

**NOTE: These are the “complete” minutes of the 2015 Fall Assembly meeting. The mailing was merely a “condensed” version. These minutes here, not the mail-out, will be presented for approval at the 2016 Spring Assembly.**

### **2015 FALL ASSEMBLY MEETING MINUTES**

The Fall Assembly was held on Saturday, October 17 and Sunday, October 18, 2015, at the Ramada Hotel and Conference Center, 3536 Secor Road, Toledo 43606. Area Chairman Buff N opened the meeting at 12:35 PM with a moment of silence, followed by the Serenity Prayer. Sandy F, Handbook Committee Chair, read the Twelve Traditions; Allison G, GR of Women’s Choice AFG, read the Twelve Concepts of Service and Tina L, Alateen Coordinator, read the General Warranties of the Conference. Chairman Buff read the Statement of Unity and reviewed the etiquette procedures.

Delegate Ginny C and Alternate Delegate Theresa M welcomed the 26 new Group Representatives.

Chairman Buff reviewed the voting procedures and Knowledge Based Decision Making (KBDM).

Introductions by district were made and 25 districts – 4, 6, 7, 8, 9, 10, 15, 16, 24, 25, 26, 28, 30, 31, 32, 33, 34, 38, 39, 43, 45, 47, 48, 51 and 56 – were represented.

**MINUTES:** The minutes of the 2015 Spring Assembly were distributed via the AFG of Ohio website. Sandy F, Handbook Committee Chair, asked to remove the reference to the 2014 Fall Assembly Report not being given, as it was not asked for at the Assembly. Sandy moved and Mary Ellen R, DR 9, seconded to accept the minutes as amended. The motion passed.

**TREASURER’S REPORT:** Judy A, Treasurer presented the report –

Beginning balance as of 1 January 2015 -	\$31,194.32
Income for the period 1 January – 17 October 2015 -	+14,188.98
Expenses for the period 1 January – 17 October 2015 -	-14,853.12
Ending balance as of 17 October 2015 -	\$30,530.18

Tina L, Alateen Coordinator, moved and Judy C, GR for Monday Night Paths To Recovery AFG, seconded to accept the report. The motion passed.

**ALTERNATE DELEGATE & AL-A-NOTES EDITOR REPORT:** Theresa M, Alternate Delegate presented the report -

As Acting Alternate DR for the 18 Districts that did not have a DR as of August 2015, I once again emailed (many!) and snail mailed (33) a report from AWSC and included information for the Fall Assembly along with the Agenda in September. Only two snail mails were returned, and that information has been shared with our Secretary and Group Records Chair.

I was invited to attend the October GCIS meeting where a very small number of people (myself included) are trying to find ways to fill positions for next year. I shared that District Meetings and AIS meetings have different purposes and that Greater Cincinnati could consider splitting up the districts to see if that help with filling service positions.

Request for submission for the 39.3 Al-A-Notes have been requested with potential printing a mailing early November.

In my position as Newsletter Editor, I am on the e-communities (now AFG connects) but nothing new to report there.

I have a few questions for which I would like to see a show of hands: (Please write down any additional comments or suggestions and give them to me here or email them to me at your convenience ([theresabm44@gmail.com](mailto:theresabm44@gmail.com)) - as I don’t want to take up time with a full discussion of these with our very busy schedule) -

Does you group use the Al-A-Notes for meeting topics?

Is the timing of the NOTES appropriate (Feb/Mar; July/August; Nov/Dec)?

Do the fliers get copied and distributed to members who wish to attend the events?

Would you like to see a “humor” section?

Would you like to see an electronic bimonthly or quarterly shorter edition that would be an additional reminder of state Meetings, share anniversaries, information from coordinators, and/or one or two *short* personal sharings from members?

**DELEGATE’S REPORT:** Ginny C, Delegate, gave the report as a Power Point presentation –

This summer I was busy working on a Task Force regarding Communication and Strengthening the Links of Service for the WSC. I worked with a small group consisting of the Delegates from Nevada, Hawaii and Ontario North. Timing conference calls was a challenge but we worked it out. I met up in person with the Delegate from Nevada who happened to be visiting nearby and together we conducted our first GOTO meeting with the others that are working on the project.

In September, I submitted an application for Akron-Canton to host the Meet the Board Event in October 2016. We will not know until January as to whether we were selected. Areas are selected at random. 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.

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. In the past two years I have been sent few love gifts from Ohio but brought back many. In fact, please help yourself to the love gifts on the table to the side of the room. Please think about making some love gifts in your districts to distribute next WSC. Get creative!

In celebration of 65 years of Al-Anon Family Groups and the beginnings of the Clearing House, the World Service Office (WSO) will host an Open House. The open house will be Saturday, April 16, 2016 – Tours are 1:00PM-3:00PM; office closes at 4:00PM at World Service Office, 1600 Corporate Landing Parkway, Virginia Beach, VA 23454. Continuing the celebration, there will be a 65<sup>th</sup> Anniversary Banquet, which will be a ticketed event with limited seating. Tickets (\$55.00 US) will go on sale later this year. Saturday, April 16, 2016, the Reception is 6:00PM-6:45PM and the Banquet is 7:00PM-10:00PM. The reception and banquet are located at the Wyndham Virginia Beach Oceanfront Hotel, 5700 Atlantic Avenue, Virginia Beach, VA 23451. Please note: The Open House is free of charge. The Banquet is a ticketed event and seating is limited.

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 Al-Anon groups understand the relationship of the Board to Al-Anon family groups as well as why they do that they do. Second, in the Spring I reported that the Al-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 Al-Anon. Some ideas include birthday donations, Al-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.

I have been busy participating on the Two Day Fall Assembly committee for 2016 in Akron/Canton. In addition, I have appointed Merri G. as the liaison to the Ohio State AA Conference in Cleveland in 2016. I plan to attend any planning meetings that she has with her committee.

The 25<sup>th</sup> Anniversary of Al-Anon Family Groups of Ohio, Inc. will be at the Two Day Fall Assembly 2016. We have invited Ric 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 or any other topic we would like. He is an excellent speaker, very inspiring and also very approachable. 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. Our Handbook states it is to occur on the second or third weekend of October. However, Ric B. cannot come until the first weekend in November. I propose we have our Two Day Fall Assembly on the first weekend of November just next year so we can have him come and help us celebrate the 25<sup>th</sup> anniversary. In addition, I ask the Assembly to pay for his hotel room costs, banquet meal, and \$300 toward airfare. A motion will follow later.

The Forum Editorial Advisory Committee needs At-Large Members. Forum Editorial Advisory Committee members recommend editorial policies for our monthly magazine; considers articles for publication and seeks to place The Forum in the hands of every Al-Anon and Alateen member. Criteria for application include the following: Continuous active Al-Anon membership for at least the last five (5) years or continuous active Alateen membership for at least the last one (1) year and at least 13 years old; a member of Al-Anon Family Groups who is also a member of Alcoholics Anonymous may not serve in this position; the ability to send and receive e-mail and attend meetings via telephone conference calls four to eight days per year, including evenings and weekends; and time and ability to complete projects in a timely manner. WSO Committee members are required to relinquish information service, literature distribution center, or area world service positions (GRs and alternate DRs may serve provided they do not serve in another area capacity). Résumés are due at the WSO by the time of the World Service Conference.

