

## **2021 SPRING ASSEMBLY MEETING MINUTES**

The Spring AWSC meeting was held on Saturday, March 13, 2021, virtually on Zoom.

### **1:00 Opening of Meeting:**

Theresa M, Chair

Serenity Prayer followed by welcome remarks.

Welcome to Panel 61 – newcomers, returning members and visitors. Thank you for coming. Your participation is valued. Your presence is applauded. Your service is appreciated.

From our Handbook p.15 (motion 2004/05- #5) :

Voting members are Area Officers, Area Coordinators, Chairman of the Special Standing Committees, District Representatives, Al-Anon Information Service Liaison members, Past Delegates, Area Convention Chairman.

Purpose of AWSC from P24/27, P.78:

“At these meetings, the Assembly agenda is planned, information and reports are conveyed, and decisions may be made that cannot wait until the next Assembly.”

Others participating with reports include Thought and Task Force Chairmen, and the Chairperson for the Al-Anon Portion of the Ohio State AA Convention.

I am looking forward to working with you and will attempt to limit myself to allowing you to carry out your responsibilities in the manner you see fit as working within your job description or assigned task. I as well as the current and previous officer and AWSC members are here to help and answer questions that you can't find the answers to in our Area Documents or the *Al-Anon/Alateen Service Manual (P24/27)* or from your service sponsors or mentors.

While we have a meeting improvement task force at work, I will be trying my best to set the agenda and chair our business meetings in a way that allows for more cooperation, collaboration and compromise on the amount of time divided between our corporation business and the fellowship items that we need to discuss to further our spiritual purpose of helping families and friends of alcoholics.

Zoom protocol review, PPT meeting etiquette

Theresa M., Chair

Tamara M-H, DR# 30 and GR for Circle of Hope, read the Twelve Traditions; Shelly C., Area Group Records Coordinator, read the Twelve Concepts of Service; and Jo S., Delegate, read the General Warranties of The Conference.

**Roll Call:** (19-21) members in attendance at various times during the meeting which included District Representatives (DR's) from the following districts- 5, 6, 7, 9, 25, 30, 34, 48, 51, 56; five (5) officers; five (5) coordinators, two (2) standing committee chairs and one alternate DR. (Single members hold multiple positions.)

### **Alternate Delegate & AI-A-Notes:**

Ann. F, Alt Delegate

Greetings Al-Anon Family. The Spring edition of AI-A-Notes, the Ohio Area newsletter, is compiled and will be published on the [ohioal-anon.org](http://ohioal-anon.org) website soon after this AWSC meeting. Thank you to all who contributed. AI-A-Notes is where you can find the dates and information for upcoming Ohio Area events, along with some great personal sharing.

Two Group Representative (GR) training sessions are scheduled prior to Spring Assembly. They are April 10 and May 1. Both will be on Saturday, via Zoom, at 10:30 am. Any Al-Anon member is welcome to attend. These sessions will be directed toward newer GR's or those interested in moving into the GR role. Registration and the GR Packet (available as a zip file) will be available on [www.ohioal-anon.org](http://www.ohioal-anon.org).

I attended an Orientation Meeting for New WSC (World Service Conference) Members on February 27, 2021, as a stand in for our Delegate, Jo S.

I will be attending the NCRDM. (North Central Regional Delegates Meeting), on March 20, 2021. I have my calendar open and plan to attend the WSC (World Service Conference), April 12-16, as an Alternate for Jo. I am hoping she is back on her feet soon, but very humbled and grateful to be able to stand in for her.

**Delegate Report:**

Jo S, Delegate/Ann F.

*This is from Jo's most recent post on the Caring Bridge, <https://www.caringbridge.org/visit/jos2>*

*"I am dealing with a cancer that can be very aggressive. I have an incredibly great medical team and sometime in the next couple of weeks I will be starting very aggressive treatment for this cancer. This is just the next piece of my journey. My understanding is fatigue will be pretty constant through this treatment, so I asked for your patience as my focus will be on making sure that I stay strong for the treatment and get sufficient rest. Other than that nothing really changes. I need prayers as much as ever, your prayers and your love and your comments have carried me the last two weeks. please keep them coming" Jo S.*

*This first part was prepared by Jo before her diagnosis.*

As I prepare my first report as your new Delegate, I am filled with gratitude to all of you for trusting me with this position. Along with the gratitude, there have been feelings of anxiety and worry about not letting you down, (which is why I keep coming back), but in the past few weeks, it is the gratitude that is foremost in my mind! I will do my best to be the channel through which information flows. Page 146 of P24-27 says, "the group conscience of Al-Anon can work effectively only if it is informed."

So far this year, I have had 2 phone calls (orientation) with WSO as we prepare for another virtual World Service Conference, which is scheduled for the week of April 11th; met (via ZOOM) with my WSC mentor and have had many calls with my Service Sponsor! I also submitted a sharing to the Area Highlights

UNCRDM (US North Central Regional Delegates Meeting) is being held in virtual format on Saturday, March 20<sup>th</sup>. I was looking forward to this as it will be a great opportunity to experience the business etiquette at the WSC.

Road Trip 2021- Many of you may remember that Ohio applied to host the Annual Road Trip. It was to be held in Cleveland on October 31, 2020. Due to the pandemic, this event was cancelled. I received notification that this has been rescheduled for 2021 and is still being held in Cleveland October 23<sup>rd</sup>. Our Regional Trustee Jean L and Yadi from the WSO will be in contact with Theresa and Ann and more information will be coming at a later date!

Regional Trustee and other Volunteer positions have résumés coming due August 15<sup>th</sup>. This year is our Region's (US North Central) turn to submit one résumé from each Area to stand for Regional Trustee. You can read all about the qualifications and timelines on the WSO volunteers page <https://al-anon.org/for-members/board-of-trustees/wso-volunteers/>

We would need to vote to select a candidate for our Area (Ohio) during the spring assembly as per the process in our *Handbook*, Section XIII, page 17. Please be on the lookout to suggest to suitable members to consider this needed position.

Submitted by Jo S., Delegate, Panel 61

*The following information was compiled after learning of Jo's situation.*

Quarterly Updates from your WSO

You can read the most recent (and archived copies) of Chairman of the Board Letters at [https:// al-anon.org/for-members/board-of-trustees/](https://al-anon.org/for-members/board-of-trustees/) on the WSO website. They are also sent to members who have subscribed to *IN THE LOOP*.

