-57, S-9, S-24, M-78 as well as Conference-Approved Literature recommendations and information available online: <http://www.ohioal-anon.org/index.html> or [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members) (Password is the name of your home group followed by afg).
  - c) The DR observes and documents all impressions and experiences from the meeting in order to maintain a record of the Action Plan in process.
5. The DR follows-up with the incident reporter and updates the Delegate, Alternate Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the date of the scheduled Group Conscience.
6. The DR attends the scheduled Group Conscience and speaks on the topic s/he brought to the group based on the reported incident.
  - a) The DR provides resources to aid in the Group Inventory process: G-8a, G-8b
  - b) The DR asks group members to complete the Group Inventory and return it to the address provided within 30 days of the Group Conscience date.
7. The DR reviews the Group Inventory responses received from group members (if applicable).
8. The DR updates the Delegate, Alternate Delegate, and Area Chairman on the outcome of the Group Conscience and the Group Inventory responses.
9. The DR attends regular group meeting to report the outcome of the Group Inventory.
10. The DR reports the outcome of the Do Not List Action Plan to the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman.

#### **Potential Action Plan Outcomes:**

- If the Group Inventory Review (or communication from the group members) reveals that group members were unaware of Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual and would like to receive continued support, information, and resources from the Area, the DR stays in touch with the group members to provide local support. If change is demonstrated and no further incidents are reported, then THE GROUP MEETING REMAINS ON THE MEETING LIST.
- If a separate incident is reported by a different individual from the same group meeting, the DR notifies the group members, the Delegate, the Alternate Delegate, and the Area Chairman. The DR

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<sup>3</sup> In locations that do not have a DR, the AIS location, WSO, or Area Officer notifies the Delegate directly, and the Delegate asks a Trusted Servant within close proximity to the group meeting with the reported incident to help facilitate the Action Plan.

visits group meeting again, explains to the group members what “Do Not List”<sup>i</sup> means, and if change is demonstrated, then THE GROUP MEETING REMAINS ON THE MEETING LIST.

- If the Group Inventory Review (or communication from the group members) reveals that the group members do not choose to change – THE GROUP MEETING IS REMOVED FROM THE MEETING LIST. The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists.
- If the group meeting has three or more separate incidents reported by different individuals, THE GROUP MEETING IS IMMEDIATELY REMOVED FROM THE LOCAL AND AREA MEETING LISTS. The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists. The DR shall continue to assist the group in taking necessary steps to be reinstated on local and Area meeting lists until the group has implemented changes or has declined further assistance.

### **Ohio Area Re-Listing Policy (Proposed)**

**Goal:** to provide opportunities for groups to be re-listed on local meeting schedules and online; to include all Al-Anon groups in the Al-Anon community; to encourage participation among members, groups, and the Area; to provide group support and education on Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to ensure that all groups are treated equally and respectfully in keeping with the Criteria for Listing Meetings (page 1); to ensure that the Re-listing Action Plan evaluates only activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings

**Policy Trusted Servants:** to include the Group Representative, District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.

**Responsibilities of Trusted Servants:** to respond to group-initiated re-listing request quickly; to maintain an open line of communication between the Group Representative and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide clear feedback to the group regarding compliance to the Criteria for Listing Meetings and to report the outcome of the process to the group and its members; to inform the group any actions that need to be taken in order to be found in compliance and re-listed (where applicable).

### **Criteria for Listing Meetings – The Group:**

- is registered with the World Service Office and the Area
- abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual
- uses only Conference-Approved Literature in group meetings
- has fewer than three reported incidents
- has designated representation at the group level (GR, Alt GR, and/or ISR)

### **Re-Listing Action Plan:**

1. Through a Group Conscience the group has voted to address and resolve the concerns that led to De-listed status and initiates the re-listing process when change has been consistently demonstrated.

2. GR/Alt GR notifies DR to report compliance, presents evidence of change or of meeting all stated criteria (refer to page 1) to DR on behalf of the group as determined by Group Business Meetings (Group Conscience).
3. DR notifies the Delegate, Alt. Delegate, and Area Chairman the group wishes to begin the re-listing Process.
4. DR attends a regular meeting of the petitioning group and participates as a member. DR observes and documents all impressions and experiences from the meeting, in particular demonstrated actions taken to address and resolve concerns of previously reported issues.
5. Decides if group has demonstrated change and is in compliance with all stated criteria for group listing on local and area meeting schedules.
6. DR follows up with the GR/Alt. GR and updates the Delegate, Alt. Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the decision made regarding compliance.

### **Potential Action Plan Outcomes:**

- **COMPLIANT** = Group is relisted

DR attends a regular group meeting again and notifies group that they meet all stated criteria for re-listing and explains what happens next:

- DR notifies Area Officers of the decision to relist the group
- DR notifies AIS Office and the Area Group Records Coordinator that the group is in compliance with all stated criteria for re-listing and requests that the group be returned to all local and Area meeting lists.
- DR follows-up with GR/Alt. GR to notify him/her the meeting lists have been updated online and will be updated in print with the next scheduled printing.
- DR continues to attend group meeting on same basis as periodic routine visits (as outlined in "DR Responsibilities" in the most current Service Manual) unless a new incident is reported in between visits.

- **NON-COMPLIANT** = Group is not relisted

- DR attends a regular group meeting again and notifies group that they do not meet all stated criteria for re-listing and offers support in the form of Traditions Workshops, CAL pertinent to the continued concerns, and other resources or information sharing as relevant and available.
- DR informs group of necessity for a Group Conscience to determine what assistance they are requesting from the DR and to decide if they would like to implement changes in order to meet all stated compliance criteria.
- If the group has voted to implement changes to meet all stated compliance criteria, the DR provides the specific assistance and guidance as requested by group. DR informs group they may request consideration for re-listing via the Re-listing Action Plan when persistent issues have been addressed and resolved.
- If the group has voted not to make the necessary changes to meet all stated compliance criteria, GR/Alt. GR informs the DR that they have chosen to remain off all local and Area meeting lists.
- DR notifies the Delegate, Alternate Delegate, and the Area Chairman the group will remain unlisted due to continuing non-compliance with all stated compliance criteria and/or the decision by the group to remain off all local and Area meeting lists.
- DR continues to attend group meetings on same basis as periodic routine visits (as outlined in "DR Responsibilities" in the most current Service Manual) unless a new incident is reported in between visits.

Among the questions asked were what would happen with this “Proposed Policy” at the Fall Assembly. It was explained that it would be up to the AWSC and their recommendation and/or motion.

