
Idaho AWSC Fall 2011

Al-Anon AWSC Meeting Minutes

The Idaho Area World Service Committee meeting was held at the Kopper Kitchen in Boise on July 30, 2011. The meeting was opened at 10:00 a.m. by Berta R. with the Serenity Prayer and readings of the 12 Traditions, 12 Concepts of Service and an excerpt from Concept 7 of the WSO Concepts blog.

Attendance

Berta R.	Chair	Sue O.	District 1 Alternate DR
Kathy Bo.	Delegate	Kathy Ba.	District 2 Representative
Wanda S-L	Alternate Delegate	Terry A.	District 3 Representative
Laura F.	Secretary	Jeanne H.	District 5 Representative
Paula N.	Treasurer	Maureen R.	District 6 Representative
Barbara V.	Alateen/AAPP	Nancy C.	Al-Anon member/AAISC board member
Traci E.	Group Records	Ruth B.	Al-Anon member/Past Delegate
Cecilia S.	Newsletter		
Jeff M.	Public Outreach		
Karen D.	Website		

Absent

Barbara K.	District 1 Representative	Ladora B.	Archives
Open	District 4 Representative	Robbin B.	Literature/Forum
Nancy Jo W.	District 7 Representative	Mike P.	AAISC Liaison

Reports

Secretary's Report

Minutes were read from the Spring 2011 AWSC meeting. There was one correction – some pages have incorrect footer information. A motion was made to approve the minutes with the correction and the motion carried.

Treasurer's Report

[2011 YTD Group Donations – 1/1/11 through 7/27/11 \(see p. 13\)](#)

YTD group donations total as of 7/27/11: \$1,373.09

DRs: Please tell your groups to include the WSO group number and the district # on all donations sent in to Area. Find Area donation information at www.Al-Anon-Idaho.org/Reports/TreasurerGroupHandout.pdf.

[2011 Account Balances \(see p. 14\)](#)

Checking account balance as of 7/25/11: \$8,010.32

[YTD Budget as of July 25, 2011 \(see p. 15\)](#)

Updated to include actual assembly costs to date. AWSC does not include today's meeting.

[2011 YTD Profit and Loss – 1/1/11 to 7/25/11 \(see p. 16\)](#)

Under income, the Spring Assembly reflects the net income after assembly expenses were paid.

[2011 Spring Assembly Profit Loss Statement \(see p. 17\)](#)

Total income from assembly:	\$3,750.79
Less expenses:	<u>2,691.42*</u>
Net income:	1,059.37
Less seed money:	<u>500.00</u>
Net profit from Assembly:	<u><u>\$559.37</u></u>

*\$20.03 was also listed as an expense in another category. Final accounting of Spring Assy P&L may differ by this amount.

New procedure for luncheon reimbursements for AWSC meetings

There was discussion about streamlining the process for the treasurer to reimburse the Area officers and coordinators for their meal expense at AWSC meetings. From now on the treasurer will write a check directly to the restaurant to pay for all meals that are reimbursable by Area (one breakfast up to \$10 *or* lunch up to \$15 for each officer and coordinator), with officers and coordinators filling out paperwork for the treasurer as needed. There was discussion about whether to change record-keeping from individual committee member meal reimbursements to a single "AWSC luncheon" expense.

Motion: [For the luncheon expense at Spring and Fall AWSC meetings] Area coordinators and officers are on one receipt with backup of what was spent and the area treasurer pays the restaurant directly. Motion passed.

Action: At AWSC meetings, officers and coordinators need to tell the wait staff to include them on the bill with everybody, while DRs need to request separate receipts for their meals.

Change in treasurer reports provided to AWSC at AWSC meetings

There was discussion about what reports are necessary for the committee to see at AWSC meetings. The most important reports for this committee to have are 1) overall Profit & Loss YTD, and 2) the Profit & Loss statement for the previous assembly. The rest of the reports can be discussed at the assemblies.

Clarification regarding Assembly meal reimbursements

Committee members who are entitled to reimbursement from Area (officers/coordinators) are to be reimbursed as follows: 3 meals total including 1 breakfast up to \$10, the assembly luncheon or 1 lunch up to \$15, and 1 dinner up to \$20. The meals may be taken over the assembly + travel period, not just for the actual day of the assembly.