**Finances:**

Revenues (Income) Revenue consists mainly of literature sales and contributions. Over \$3M in contributions in 2020.

Expenses The largest categories of expenses consist of WSO Staff salaries and benefits, PSAs, Conference costs, and travel.

Investments Our ample reserve is contained mostly in the Reserve Fund under the careful watch of our investment managers.

### Reflections and Insight

Without your contributions, the continued sales of literature, and WSO’s ability to reduce expenses, we would not be where we are today.

### **Policy Committee**

The purpose of the update sent each quarter by the Policy Committee Chairperson is to report progress and provide information on the following:

- Topics that are generated by the fellowship and discussed by the Policy Committee regarding issues or concerns that need clarification or interpretation in consideration of the Twelve Traditions and Twelve Concepts of Service
- Progress of work being completed by Policy Committee work groups, task, and thought forces
- Policy motions to be presented to the World Service Conference (WSC) • Policy motions passed by the WSC.

### **Conference Leadership Team**

The seven-member Conference Leadership Team includes:

- The Chairperson and Co-Chairperson of the Conference, both Trustees
- The Associate Director – Conference
- The Chairperson of the Board of Trustees
- The WSO Executive Director
- The Director of Programs
- WSO Staff Events Team Member (ex-officio, with voice but no vote)

Employment Opportunities at the WSO <https://al-anon.org/employment-at-al-anon/>

*Director of Programs* –Currently available

It was announced on AFG Connects that Marsha Ware, long time employee, is retiring at the end of the 2022 WSC and WSO will need to fill that position. Deadline to submit résumés is 3/19/21 (The notice of the opening with the résumé deadline only appeared in the last two weeks.)

Please read the January 2021 Board meeting updates and send your questions to [AlternateDelegate@ohioal-anon.org](mailto:AlternateDelegate@ohioal-anon.org)  
Yours in Service, Ann F., Alternate Delegate, Panel 61

### **Registration Report:**

Shelly C, Area Group Records Coordinator

Range of attendance (19-23) at various times and nineteen (19) eligible to vote.

**Approval of 2020 Fall AWSC Minutes:** The minutes of the Fall AWSC meeting were previously posted on the Area website. Irena H., DR #51 & Area Literature Coordinator, moved and Jo S, Delegate, seconded to accept the minutes as distributed. The motion passed.

### **Treasurer’s Report:**

Judith A and Merri G. past & present Treasurers

Ohio Area January 1, 2020 –December 31, 2020

Ohio Area January 1, 2021–

BALANCE 12/31/2019	\$ 47,425.44
INCOME	\$ 10,092.50
EXPENSES	<u>\$ 6,763.00</u>
BALANCE 12/31/2020	\$ 50,754.94

BALANCE 1/1/2021	\$ 50,754.94
INCOME	\$ 1,369.67
EXPENSES	<u>\$ 850.63</u>
BALANCE 3/13/2021	\$ 51,273.98

Respectfully Submitted  
Judith A, Treasurer, AFG of Ohio, Inc. Panel 58

Respectfully Submitted  
Merri G, Treasurer, AFG of Ohio, Inc. Panel 61

Merri G announced that the ending bank balance was found to be a penny short - \$ 50,754.93. Motion made to accept 2020 year-end reports with the one cent difference made by Irena H., DR #51, and seconded by Ann F. Alternate Delegate. The motion passed unanimously.

Carmen I., DR#9 & AAPP made a motion to accept the treasurer’s report and Tamara M-H. DR#30 seconded. Report passed unanimously.

**Budget Report:**

Ann F, Alternate Delegate

**2021 BUDGET WORKSHEET AND PROPOSAL FOR 2021 BUDGET**

**NOTE:** Right now, we do not have a Budget Chairman. The Panel 61 Officers worked together to create a budget for AWSC approval in order to have one for GR's to approve for 2021. The Area Treasurer is always on the Budget Committee but is not the Chairman.

First, we look at what our income was from the 2020 year-end report:

Next, we look at adjustments to our Assembly (Reserve) Funds and look to see if we need to make any adjustments. We moved money from excess funds to fund other items in these reserves. There was no net change in the total amount.

Since we are not taking any money out of our reserve funds, we now can budget the 2020 year-end income of \$10,092.50. This is possible because we do not have travel expenses or meeting expenses in the first half or more of the year. Our previous years expenses have been ~\$20,000.00 which is why our ample reserve is in the CD's for ~ that amount.

The consensus was to present this to OAA for approval in May.

**Open Sharing:** Al-Anon 70th Anniversary Ideas & Discussions: Cheryl B. is thinking of arranging for a Stepping Stones presentation at the Ohio Area Convention, Irena H. is thinking of a historical workshop, and Mary Jo offered a participatory share in District 7 (70 Heard at a Meeting) shares. Theresa shares that Tom C. may be able to speak to changes in Al-Anon regarding CAL. We can see if he is available sometime this year. Irena H. and Carol R. both shared some memories of Al-Anon from their long time membership. Suggestion made that we consider asking our long time members for personal shares about their experiences of changes in Al-Anon. After further discussion, Irena H., Area Literature Coordinator committed to do a workshop during the Spring Assembly. Attempts will be made to add in workshops and leads in Area meetings this year. The leads could be scheduled either the Friday night before or on the Saturday night after the meetings. Timing will also depend on the availability of the WSO member.

**Task Force Reports:**

**Task Force – Rotation Schedule for Hosting Two Day Fall and Ohio Area Convention:** Sandy F. absent

The Task Force is in discussions about the rotation schedule for the seven Al-Anon Information Service locations around Ohio. These locations include Districts of Akron, Districts of Cincinnati, Districts of Cleveland, Districts of Columbus, Districts of Toledo, and Districts of Youngstown.

The changes would take effect with Panel 64, January 1, 2024 as host locations are already in conversations with possible spaces (hotels) for the events currently scheduled as listed in the Handbook.

The Task Force is devising a Survey Monkey to send to groups for input and feedback.

**Task Force – Cashless Means of Payment:** Sheri B.

**Topic:**

To develop specific recommendations for making cashless donations and registrations possible at the Area level in addition to cash methods.

**FRAMING:**

Delegates at the Fall AWSC were asked to bring the following question to their Areas: How are your groups/areas dealing with a cashless society? Many forms of cash transfers that were mentioned (PayPal, Venmo, Debit Cards/Credit Cards). Subsequently a thought force was formed that recommended we move forward with creating a taskforce to recommend specific actions to allow the acceptance of cashless payments, in addition to cash payments, at the area level.