Kathleen S, DR 6, moved to present the KBDM Policy at the Fall Assembly with the Policy to be presented on Saturday and voted on Sunday. Donna K, Budget Chair seconded the motion and it passed – 22 in favor, 1 opposed and 1 abstention. The Fall Assembly Agenda will reflect the presentation on Saturday, with the vote on Sunday. It will also be posted on the Area web site.

Buff announced that Janice R, Alternate Delegate Panel 49, passed away recently. A card was circulated for everyone to sign. She also announced that memorial envelopes are available for those who wish to make a donation to the WSO.

Following the break, Sandy announced that the 3 visitors, all representing Groups in Athens, which is in District 19, held a district meeting during the break and selected Nancy C to be the new DR for the district. Marianne W and Sheila W will serve as Alternate Delegates. All 3 were congratulated with a warm round of applause.

**NEW MAILING REGULATIONS BY USPS REPORT:** Phil H –

**Topic:** Re-evaluating the methods used to print and distribute communications to groups and individuals.

**Background information – What we know**

**Historical perspective**

Al-Anon Family Groups of Ohio, Inc. currently publishes 3 items for distribution to the groups and members in our Area: Al-A-Notes, published 3 times a year; a Plea Letter, mailed twice a year; and the Assembly minutes, published and sent out twice a year.

According to the Handbook, of General and Committee Working Procedures for the Ohio Area Assembly Meeting, the following Officers / Coordinators have these responsibilities:

Alternate Delegate – Serve as Coordinator of Area Newsletter Committee and may serve as Editor of Newsletter. Maintain personal, individual subscription records and newsletter exchange records. Be responsible for all phases of preparation and distribution of minimum of three (3) copies per year of Ohio Area Newsletter, in keeping with Guidelines for Area Newsletters (G-21).

Secretary – Attends to all regular secretarial work and takes minutes of meetings. These should be sent to the area Committee members and Group Representatives soon after the meeting and be recorded in a permanent minute book to be passed along to their successor.

Treasurer – Twice a year prepares a special appeal letter to be sent to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including the contributions to the Delegate’s fund.

Group Records Coordinator – Supply Secretary and Newsletter Editor with mailing labels whenever needed sorted by zip code.

Additionally, budget categories have been created for these expenses. They are explained in the Handbook, as follows:

Al-A-Notes:

1. Addition to Budget Procedures: Al-A-Notes expenses cover any insertions from Officers, Coordinators and Committee Chairs. All others are the expense of the individual functions. (10/00 – motion #12)

2. That the cost of inserting a flyer in our AI-A-Notes be collected at the time of receiving the flyer at the current rate charged by the printer chosen by the Editor
3. To add Ohio AI-A-Notes to the Ohio Area website with all personal contact information removed. (10/14 - motion #2014-002)

Bulk Mail and Returned Mail – No specific guidelines in either the Handbook or the Bylaws.

Secretary – No specific guidelines in either the Handbook or the Bylaws.

Treasurer – No specific guidelines in either the Handbook or the Bylaws

There have been previous mailing issues. In 2009, the first mailing of AI-A-Notes was rejected because it did not meet Postal Service requirements. That year, the Postal Service would no longer accept bulk mailings affixed with staples. The first mailing of AI-A-Notes had to be manually re-done, replacing staples with sticky tabs.

A bulk mailing in 2011 was rejected as being too thick – that was the revised Alateen Safety requirements. The subsequent repackaging and mailing cost in excess of \$1,000.

In January, 2012, there were problems with the initial transfer of the Bulk Mail Certificate. That was resolved and no further issues occurred.

In February, 2015, the Bulk Mail permit transfer was initially approved; however the Postal Service advised us that two of our bulk mailings no longer met Postal Service standards, specifically:

“Open mailings”, which is items not sent in an envelope, must now be printed on a minimum of 26-pound paper. Any mailing on lighter weight paper will be rejected. Secondly, the previous way of preparing the open mailings, specifically the AI-A-Notes and the Assembly minutes, would not be accepted. Those open mailings must now have a folded edge on the right side and bottom side of the mailing, and be secured with 3 large gummed tabs.

In addition, mailings must conform to the thickness of less than one-quarter inch, at the widest point. AI-A-Notes, in its current configuration, will pass that standard, but the more lengthy Assembly minutes will not. As an alternative to the first two requirements, an envelope may be used in lieu of the folding and tabbing, but the mailing must still be within the thickness requirements.

Given the shortage of time available, the first edition of the 2015 AI-A-Notes was prepared at a local Office Max store, utilizing a “special discount”, not generally available to non-profit organizations.

A review of the Treasurer’s reports covering the last three years shows these expenditures in those categories:

BUDGET AND EXPENSES - January 1, 2012 – December 31, 2012

BUDGET ITEMS	2012 BUDGET	ACTUAL EXPENSE
AI-A-Notes	700.00	-442.92
Bulk Mail/Return Postage	1000.00	-728.93
Secretary	800.00	-361.00
Treasurer	300.00	-396.99

BUDGET AND EXPENSES - January 1, 2013 – December 31, 2013

BUDGET ITEMS	2013 BUDGET	ACTUAL EXPENSE
AI-A-Notes	900.00	-563.10
Bulk Mail/Return Postage	1000.00	-837.74
Secretary	900.00	-588.05
Treasurer	425.00	-365.24

**BUDGET AND EXPENSES - January 1, 2014 – 12/31/2014**

BUDGET ITEMS	2014 BUDGET	ACTUAL EXPENSE
AI-A-Notes	600.00	-424.67
Bulk Mail/Return Postage	1200.00	-1307.23
Secretary	900.00	-783.88
Treasurer	400.00	-433.17

However, a more detailed review of these expenses illustrates the realistic cost of producing these items, as well as some discrepancies:

**Printing & Mailing Cost Analysis – 2012-2014**

1 – **Bulk Mail Permits** \$ 770.00  
21 mailings for 3 years, per mailing cost is \$ 36.67

2 – <b><u>AI-A-Notes</u></b>	<u>Printing</u>	<u>Supplies &amp; Other</u>	<u>Sub-Total</u>	<u>Mailing</u>	<u>Total</u>
2012 -	\$ 408.50	\$ 47.82	\$456.32	\$ 308.92	\$ 765.24
2013 -	\$ 505.38	\$ 109.07	\$614.45	\$ 311.47	\$ 925.92
2014 -	\$ 402.51	\$ 24.61	\$427.12	\$ 313.71	<u>\$ 740.83</u>
Total primary cost -					\$2,431.99
Mail permits cost - (9 mailings X \$36.67 each)					\$ 330.03
Returned mail - (Pro Rated, 40% of 3 year total, \$109.54)					<u>\$ 43.82</u>
Final total cost -					\$2,805.84
Average total cost per issue – (9 issues total)					\$ 311.76
Average total cost per individual issue - (average mailing - 550 issues each)					\$ 0.57
Average printing cost per issue - \$ 0.27 / average cost per page (9 pages per issue)					\$ 0.03