Delegate's Report

See Kathy Bo.'s full report attached following the minutes. Summary:

- Spoke at Thursday night Friends meeting July 28. Whether you're in a speaker meeting or wherever you are, you are united in community for a single purpose. That's awe-inspiring.
- Serves on the WSC task force on minority inclusion in our program. What can we do to include all who live or have lived with an alcoholic? 1st phase: identify minorities in our area, not just race or color but lifestyle, sexual orientation, country of origin, language barriers. 2nd phase relates to ourselves and our barriers and fears in reaching out – how can we overcome *ourselves* and reach out? Project for AWSC: how can we do something different that will include more people?
- Topic of concern at WSC: Breaks in anonymity due to modern technology. Smart phones have GPS locators that let people know where you are even if turned off. Pen recorders allow people to stream meetings online. Some groups are talking about a sign, “this group bans smart phones.” Is this fear-based or factual? Has this stuff actually happened?
- [Memorandum from AFG](#) – Al-Anon has launched pages on Twitter and Facebook. See copy of the memo attached following the delegate's report. Question/action for committee: Can we stream WSO Twitter to our Area Twitter account?

District Reports

District reports were not given at this meeting; however, the DR from District 5 submitted a report which is attached following the minutes.

Coordinator Reports – reports are attached following the minutes

Alateen/AAPP	See report
Archives	<ul style="list-style-type: none">• District 6 has submitted long-time member questionnaires to archives• This is the first time that Area Al-Anon archives will be at the Gem State Roundup
Website	Contact Karen with your postings and ideas
AAISC	<ul style="list-style-type: none">• New book, <i>Many Voices, One Journey</i>• New DVD, not in stock at the Literature Center• Still seeking to fill one open Board position
Forum/Literature	<ul style="list-style-type: none">• A pdf guideline was emailed to the Area committee on using <i>Many Voices, One Journey</i> in a workshop or at a mini-conference
Newsletter	<ul style="list-style-type: none">• Put out 3 newsletters so far• Will do topic of “abundant thinking” for Fall newsletter• If something special or new is coming up, would love to have featured articles from coordinators• Elsa M. from District 4 has a story in <i>Discovering Choices</i>, pp. 150-153

Newsletter cont'd.	<ul style="list-style-type: none"> • Have a budget of \$75 for the year for mailing, but not currently mailing out the newsletter to anyone • Newsletters are available on the Area website
Group Records	<ul style="list-style-type: none"> • Reminder that changes on the website probably should be made in the WSO group records database also • Cannot use "Al-Anon" in group names. WSO will change it to AFG
Public Outreach	<ul style="list-style-type: none"> • Radio stations have requested a printed copy of the script of our PSA. Waiting to hear about this from WSO. Action: the delegate will try to get some followup information from WSO.

Gem State Roundup

See the attached agenda following the minutes. Nancy Jo is still looking for hospitality help. Call her if you can help.

Old Business

Spring Assembly Review

The committee received recaps from members' perspectives with discussion summarized in 3 areas: registration, District 1 participation, and treasurer, focusing on What did we learn?

Spring Assembly 2011 recap	
Registration	<ul style="list-style-type: none"> • Overall was really nice, especially for first assembly • For the first time we planned the assembly as an area committee; Area took ownership of planning the event; felt like an Al-Anon assembly with the celebration and recovery countdown • 76 registered members • \$881 from the no-affle raffle [where members donate money in lieu of raffle items or raffle ticket purchases]; for comparison, \$750 income from last Al-Anon raffle at the AA Assembly • Registration mishap involving the Area PO box in Hayden. Alateen was added as a recipient on the box and the post office stopped delivering registration mail 3 days before the assembly. 6 envelopes were returned to sender by the PO which affected 7 people. We had ordered an additional 2 lunches and the hotel fixes 10% over meals ordered so it worked out. • Having a central place for registrations is a great idea.
District 1	<ul style="list-style-type: none"> • Frazzled about book prices – books were sold for more than the announced WSO price • Sold \$575 of literature – extremely successful. Sales were split ½ of the 2 new books and ½ of the daily readers • 2 softcover books were taken/missing • District 1 had signup sheets for greeters and service. Lots and lots of help. People enjoyed the service. • What to do differently?