## BACKGROUND INFORMATION:

What we know: WSO collects donations and accepts payment for literature and registrations by credit card and through PayPal. Additionally, 22 of 59 Area and Intergroup sites in the US accept non-cash payments through their websites and some at their events.

Historical perspective: Our area has not historically accepted cashless payments. Recently, with online meetings replacing in-person group meetings, some groups have begun using Venmo or PayPal to collect donations and sell literature.

Existing Motions that appertain to this topic: None

What do we know about our member's or prospective member's wants, needs, and preferences that are relevant to this discussion?

Members have expressed a desire to make secure cashless payments. Many groups in the area are accepting cashless payments while meetings are being held online, and some have indicated that they intend to continue to allow both cash and cashless payments going forward to support the common welfare of the group.

Members making cashless payments, want simple, secure, trusted payment options. Because of this. Considering anonymity concerns and potential for misuse, social-based payment platforms were not considered.

What do we know about the capacity and strategic position of the organization relative to this issue?

We have the intelligence and technical capacity to implement and support cashless payments.

We also know that to be supported by a volunteer organization, the payment system used must be easy to set up, maintain, track and use.

What do we know about the current realities and evolving dynamics that are relevant to this discussion?

The COVID-19 crisis made cashless payments even more relevant. Online meetings and events benefit from having online payments. Even when meeting in person, handling cash is not sanitary.

More and more people make payments online and not by check or cash. Having a cashless means of payment online may increase contributions.

What are the ethical implications of our choices (pro and cons)? This includes consideration of how the Legacies apply. Identify both pros and cons.

We recommend that we adopt cashless forms of payment for contributions, registrations, and Ohio Area Convention (OAC) Ways and Means and literature. Specifically, we recommend using PayPal to collect payments via credit card, debit card or member PayPal accounts.

Pros:

- By accepting cashless forms of payment, we may allow more members to contribute and participate in Ohio Area events.
- PayPal is widely used and trusted.
- PayPal offers fraud protection without any extra fees.
- PayPal offers discounted non-profit rates.
- PayPal offers both online payments and in-person payments using hand-held devices.
- PayPal is easy to build into the website.
- PayPal will allow us to collect payment for multiple purposes – donation, registration and literature at OAC.

Cons:

- There may be resistance from less technical members.
- Our treasurer will have to track and reconcile both cash-based and cashless payments.
- Payments can be interrupted if there is a technical, fraud, or credit issue.
- This may make it more difficult to find members to volunteer for registration and treasurer positions.

What do we wish we knew, but don't?

- Will it be easier for the treasurer?
- Will it require extra support for the OAC and Assembly registration committees and treasurers?

- Will it make it more difficult to recruit volunteers for Area treasurer or OAC treasurer?
- Will more people donate to the area or register for Area events?

Questions and clarifications? None

Need for a motion? None

Presented By: Taskforce for Cashless Means of Payment: Theresa M, Ginny C, Jo S, Mary Jo M, Sally S, Kay J, Lisa W, Ginny M, Sheri B, Chair

March 13, 2021 Update

The thought force was formed to develop specific recommendations for making cashless donations and registrations possible at the Area level in addition to cash methods.

This was a question that Delegates were asked to bring to our Areas and a thought force explored in 2020. The Covid-19 crisis made cashless payments even more relevant. Online meetings and events have benefited from allowing online payments. Some groups meeting in person shared that handling cash is not sanitary and electronic payment options are preferred

It is thought that having cashless means of payment available may encourage more individuals to donate to the Area. Additionally, electronic payments provide tracking and reporting capabilities that make them more secure and auditable. The Taskforce met from October 2020 to February 2021 and evaluated various options for supporting cashless means of payment.

We collected information on the electronic payment options offered by Areas and Intergroups around the country, as well as the WSO. We found that 22 of the 59 Areas and Intergroup sites we surveyed accept electronic payments through their websites and some at events. The majority of those that accept electronic payments, process those payments through PayPal.

While we researched a number of electronic payment providers, we found that PayPal is uniquely designed to serve non-profits. In addition to offering simple, easy to implement donation and payment solutions, they offer special pricing to non-profits. They are also one of the most trusted and widely used electronic payment platforms in the country, which we felt would make our members comfortable.

The Taskforce recommends that we adopt cashless means of payment, in addition to cash-based payment, for contributions, registrations and Ohio Area Convention Ways and Means and literature sales. Specifically, we recommend leveraging PayPal to collect payments via credit card, debit card or member PayPal accounts.

The KBDM provides more information about our research and reasoning.

Taskforce members: Theresa M, Ginny C, Jo S, Mary Jo M, Sally S, Kay J, Lisa W, Ginny C, Sheri B, Chair

Sheri B. let the group know that May 15th (assembly) is her daughter's wedding day so that she will need to send an alternate that day.

Unanimous consensus of show of hands: there will be a cashless motion will be sent to assembly.

**Task Force –Cooperation with AA Convention:**

Ann F.

The complete KBDM and possible motions were sent one month prior to AWSC to both AWSC members and the Groups. This Task Force came about as part of our Tradition 6 to improve communication between Ohio AFG and Ohio State AA Areas when participating in the Ohio State AA Convention.

The recommendation from the Task Force is to add a new position which requires a change in the Bylaws, a description of the position for the Bylaws and clarification of the guidelines for the AI-Anon Convention Committee as follows in the motions.

## KBDM - Task Force: Cooperation with AA

### Topic:

To discuss and generate some ideas regarding improving cooperation with the Ohio A.A. Convention, and its planning committee. To propose and clarify the roles and responsibilities of Al-Anon members participating in an A.A. Convention. Develop a three-year A.A.-Al-Anon liaison position description if deemed appropriate. Provide proposed Handbook wording changes (similar to OAC guidelines) to the AWSC and Assembly through a KBDM.

### FRAMING:

During the Fall 2019 Two Day Fall Assembly, Theresa M., Delegate, brought up under new business that we need to encourage all districts, intergroups and maybe individual groups to improve connections between Al-Anon Family Groups of Ohio, Inc. (AFG of Ohio) and A.A. An elected or an appointed contact between A.A. and Al-Anon at different levels: intergroup, district, and Area may be needed to coordinate this. We would be able to participate in the A.A. conventions more fully. A suggestion was made that the liaison would take a position for 3 years as opposed to one year so that the A.A. 's know who to contact. The discussion followed that we need something in our handbook, a guideline, to say how the cooperation works. A Thought Force was formed.