AFG Connects has been launched as our new electronic form of communication. The following communities have been launched: Al-Anon Information Services, Alateen Coordinators, Announcements - WSO Structure, Archives

Coordinators, Area Alateen Process Persons (AAPP), Area Chairs, Area Treasurers, District Representatives, Forum Coordinators, Group Records Coordinators, Literature Coordinators, Literature Distribution Centers, Newsletter Editors, Public Outreach Coordinators, Web Coordinators and WSC Members. If you should be connected but have not been able to access AFG Connects, let me know.

## **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 its State representative and Alternate State representative - they will 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 meetings 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 Al-Anon groups or Intergroups can help in making Ohio KOMIAC successful would be by donating books, yarn or donations for the hospitality room.

We are lucky enough today to have our Alternate State Representative and our KOMIAC chairperson with us today and at this time I would like to introduce them -

Alternate State representative is Cassiel Y, KOMIAC Chairperson is Michel Y, and the state representative is Lillie S. The KOMIAC board is: Co-Chair - Natasha A, Secretary – Bella G and Treasurer - Nina R.

The next state Alateen event is the Fall Rally to be held October 24, 2015 at:

John Knox Church

25200 Lorain Rd

North Olmstead, OH, from 10:00 AM until approximately 3 or 4 PM.

**ARCHIVES:** Barbara W, Archives Coordinator, presented the report –

All of the archives have now been transferred to my home and are safely stored. Thanks to those who helped with this project.

**FORUM:** Christine T, Forum Coordinator, presented the report –

We have a new Forum display board to encourage members to subscribe, use, and submit articles for the Forum Magazine. I hope to lend it to Districts for Conventions, Conferences, Anniversaries, and Health Fairs, etc.

As of June 2015, Ohio had 445 registered groups and 786 Forum subscriptions.

As of September 2015, Ohio had 448 groups and 764 Forum subscriptions. We are down by 22 subscriptions since June 2015. Remember, last December 2014, we had 810 subscribers, so we are down 46 subscribers from last year.

I would like to encourage DRs to remind their GRs that they are the Forum representative of their group. Remember, the Forum is like having a meeting in your pocket! Please encourage writing articles for the Forum and subscribing to the magazine as you use the Forum in your meetings.

It is easy to do this online:

Instructions for accessing *The Forum Magazine* online -

Go to: [al-anon.org/members/the-forum](http://al-anon.org/members/the-forum)

Type in: Member password: group name ending with “afg” (example: *serenityafg*)

You will see this -

### ***The Forum***

*Al-Anon's monthly magazine, The Forum, contains many personal stories of inspiration, some of which are made available each month on the Internet by authorization of Al-Anon Family Group Headquarters, Inc.*

*All registered English-speaking Al-Anon and Alateen groups in the U.S., Canada, Puerto Rico, and Bermuda receive a complimentary copy of The Forum each month. It is sent by postal mail to the group's CMA (Current Mailing Address).*

And you can then click on any of the following: [Articles from this month's Forum magazine](#)

[Index of Forum articles](#)

[Submit a Forum sharing on-line](#)

[Download The Forum Writing Guidelines \(F-1\)](#)  
[Subscribe on-line to The Forum](#)  
[The Forum printable order form](#)  
[The Forum and Al-Anon Faces Alcoholism: Two very different purposes!](#)

**GROUP RECORDS:** Robin R, Group Records Coordinator, presented the report –

425 Active Groups holding 484 meetings  
8 Groups in No Mail status  
146 Inactive Groups with 152 Inactive meetings  
22 Groups Marked for Deletion  
2 Groups with “bounced e-mail” addresses  
24 Active Alateen Groups  
27 Inactive Alateen Groups  
3 Alateen Groups Marked for Deletion

Robin also reminded GR’s and DR’s present to be sure to send in the “Annual Update Form” reports that have been mailed to CMA’s of the active Al-Anon and Alateen groups.

**PUBLIC OUTREACH:** Jane E, Public Outreach Coordinator, presented the report –

In August, I attended the 3-day Addiction Studies Institute with Sandy F. We were in a great location and spoke to over 600 professionals. Schedules for Columbus and the other AIS parts of the state were handed out. This was a great way to get the word of Al-Anon out to professionals.

September is “Recovery Month”.

In September, Cindy T, GR for Barberton AFG, and I went down to the “Day of Recovery” at the Statehouse. We passed out a lot of literature for AFG of Ohio. Several people came up to our booth and stated how important Al-Anon was to their lives and family members.

Also in September, there was a “Day Of Recovery” in Akron at Highland Square. We were invited to participate in this one day event and again we passed out schedules for the Akron/Canton region as well as other literature.

**REGISTRATION COMMITTEE:** Committee Chair Karen S reported there were 79 Group Representatives registered for Saturday and 75 Group Representatives registered for Sunday. Karen also stated that voting members were given a purple ribbon for their name tag for the weekend. A revised total of 82 GR’s for Saturday and 77 GR’s for Sunday was given at the end of the Saturday session.

## **THOUGHT FORCE / TASK FORCE / WORK GROUP PRESENTATIONS –**

**THOUGHT / TASK FORCE TO INVESTIGATE INSURANCE NEEDS:** Chairman Jan S gave the report -

*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. Two additional insurance agencies were subsequently contacted and they could NOT obtain a quote from any insurance company. The companies declining to quote included Grange, Western Reserve, Motorists Mutual, and Wayne. One agency referred our application to a brokerage house, which also declined.

**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 was quoted with an inception date of August 1 and **valid only until August 24, 2015. The insurance will have to be resubmitted if voted on at 2 Day Fall Assembly.** The agent does NOT expect any significant change.

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

Named Insured: AI-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 \$879</b>

**The insurance company has a "no known losses" form which one of our officers must sign**

Directors & Officers	\$1,000,000	\$2,500	\$800
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**If we decided to purchase D&O coverage, the insurer requires 1) a signed application (our agent CANNOT do this for us, it will have to be done by one of our officers) and 2) the most recent financial statement.**

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

- Pros** Buying insurance is generally regarded as a prudent management decision  
 Without insurance, officers and coordinators have to pay legal costs PERSONALLY if they are sued for their actions  
 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:**

- Why do so few areas buy insurance?

**Questions and Clarification – no timing or microphone limitations**

- **This insurance will NOT cover the individual AI-Anon groups or local AIS offices**
- **This insurance WILL cover**
  - Ohio Area assembly meetings
  - AWSC meetings
  - The Ohio Area Convention

- 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. Ric B., Executive Director of WSO, said there was one known instance of a D&O claim in the late 1990's before an area purchased insurance. The individuals had to pay privately for defense, and were successful. Of the 4 areas which buy D&O insurance, 2 provided reasons: New Mexico says it is standard practice for ALL non-profits and California-S says it is a requirement of the company which does their AMIAS background checks.
- Ric B did NOT respond to the question regarding claims under general liability or dishonesty.

***Need for motion?***

I 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.

***Additional note***

If we continue to have 2 Day Fall Assembly in mid-October, I recommend an effective date of November 1 (or later) for the insurance policy so we can review our insurance needs annually before each anniversary and before the insurance expiration in 3 years.