“Supplies & Other” Costs – were labels, mailing of labels to Alt. Delegate, gummed tabs to seal mailing. However, some expenses, i.e. delivery of AI-A-Notes to Secretary, were not submitted for every mailing. Only two vouchers were turned in – 1 for \$13.67 for one mailing, and 1 for \$9.45 for another. Approximate delivery costs not accounted for: \$81.00

3 – <b><u>Plea Letters</u></b>	<u>Printing</u>	<u>Supplies &amp; Other</u>	<u>Sub-Total</u>	<u>Mailing</u>	<u>Total</u>
2012 -	\$ 98.00	\$ 146.86	\$ 244.86	\$ 131.98	\$ 376.84
2013 -	\$ 89.62	\$ 172.96	\$ 262.58	\$ 111.62	\$ 374.20
2014 -	\$ 105.00	\$ 176.50	\$ 281.50	\$ 153.41	<u>\$ 434.91</u>
Total primary cost -					\$1,185.95
Mail permits cost - (6 mailings @ \$36.67 each)					\$ 220.02
Returned mail - (Pro Rated, 20% of 3 year total)					<u>\$ 21.91</u>

Final total cost - \$1,427.88  
 Average total cost per mailing - (6 mailings) \$ 237.98  
 Average cost per plea letter – (average 475 letters) \$ 0.50 / average printing cost per page – \$ 0.102

“Supplies & Other Costs” – were envelopes, both business size and regular size; shipping plea letter envelopes to Treasurer; and shipping plea letters to Secretary. Again, however, some expenses, i.e., shipping plea letter envelopes to Treasurer and/or shipping plea letters to Secretary, were not included or not found (one shipping to Treasurer and two shippings to Secretary – approx. \$65.00 total).

4 – <u>Assembly Minutes</u>	<u>Printing</u>	<u>Supplies</u>	<u>Sub-Total</u>	<u>Mailing</u>	<u>Total</u>
2012 -	\$ 544.50	\$ 2.30	\$ 546.80	\$ 183.88	\$ 730.68
2013 -	\$ 555.50	\$ 7.99	\$ 563.49	\$ 184.49	\$ 747.98
2014 -	\$ 297.00	\$ 7.99	\$ 304.99	\$ 195.69	<u>\$ 500.68</u>
Total primary cost -					\$1,979.34
Mail permits cost -		(6 mailings @ \$36.67 each)			220.02
Returned mail -		(Pro Rated, 40% of 3 year total)			<u>\$ 43.82</u>
Final total cost -					\$2,243.18

Average total cost per mailing – 2012 – 2013 (4 mailings) \$ 413.64  
 Average cost per minutes - (average 520 copies) - \$0.80 / average printing cost per page - 14 ½ pages - \$ 0.036  
 Average total cost per mailing – 2014 (2 mailings) \$ 294.32  
 Average cost per minutes – (average 520 copies) \$ 0.57 / average printing cost per page - 11 pages - \$ 0.026

By comparison, these are the costs for printing and mailing this year:

### Printing & Mailing Cost Analysis – 2015

#### 1 – Bulk Mail Permits:

Application Fee – a one-time expense (use for 21 mailings) \$ 220.00 (\$ 10.48 per mailing)  
 Annual Bulk Mailing Fee – for all 7 mailings in one year \$ 220.00 (\$ 31.43 per mailing)

#### 2 – AI-A-Notes

	<u>Printing</u>	<u>Supplies</u>	<u>Mailing</u>	<u>Return Postage</u>	<u>Total</u>
Spring (548 copies)	\$ 342.50	\$ 79.15	\$166.61	\$6.58	\$ 594.84
Printing cost per piece - \$ 0.625 / printing cost per page (8 pages) - \$ 0.078					
Final cost per piece - printing & mailing ourselves and includes the bulk mail permit costs - \$ 1.16					
Summer (541 copies)	\$ 329.07	\$ 0.00	\$ 159.37	\$3.97	\$ 492.41
Printing cost per piece - \$ 0.608 / printing cost per page (8 pages) - \$ 0.076					
Final cost per piece – printing & mailing by printer, using their bulk mail permit -					\$ 0.91

#### 3 – Plea Letters

	<u>Printing</u>	<u>Supplies</u>	<u>Mailing</u>	<u>Return Postage</u>	<u>Total</u>
Spring (460 copies, folded)	\$62.16	\$34.29	\$141.46	\$5.39	\$ 243.30
Printing cost per letter - \$ 0.135					
Final cost per letter – printing & mailing ourselves and includes the bulk mail permit costs - \$ 0.62					

<b>4 – <u>Assembly Minutes</u></b>	<u>Printing</u>	<u>Mailing</u>	<u>Return Postage</u>	<u>Total</u>
Spring (506 copies)	\$ 278.61	\$ 147.27	\$ 1.47	\$ 427.35
Printing cost per piece - \$ 0.551 / printing cost per page (4 pages) -			\$ 0.138	
Final cost per piece – printing & mailing by printer, using their bulk mail permit -				\$ 0.845

At first glance, the costs seem higher, but an analysis of the price per piece shows that the printer's price is less than doing it ourselves. In addition, a "low printing price, per page" is not reflective of all the costs to arrive at the final product. It should also be noted that, in doing the printing ourselves, there is no "cost of our labor" plus the cost of our mailing permits that are included in the final total.

Finally, we are mailing at conventional bulk mailing rates this year, so our postage costs are higher. Our initial application was approved at the local post office, but ultimately rejected by the Postal Service who stated that we must go through the entire re-application process. To date, the needed documents have not been located but a diligent search is still underway. Once the non-profit application can be made, and approved, we will receive a credit back for the mailings done at regular bulk rates.

As a parenthetical notation:

The Spring AI-A-Notes would have cost \$ 100.91 if it had been mailed at the non-profit rate, instead of \$166.61, making the final cost per piece \$ 1.042 instead of \$ 1.16.

The Spring Plea letter would have cost \$ 86.62 if it had been mailed at the non-profit rate, instead of \$141.46, making the final cost per piece \$ 0.501 instead of \$ 0.62.

The Spring Assembly minutes would have cost \$152.81 for us to mail it with our permit, as opposed to the actual cost of \$147.27, using the printer's generic bulk mail permit. There is no cost comparison available between regular bulk rate and non-profit rate, however the difference in the per piece rates is about 40% and would have made the non-profit postage amount approximately \$88.36, lowering the final per piece cost to \$ 0.728 instead of \$ 0.845.