The Thought Force: Cooperation with A.A. Convention prepared a KBDM for the Two-Day Fall Assembly 2020. They made five different points. a.) Being involved early in the Convention planning process allows for clearer definition of responsibilities particularly in regard to financial matters. b.) Having clear links of service allow for this early participation to take place. c.) Clearly defining the role of Al-Anon in making the connection with A.A. to provide convention support. d.) Clarifying the Handbook budget amount of \$200, specifying either what it is intended for, or preferably leaving it up to the local committee to determine, would be helpful. e.) Finally, and perhaps most importantly, fully participating in an A.A. Convention fosters growth in Al-Anon as expressed in our 6<sup>th</sup> Tradition and may facilitate more communication and cooperation between our groups, allowing for a more integrated Convention.

After a discussion at the Assembly, a consensus of GR's present voted to move this to a Task force to clarify how AFG of Ohio cooperates with the yearly Ohio A.A. convention.

### BACKGROUND INFORMATION:

#### Historical perspective:

The Al-Anon WSO Guideline, G-7, "Al-Anon/Alateen Participation in an A.A. Convention" describes the guidelines and procedures for participation in an A.A. Event.

#### Existing Motions that pertain to this topic:

From: Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.,

Section XV, Ohio Alcoholics Anonymous Conference, October 2020, page 22.

"A. Committee: The Delegate shall appoint a liaison to the Ohio State AA Conference who resides near the conference location. The Delegate shall be a member of the planning committee for this event. Local Al-Anon Family Group members shall make up the planning committee for this event. (motion # 2008/10-#08)

B. Funds: Al-Anon Family Groups of Ohio, Inc. donates to the host committee the sum of \$200.00 towards the expenses of the Ohio State AA Conference. (Motion #2008/10-#09)"

#### What do we know about our member's or prospective member's wants, needs, and preferences that are relevant to this discussion?

Concept 4 - Participation is the key to harmony.

From WSO Guideline G-7: "Al-Anon, almost from its beginning, has participated in A.A. events. Such participation often led to the growth of Al-Anon, the added success of the A.A. convention, and an enhanced spirit of cooperation between both fellowships. It is through the application of our Traditions that this spirit of cooperation is encouraged. Tradition Six states that: ". . . Although a separate entity, we should always cooperate with Alcoholics Anonymous." The basic ingredients for a

successful convention, as in all our service work, can be found in the application of all our Traditions: unity, reliance on our Higher Power, and the need to place principles above personalities.”

What do we know about the capacity and strategic position of the organization relative to this issue?

AFG of Ohio, Inc. has provided a contact and a budgeted amount of money for the annual Ohio AA convention since 2008, per Section XV of the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc. (October 2020, page 22).

What do we know about the current realities and evolving dynamics that are relevant to this discussion?

- A.A. requires all convention attendees, including speakers, to register and pay the registration fee.
- There is a need for clarification of the use of the funds donated for the A.A. Convention.
- It has been 13 years (2008) since \$200 was allocated to the committee, and we believe this needs to be increased.
- The connection or link of service, between A.A. and Al-Anon appears to be broken. This, combined with the broken links from local groups, with missing GR's, and DR's, have made the communication from A.A. to the Area difficult or non-existent.
- With the evolving shift to virtual meetings and conventions, Al-Anon Family Groups of Ohio, Inc. desires to remain flexible and resilient in these changing times. It is our hope to always maintain and foster our relationship with Alcoholics Anonymous.

What are the ethical implications of our choices (pro and cons)? This includes consideration of how the Legacies apply. Identify both pros and cons.

Our recommendation is to proceed with the following:

A. Create a new position titled, **Area AA Liaison**. This would be a 3-year appointed Special Standing Committee Chair, and listed as such in our Handbook, Section XI - Special Standing Committees, ( October 2020, page 15) as #8.

Duties and responsibilities, (page 16, as #8, October 2020).

- Establish and maintain contact with the Delegates of the four AA Areas (53, 54, 55, 56).
- Assist the Al-Anon Area Delegate in appointing a local Al-Anon Committee Chairperson for each State AA Convention.
- Serve on the Al-Anon Committee planning for the AA Convention.
- Provide the local Al-Anon Committee Chairperson for each AA convention with the tools and information (i.e. Guideline G-7) necessary for the planning committee.
- Report to AWSC and the Area Assembly with timely AA information.
- Facilitate Al-Anon cooperation as requested by AA.
- Extend invitation to AA to participate in Ohio Area Convention (OAC).

B. To revise Section XV of the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc., October 2020, page 22, to read:

Section XV - Ohio State AA Convention

1. Committee: The Area AA Liaison shall assist the Area Delegate to appoint a local Al-Anon Committee Chairperson for each State AA Convention. The local Chairperson shall reside near the A.A. Convention location and will recruit other Al-Anon members to make up the local Al-Anon planning committee for this event.
2. The Area Delegate and Area AA Liaison shall be members of the local Al-Anon planning committee for this event.
3. Funds: Al-Anon Family Groups of Ohio, Inc. donates up to \$400 to the local Al-Anon planning committee. These funds are to be used at the discretion of the committee and may include such items as a hospitality room (rent and/or supplies), speakers registration fees or expenses, publicity and outreach expenses, or other expenses as approved by the local committee.



Pros:

We believe these changes will show our spiritual principles of simplicity, efficiency, respectful collaboration and consideration by:

- a. Providing year to year continuity in how AI-Anon interacts and cooperates with the AA Convention.
- b. Providing consistent support and guidelines for each local committee to follow.
- c. Allowing for more advanced planning with each AA Region.

Cons:

We will be creating an additional Area position which may be difficult to fill.

What do we wish we knew, but don't?

We don't have prior experience with this position. We don't know if this will improve our connection with A.A. We also don't know how to have an Area A.A. Liaison position will help the local AI-Anon Committee Chairperson for the A.A. Convention.

Need for a motion? Yes

Presented By: Cooperation with AA Task Force - Theresa M, Ginny C, Jo S, Sheri B, Merri G, Terri N, Cheryl C, Carmen I, Chair, Ann F

MOTION FORM

NAME OF ORIGINATOR: Task Force: Cooperation with A.A.