District 1 cont'd.	<ol style="list-style-type: none"> 1. Hard to be on GR side of room and on the other side to sell books. Need to be physically close to the sales table. 2. Separate tables for registration and book sales. Too close together. Maybe do literature on one side, then registration and archives together on other side. 3. Lots of business going on at registration table. Noisy/distracting to meeting. Maybe move registration table outside of meeting room. 4. Sign in form and checklist = cumbersome. GR sign in sheet was also there. Name badges were already made for preregistered people. Could let people pick up their badge on Friday night.
Treasurer	<ul style="list-style-type: none"> • No check/balance system in place • No accounting of number of lunches that were bought • \$83 discrepancy between what we paid for lunches and what came in when you total up # lunches and registrations • Need Guidelines for financial accounting at assembly • Came out ahead for assembly as a whole but lost \$5/person on food due to setting the meal price different from the meal cost charged by the facility • Deposits to treasurer don't equal the report/spreadsheet. Registration chair has spreadsheets that have backup financial information; she will share these with the treasurer. • Speaker expenses = \$1,021.06 to WSO but we paid \$1,157 total; Cecilia hosted Ric, paid for his meals and submitted reimbursement form for those meals to Area, so those were Area expenses in addition to the payment made to WSO. • Need a separate treasurer for the assembly; or an assembly committee within the Area committee to handle assembly planning and finances. • Committee discussed role of a district committee planning an assembly accountable to Area vs. the Area committee planning an assembly.

Fall 2011 Assembly – Twin Falls

The fall assembly will be September 24, 2011 at the Twin Falls Red Lion Hotel. The committee discussed fees, program and logistics as follows:

Fall 2011 Assembly Plans	
Fees/Registration deadline/raffle	Fees for the assembly were set as follows: Registration: \$25 Lunch: \$20 Early bird registration deadline: September 10, 2011. Late registration: \$30; lunch same price No-raffle raffle: unanimous vote to hold a no-raffle raffle
Program	<u>Theme</u> – Thinking Abundantly <u>Workshops</u> <ul style="list-style-type: none"> • 1-hour workshop on public outreach • Abundant thinking workshop based on the TEAM event held in Seabeck, WA earlier in 2011; available on Powerpoint <u>Speaker</u> – suggestion of Doug B. from District 4 as luncheon

Program cont'd.	<p>speaker.</p> <p>Motion: Cecilia will contact Doug B. and invite him to be the luncheon speaker for the Fall 2011 Assembly. Motion passed.</p> <p><u>Coordinator reports</u> – need to provide enough time to coordinators so they can share information in keeping with the purpose of assemblies. 3 minutes has not been enough time for coordinators.</p> <p><u>Other meetings?</u> May have a Friday night meeting if there is room availability at the hotel. Buhl has an 8:00pm meeting on Friday nights, about 20 miles from Twin Falls. Option to carpool to that meeting at 7:30.</p>
Logistics	Meeting room setup – need to do a walk-through logistics check of the meeting room on Friday night from 6:30 to 7:00pm, to check setup and microphone.
Action summary	<ul style="list-style-type: none"> • Jeanne will finalize the flyer and submit to the website • Kathy B., Jeff and Ruth B. will prepare a 1-hour workshop on public outreach. Cecilia and Karen will prepare a 1-hour workshop on Abundant Thinking • Cecilia will contact the potential speaker, Doug B. • Committee: email Berta if you would like to be part of the walk-through logistics check of the meeting room at the hotel • Berta will check with the hotel about a room for a Friday night meeting at 8:00pm for ~30 people, what time the meeting room doors will be unlocked, and provide a list of names of people who will be participating in the logistics check of the meeting room. • Cecilia will send a list of local meeting options along with registration acknowledgement • Coordinators: email Berta with a) how much time you need for your report; and b) if you will be giving a Powerpoint presentation

Future Assembly Responsibilities and timelines – discussion

The committee discussed several topics relating to future assemblies, summarized below.