**TASK FORCE FOR GUIDELINES ON INCOMING ALATEEN SPONSORS:** Tina L, Alateen Coordinator, gave the report –

Several suggestions have been discussed as to what the guidelines should include. These suggestions were given to some new sponsors that have started this year and the ones that taken these suggestions have said how helpfully these have been.

We are gathering information from other states to see what they have and are going to try to attend a sponsor training event in Indiana and/or Kentucky.

WSO is currently also working on updating sponsor guidelines and sponsor requirements and since it is my understanding that we can add to WSO guidelines but cannot have less than what they have, we will also be watching what they are changing.

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

Tina asked that her contact information be included in the minutes. It is: (330) 831-4983; ALA\_TINA44@yahoo.com

**TASK FORCE FOR IMPLEMENTING CHANGES FOR THE OHIO AREA CONVENTION:** Donna L gave the report for Task Force Chair Lee R –

We need some people to join us in assessing the pros and cons of our current Convention guidelines. Please see me after the meeting.

**TASK FORCE FOR NOT LISTING GROUPS WHO DO NOT FOLLOW THE TRADITIONS – PRESENTATION ONLY:** Allison G, Task Force Chair, gave the report –

Reading from "One Day at a Time", page 323 (November 18th):

***Today's Reminder*** – In one sense, I have an obligation to members of every group, not only my own. That duty is to observe and preserve Al-Anon's principles and Traditions. The principles, for the individual, are stated in the Twelve Steps. The Traditions, also twelve, are for group guidance. It is important to all Al-Anon, and to me personally, to know both the Steps and the Traditions and protect them from distortion and dilution. I will read them and try to apply them in both personal and group matters.

1. The Do Not List Task Force was formed to address the topic of program preservation, in response to several reported incidents involving groups that used practices not in keeping with the Legacies. The Legacies are understood to include the Twelve Steps, the Traditions, and the Concepts of Service. Some of the identified practices included high-pressure Sponsorship and use of non-Conference Approved Literature.

The importance of adherence to the Legacies is reflected in the following statement (from page 31, *Al-Anon Alateen Service Manual 2014-2017*) and the current Al-Anon Registration/Group Records Change Form [GR-1]: **“The WSO will register a group with the understanding that the group will abide by the Al-Anon Traditions and not affiliate with or endorse any outside entity or practice. Joint meetings for Al-Anon and A.A. members, meetings comprised of only A.A. members, and groups that practice specific therapies, such as guided meditation, are not in keeping with Al-Anon principles and do not qualify to be registered as an Al-Anon group.”**

2. This Task Force was asked to establish specific criteria and a procedure for not listing groups on local meeting lists based on non-adherence to the Legacies. Our charge included:
  - establishing criteria for responding to reported incidents with continuity and consistency across the Area;
  - establishing criteria for determining if the reported group’s practices conflict with the Legacies, and supporting the impacted groups with information and resources;
  - developing a procedure that encourages equal participation and cooperation among the group members and the Trusted Servants facilitating the procedure;Additionally, our charge was modified at the 2015 Spring Assembly to include developing a procedure for re-listing groups that had been removed as a result of the Do Not List policy. We developed both the Do Not List and Relist procedures with the ideal goal to include all Al-Anon groups in Al-Anon Family Groups.
3. The Knowledge-Based Decision Making document we completed in April of 2015 presents the history of all known discussions and actions related to the topic as found in the *World Service Conference Summaries* from 1992 to 2014. The *2015 World Conference Summary* that was published in August contains further relevant information that may be considered for discussion.

Of special note, several pieces of Conference Approved Literature were developed to assist Areas as a result of the historical discussions related to this topic. These are:

  - The ***Sponsorship, Working Together to Recover*** bookmark [M-78]; and
  - The ***Using Al-Anon Principles to Resolve Conflict*** kit [K-70], which includes the *Loving Interchange to Resolve Conflict* wallet card [S-71], the *Conflict Resolution Using our Twelve Traditions* flip cards [S-72], and the *Talk to Each Other: Resolving Conflict within Al-Anon* booklet [S-73].
4. There are no existing motions relevant to this topic.
5. Through work on this procedure, we have learned that members want to feel safe in meetings, hear a consistent message from meeting to meeting, and trust that the principles of the Al-Anon program are preserved.

The Task Force became aware that members could be negatively affected by practices that are known obstacles to success in Al-Anon: discussions of religion, gossip, and dominance (page 24, *Al-Anon Alateen Service Manual 2014-2017*). For example, newcomers could be confused or misled about Al-Anon Family Groups; dilution of the Al-Anon program could occur; members could leave meetings and even the Al-Anon fellowship; and members could be hurt (emotionally or otherwise).
6. The Task Force has identified costs that may be associated with the Do Not List policy that we bring to this Assembly. We have determined the need for resources in three categories: personnel, tangible materials, and travel.
7. In considering the implications of implementing the Do Not List policy, we determined pros and cons as follows:
  - Pros include aiding in membership retention; acquainting members with Conference Approved Literature; encouraging sponsorship; and promoting harmony and fostering unity among members, groups, and the Al-Anon fellowship
  - Cons include local meeting lists requiring more frequent updates; and groups deciding to unaffiliate with Al-Anon Family Groups
8. In developing the Do Not List policy, the Task Force became aware of things we wish we knew but do not. For example:
  - What will the record keeping needs be as a result of policy documentation?
  - How will information about this policy be disseminated to our members?
  - What is the feasibility of Trusted Servants involvement in the procedure?
  - Will the Area need to obtain insurance to protect Trusted Servants, the Area, and Al-Anon Family Groups from lawsuits related to this policy?

## **THOUGHT FORCE / TASK FORCE ON PROCESS TO REMOVE AMIAS WHO NO LONGER MEET AMIAS**

**GUIDELINES:** Karen P agreed to chair the Thought Force / Task Force. Tina L volunteered to assist and they will get the names of other volunteers. The AAPP is currently using the WSO procedures. However, when someone is not certified, but still meeting with Alateens, a problem could come up.

**PRINTING & MAILING CONCERNS:** - The report will be presented on Sunday.

## **STANDING COMMITTEE REPORTS –**

**BUDGET COMMITTEE:** Donna K, Budget Committee Chair, gave the report –

Since May, there have been some interesting conversations about expenditure of money, including a conference call at which time I expressed my reasons for the decision that I made after consulting with part of my committee. We missed a motion in May to allow Sandy to spend \$300 for Public Outreach Forum booklets so that each GR. could receive 5 at this meeting. I chose to say NO because it was a tie vote, sorry Rex I missed you because I used the wrong e-mail address. I also feel it is up to the groups to fund their own Public Outreach. My group has been much more interested in getting those Forum books passed out since they have a vested interest. We paid for 25 or 50 of them.

I did give Sandy permission to spend about \$100 on those same Forums to hand out today. I did not know at the time that it is cheaper to buy large quantities of them, but I am hopeful that each GR will talk to their group and next year that each district would send in an order, save money and participate in Public Outreach.

I did give Ginny permission to spend about \$175 on Conflict Resolution literature to be given to the DR's at the AWSC Fall meeting.

We also did not get to the matter of insurance for Ohio in May. That expense will need to be voted on today because the premiums will not hold much longer and they are too high for us to approve.