NAME OF SECOND: Irene H, Literature Coordinator

MATTER UNDER CONSIDERATION:

Adding a new position titled, Area A.A. Liaison, to the By-Laws For AI-Anon Family Groups of Ohio, Inc.

WORDING OF SPECIFIC MOTION TO BE MADE:

Add as #8, under Article VI - Committees, Section B, Special Standing Committees the title, Area A.A. Liaison. (Page 6, October 2020, By-Laws)

The motion passed and will be recommended to the Spring Assembly.

MOTION FORM

NAME OF ORIGINATOR: Task Force: Cooperation with A.A.

NAME OF SECOND: Cheryl B, 2021 Convention Chair

MATTER UNDER CONSIDERATION:

Create a new position titled, Area AA Liaison. This would be a 3-year appointed Special Standing Committee Chair, and listed as such in our Handbook, Section XI - Special Standing Committees, (October 2020, page 15) as #8.

To revise Section XV of the Handbook of General and Committee Working Procedures for AI-Anon Family Groups of Ohio, Inc., October 2020, page 22.

WORDING OF SPECIFIC MOTION TO BE MADE:

1. Under Section XI - Special Standing Committees, A., of the Handbook of General and Committee Working Procedures For AI-Anon Family Groups of Ohio, Inc.,

Add as #8, the title, Area A.A. Liaison.

2. Under Section XI - Special Standing Committees, B. Descriptions of Committees and guidelines, as #8, add:

- Establish and maintain contact with the Delegates of the four AA Areas (53, 54, 55, 56).
- Assist the AI-Anon Area Delegate in appointing a local AI-Anon Committee Chairperson for each State AA Convention.
- Serve on the AI-Anon Committee planning for the AA Convention.
- Provide the local AI-Anon Committee Chairperson for each AA convention with the tools and information (i.e. Guideline G-7) necessary for the planning committee.
- Report to AWSC and the Area Assembly with timely AA information.
- Facilitate AI-Anon cooperation as requested by AA.
- Extend invitation to AA to participate in Ohio Area Convention (OAC).

3. To revise Section XV of the Handbook of General and Committee Working Procedures for AI-Anon Family Groups of Ohio, Inc., October 2020, page 22, to read:

Section XV - Ohio State AA Convention

1. Committee: The Area AA Liaison shall assist the Area Delegate to appoint a local AI-Anon Committee Chairperson for each State AA Convention. The local Chairperson shall reside near the A.A. Convention location and will recruit other AI-Anon members to make up the local AI-Anon planning committee for this event.
2. The Area Delegate and Area AA Liaison shall be members of the local AI-Anon planning committee for this event.
3. Funds: AI-Anon Family Groups of Ohio, Inc. donates up to \$400 to the local AI-Anon planning committee. These funds are to be used at the discretion of the committee and may include such items as a hospitality room (rent and/or supplies), speakers registration fees or expenses, publicity and outreach expenses, or other expenses as approved by the local committee.

**Task Force - Alateen Policy Changes:**

Ginny C.

**FRAMING:**

A thorough review of the Ohio Area Alateen Safety and Behavioral Requirements has not been conducted for years, nor had the World Service Office reviewed our procedures up until December of 2018. In addition, 2019 World Service Conference made wording changes to the Alateen section in the "Digest of AI-Anon and Alateen Policies" section of the *2018-2021 AI-Anon/Alateen Service Manual (P-24/27)*. Therefore, the charge of this Task Force is:

- 1- To review the Ohio Area Alateen Safety and Behavioral Requirements to ascertain what policies either need to be changed or need to be developed.
- 2- Develop policies that are consistent with 2019 WSC Motion 3 changes to the text in the "Alateen" section in the "Digest of AI-Anon and Alateen Policies" section of the *2018-2021 AI-Anon/Alateen Service Manual (P-24/27)*.
- 3- Present a KBDM with the suggested changes.

**BACKGROUND INFORMATION:**

At the Two-Day Fall Assembly 2004 the following motion passed: To adopt the Minimum Safety and Behavioral Requirements mandated by the Trustees at WSO, to keep Alateen in existence in Ohio. In Fall of 2011, the motion was approved to include the Application packet for AI-Anon Members Involved in Alateen Service include in the Handbook for General and Committee Working Procedures. In May of 2018, the motion passed that another background check is not required until the end of the fifth year of service. In October of 2018, possible questions for a GR to ask an AMIAS applicant was added to the packet.

In December 2018, the Delegate received an email from the Associate Director of Group Services with suggested changes after reviewing the May 2018 version from the Handbook. This information was shared with the current AAPP who brought copies of the suggested changes along with a proposal for change to the both the Spring 2019 AWSC and the 2019 Spring Assembly and a thought/task force was formed. Meanwhile, the 2019 World Service Conference approved revisions to the text of the "Alateen Policy" section of the "Digest of AI-Anon and Alateen Policies" as appeared on pages 93 through 97 of

the 2018-2021 Al-Anon/Alateen Service Manual version one (P-24/27) for the purpose of clarification of the policies. There were no changes in the policies themselves in Motion #3.

The thought /task force did not meet, and no reports were given at either 2019 Fall AWSC or Fall Ohio Area Assembly. At 2020 Spring AWSC the charge was given as above with a new task force.

What do we know about our member's or prospective member's wants, needs, and preferences that are relevant to this discussion?

- Our members want to make sure that Ohio Alateen Safety and Behavior Requirements meet the legal requirements of the 2003 Alateen motion from the Board of Trustees and are clear and understandable by the membership and are consistent with the Alateen Policy as stated in the P/24-27
- Members want to know that sponsors attending Alateen meetings are currently certified AMIAS.
- Other AMIAS wish to be able to identify that a visiting AMIAS is certified.

What do we know about the capacity and strategic position of the organization relative to this issue?

- Changes to the packet are mainly style and edit and can be made by the Handbook Chair.
- Changes will bring clarity to the application in the packet.
- The provision of some sort of AMIAS identification card would be inexpensive to provide.

What do we know about the current realities and evolving dynamics that are relevant to this discussion?

- In the past there have been instances that previously certified sponsors who did not renew their AMIAS status continued to function as sponsors of Alateen Groups.
- There is no current way for AMIAS to identify themselves.

What are the ethical implications of our choices (pro and cons)? This includes consideration of how the Legacies apply. Identify both pros and cons.

Suggestions:

1. Make the style and edit changes to the Alateen Safety and Behavioral Requirement suggested by WSO and reviewed by the Task Force.
2. Have the AAPP in collaboration with the Alateen Coordinator create an identification card for AMIAS Certification.