By that same calculation, the Summer AI-A-Notes would have cost approximately \$95.62 at the non-profit rate, which would have made the final cost per piece \$ 0.785 instead of \$ 0.927

**Existing motions that pertain to this topic:** None.

**What do we know about our membership's needs, wants and preferences?**

AI-Anon Family Groups of Ohio rely heavily on donations from the Plea Letters as a part of the overall budget process. In 2014, plea letter donations comprised 33.5% of the total donations received. In 2013, they comprised 29.8% of the total donations received. Abolishing plea letters would severely hamper our budget process.

Just as the World Service Organization publishes the World Service Conference Summary (the report of the World Service Conference), AI-Anon Family Groups of Ohio publishes the minutes of its two Assembly meetings. Maintaining an open line of communication to groups is a vital part of the AI-Anon program.

A recent survey, which received 84 responses from the mailings, showed that members preferred to receive AI-A-Notes via the Postal Service. However, having the AI-A-Notes posted on the Area website was a viable alternative. As it was noted in the survey, the Postal Service is the most expensive option.

**What do we know about our capacity (resources)?**

We have the current resources available to distribute AI-A-Notes and Assembly Minutes by either the Postal Service or our Area website. Distribution via e-mail would be more complicated, as there are groups that still do

not have an e-mail address. Distributing Al-A-Notes and Assembly Minutes in quantities would not qualify for bulk mailing rates.

From a monetary standpoint, there would be significant savings by utilizing the Area website.

However, in our zeal to “do it cheaper”, we must follow Al-Anon Policies, as stated in the current Al-Anon Alateen Service Manual 2014-2017, P24/27:

Page 97 –

### **“Discounts and Services**

WSO and other Al-Anon service entities may accept discounts or services that are routinely available to other non-profit organizations (e.g. non-profit postal rates, free placement for public service announcements, etc.). Discounts may not be accepted if the discount is given only to Al-Anon and not to other non-profit organizations.”

Also, on page 97 –

### **“Outside Contributions**

Al-Anon and Alateen groups do not accept contributions of money, goods, or services from outside the Al-Anon members in order to adhere to the Seventh Tradition of full self-support.”

We must ensure that we abide by these Al-Anon policies.

### **What are the implications of our choices? (Pros and Cons)**

(1) Plea letters:

Pros –

As was noted before, the plea letters are responsible for 30% + of our annual available funds. Delivery of the plea letters, to the Group’s CMA, remains the most effective way of allowing our members to participate in Twelfth Step work beyond the group level.

Cons –

At the present time, a plea letter mailing has not been done utilizing the printing service. A bid was received, however, estimating the cost of printing & folding the plea letter, printing both envelopes and preparation for mailing, would be \$384.00 for 460 plea letters, a per piece cost of \$ 0.834 each. Mailing costs would be separate, however the printer estimated that cost at \$125.73 for bulk rate and \$74.28 for non-profit rate. That would make the final, per piece cost, \$1.11 at bulk rate and \$1.00 at non-profit rate.

(2) Assembly Minutes:

Pros –

Minutes are the official record of the Assembly business. Although we do not follow “Robert’s Rules Of Order”, per se (as a KBDM is actually the reverse of that), we do have an order of business, plus reports and presentations that are done at Assembly meetings. Quoting directly from “Robert’s Rules Of Order” –

**60. The Minutes.** The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special"; (b) name of the assembly; (c) date of meeting and place, when it is not always the same; (d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other

motions that were not lost or withdrawn; (g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In some societies the minutes are signed by the president in addition to the secretary, and when published they should always be signed by both officers. If minutes are not habitually approved at the next meeting, then there should be written at the end of the minutes the word "Approved" and the date of the approval, which should be signed by the secretary. They should be entered in good black ink in a well bound record-book.

The *Form* of the *Minutes* may be as follows:

At a regular meeting of the M. L. Society, held in their hall, on Thursday evening, March 19, 1914, the president in the chair, and Mr. N acting as secretary, the minutes of the previous meeting were read and approved. The Committee on Applications reported the names of Messrs. C and D as applicants for membership, and on motion of Mr. F they were admitted as members. The committee on ..... reported through Mr. G a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows:

Resolved, That.....

.....

On motion of Mr. L the society adjourned at 10 P.M.

R..... N.....

Secretary

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. He should enter the essentials of a record, as previously stated, and when a count has been ordered or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays he should enter a list of the names of those voting on each side. The proceedings of the committee of the whole, or while acting as if in committee of the whole, should not be entered in the minutes, but the report of the committee should be entered. When a question is considered informally, the proceedings should be kept as usual, as the only informality is in the debate. If a report containing resolutions has been agreed to, the resolutions should be entered in full as finally adopted by the assembly, thus: "The committee on ..... submitted a report with a series of resolutions which, after discussion and amendment, were adopted as follows:" then should be entered the resolutions as adopted. Where the proceedings are published, the method shown further on should be followed. If the report is of great importance the assembly should order it "to be entered on the minutes," in which case the secretary copies it in full upon the record.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction, should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is impracticable, then the executive committee, or a special committee, should be authorized to correct and approve them. In this case the record should be signed as usual, and after the signatures the word "Approved," with the date and the signature of the chairman of the committee authorized to approve them. At the next meeting, six months later, they need not be read, unless it is desired for information as it is too late to correct them intelligently. When the reading of the minutes is dispensed with they can afterwards be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before the reading of the later minutes. With this exception the motion to dispense with reading the minutes is practically identical with the motion to lay the minutes on the table, being undebatable and requiring only a majority vote. The minutes of a secret meeting, as for the trial of a member, should not be read at a meeting that is open to the public, if the record contains any of the details of the trial that should not be made public.

*Minutes to be Published:* When the minutes are to be published, in addition to the strict record of what is done, as heretofore described, they should contain a list of the speakers on each side of every question, with an abstract of all addresses, if not the addresses in full, when written copies are furnished. In this case the secretary should have an assistant. With some annual conventions it is desired to publish the proceedings in full. In such cases it is necessary to employ a stenographer as assistant to the secretary. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or, they may be printed with all additions in italics and parts struck out enclosed in brackets in which case a note to that effect should precede the report or resolutions. In this way the reader can see exactly what the committee reported and also exactly what the assembly adopted or endorsed.

Over the years, the Assembly Minutes have become more of an Assembly Report, or Assembly Proceedings, as described in the last paragraph above. The World Service Conference publishes such a report annually and

distributes it to the Areas. Keeping the Area Minutes as a Report, or Proceeding, produces a comprehensive document containing all the proceedings of the Area Assembly.