Last, we may need to look at how we fund some of our committees. Some have very large budgets and others literally nothing. I was asked this past week if we could fund a hotel room, meals and travel to this meeting so that the Review and Audit Chair could work on the books here. I told her NO because I did not have time to consult with the committee, but we will take that matter up at our next meeting. I think it is time to use the internet. Spend money on ink and paper and save money on hotel rooms and travel expenses!

If you have any suggestions on how we can better distribute our funds, I would love to hear them. Don't forget we will need to buy 2 laptops and printers when Phil and Robin leave their positions.

**HANDBOOK COMMITTEE:** Sandy F, Handbook Committee Chair, gave the report –

I have prepared copies of the Handbook and By-Laws for new Group Representatives which were distributed during the new GR meeting. To save some money I had Staples printed with two pages per side of the paper. This cut the printing cost in half but still readable and kept within my Budget.

Since the 2015 Spring Assembly I have answered a few questions about items in the Handbook when members asked and also did a little research of past meeting minutes to locate a motion which had not been added to the Handbook but for budgeting purposes needs to be added. It is:

**Motion # 2010-3: To donate annually to the Ohio Alateen Transportation Fund for transportation to KOMIAC with a sum not to exceed \$2000, if funds are available.**

This will become #8 on page 16 of 28 and the current #'s 8-9 will be renumbered to #9 and 10. Instead of printing a new copy of handbook, I recommend turning to page 16 and hand writing this addition in the margin. However; an up-dated version of the Handbook and By-Laws will be posted on the Website later this fall.

6. Over budget expenses to be approved by the Budget Chairman. (5/00 – motion #1)
7. To permit the Budget committee to transfer funds from excess funds into the needed reserve funds up to \$300.00 without prior assembly approval. (10/03 – motion #2)
8. **To donate annually to the Ohio Alateen Transportation Fund for transportation to K.O.M.I.A.C. with the sum not to exceed \$2000, if funds are available. (Motion # 2010-3)**
9. To set aside \$1,500.00 for the Active Past Delegate Fund to establish a fund to be used by our Past Delegates to help offset their expense to attend the annual Regional Delegates Meetings, with an annual cap of \$300.00 each. This to be reviewed annually by the Budget Committee. (10/2013 Motion #2013-8)

**COMPLIANCE / AAPP:** Karen P gave the report –

WSO continues to add to the new computer system, making the certification and Group Registration easier and more time efficient. Having met the deadline for sponsor certification, Ohio currently has 76 AMIAS registered and 26 active Alateen groups. This is up 5 groups from this spring. With the new WSO system, it is more important than ever to follow our guide lines.



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

With the unfortunate illness and recent passing of Janice R., and Phil's help, we are working to replace information which may have been lost or misplaced in the transfer. I am thankful for Phil's help.

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. The feedback from new sponsors who have volunteered to participate in the potential future guide lines for training have been very positive. Many have said it has helped them to feel as though they have ongoing support.

All Sponsors who participated in the original fingerprinting 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.

Please, as District Reps and Group Reps, when signing the Alateen Sponsor Certification papers, make sure that you personally know the member to be participating in at least two Al-Anon meetings a week in good standing; that they have been members of Al-Anon for over two years and that you deem they are appropriate to work with our teens. With the newer system to register our Ohio Alateen sponsors, we as Representatives need to take placing our signature on these forms more serious than ever.

It is truly important that all potential new sponsors go through this process prior to sitting in on an Alateen meeting. This helps to protect our teens and other sponsors.

Thank You for cooperation!

**REVIEW COMMITTEE:** Merri G, Committee Chair, was absent and Jan S, GR for Mentor Plains Serenity AFG, gave the report –

After sitting down with my sponsor on Sunday, October 11 and attending my home group and talking with others in the program, I have decided that I must resign as your Audit and Review chair and allow someone else to reap the benefits of service. Currently, I am DR for District Number 7, The Cleveland Gratitude Night chair, The Treasurer for the Cleveland Meeting of Districts, The Liaison for the AA Conference with Al-Anon Participation in Westlake, Ohio, and the secretary for my home group. Additionally, I work 40 plus hours a week and attend school three nights a week. I do not state all the above for a pat on the back because that is not my intent, but I am realizing that I have a difficult time saying NO to a program that has changed my life in every area. I wish that I could say YES to everything, but I was reminded this weekend that I am cheating others out of serving and I need to take better care of myself. With that being said, I will pray that someone in the program is led to take this important Review and Audit service position.

Thanks to Al-Anon service and 28 years in Al-Anon and most importantly a sponsor who insisted I go to college, I will have my Associates next semester in Applied Accounting and am currently working on finishing up the core to transfer to Cleveland State to get my Bachelor's in Accounting. I could not have accomplished this great task without the many tutors inside and outside of the program. You all know who you are, and I will be eternally grateful to all of you!

**TWO DAY FALL & OAC LIAISON:** Lee R was absent and submitted the following report by email –

As liaison for 2-day fall assembly and state convention, reports will be given by chairpersons of each event.

**WEB SITE COMMITTEE:** Mike K was absent but emailed that there were no significant changes to report. The web statistics report is attached at the end of the minutes.

## **CONVENTION & ASSEMBLY REPORTS –**

**2014 TWO DAY FALL ASSEMBLY:** Sandy F, Handbook Committee Chair, gave the report –

The 2014 Fall Assembly was a busy weekend. It was the election Assembly for Panel 55.

The Host Committee selected a site two years before the event to give us the best choices for a venue. The Columbus Airport Marriott was selected for its location, proposed charges to AFG of Ohio, and banquet menu choices.

Total number of Banquets sold was 41. The rooms block was 15 rooms for Friday night and 50 rooms for Saturday. Friday night 15 rooms were booked in the block and for Saturday night 40 rooms were used in the rooms block.

10 members asked for banquet on the day of the event. The hotel graciously agreed to increase the number of dinners served because we had chosen a meal that used items the Chef always has on the shelf. This made for a very hectic day for me as the hotel contact. I do not recommend taking day of the event meal requests. It is difficult to pay for the additional meals because hotels take cash, credit cards or corporate checks. Dinners by reservations only are highly, strongly recommended.

The hotel charges to AFG of Ohio were \$1,158.38. This amount covered the afternoon snack and all the meeting space.

The hospitality room spent a total of \$340. \$40 was collected from Central Ohio groups that went directly to the Hospitality Room Chairman which she used to purchase paper products. The other supplies were purchased at Gordan Food Supplies and Sam's Club. The advance received from the Area Treasurer covered the cost of food items and beverages served Friday evening (snacks), Saturday and Sunday Mornings (continental breakfast), and Saturday (lunch) for members.

It was an emotional weekend for members who were rotating out of service positions for Panel 52 and members who were rotating into new service positions for Panel 55.

It is my recommendation for all Fall Assembly Host Committees to start early in locating a location for the two day event. Better prices can be contracted. A change that has occurred since District of Central Ohio hosted in the Fall of 2014 is the Area chairman now needs to sign the contracts so the contract is between AFG of Ohio and the hotel instead of the hotel and a private individual.