Pros:

- Style and edit changes keep our policies up to date with Al-Anon World Services.
- An identification card would help confirm AMIAS certification of any adult attending an Alateen meeting.
- Expiration dates on the card for recertification and fingerprinting would help the AMIAS stay current with requirements.
- An AMIAS card would make going to out of state Alateen events easier.

Cons

- Making the card and keeping it up to date is an added responsibility for the AAPP.
- The card would be an added expense for the Area.
- Cards could be falsified.

What do we wish we knew, but don't?

Will the style and edit changes help to clarify the Ohio Area Alateen Safety and Behavioral Requirements?  
Will AMIAS have problems with not having their cards when needed?

Presented By: Task Force: Alateen Policy Changes

Discussion included needing clarification from WSO if approval needed for simple style and edit changes. Also questions about whether adding an ID card is policy or procedure. In general idea of ID card agreed upon.

**Task Force Information Technology Position:**

Carmen I.

The Information Technology (IT) Task Force was charged with the task of developing a job description for the Information Technology Chair and the wording for the Handbook changes. The Committee was also asked to examine what the specific duties would be, and if there is a need to have a paid position as well as a team of people to oversee at both AWSC and Assembly meetings.

The IT Task force, comprised of Carmen I., Cecilia S., Donna L., Irena H., Jo S., Mary Jo M., Mike K., Phil H., Shelly C., and Theresa M., have been meeting in an attempt to come up with some Information Technology guidelines to help us navigate the changing world of technology. The working title for this position would be "Information Technology Chair" and the current thoughts are that this be an appointed position with the Information Technology Chair making up his/her own "Tech Crew." The Information Technology Chair would not have to be tech savvy; he/she would just have to know where to find the information needed and the person to take care of matters.

The Information Technology Chair would be responsible for knowing where our equipment is and who is housing it. (S)He would be responsible to maintain and protect our Admin login credentials for all technology tools and vendor accounts. The IT Task Force is still in the early stages of determining what needs to be addressed in creating the Information Technology Chair.

Discussion: Members and all DR's to encourage tech savvy members or those interested to contact Carmen ([AAPP@ohioal-anon.org](mailto:AAPP@ohioal-anon.org)) for the task force suggestions and Theresa ([chairman@ohioal-anon.org](mailto:chairman@ohioal-anon.org)) if willing to be part of the Zoom tech crew for Area Meetings. Doing this will encourage members to participate and empower them with further understanding of how Concept one is applicable to all AI-Anon. After further discussion of concern that calling this IT instead of just Technology has interfered with interested members coming forward, it was suggested that Chairperson attend the next meeting of the TF to see if clarification of the charge is needed.

**Task Force Insurance Renewal:**

Ginny C.

KBDM: Task Force: Insurance Renewal

FRAMING:

Approximately five years ago the Area purchased an insurance policy to cover liability at our events and coverage for the officers of the AFG of Ohio, Inc. We need to renew the policy but the insurance company may be reluctant to renew our policy due to having had a claim due to embezzlement unless we increase our security measures. Therefore, this task force's charge is:

1. To review the insurance application for possible weaknesses in our security measures regarding money and volunteers.
2. Complete a KBDM regarding Insurance Renewal.
3. Propose any policy changes, if any, to the Spring AWSC in the form of motions.

BACKGROUND INFORMATION:

During the 2020 Two Day Fall Assembly, the issue of renewing the Area insurance was discussed. We have insurance which is good until 11/1/2021. The AFG of Ohio, Inc. had to file a claim on that insurance policy for theft of funds due to an embezzlement. We are aware that Insurance costs could be increased, but instead the question is whether we will be able to get insurance or not. A member raised a concern that there are several items on the insurance application for which the Area does not meet their security standards. It may be that AFG of Ohio, Inc. will get turned down for insurance in the fall.

Since the Assembly, the officers have discussed the matter and suggested a Task Force of Officers and interested members be formed now rather than wait until the Spring AWSC. The entire application for insurance was reviewed and ideas were discussed.

At the 2015 Spring Assembly, 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 do not do background checks on people with access to our funds (**Dishonesty**)
- Additionally, recent conventions have not 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**)

The 2015 Task Force to Investigate Insurance Needs pointed out the Pros and Cons of getting insurance:

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

Existing Motions that appertain to this topic:

At the Two-Day Fall Assembly in 2015, a motion passed to purchase the General Liability & Employee Dishonesty insurance as recommended by the Task Force, with a maximum limit of \$1,000 on the premium. Since this is an expense item, it will be included in the Handbook and will be referred to as “**Motion 2015/10 – 02**”.

What do we know about our member’s or prospective member’s wants, needs, and preferences that are relevant to this discussion?

- We want our funds protected and secure.
- We want to know that the people handling our financial assets are trustworthy.
- We want someone to handle our finances who is capable and responsible.
- We want to get our insurance renewed.

What do we know about the capacity and strategic position of the organization relative to this issue?

- The Area is concerned about a future loss due to our past loss of money.
- We need more safeguards in our financial procedures and policies.
- Our financial assets now have increased to \$52,000 as of the October 2020 2-day fall Assembly.

What do we know about the current realities and evolving dynamics that are relevant to this discussion?

- Our insurance policy is ending in November 2021 and needs to be reapplied for by September 1.
- We have been advised that market conditions for finding other insurance for small nonprofits has not improved. We don’t believe we have an alternative for finding another insurance company.
- We had a loss and our application will be more closely reviewed and may not be renewed.
- We currently have few safeguards regarding finances.
- At the Area Level, we do not currently have a large pool of volunteers to do service.
- We are an organization that relies entirely on volunteers.
- We have not had a financial accounting of the Ohio Area Convention for some of the recent years.
- P146 In P24-27

What are the ethical implications of our choices (pro and cons)? This includes consideration of how the Legacies apply. Identify both pros and cons.

Recommended Changes:

1. Renew the insurance.
2. Strengthen our financial procedures and policies.
  - a. Double signatures required above \$2000.
  - b. Recommend some kind of credit background check is necessary to safeguard our members donations/AFG of Ohio, Inc funds (bank accounts and CD’s and credit/debit cards if deemed necessary)
  - c. Online monthly reconciliation done by non-signers on the account.

- d. CD's must have two signatures to be cashed or renewed or moved. CD funds can only be moved into another AFG of Ohio, Inc. account.