Again, utilizing our Area web site would enable us to post the complete report of the Area Assembly meeting for a very minimal cost.

Cons –

Condensing the Area Assembly proceedings down, to true “Minutes” shortens the overall length of the document, but much of the “meat and potatoes” is left out. However, even in shortened form, the cost of preparation and mailing is a significant budget item.

(3) AI-A-Notes:

Pros –

As stated in the AI-A-Notes, it is the “Voice Of The Ohio Area Assembly”. It is our only means of communication with our AI-Anon Family Groups, and other Areas. Recent refinements have produced a nicer finished product and it is easier to read. Additionally, we are able to include time-sensitive information, i.e. the Area Convention Flyer and the Fall Assembly Flyer, in the AI-A-Notes to be sent to the CMA for all registered groups. It would not be difficult to redact personal information, i.e. street addresses, telephone numbers and e-mail addresses of Officers, Coordinators and Committee Chairs from a “Web Version”. As a side note, our webmaster is also creating a mailing address for the Two Day Fall / OAC Liaison and the Registration Committee Chair for the web site Contact page.

Cons –

Again, printing and mailing costs are a significant factor if we decide to continue distributing AI-A-Notes via the Postal Service.

### **What we wish we knew, but don't:**

If we distribute the Assembly Reports and / or AI-A-Notes via the Area web site, how many groups will actually download and print these items off, and take them to their respective meeting?

How do we distribute the Assembly Reports and / or AI-A-Notes to groups where the CMA does not have an email address listed, and the group has no group email address listed?

What other items in our budget would have to be reduced / eliminated to accommodate the printing and mailing costs associated with the Assembly Reports and / or AI-A-Notes?

Would the establishment of a “Printing Czar” position in a “major city” provide for a more cost-competitive bidding process? (Note – I sent out requests for bids to 5 printing companies in Springfield and received only 1 response. The consensus response from the other companies was that our printing needs “weren’t worth their time – they’re too small”.

Phil made no recommendations, stating that he was asked to compile and bring the information to the AWSC meeting. He also stated he will try to compile additional information for 2011 and 2010 to give additional historical data at the Fall Assembly.

Several suggestions were proposed and asked Phil to condense the presentation to a five minute report, plus the handout, to be made at the Fall Assembly. At that time, she will appoint a Task Force.

**TASK FORCE – Investigate Insurance Needs for Ohio Area AFG:** Judy A, Treasurer presented the report for Jan S, Chair of the Task Force –

**Topic:** Insurance Task Force, status report for AWSC August 15, 2015

**Background information – What we know**

**Historical perspective**

At the 2015 Spring Assembly the following information was provided:

- Former Treasurer Theresa M. surveyed other areas and determined that only a few carry insurance
  - . 7 areas carry **General Liability**
  - . 4 areas bond the Treasurer (**Dishonesty**)
  - . 2 areas cover **theft** (not defined)
  - . 1 area covers **Property** Insurance on their translation equipment
  - . 4 areas carry **Directors & Officers** Insurance
  
- Jan S. presented the basic reasons why we should buy insurance:
  - . to protect \$30,000 in assets (**all types of insurance**)
  - . could be a requirement in the future for using premises for assembly & convention (**General Liability**), and it would be difficult to obtain in a short time frame when needed
  - . Food exposures at assembly and convention (**General Liability**)
  - . We don't do background checks on people with access to our funds (**Dishonesty**)
  - . additionally, recent conventions haven't been following the handbook guidelines regarding bonding the convention treasurer; if we buy insurance for ALL our exposures, then we know it has been taken care of (**Dishonesty**)
  - . we have an exposure because of decisions made pertaining to AMIAS, tax-exempt status, and the proposed "Do Not List" policy (**Directors & Officers**)

**Existing motions that pertain to this topic:** None

**What do we know about our membership's needs wants and preferences?**

At Spring Assembly there was a desire expressed for several competitive quotes.

**What do we know about our capacity (resources)?**

Insurance was not budgeted for the current year, however due to a profit on the 2015 OAC in Cincinnati, we can expect to have extra funds available by 2 Day Fall Assembly that would cover the purchase. We have only one quote at the present time:

The insurance has been quoted with an inception date of August 1, and **the quote is valid only until August 24, 2015**. Since AWSC cannot vote on the insurance because it exceeds the dollar threshold, **the insurance will have to be updated prior to 2 Day Fall Assembly**. The agent does NOT expect any significant change.

Insurance Co: Cincinnati Insurance, 3 yr. policy payable annually

Named Insured: Al-Anon Family Groups of Ohio, Inc

<u>COVERAGE</u>	<u>LIMITS</u>	<u>DEDUCTIBLE</u>	<u>ANNUAL PREMIUM</u>
General Liability	\$1,000,000	not applicable	\$624
Hired & Non-owned Auto	included	" "	incl.
Employee Dishonesty	\$ 50,000	\$500	<u>\$250</u>
		<b>Subtotal</b>	<b>\$879</b>

Directors & Officers                      \$1,000,000                      \$2,500                      \$800

**What are the implications of our choices? (pros and cons)**

- Pros - buying insurance is a generally regarded as a prudent management decision
- once we have determined the need for insurance exists, there may be a Director's & Officers exposure from NOT buying it if a claim subsequently occurs
- Cons - NOT buying insurance saves us money
- the current quote is for a 3 year policy, payable annually so it will impact our budget going forward
  - The convention may still be able to buy a separate Dishonesty policy for the treasurer with NO deductible

**What we wish we knew, but don't:**

- What Insurance Co. issued the coverage for the areas who currently have policies?
- Have these policies been modified since the areas have NO employees, but DO have volunteers? (***I am trying to make sure that the standard wording is adequate, or alternatively, that we can modify it***)
- For the areas who carry Directors & Officers coverage, are they doing so because of a state regulation pertaining to incorporation?  
(***We need time to pursue the above 3 questions on E-communities***)
- We have a quote through one insurance agent from Cincinnati Insurance Co.; another insurance agent said he was unable to obtain a quote. Are there other markets willing to quote? (***We are trying to pursue a quote through an additional agent***)
- Is anyone at Assembly aware of any claims? (***We have to submit a "No Known Losses" form to the insurance company***)
- What information does WSO have about claims involving other areas? (***This would probably need to be a conversation between our delegate and Ric B.***)

If you recall, I reported at Spring Assembly my agent's comment that there are few claims paid under Directors & Officers, but the insurance companies have paid defense costs; this certainly seems reflected in the combination of a relatively high premium and deductible.