**2015 OHIO AREA CONVENTION:** Crystal P, Chairman for the Greater Cincinnati Information Service, gave the report –

The 2015 Al-Anon State Convention was held in Cincinnati, OH the weekend of June 5, 2015. The convention was planned and executed by a small committee that consisted of approximately 15 individuals handling about 6 committees as follows:

**Program**  
**Publicity/Public Relations**  
**Registration**  
**Hospitality**  
**Ways & Means (Basket Raffle)**  
**Entertainment**  
**Literature Sales**

The planning committee consisted of a Chair, Co-Chair, Secretary, Treasurer and Chairpersons for all committees listed above. Most members of the planning committee have full-time professions so the execution of the convention did not follow guidelines as set forth in the Al-Anon guideline book. All of the committee members are long-term Al-Anon members.

Briefly, the planning of the convention went as follows:

**Chair & Co-Chair (Sue C. & Kathy H.)** visited numerous event locations, obtained quotes and presented to committee. Committee agreed on the chosen event location. Sue and Kathy were involved in every aspect of the convention and guided each committee throughout the planning process.

From the start of the planning, the committee met a total of about 8 times to discuss and delegate responsibilities to move the convention planning forward. The critical planning items were as follows:

**Program Planning:** The program chair, with the help of convention co-chair and other convention committee members, planned the convention schedule, obtained speakers/workshop chairs and assisted with the convention program design. The program committee chair also coordinated the hosting tasks for the convention speakers and provided guidelines for all workshop presenters.

**Publicity/Public Relations:** Creation of a flyer for the convention, creation of the registration document, creation of the program handout and assistance in getting the information out to the state.

**Registration:** The registration chair handled all incoming registrations, deposited all registration/banquet funds in bank and maintained the registration list. The small committee of three planned all activities related to the registration process at the convention. This included the convention handouts, name tags and making sure the registration table was open and had coverage at all the appropriate times.

**Hospitality:** The hospitality chair was given a spending budget for drink and food items to be available in the hospitality room during the convention. She managed all food/drink purchasing and enlisted volunteers from one of her regular Al-Anon meetings for hosting the open hours of the hospitality room. The convention committee made a decision not to ask for donations of food items for hospitality so that the chair could have better control over the organization/presentation of food items and be able to add healthy options for the convention participants.

**Ways & Means:** The convention committee decided that the main focus of this committee would be a basket raffle. It was decided that the committee chair would ask area Al-Anon meetings to donate baskets to be raffled at the committee. A small group of local members requested a table at the convention to sell handcrafted Al-Anon related items with proceeds going to the convention. The basket raffle generated \$767 in convention proceeds and the handcrafted table generated \$304 in proceeds.

**Entertainment:** After much discussion of the planning committee, it was decided that this committee would move forward with an ice cream social the first night and entertainment for the second night after the

banquet and lead. The committee chair located a popular local band for the Saturday evening entertainment and coordinated the activities for the ice cream social.

**Literature:** The sale of Al-Anon literature was chaired by the Cincinnati literature office. This was handled very efficiently and did not require any work on the part of the committee other than making certain space was made available at the convention. Over \$1,200 was generated in the sale of Al-Anon literature during the convention.

Overall, the small, hardworking convention committee coordinated all activities related to the convention. Many times there were crossovers with the committee activities to ensure that all activities were accomplished. Minutes taken at meetings were brief. The convention chair would provide an overview after each meeting listing the status of on-going activities and next steps needed to move forward.

Attached are spreadsheets that outline the proceeds from the convention, all bank activity related to the convention account and a list of all convention expenses.

List of issues encountered, lessons learned and future suggestions for the convention are as follows:

1. The sales/catering contact at the hotel changed three times during the planning phase. The last change happened a week before the convention.
2. Due to the change in staff, the convention committee was informed two days before the start of the convention that another group would be using facilities very close to the convention meeting rooms and that the group could cause noise issues. This required a last minute reorganization of meeting space for all the convention activities. Thus, some last minute space changes for the leads and workshops became necessary.
3. The banquet ran into several issues with special requests for food allergies. Maybe a buffet is not the best idea for the banquet. Not certain the best solution for this.
4. It was very difficult to open a bank account for the convention. The Al-Anon state assembly provided no easy solution for obtaining tax exempt status. Because of this, sales tax had to be paid for all convention expenses.
5. Publicizing the convention across the state was very difficult for the small committee. It would be helpful if the state took responsibility for state publicity of the state convention since they have all contacts and access to meetings across the state. The convention committee found out after the fact that many meetings across the state did not even know about the convention.
6. It would be great to add the capability to register online and use credit cards. Not certain how the State can make that happen.

In summary, the Cincinnati area was very pleased with the overall results of the convention and very satisfied with all speakers and workshops on the agenda. All attendees were offered the opportunity to participate in sharing their experience, strength and hope found in the Al-Anon program.

The final proceeds of the Convention were \$3,232.53. A cashier's check for the amount has been mailed to the Area treasurer.

### **2015 OAC State Convention Summary**

**Convention Attendees:**

Pre-registered	148
At the Door	<u>58</u>

**Total Attendees** **206**

Banquet Attendees 114

Donations:

Meetings	450.00
Anonymous (Seed Money)	500.00
GCISO Seed Money	500.00
Scholarship Donations	<u>80.00</u>

Total Donated \$1,530.00

Convention Proceeds

Registration/Banquet	9,600.00
Basket Raffle	767.00
Ways & Means	<u>304.00</u>

Total Convention Proceeds 10,671.00

**Total Collections** **\$12,201.00**

Planning Expenses

Banking Fees	51.99
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Al-A-Notes	24.66	
Ways & Means Seed	120.00	
P.O. Box	55.00	
Registration	394.61	
Printing/Paper	114.47	
Speaker Gifts (Donated)	<u>0.00</u>	
<b>Total Planning</b>		760.73
Convention Expenses		
Hotel Meeting Space	1,905.00	
Friday Night Social	406.00	
Banquet	3,066.85	
Speaker Hotel Rooms	622.14	
Hospitality Room	500.00	
Band Fee	480.00	
Petty Cash for Convention	80.00	
Tips for Servers	<u>40.00</u>	
<b>Total Convention</b>		7,099.99
Misc. Money Box Replacements (3)	110.00	<u>57.75</u>
<b>Total Expenses</b>		<b>\$7,918.47</b>
<b>Ending Balance</b>		<b>\$4,282.53</b>
<b>Closing Activities</b>		
Reimburse GCISO Seed Money	500.00	
Reimburse Anonymous Donor	500.00	
Closing Fee	<u>50.00</u>	<u>1,050.00</u>
<b>Total Convention Proceeds</b>		<b><u>\$3,232.53</u></b>

Note: GCISO Literature Office sold over \$1,200 in literature sales.

**2015 TWO DAY FALL ASSEMBLY:** Kathleen S, DR 6, gave the report –

Having a convention in Toledo, the hotel is more expensive than the Columbus hotel was. The hotel was booked when we booked the Convention here also, but the cost is still higher. We have 70 banquet tickets sold. We'll have a full report next year.

In addition, Kathleen emailed the following report after the close of the Assembly:

2 Day Fall was held on October 17-18, 2015. It was held at the Ramada Inn at 3536 Secor Rd, Toledo Oh, 43606. We had 70 reservations for the banquet dinner at a cost of \$35 per dinner. The bill for the banquet was \$2,435.70. The bill for the hotel use was \$2,016.98. We received \$300 for the hospitality room. Our expenses were \$211.19. We had \$92.33 left which means someone donated \$3.52. A check is being returned to Ohio AFG for \$92.33.