**PROS**

- Concept One - We want to be responsible to our members and to be responsible in handling our Area funds.
- We want to set up policies that establish accountability, right of decision and carefully defined service authority. (Concepts Two ,Three and Ten)

**CONS**

- The prospect of financial background checks or credit checks could discourage volunteers from serving.
- Financial or credit checks consist of very private information.

**What do we wish we knew, but don't?**

- Will having double signatures may sometimes slow down reimbursements or payments?
- Will making these changes enable us to have insurance?

**Task Force Meeting Improvement:**

Ginny C.

We have been meeting regularly and are working on a KBDM.

**Task Force Geographically Isolated Groups:** no report

Barbara M.

**COORDINATOR REPORTS:**

**ALATEEN:** Sara M, Alateen Coordinator - no report.

**ARCHIVES:** Open position The Archives now are stored at the Central Ohio Office in Columbus.

**FORUM:** Cathy C, Forum Coordinator - no report

**GROUP RECORDS:** Shelly C. Group Records Coordinator, presented the report –

As of March 13, 2021, according to the WSO Database there are:

408 active groups

588 meetings listed

- 464 active meetings
  - 93 beginners' meetings
  - 371 AFG meetings
  - 114 inactive groups

In Area 44 (Ohio Database) there are:

6 meetings in No Mail Status

- |  |             |
|--|-------------|
| • Corryville AFG                         | District 14 |
| • Paradise AFG                           | District 25 |
| • New Beginnings                         | District 18 |
| • Carry the Message                      | District 28 |
| • Sunday Night AFG                       | District 31 |
| • Friday Freedom for Pastoral Leadership | District 45 |

4 meetings in Bounced Email Status

- |                          |             |
|--------------------------|-------------|
| • Mondays in Westerville | District 26 |
|--------------------------|-------------|

- Choices Thursday Gahanna District 28
- Southeast AFG District 33
- Ada Adult Children Hope Group District 41

1 meeting report Not Meeting

- Me Too Women's Adult Children AFG District 38

In addition there are:

- 69 meetings that have no current email address
- 186 meetings without a GR

One of my duties as the Area Group Records Coordinator is to help members stay in touch by updating and maintaining records for your group. As district and group reps or workers at local AIS or central offices it is important that you pass on this information using a GR1 form found at the Ohio website at: [www.Ohioal-anon.org](http://www.Ohioal-anon.org)

Under menu choose: Documents and Forms

Scroll down to Documents

Existing AI-Anon Group Update Form

After completing the form, be sure to **submit** it. This form will be delivered to me and I will then make the changes.

There is also a form to **register a new AI-Anon group**. When submitted this information will go to WSO.

The information listed on this form includes meeting time and place, special instructions, contacts for the public, current mailing address, group representative. I cannot stress just how important this information is in keeping your groups up to date and in touch with the area and WSO. During this time when many groups are choosing to meet virtually rather than in person it is important to add this information to the group records. The Zoom information and password, or telephone number for conference calls can be added in the Special Instructions section of the record. This will help newcomers find in person or electronic meetings. If your group is meeting on Zoom it is also helpful to post a notice on the door of the physical location directing folks to the website for access information.

Many areas also have AIS or central offices. Please send your changes to them as well as submitting them online. The databases are not linked and the information is not shared.

**LITERATURE:** Irena H., Literature Coordinator - no report

**PUBLIC OUTREACH:** Sheri B., Public Outreach Coordinator

The goal of Public Outreach for 2021 is to help districts and groups meet the professional communities where they are.

- **Public outreach updates** are being emailed monthly to all on the AWSC Roster. If you want to be added to the distro, please email me at [swbogardus@gmail.com](mailto:swbogardus@gmail.com).
- **Outreach to state-level professional organizations** will be occurring digitally. I'm developing email and QR code-based materials to allow us to share information about AI-Anon in our community in a contactless manner.
- **Public outreach website enhancements** have been outlined. I'll be working with the website committee to add public outreach information to the site. If you have ideas, please email me at [swbogardus@gmail.com](mailto:swbogardus@gmail.com).
- **New contactless outreach materials** have been submitted to the World Service office for approval and may be available by the time of the AWSC.
- **Outreach mailing** planned for late 2020, was cancelled and is being transformed into an email campaign to distribute flyers that can be emailed or posted in public spaces, which contain QR codes linking readers to either OhioAI-Anon.org or the latest version of the digital AFA.
- **The PSA campaign** has been very successful. The WSO switched to a new vendor last year. The vendor distributed electronic PSAs to all Nielson-tracked radio and TV stations in the US and Canada. To date, AI-Anon PSAs have been played in 85% of the Top-100 US DMAs (designated marketing areas), reaching 251.2 Million homes in the US, and in 21% of the Top-48 DMAs, reaching 23.7 Million homes in Canada.
- **Steps we can take.** The COVID crisis has made it more difficult for professionals and potential newcomers to access information and meetings. To help fill that gap, groups can

- Make sure your meeting information is updated and available at the district and WSO level and welcome students and professionals to your open meetings to allow them to observe and learn about Al-Anon so they can refer to the people they serve.
- Contact movie theatres, colleges, school districts, community organizations, and other non-media related groups to publish our PSAs. (available at <https://al-anon.org/media-kit/public-service-announcements/>)
- Email electronic materials to professionals and organizations. Materials can be downloaded at no cost at:
  - <https://al-anon.org/for-members/members-resources/literature/downloadable-items/>
  - <https://ecommerce.al-anon.org/Commerce/Shop/Commerce/Store/StoreLayouts/Home.aspx>
- Mail or drop off (with permission) print materials where appropriate. The WSO is continuing to offer reduced shipping rates of \$5 for individual orders of up to \$50 to make it more economical for districts and groups to order and share literature in their communities.
- Use our printable wraps to distribute Al-Anon Faces Alcoholism to professionals or groups in your district. Copies are attached.
- Adapt our public outreach posters for use locally.
- Use our printable contact cards to share their contact information with newcomers or professionals

## **STANDING COMMITTEE REPORTS –**

### **AAPP (Area Alateen Process Person) :**

Carmen I, AAPP

There are 68 active AMIAS in Area 44 (Ohio)

- 65 AMIAS are pending re-certification.
- 20 AMIAS need new FBI background checks

All re-certifications should reach me by June 1, 2021. There is no grace period. WSO is firm on their date for re-certification.

There are 24 active Alateen Groups in Area 44

There are 14 inactive Alateen Groups.