Unless we have another alternative by October, I will to be prepared to recommend the purchase of a policy with Cincinnati for the General Liability and Employee Dishonesty, but NOT the Directors & Officers. In 3 years of NOT buying the Directors & Officers coverage, we will have saved almost enough money to cover the deductible, or roughly the possible cost of defending a claim out of pocket.

Judy stated that the Task Force is going to check with a lawyer to determine what type, and how much, insurance is required for a non-profit corporation in the state of Ohio and include that in the report.

Karen S, Registration Committee, moved and Monica C, DR 25, seconded to present the report to the Fall Assembly. The motion passed.

**TASK FORCE – Guidelines for Incoming Alateen Sponsors:** Tina L, Alateen Coordinator, presented the report.

We are working on getting a KBDM ready to present in the near future.

Karen as the AAPP and I have discussed the possibility of attending a sponsor training in Indiana and Kentucky to see how they do theirs.

Our state delegate has passed on what several others states are doing, available thru e-communities for the committee to look at along with changes that WSO could be making.

**Task Force for Implementing Changes to Ohio Area Convention:** Lee R, Two Day Fall / OAC Coordinator, presented the report.

As I stand here and give this report the first thing I need you to know is I'm confused. I have reviewed the minutes from October Fall Assembly 2011 through to October Fall Assembly 2014 to gather information concerning our convention. I found the following very interesting-

- October Fall Assembly 2011 – A Task Force from the Outreach committee will explore the current Handbook/By Laws documentation for the Ohio Area Convention and offer possible changes for consideration.
- May Spring Assembly 2012 - Task Force to explore possible changes to the Ohio Area Convention was postponed until 2 day fall Assembly
- October 2012 Fall Assembly - Task Force to explore possible changes to Ohio Area Convention has a new chairman.
- May Spring Assembly 2013 - New Task Force chair said they were reviewing the current guidelines as well as suggestions that have been made from past conventions.
- October 2013 Fall Assembly – The Task force chairman states they are continuing to collect information to reach a final presentation for the spring 2014 Assembly. If anyone would like to submit their thoughts about the previous conventions, both positive and negative we would welcome them. Our main focus has been the possible causes of the declining attendance and how/what can be done to reverse this trend. Our response from members has been less than ideal and so we urge any of you that have suggestions to make improvement/changes that would attract more interest in supporting/attending an Ohio Convention to share them. Please share with the groups in your district. Any help for the Task Force to present an accurate picture on how we can make the Ohio Convention an event that we think, "I've got to attend the Convention!!" would be appreciated.
- May 2014 Spring Assembly - Another Work Group to be formed to make changes to the Ohio Area Convention? Who is willing to be part of this group? No one showed interest in the Work Group. It will be brought back to Fall Assembly under Old Business.
- October Fall Assembly 2014 – Task Force to changes to Ohio Area Convention will no longer proceed.
- March 2015 AWSC Meeting – Our Chair Buffy asked for a Work Force concerning our Convention then changed it to a Task Force – I volunteered.

Thus my confusion!! It seems we have been here a few times before without anything really being accomplished. I would like to contact the previous chairmen of this committee to see if I can obtain any information that they were able to gather. Ex-Did a committee ever explore the Handbook? And if so, what changes would they recommend? Did anyone submit their ideas, negative or positive, and if so, who has this information?

Are there any written reports of the past two conventions? At this point we still have more questions that need to be answered before we can make any recommendations that would make changes in our Convention.

As chairman of this Task Force I would like to recommend we go back to being a Thought Force, as described on page 68-69 in our Service Manual. "The **Thought Force** is not expected to have all the answers or to provide the final solution. A thought force may lay the foundation for the work of a task force. Sometimes they offer recommendations resulting from their findings. A thought force presents its information to the originating body to move forward. They are the "thinkers", not the "doers". The **Task force** as described on page 69 in the Service Manual "uses the resources available such as members of

the task force and knowledge from the staff. For example, a task could be to implement one of the suggested strategies from the thought force. A task force may fulfill the recommendations made by a thought force. Task forces are the "doers." So, in reading the previous minutes I think we are still in the "thinking" stage and need to lay a foundation before it can go forward to a Task Force.

At the 2 day- Fall Assembly in October I would like to present a survey to everyone concerning the convention, to be filled out and returned to me before they leave on Sunday. To see in writing what the immediate concerns are would be a great start in helping to make the recommendations we need to make.

Ginny C noted that Janice R was the Chair of a previous committee and there might be more information to be found at her home. Ginny stated she would check back through her old emails for any correspondence on this topic. Karen S, Registration Committee, said she served on the Committee and still had her personal notes as well that she email to Lee. Karen M, Literature Coordinator, also served on the Committee and would check for notes she might have.

## **COORDINATOR REPORTS –**

**ALATEEN:** Tina L, Alateen Coordinator, presented the report –

2015 KOMIAC was held July 24 – 26 at Adrian College, Michigan, KOMIAC went well, it was attended by 210 Alateens and sponsors. Michigan Alateens did a good job hosting it. The theme was "Let the Dreams Begin". Ohio elected a State representative Lillie S. and Alt State representative Cassiel Y. to hold a term of 1 year to represent Ohio Alateen.

Thank you to the assembly for helping us with the cost of obtaining safe and reliable transportation. We truly appreciated your support.

2016 KOMIAC is being hosted by OHIO. It will be held at: Wright State University, Dayton, OH - July 29-31, 2016

The Board has been elected by the teens and will begin planning meeting no later than January 2016 as soon as place and dates are available we will let groups know. All Alateens are welcomed and encouraged to attend and participate. One area that AI-Anon groups or Intergroups can help in making OH KOMIAC successful would be by donating books, yarn or donations for the hospitality room.

The next state Alateen event is the fall rally to be held Oct 24, 2015 at:  
John Knox Church  
25200 Lorain Rd  
North Olmstead, OH  
From 10:00 am till approximately 3 or 4 pm.

**ARCHIVES:** Barbara W, Coordinator, had no report.

**FORUM:** Christine T was absent and Buff stated she had told her she had nothing to report. Ginny reported that individual electronic copies of The Forum are now available from Amazon for \$1.49 and Apple I-Tunes for \$1.99. Annual subscriptions are available from the Barnes & Noble electronic bookstore.

**GROUP RECORDS:** Robin R, Coordinator, reported that currently, there are 427 active AI-Anon groups holding a total of 485 meetings. 6 groups are in "No Mail" status and she said she has made contact with the groups or their DR to get that resolved, as well as 2 groups with a bad email address. In addition, there are 24 active Alateen groups. She reported she has updated AWSC rosters available here.