My thoughts for next year's chairperson:

1. 1 room for new group representatives
2. Large enough room for 100 people set up classroom style
3. 2 but preferably 3 microphones
4. 2 tables for audio visual
5. Breakout sessions after banquet and speaker-need room for 4 large groups
6. Let the group representatives know that they will be working after dinner, so probably won't be done until 10 or 10:30 PM
7. Tickets to hand out for banquet dinner/can be used as a receipt

**2016 OHIO AREA CONVENTION:** Jan S, Convention Chair, gave the report –

TOP 10 REASONS - WHY YOU'LL WANT TO COME TO THE 2016 OHIO AREA CONVENTION

- 10) It's a great place to wear a yellow **"Time to Grow!"** t-shirt!
- 9) Early risers can look forward to stretching with the slogans Saturday morning.
- 8) We're going to avoid the food slump after lunch by singing Ala-songs.
- 7) There will be Ala-games Friday night.
- 6) You can explore your creative side at the art workshop.
- 5) You can meet new people.
- 4) You can re-connect with old friends from around the state.
- 3) You will have the opportunity to share in small group discussions.
- 2) There will be inspiring speakers ALL WEEKEND.

**And drumroll please.....**

- 1) It's going to be FUN!

We encourage you to take registration flyers and Lake County visitor brochures back to your groups. Pre-registration for the weekend at \$30 is available until May 21st, as are hotel reservations.

**2016 OHIO AA CONVENTION WITH AL-ANON PARTICIPATION:** Merri G, Liaison, was absent and Jan S, GR for Mentor Serenity Plains, gave the report –

On Sunday, October 18<sup>th</sup>, I will be attending my second planning meeting for the AA Conference with Al-Anon participation which will be held August 19-21, 2016 at the Double Tree Inn in Westlake, Ohio. I will have more information and a flier by the AWSC meeting. I have asked Malinda M to be my Co-Chair, who is not only knowledgeable about the program but has a love for Al-Anon service. We will work together with the AA members to design a program that will be beneficial in getting the word out that Al-Anon when worked can change the lives of individuals. One focus under the direction of Ginny, our Delegate of Ohio, will be on the pamphlet "Al-Anon Spoken Here". While the 12-step concept has helped many succeed in eradicating various addictions, at times the ideology of other Twelve Step programs creeps into the Al-Anon rooms diluting the principles of the Al-Anon program. Incoming members need to be reminded that when they come into Al-Anon, they leave their other program's autonomy outside of the Al-Anon rooms. Al-Anon has been beneficial and has worked fine for several generations, so we want to ensure that newcomers receive the benefits that many of us have enjoyed over the years.

**2016 TWO DAY FALL ASSEMBLY:** Jo S, DR 51 and Committee Chair, gave the report –

The Committee has been formed & has met several times. We are in process of reviewing the proposals from several hotels. We are looking at possibly holding Assembly the first weekend in November, pending Assembly approval. Once the date has been verified, a proposal will be accepted and signed.

Chairman Buff N recessed the Assembly meeting until Sunday morning, reminding everyone that the Action Committees would meet immediately following the banquet & speaker, and that they needed to submit a two minute report the following morning.

Chairman Buff N called the Assembly back to order at 9:00 AM on Sunday, October 18, 2015, with a moment of silence, followed by the Serenity Prayer.

**OLD BUSINESS –**

**Appoint Thought Force / Task Force on Workshops To Take To Remote Meetings:** There was no report and there were no volunteers to work on a Thought/Task Force. Buff again tabled the matter until the Spring 2016 AWSC meeting.

**LITERATURE COORDINATOR:** Karen was absent, but emailed her report –

Sharings are needed for "CAL Corner". Please urge members to write about their favorite CAL (Conference Approved Literature). 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. A sharing sheet for "CAL Corner" can be found in the "Literature Projects" subfolder of the Literature Coordinator e-Community.

From the "CAL Corner": July's "CAL Corner" articles in The Forum focus on how "*As We Understood*" (B-11) has helped members in their recovery. The August articles are about "*Paths to Recovery*" (B-24).

**Appoint Task Force To Develop A Flyer For The New GR Orientation Folder:** There were no volunteers and Buff again tabled the matter until the Spring 2016 AWSC meeting.

**Mailing And Printing Concerns:** Phil H gave the report –

Changes in U.S. Postal Service regulations this year have forced us to seek alternate methods of printing and mailing AI-A-Notes, Plea Letters and Assembly minutes. Some changes were new and others were a stricter enforcement of existing Postal Service regulations. In addition, the inability to locate what seems to be the only copy of the IRS letter designating AFG of Ohio, Inc., as a non-profit organization has forced us to mail at higher bulk mailing rates this year.

A detailed study of mailing and printing costs over the past 3 years also has revealed that some expenses were never submitted – they were “donated” by various trusted servants. While this was a cost-saving measure, it presented an unrealistic picture of our actual mailing and printing costs. Other factors included the apparent of accepting “special pricings” improperly, that is – discounts offered to AI-Anon that were not normally offered to other non-profit organizations. Additionally, the “old way” of printing and mailing is becoming more and more cumbersome, requiring additional time to prepare, print, assemble and mail our mailings.

If we wish to continue to use the U.S. Postal Service to distribute our mailings, we must accept the fact that we have to adopt new methods to comply with the new regulations. However, other alternatives might be available, but they will require some radical departures from our current procedures.

The attached KBDM compares printing and mailing costs over the past 3 years, compares reported budget and expense items to actual costs. Itemized per unit printing and mailing costs were then determined to give a realistic “per piece” price for the item. This is the basis for the comparison of past years to the current year. In addition, extra costs for regular bulk rates versus non-profit bulk rates were made for the current year’s mailings.

The choices will not be easy to make. Some ideas were presented in the “What we wish we knew, but don’t” section at the end of the KBDM. More concrete proposals might include:

1 – Removing all members of the Area World Service Committee from all future Postal Service mailings. These individuals and organizations do have valid email addresses that could be used to distribute our current mailings.

2 – Distribute AI-A-Notes by electronic means only, i.e. the issues would be posted on the AFG of Ohio website only. An exception could be made for “exchange letters” that are mailed to other Areas, as well as paid subscriptions. A thorough cost analysis would be required as postal costs for first class mail might prohibit this.

3 – Post Assembly minutes only on the AFG of Ohio website. The complete minutes of the Spring Assembly were done that way and only a condensed version distributed by U.S. mail. Still that involves printing and mailing expenses.

It is recommended that a Task Force be appointed to study this matter further and bring a comprehensive report to the 2016 Spring Assembly. That would require approval from the 2016 Spring AWSC meeting first.

We simply cannot afford to continue the way we are now, nor the way we have been in the past. While we must “accept the things we cannot change”, we must have the “courage to change the things we can”. The KBDM follows this summary.