Future Assemblies	
AWSC member Contact list distribution	<p>The committee discussed the balance between preserving anonymity and making the list of AWSC members available to the membership – GRs at the Assembly asking who the coordinators are and how to reach them vs. full names and addresses of members being passed around on a meeting clipboard for all to see.</p> <p>Motion: The Area Chair will create a modified contact list of Area World Service committee members to distribute to GRs at assemblies. This modified list will include first name, last initial, phone number and email address. Motion passed.</p>
How coordinator reports are presented	Time – currently coordinators each get 3 minutes to give a report. Some need more, some less. Discussion about increasing time to 5-10 minutes and spreading out coordinator reports throughout the day, 3-4 at a time. Coordinators should include

How coordinator reports are presented cont'd.	Q&A time in their estimate and let the Chair know how much time they will need prior to each assembly. Equipment – coordinators need to let the Chair know if they will need projection equipment for their presentations so Area will not have to pay the hotel for equipment it doesn't need.
Should Area buy our own projector?	Will discuss in the future.
Recovery countdown and book give-away	At the spring assembly there was a recovery countdown during the luncheon and 2 books were given away to members with the longest and shortest consecutive recovery. Idea to put the books out at the registration table for members to sign. Motion: To do a recovery countdown at each assembly and to give two signed copies of an Al-Anon book, one to the member with the longest consecutive recovery time and one to the member with the shortest recovery. Motion passed. The committee will decide which book to give prior to each assembly.
Registration/Assembly flyer	<ul style="list-style-type: none"> • Peak time for receiving registrations is 1 month before the assembly. Need to set early-bird registration deadline to coordinate with our need. • Goal is to have the <i>next</i> assembly's flyer ready by each assembly, keeping one assembly ahead. • What information do we need to create the flyer? Date, city, hotel contact information, registration & lunch cost Motion: On all future Assembly flyers the early bird deadline for registrations will be set at 2 weeks prior to the Assembly, with a \$5.00 increase in the registration fee for registrations received after that date. Motion passed with 4 abstentions.
Spring 2012 Assembly	Assembly will be May 19 at the Clarion Hotel in Ontario, OR. April 20, 2012 is the deadline to reserve a hotel room at the assembly rate. We will be listed as "Idaho Area 13 AFG Assembly." Action: Kathy B. will make a flyer and have it ready at the Fall 2011 Assembly. Berta will send flyer details to Kathy. Motion: For the Spring 2012 Assembly, the theme will be the same as the 2012 World Service Conference theme. Motion passed.
Future assembly program ideas	Kathy Bo. has a workshop on adult learning styles from WSO that could be used at a future assembly.
Comparison of Al-Anon assemblies	The chair provided a spreadsheet with facility cost comparisons, # of registrants, # of meals and the committee discussed logistics of planning. The chair will continue to provide this at each AWSC meeting as a planning aid.

New Business

AIS/LDC Participation on the AWSC – discussion

A new Literature Distribution Center (LDC) has begun in District 1 out of a member's home. That LDC provided literature for the Spring 2011 Assembly. The following questions were discussed by the committee:

1. Why should the Literature Center Liaison attend an assembly when another LDC is providing literature for the event?
2. Do we now need 2 liaison members on the Area committee?
3. How should the liaison member be reimbursed for attendance at AWSC meetings and assemblies?

[The following excerpt from the Idaho Area policy manual, p. 12 is added here for clarification.

Literature Center Liaison

- Is a member of the Literature Center Board of Trustees and is appointed by the Literature Center Board to serve on the Area committee.
- Is familiar with suggested guidelines *Literature Distribution Centers (G-18)*, and *Al-Anon Information Services (AIS) (G-4)*.
- Reports on AIS/LDC finances, fundraisers, literature inventory, and any requests the Literature Center Board has for the area or the districts.
- Is the liaison between the Literature Center and the Al-Anon Assembly Host Committee to assure that books requested by the hosting district are delivered to the Assembly or area event.
- Provides order forms, special flyers, and other Al-Anon material to AWSC members.
- Expenses to Assemblies and AWSC meetings are paid by Area rather than the Literature Center or District.]

Some discussion points:

- The District 1 LDC is not an AIS (Area Information Service) so it is not the same as the District 3 AIS/LDC.
- The AIS liaison member is elected by the district. Shouldn't district pay their way to AWSC meetings and assemblies?
- AIS was started by Area but is now overseen by District 3.