**LITERATURE:** Karen M, Coordinator, submitted her report.

Sharings are needed for "CAL Corner": We urge members to write about their favorite CAL. We could especially use sharings on Many Voices, One Journey (B-31), Reaching for Personal Freedom (P- 92), Al-Anon's Twelve Steps & Twelve Traditions (B-8), or our Conference Approved Literature in general.

In the August "CAL Corner, the articles are about Paths to Recovery (B-24) and how it has helped members in their recovery.

**PUBLIC OUTREACH:** Jane E was absent and Ginny made the report.

Ginny has the records of the PSA's played by Ohio radio and television stations. She asked that we contact those stations and thank them for airing the PSA's.

## **STANDING COMMITTEE REPORTS –**

**BUDGET COMMITTEE:** Donna K presented the report.

The Budget committee approved a \$175 "ish" expense for Conflict Resolution literature to be given out today. We declined a \$299 expense for Public Outreach, but gave approval for \$100 to be used for 2 booklets per GR for the 2 day Fall Assembly. Reason --- hoping each or at least most GR's will take back the information to their respective groups.

**BYLAWS & HANDBOOK:** Sandy F had no report

**COMPLIANCE / AAPP LIAISON:** Karen P presented the report.

WSO continues to add to the New Computer System making the Certification and Group Registration easier and more time efficient. Having meet the dead line for Sponsor Certification Ohio currently has 72 AMIAS registered and 24 Active Alateen Groups. This is up 3 groups from this spring.

All Sponsors who are no longer active according to WSO guidelines where sent an email when provided, phone call and letter through mail providing them a chance to express that this was not there intent before the dead line. This was done using the WSO information on file.

Rose R. from Toledo will be helping to collect all files which may not have been transferred to me. With the unfortunate illness and recent passing of Janice R. this has been a slow process which I appreciate everyone having patience with.

Tina our Alateen Coordinator and I continue to work closely to encourage potential Alateen Sponsors to receive knowledge and support in order to be set up for success. We are also working together to provide support to current and potential Alateen Groups.

All Sponsors who participated in the original finger printing and FBI background checks in 2011 will need to provide a new background check for Recertification for 2016. I will be working on notices which will be sent out as a reminder.

**REVIEW:** Merri G was absent.

**TWO DAY FALL ASSEMBLY / OHIO AREA CONVENTION LIAISON:** Lee R had no report.

**WEBSITE:** Mike W was absent, but emailed a report. Phil presented the report and that report is attached as a separate page at the end of the minutes.

## **CONVENTION & ASSEMBLY REPORTS:**

**2014 TWO DAY FALL ASSEMBLY:** Sandy F stated that a report will be made at the Fall Assembly.

**2015 OHIO AREA CONVENTION:** No report.

**2015 TWO DAY FALL ASSEMBLY:** Kathleen S, DR 6, reported that Janice R's name and phone number will be removed from the flyer. As of this morning, only 8 people have registered for the dinner. Please get your reservations made before the deadline.

**2016 OHIO AREA CONVENTION:** Jan S, Convention Chair, prepared the report and it was presented by Donna K, Budget Committee Chair.

Planning for the 2016 Ohio Area Convention continues to progress with committees working on projects and reporting to the monthly meetings of the entire group. To bring you up to date since the May Assembly, we have done the following:

- Chose two AA/AI-Anon couples from nearby Pennsylvania as our Friday evening and Saturday banquet speakers. Our secretary is in the process of preparing confirmation letters to each couple which will spell out the expenses we will cover. The couples were chosen from among the CDs provided by our tapist Bill Youngman (George & Freddie's Tapes – Hubbard, OH)
- Our secretary is also preparing a confirmation letter for someone you know, Merri G. from Cleveland, who will be our Sunday morning closing AI-Anon speaker.
- At our invitation, Ola P., past AA delegate, joined the planning committee as our AA liaison at the July meeting. Our Program Committee will be working with Ola to identify times we can give AA meeting space for AA to plan their own program.
- We are looking forward to a full weekend of activities beginning with an early bird discussion meeting on Friday at 4:30 pm, followed by a formal opening at 7:30 pm. On Saturday there will be an optional morning exercise session "Stretching with the slogans" for early risers. The morning session opens at 9:30, followed by an Alateen panel with Q & A session. We are working on building the remaining time slots, in addition to the speakers already mentioned.
- The "Save the Date" flyer was mailed to all metro area. Akron, Cincinnati, Cleveland, and Toledo posted it on their websites; Columbus, Dayton, and Youngstown did NOT. Cooperation from the Assembly webmaster has been excellent, adding an interactive map of the hotel location and an e-mail link for the convention to our "Save the Date" flyer.
- The Publicity Committee is currently working on the registration flyer with the aim of having it ready for an Adult Child workshop in District 45 at the end of August. We will have copies for you at Two Day Fall Assembly.
- By Two Day Fall our committee members who attend Assembly hope to be wearing our convention T-shirts. This will be on the agenda at our August 22 convention committee meeting for approval to proceed.
- Most of our name tag holders are free, courtesy of Cincinnati. I really liked theirs and offered to buy them from the 2015 chair, Sue C. Sue graciously said we could have them at no charge. Sue C. also e-mailed me the financials for the 2015 OAC, which is very helpful.
- Cincinnati's literature Chair shared info with Cleveland's.

- Based on increased attendance in Cincinnati at a hotel of the same brand, Holiday Inn Mentor is giving us a revised contract with larger meeting space and additional hotel rooms. Ginny had a discussion with Ric at the WSC and suggested that Buff sign the contract in her capacity as Chairman of Al-Anon Family Groups of Ohio Inc.
- The convention treasurer opened a checking account linked to the Assembly checking account (a sub account). Donna stated that the account is NOT linked to the Assembly account.
- The Ways and Means Committee has lots of cute ideas for items to sell and has started work. The Registration Committee has approval for the goody bags.
- Because of the involvement of AA liaison Ola P. on our committee, we received an early heads up that AA's state convention will also be in Cleveland next summer. Cleveland AIS, the Cleveland Meeting of Districts, and our Area Delegate were linked. Ginny appointed Merri G. from Cleveland to be the Al-Anon liaison to the convention which will be August 2016 at the Doubletree in Westlake.

Buff stated that the proposed Convention flyer had an incorrect date on it. The Convention dates are June 24 – 26, 2016. That correction will be made on the flyer and it will be posted on the web.

**2016 TWO DAY FALL ASSEMBLY:** Jo S, Akron-Canton AIS & DR 51, presented the report.

A committee has been formed. We have met twice – once in July and once in August. All 3 DR's – 25, 48 and 51 are actively involved and several GR's are on the committee as well. We will have the hotel confirmed by October 1, 2015.