#### **KNOWLEDGE BASED DECISION MAKING FORM**

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

#### **Background information – What we know**

##### **Historical perspective**

AI-Anon Family Groups of Ohio, Inc. currently publishes 3 items for distribution to the groups and members in our Area: AI-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:

AI-A-Notes:

1. Addition to Budget Procedures: AI-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
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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 – <u>AI-A-Notes</u>	<u>Printing 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	\$ 740.83
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)				\$ 43.82
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 – <u>Plea Letters</u>	<u>Printing 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	\$ 434.91
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)				\$ 21.91
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 Supplies</u>	<u>Sub-Total</u>	<u>Mailing</u>	<u>Total</u>
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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	\$ 500.68

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)				\$ 43.82
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	\$4.46	\$ 492.90
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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 - \$ 0.911

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

Fall (449 copies)	\$459.25	\$ 0.00	\$131.08	\$1.56	\$591.89
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Letter printed & folded, mail out envelope merged & printed, return envelope merged & printed. There was an upcharge of \$84.25 for “match printing” to ensure the return and mail out envelopes were correctly paired.

Printing cost per letter (letter & 2 envelopes) – \$1.02

Final cost, per letter – printing & mailing by printer, using their bulk mail permit – \$1.32

4 – **Assembly Minutes**

	<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 (3 pages) - \$ 0.137

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 condensed 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. It would have cost \$93.10 to mail at our non-profit rate, which would have made the final cost per piece \$0.738 instead of \$0.845.

The complete Spring Assembly report would have cost \$652.46 for printing, not including possible increased postage costs – making that cost per piece, just for printing, \$1.289, instead of \$0.551.

The Summer AI-A-Notes would have cost \$163.39 for us to mail it with our permit, as opposed to the actual cost of \$159.37, using the printer's generic bulk mail permit. It would have cost \$99.67 to mail at our non-profit rate, which would have made the final cost per piece \$0.80 per piece instead of \$0.911.

There was a mis-communication between myself and the printing company initially. I didn't fully explain that the return envelopes had to "match" the outgoing envelopes. Their original bid was \$384 for 460 plea letters – a cost of \$0.8348 each. If you deduct the "match printing" charge, the net printing price was \$375 for 449 copies or \$0.8351 each, which is in line with the original bid.

The Fall Plea Letter would have cost \$138.11 for us to mail it with our permit, as opposed to the actual cost of \$131.08, using the printer's generic bulk mail permit. It would have cost \$85.13 to mail at our non-profit rate, which would have made the final cost per piece \$1.21 instead of \$1.32.

**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 AI-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 AI-Anon Policies, as stated in the current AI-Anon Alateen Service Manual 2014-2017, P24/27:

Page 97 –

#### **"Discounts and Services**

WSO and other AI-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 AI-Anon and not to other non-profit organizations."

Also, on page 97 –

#### **"Outside Contributions**

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

We must ensure that we abide by these AI-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".

**THOUGHT FORCE / TASK FORCE ON PROCESS TO REMOVE AMIAS WHO NO LONGER MEET AMIAS GUIDELINES:** Karen P, Compliance & AAPP, agreed to chair the Thought Force / Task Force. Tina L volunteered to assist and they will get the names of other volunteers. The AAPP is currently using the WSO procedures. However, when someone is not certified, but still meeting with Alateens, a problem could come up.

Buff recognized the members of the Two Day Fall Assembly Committee for their outstanding work at getting the Assembly meeting logistics accomplished.

## **ACTION COMMITTEE REPORTS –**

**FELLOWSHIP COMMUNICATIONS:** Kathleen S, DR 6, gave the report –

There is a need to provide information to attendees as to what an "Action Committee" is and that the meetings are held after the banquet and speaker.

The Committee wants to challenge all of the groups represented at the Assembly to use The Forum once a month for a meeting topic. Bring your old copies of The Forum to the Spring Assembly for distribution.

The "Focus on The Forum" tri-fold board, that was prepared by our Forum Coordinator, is available for use at all conferences and group anniversary meetings. This idea could be geared towards other literature as well, Alateen for example.

We also talked about writings for The Forum and other publications. The purpose is to share our experiences and provide help for others. In addition, we discussed writing stories for the AI-A-Notes. We brainstormed how we might have a writing workshop at the next Assembly to promote increased communications.

One committee member suggested using a Forum subscription as a "door prize" at workshops and roundups. In addition, groups could purchase an additional Forum subscription, and then sell the extra copy at their meeting for \$1.00.

In addition, we talked about the need to remember how important our newcomers are to AI-Anon and what we communicate to them initially. This can set the tone on whether or not this person will return to seek further help.

Everyone needs to be reminded to use only Conference Approved Literature (CAL) at meetings and to also explain the "CAL" triangle logo – a card could be used to illustrate that.

**MEMBERSHIP OUTREACH:** Theresa M, Alternate Delegate gave the report –

Theresa passed out copies of a proposed Service in AI-Anon bookmark/card. This was reviewed and accepted. Printing costs and potential number to be printed were discussed as well as how to make sure it was within guidelines (as in how to get permission from WSO since we used a quote from the service manual). Members decided to go for a printing of 3000 cards from an online company that will charge \$157.50, free shipping included.

This can be done in time for AWSC for members to take to the members in their groups and can wait until next year's budget. If a lower printing cost can be found, that will be pursued.

Theresa had found a short service skit from the DR online community. After performing it for ourselves in the Committee, it was decided that this would be the majority of our report – to perform it and offer it as a way for GR's and DR's to use in a meeting or workshop on Service. Any member can request a copy by emailing [theresabm44@gmail.com](mailto:theresabm44@gmail.com) or [AlternateDelegate@ohioal-anon.org](mailto:AlternateDelegate@ohioal-anon.org)

**PUBLIC OUTREACH:** Cindy T, GR for Barberton AFG, gave the report –

Our Committee continued our discussion about Public Outreach throughout Ohio. We continue to recommend that districts print business cards to give to first responders with local AFG contact information.

The discussion switched to the Addiction Studies Institute. 2015 was the third year of a three year trial period to have ASI as a budget line item, instead of asking Assembly each year for funding. It is this Action Committee's recommendation to extend the trial for three years.

Finally, we would like to amend the motion given to the Area Chairman at the Spring 2015 Assembly to read: "We move to order 500 copies of the 2017 Al-Anon Faces Alcoholism for distribution at the 2016 Fall Assembly, along with 3,000 bookmarks, also for distribution at the 2016 Fall Assembly".

**GROUP SERVICES:** Stephen M, GR for Hope AFG Columbus, gave the report –

Our discussion centered around four items:

Be aware of how we talk about our time at Assembly – inspire enthusiasm; it's attraction, not promotion; some Alateen members reported negative feedback; and Alateen members cannot attend without an Alateen sponsor.

Make a personal invitation – be active in "reaching out"; members reported someone believing in them; others were inspired; invite a member or sponsee along to a service event; maintain active contact with GR's and DR's who are not here.

Emphasize carrying the message of service in our leads – maintain a list at Assembly of members willing to speak about service.

At meetings – use the Forum; read all of the Traditions, not just that month's); use panels on service as a meeting topic; and have service sponsors help with a group inventory.

### **NEW BUSINESS:**

Ginny C, Delegate discussed the options to invite Ric B, Chief Executive Officer of Al-Anon Family Groups World Headquarters, Inc., to the 2016 Two Day Fall Assembly in Akron. The date would have to be changed, as his schedule is already full for October, 2016. In addition, AFG of Ohio would be expected to cover his expenses. Ginny stated those would be airfare, not to exceed \$300 and his hotel room and banquet expenses, estimated to be an additional \$300.