Action: A Thought Force was set up to include Traci, Terry, Cecilia, Nancy and Mike. The thought force will look for facts and address the following 4 items:

1. Criteria for the liaison member attending Area meetings; what is the role and responsibility of the liaison member of the Area committee (ref. Service Manual, policy manual)
2. History on the AIS/LDC in Boise, including who started it, who became liaison, when District 3 took over from Area (check with Archives)
3. Who pays for the liaison member to attend AWSC meetings and assemblies? Is Area responsible for paying for the liaison member's expenses?

4. Answer the question from the current liaison member, "If North Idaho has an LDC and I just read a 3-minute report, then what am I going up there for?"

Spring 2012 AA Assembly with Al-Anon participation

The Spring 2012 AA Assembly will be May 4-6, 2012 at the Doubletree Riverside in Boise. District 3 Al-Anon has a committee working on the Al-Anon program and members have been attending the AA planning committee meetings.

What has been planned so far:

- AA has offered a meeting room
- Al-Anon will have a local luncheon speaker, Nancy Jo
- Raffle baskets to be provided by groups
- Hospitality room for Al-Anon to be paid for by District 3 at \$100/day

Questions posed to AWSC:

1. How do we (Al-Anon) be fully self-supporting?
2. Can we accept the rooms that AA is offering?
3. Historically Al-Anon has received a percentage of the assembly profits based on the number of Al-Anon registrations. Now AA has offered two options: a) AA pays all expenses and keeps all profits; or b) Al-Anon pays its own way separately and keeps income. Thoughts about this?
4. Who pays for an Alateen speaker's registration?

Experience shared by District 6 who participated in the Spring 2011 AA Assembly in Idaho Falls. AA paid all, kept all. Al-Anon was able to keep the raffle proceeds. Each group kicked in for the raffle and they made over \$1200. Al-Anon received \$200 from AA to make centerpieces. AA paid for the Al-Anon luncheon speaker's hotel room and gave her a speaker's gift, but they did not pay her registration; Al-Anon District paid her registration.

At the 2010 Roundup AA paid for the Al-Anon speaker's expenses. At a past AA Assembly AA paid for the Al-Anon speaker's expenses.

Draft Assembly Guidelines

Jeanne passed out copies of a draft of Al-Anon Assembly guidelines that she and District 5 have been working on. The information has been compiled from other Areas and existing guidelines. She has also emailed a copy to the AWSC and requested that these be discussed at the next assembly.

Next AWSC Meetings

The next AWSC meeting will be Sept. 24, 2011 at the Red Lion Hotel in Twin Falls immediately following the Assembly. Next Spring's AWSC meeting will be March 3, 2012 at the Kopper Kitchen in Boise. At the March meeting we will order lunch at 9:55am to be served at noon.

The meeting closed at 3:30pm with the Serenity Prayer followed by the Al-Anon Declaration.

Email motions and votes by the AWSC between March 19 and July 30, 2011

5/15/2011 vote regarding a banner for use at the podium for Al-Anon assemblies. The banner would have the AFG logo and name. There are 2 size options: 15' x 3' \$144.00 + \$8.64 tax = \$152.64 or 12' x 3' \$120.00 + \$7.20 tax = \$127.20. Should Area purchase a banner? Out of 16 responses, 9 YES 7 NO. Chair response: the banner vote reflects a need for more discussion at the next AWSC meeting and is not appropriate to spend the money at this time.

5/15/2011 vote regarding whether Area should purchase 2 copies of *Many Voices, One Journey* to be given away during the Al-Anon recovery countdown at the Spring 2011 Assembly, one to the member with the most years of recovery and one to the newest member in recovery. Out of 16 responses, 14 YES 2 NO. Area will purchase the 2 books.

7/18/2011 vote to set the registration fee for the Fall Assembly 2011 at \$25.00. Out of 17 possible votes received 15 yes and 2 no response.