### **OLD BUSINESS:**

Buff read a motion from the Public Outreach Action Committee, where they moved to purchase 500 copies of Al-Anon Faces Alcoholism 2016 and order 2,000 public outreach bookmarks to be distributed at the Fall Assembly. The number of AFA 2016 was reduced to 200 copies for the Fall Assembly and that was approved by the Budget Committee. The Public Outreach Action Committee will bring a new motion at the Fall Assembly for literature next year.

Buff announced that the appointment of a Thought Force / Task Force on Workshops to take to Remote Meetings and the appointment of a Task Force to Develop a flyer for the New GR Orientation Folder would be deferred to the Fall Assembly.

Ginny noted that Free Conference Call Dot Com is available and that it would enable Committees & Thought Force / Task Force to make conference calls among their members at no charge.

Buff asked those present to see if someone would be interested in running the LCD projector at the AWSC & Assembly meetings. Mike has been unavailable and Phil has been doing it, but there currently is no "Plan C".

### **NEW BUSINESS:**

Ginny presented ideas for 3 different events that she wants to submit:

1 - "Meet The Board" where the Board of Trustees comes to an Area to meet with Area Officers, Coordinators, DR's and GR's. The request would be made to host this during the 2016 Fall Assembly in Akron. The consensus was to extend the invitation. WSO would handle the expenses related to this meeting.

2 - Invite Executive Director Rick B to attend the Fall Assembly next year to help celebrate the 25th anniversary of the Corporation. Rick helped write the Corporation and Tax documents when the corporation itself

was formed. Area of Ohio would have to pay most of his expenses, so the Budget Committee would have to be involved. Again, the consensus was to extend the invitation

3 - Establish a TEAM event. Sandy pointed out that these events require a significant amount of prior planning and the 2017 Ohio Area Convention, to be hosted by Akron, would probably be the earliest that it could be done. Ginny said she would bring this to the Fall Assembly.

Buff announced that she was appointing Merri G, DR 7, as the Review Committee Chair. She had spoken to Merri and she said she would accept the position.

She also reviewed the upcoming meeting schedule:

Two Day Fall Assembly – October 17 – 18 – Ramada Inn, 3536 Secor Rd, Toledo  
Fall Alateen Rally – October 24 – John Knox Church, 25200 Lorain Road, North Olmstead  
Spring AWSC – March 12 (tentative) - North Congregational United Church of Christ, 2040 Henderson Rd, Cols  
Spring Assembly – May 14 (tentative) - North Congregational United Church of Christ, 2040 Henderson Rd, Cols  
Ohio Area Convention – June 24 – 26, 2016 – Mentor (Cleveland)

There being no further business, Sandy F, Bylaws & Handbook Committee Chair moved, and Karen P, Compliance/AAPP, seconded to close the meeting. The meeting adjourned at 4:40 PM with the Serenity Prayer and the Al-Anon Declaration.

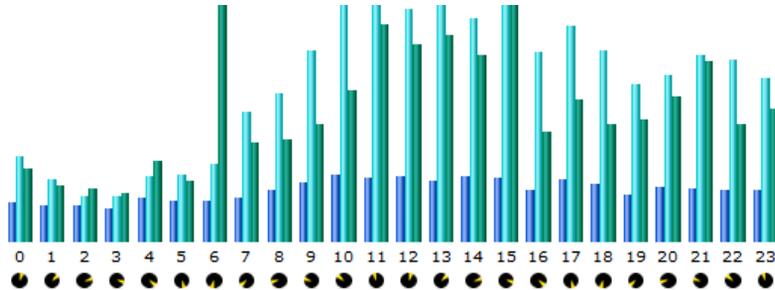
Respectfully submitted,

Phil H  
Secretary

# OAA SPRING WEB REPORT – 08/15/2015

We saw steady traffic of over 5000 unique visitors per month early this year, with a drop off in June and July. No spammer or hacker activity to report. Content was updated on many pages, including PDF documents and forms.

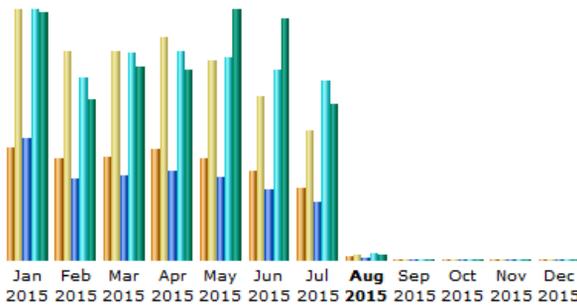
## TIME OF DAY WEB TRAFFIC TRENDS



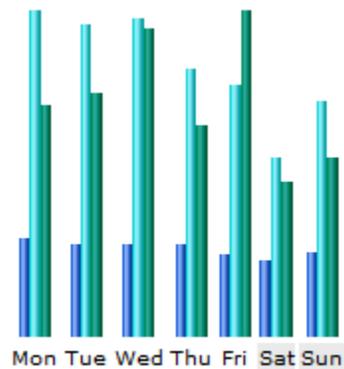
The top five meeting directories that visitors clicked on :

1. Remote
2. Cleveland
3. Columbus
4. Dayton
5. Cincinnati

## MONTHLY AVERAGES



## DAY OF THE WEEK TRAFFIC TRENDS



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2015	5,901	13,182	22,386	45,951	415.30 MB
Feb 2015	5,309	11,042	14,810	33,203	270.93 MB
Mar 2015	5,423	11,015	15,326	37,918	323.70 MB
Apr 2015	5,829	11,666	16,220	38,414	319.32 MB
May 2015	5,331	10,477	15,231	37,149	421.60 MB
Jun 2015	4,693	8,598	12,899	34,733	406.35 MB
Jul 2015	3,777	6,812	10,568	32,680	262.42 MB

Day	Pages	Hits	Bandwidth
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## TOP 10 FILE DOWNLOADS FROM THE SITE

 /documents/Forum-Order-Form-fillable.pdf	90
 /documents/Conference_Workshop_on_Opening_Our_Hearts.pdf	47
 /documents/2015-Spring-Assembly-Minutes.pdf	37
 /documents/2015-District-48-September-Conference.pdf	35
 /documents/KBDM%20form%20description.pdf	34
 /documents/2015-AWSC-Meeting-Report-Spring.pdf	33
 /documents/G08a-b.pdf	33
 /documents/BY-LAWS-OAA.pdf	32
 /documents/2013-Spring-Assembly-Minutes.pdf	29
 /documents/2015-AI-A-Notes-Spring.pdf	29