There were 77 Group Representatives who initially registered for the Sunday business session and a count of those present showed that there were 72 Group Representatives at the meeting.

**MOTION** – Ginny moved, and Stephen M, GR for Hope AFG Columbus, seconded to change the date of the 2016 Fall Assembly to November 5 – 6. Buff announced this would require a simple majority vote. The voting was: Yes – 51; No – 11; Abstentions – 10, and the motion passed.

**MOTION** – Ginny moved, and Allison G, GR for Women's Choice AFG, seconded to pay the expenses of Ric B to attend the 2016 Two Day Fall Assembly, specifically his airfare, not to exceed \$300, and his hotel room and banquet cost. Buff announced this would require a simple majority vote. The voting was: Yes – 60; No – 6; Abstentions – 6, and the motion passed.

Ginny requested for Ohio to host a "TEAM" (Together Empowering Al-Anon Members) event at the 2017 Ohio Area Convention, to be hosted by Akron/Canton. Expenses for the event would be paid by the World Service Office. By a majority show of hands, the invitation will be made.

**MOTION** – The Public Outreach Action Committee moved, and Sandy F, Handbook Committee Chair, seconded to purchase 500 copies of the 2017 Al-Anon Faces Alcoholism for distribution at the 2016 Fall Assembly, along with 3,000 public outreach bookmarks (M-78), also for distribution at the 2016 Fall Assembly. The approximate cost would be \$294.00. Buff announced that this would be a simple majority show of hands and the motion passed.

**MOTION** – The Public Outreach Committee moved, and Sandy F, Handbook Committee Chair, seconded to amend the Handbook to extend the Addiction Studies Institute trial period for an additional 3 years as a budget line item. Buff announced this would be a simple majority vote. The voting was: Yes – 57; No – 8; Abstentions – 5, and the motion passed. Because this amends the Handbook, it will be referred to as "**Motion 2015/10 – 01**".

**TASK FORCE TO ADDRESS MAILING & PRINTING ISSUES:** Phil agreed to serve on the Task Force, but not chair it. There were no other volunteers and Buff tabled the matter until the Spring 2016 AWSC meeting.

**TASK FORCE FOR NOT LISTING GROUPS WHO DO NOT FOLLOW THE TRADITIONS – VOTING:** Allison G, Task Force Chair, reviewed the proposed policy –

### **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.
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

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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.

<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.

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 visits group meeting again, explains to the group members what "Do Not List" 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 AI-Anon groups in the AI-Anon community; to encourage participation among members, groups, and the Area; to provide group support and education on AI-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 AI-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.

**Motion:** The Task Force moved, and Allison G, GR for Women's Choice AFG, seconded to adopt the policy as proposed. Buff announced this motion would require substantial unanimity. The voting was: Yes – 43; No – 23; Abstentions – 5. Since 47 votes were needed for passage, the motion failed.

Sandy F, speaking as the advisor for the Task Force, asked for further guidance for the Task Force and Buff tabled the matter until the 2016 Spring Assembly.

**Motion:** Ginny C, Delegate, moved and Judy A, Treasurer, seconded, to purchase the General Liability & Employee Dishonesty insurance as recommended by the Task Force, with a maximum limit of \$1,000 on the premium. Buff announced this motion would require a simple majority. The voting was: Yes – 39; No – 20; Abstentions – 12 and the motion passed. Since this is an expense item, it will be included in the Handbook and will be referred to as: "**Motion 2015/10 – 02**".

Three drawings were conducted:

The Door Prize was won by Caryn V, GR for Monday Sunshine AFG in Willoughby.

The Ohio Area Convention reimbursements were won by: Pam K, GR for Genoa Giving And Getting, and Barb C, GR for Sylvania Sunday Night AFG.

There being no further business, the Assembly meeting was adjourned at 11:45 AM, with the AI-Anon Declaration.

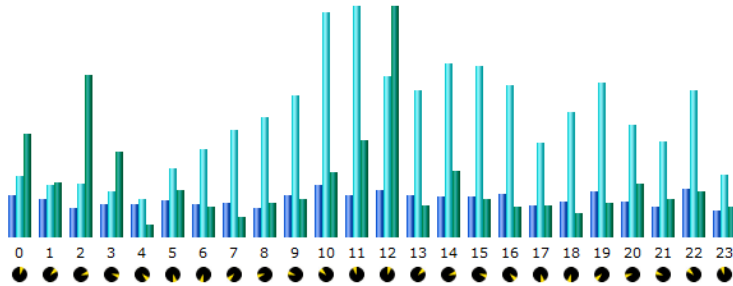
Respectfully submitted,

Phil H, Secretary

# OAA FALL WEB REPORT – October, 2015

We saw steady traffic of over 5000 unique visitors per month early this year, with a drop off in June and July. Traffic returned to higher levels in August and September, and declined again in October (see monthly averages chart below). No spammer or hacker activity to report. Content was updated on many pages, including PDF documents and forms.

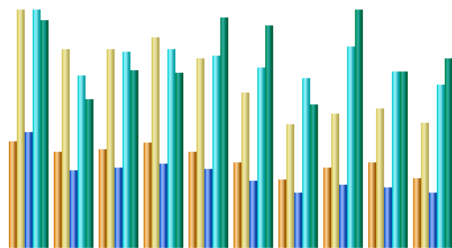
## TIME OF DAY WEB TRAFFIC TRENDS



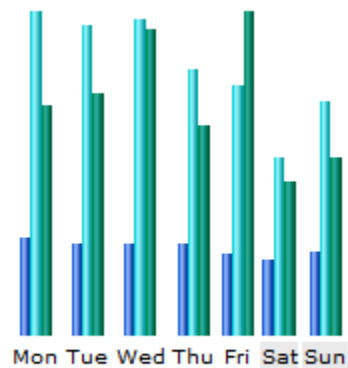
The top five meeting directories that visitors clicked on:

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

## MONTHLY AVERAGES



## DAY OF THE WEEK TRAFFIC TRENDS



Jan 2015 Feb 2015 Mar 2015 Apr 2015 May 2015 Jun 2015 Jul 2015 Aug 2015 Sep 2015 Oct 2015

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
Aug 2015	4,444	7,426	12,019	38,847	434.15 MB
Sep 2015	4,690	7,716	11,579	33,980	322.61 MB
Oct 2015	3,823	6,916	10,577	31,423	346.10 MB

Day Pages Hits Bandwidth

## TOP 10 FILE DOWNLOADS FROM THE SITE OCT. 2015

Downloads: 160	Hits
/documents/AWSC_8-28-2010_final_minutes.pdf	59
/documents/Alateen-GR-3-Form.pdf	20
/documents/2013_AWSC_Meeting_Minutes_Aug%20.pdf	19
/documents/2015-Spring-Assembly-Minutes.pdf	16
/documents/Conference_Workshop_on_Opening_Our_Hearts.pdf	16
/documents/trustee_resume_1_06.pdf	15
/documents/2015-AWSC-Meeting-Report-Spring.pdf	14
/documents/2015-District-39-gratitude-dinner.pdf	14
/documents/2015-Gratitude-Night.pdf	14
/documents/Delegates_Report_Spring_2009.pdf	13

OAA Web Committee Report by:

- Mike K. webmaster@ohioal-anon.org
- Phil H. secretary@ohioal-anon.org

Stats by AWSTATS