### **REVIEW:** Open Position

Theresa M

*A review of the 2020 books was conducted by Merri G during the Treasurer Transition and then again by Theresa M.*

*Both Review Committee Chair and a Budget Committee Chair positions need to be filled in order to be financially responsible to our members.*

*Rotation of service is essential to preserving our Traditions in service and reminds us that the groups have the ultimate responsibility for how we conduct our business in the Area.*

### **HANDBOOK:**

Ginny C., Committee Chair

The main thing to report is that we are working on assembling the Handbook and By-Laws Committee. Phil H. sent the materials from the past panel including a flash drive with the most recent documents.

### **TWO DAY FALL / OHIO AREA CONVENTION LIAISON:**

Sandy F, Two Day Fall & OAC Liaison

Ohio Area Convention Hosts

2021 – District of Youngstown They are in the planning stages for the event.

2022 – Districts of Toledo

Fall Assembly Hosts:

2021: Districts of Miami Valley

2022: Districts of Youngstown

2023: Districts of Columbus They are In discussions with possible locations.

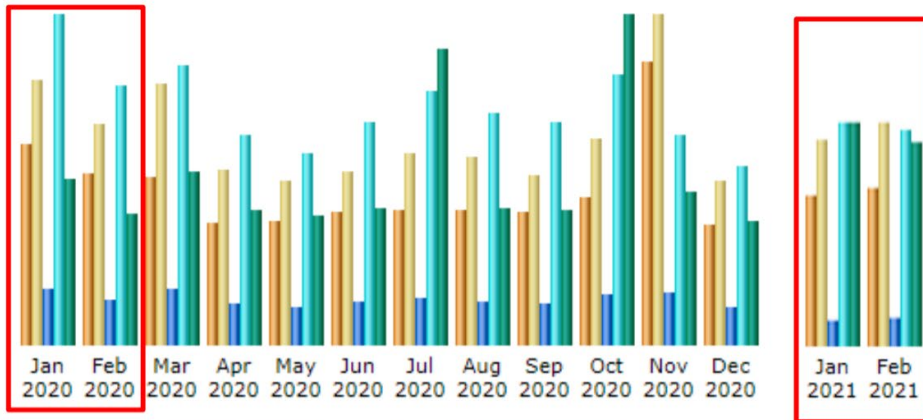
There is a task force looking at the rotation schedule for host locations so that they do not host events in back-to-back years.



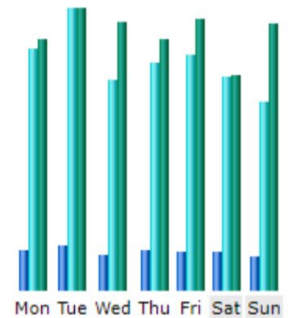
# SPRING AWSC WEB REPORT – Mar 13, 2021

Web site traffic summary of 2020-2021 (see Figure 1).

Figure 1.



Month	Unique visitors	Number of visits	Pages
Jan 2020	2,491	3,279	6,509
Feb 2020	2,127	2,739	5,339
Mar 2020	2,074	3,234	6,487
Apr 2020	1,522	2,168	4,774
May 2020	1,539	2,035	4,370
Jun 2020	1,651	2,144	4,971
Jul 2020	1,667	2,370	5,605
Aug 2020	1,674	2,343	5,121
Sep 2020	1,640	2,114	4,802
Oct 2020	1,828	2,549	5,926
Nov 2020	3,516	4,096	6,267
Dec 2020	1,496	2,033	4,330
Jan 2021	1,551	2,122	3,958
Feb 2021	1,622	2,296	4,287



Weekly Trend DEC 2021

### Type of Browsers Used

- 57.3% Google Chrome
- 26.2% Safari
- 07.0% Firefox
- 04.1% MS Internet Explorer
- 01.0% MS Edge
- 04.4% Remaining browsers vary.

### How Are Visitors Finding Us?

1. Bingbot (MS Bing)
2. Googlebot (Google)
3. Baiduspider
4. Spider
5. Yandex
6. Applebot
7. DuckDuckGo

2020, we had a steady flow of traffic, with a significant jump in July, and the Fall, and a slight drop in December. 2021 starts off lower than last year, but with a relatively consistent flow of traffic.

Our hosting company (BlueHost) ended their promotion and increased our hosting fee by 59% for a 3-year plan. We reached out to a competitor (Dreamhost) offering equivalent services and we landed a deal for a similar 3-year hosting plan at a substantial discount, saving AFG of Ohio \$289.44.

BLUE HOST 3YR PLAN CHARGE: \$431.64

DREAMHOST 3YR PLAN CHARGE: \$142.20

We were able to easily transfer the website and re-create all the email addresses on Dreamhost with minimal interruption.

Web Committee Report by:

- Mike K. webmaster@ohioal-anon.org

- Phil H. archives@ohioal-anon.org

Stats by AWSTATS

**OLD BUSINESS:**

1. Open Positions - all Standing Committees to be appointed and an election to elect Archives to be attempted at Spring Assembly.
2. Task Force: Improving the Links of Service – fill or merge into Task Force on Meeting Improvements or Geographically Isolated Groups. No decision reached. Will address again a Spring Assembly.

**NEW BUSINESS:** nothing at this time

DATES TO REMEMBER

MARCH 21, 2021	Zoom AMIAS training
APRIL 10 and MAY 1	Virtual Group Representative Training
MAY 15, 2021	SPRING ASSEMBLY (VIRTUAL ON ZOOM)
JUNE 25-26, 2021	OAC (VIRTUAL ON ZOOM)
JULY 31, 2021	KOMIAC (VIRTUAL ON ZOOM)
AUGUST 20-22, 2021	Ohio STATE AA CONVENTION (VIRTUAL ON ZOOM)
AUGUST 28, 2021	FALL AWSC (VIRTUAL ON ZOOM)
TBD:	FALL ASSEMBLY - probably OCT 16 and virtual
TBD:	Road Trip! You and Your Board Connect – October 23, Cleveland

**Motion to Adjourn:** Rose R., DR # 6 motion to adjourn the meeting and Chris M DR #56 second the motion. Unanimous census to adjourn.

Close with Declaration

**Let it Begin With Me**  
When anyone anywhere reaches out for help,  
Let the hand of Al-Anon and Alateen always be there, and  
**Let it Begin With Me**

Respectfully submitted,

Mary Jo M.  
Area Secretary