Attachments – (online readers click on the item to see the report)

[Agenda](#) pp 11-12
[Treasurer's Report](#) pp 13-17
[Delegate's Report](#) p 18
[Memo from WSO on Twitter](#) p 19
[Alateen/AAPP Report](#) p 20
[Archives](#) p 21
[Group Records](#) pp 21-22
[Website Report](#) p 22
[District 5](#) pp 22-23
[Gem State Roundup](#) p 24
[Draft Assembly Guidelines](#) pp 25-34

Respectfully submitted,
Laura F., Area Secretary

Area World Service Committee Meeting

**Expanding our community of hope by embracing:
Yesterday's Foundation
Today's Successes
Tomorrow's possibilities**

Saturday, July 30th, 2011

Kopper Kitchen Restaurant, Boise, Idaho

10:00 Serenity Prayer, Welcome: Berta R., Area Chairperson
12 Traditions
12 Concepts of Service
Reading on Concept 7
Introductions

Secretary Report – Laura F.

Treasurer's Report – Paula N.

Delegate's Report - Kathy B.

Spring Assembly Review – Cecilia – Sue O. – Paula N. - Berta R
What did we learn?

Fall Assembly – Twin Falls Red Lion Hotel, September 24th, 2011 –
Registration –Host Committee – speaker, skits, workshop, etc

Discussion on future assembly responsibilities- and timelines

Discussion on AIS/LDC participation AWSC - do we now have 2 ?

Coordinators' Reports (submit electronic report to Laura, Area Secretary)

Alateen/AAPP – Barbara V.	Area Forum/Literature Coordinator – Robbin B.
Archives – Ladora B.	Area Newsletter Editor – Cecilia S.
Area Website – Karen D.	Area Group Records – Traci E.
AIS/LDC – Mike P.	Area Public Outreach – Jeff Mc

Cooperating with AA – Terry A.

Area Spanish Outreach – cell phone – Laura F.

Spring Assembly 2012 – May 19th Ontario Oregon

Fall Assembly 2012 - Location and date

2011 Gem State Round Up – Boise, Doubletree – Riverside –
need of volunteers and raffle baskets – contact Nancy Jo

4:00 pm Closing – Al-Anon Declaration

**Next AWSC Meetings – Sept 24, 2011 – Red Lion Hotel Twin Falls Id
March 3, 2012 – Kopper Kitchen**

**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.**

Treasurer Report

2011 YTD Group Donations

AI-Anon Area 13

01/01/2011 through 7/27/2011

NAME	DISTRICT	NUMBER	AMOUNT
Mon-Wed Noon	1	61227	60.00
Friday AI-Anon Family	1	62434	52.00
Tues Night St Marie's	1	66089	10.69
Happy Solution Sandpoint	1	3422	30.00
Monday Beginners	1		25.00
Afternoon Delight	1	40751	50.00
Insanity to Surrender	1	65487	20.00
Saturday Sunshine	1	30566441	7.50
DISTRICT TOTAL	1		\$255.19
Moscow Friday Night	2	3394	50.00
Lewis Clark	2	3388	48.81
Canyon AFG	2	3384	25.00
DISTRICT TOTAL	2		\$123.81
Sunday Early Birds	3	62315	75.62
Garden Valley Group	3	66020	10.00
Friday Night Fireside	3	500569	30.00
Tues Night Womens	3	501877	25.00
Tue-Fri Noon Five Mile	3	502795	116.09
Wed. Night Collister	3	504118	35.48
Thursday Mens	3	503412	13.20
Thurs. Eagle Noon	3	502539	40.00
Sat. Eagle Step Study	3	30561909	142.20
Mon-Wed Noon	3	61227	96.00
DISTRICT TOTAL	3		\$583.59
Filer Tuesday Nite Group	4	24707	35.00
Buhl Friday Night Serenity Seekers	4	35113	30.00
Hailey Mon Nite	4	48100	50.00
Beginning Again	4	27614	42.50
DISTRICT TOTAL	4		\$157.50
Friday Out to Lunch	5	30788	30.00
Pocatello Turnaround	5	36305	28.00
Wed Wild Bunch	5	44344	5.00
DISTRICT TOTAL	5		\$63.00
Monday Nite AI-Anon	6	3376	20.00
West Side Family Group	6	64378	20.00
Just for Today	6	503388	50.00
DISTRICT TOTAL	6		\$90.00
Safe & Sound	7	62297	20.00
Monday Beginners	7	43373	25.00
Just for Today	7	63168	35.00
12X12 Nampa	7	30541795	10.00
DISTRICT TOTAL	7		\$90.00
Barbara S			10.00
			\$1,373.09

Thank you for your donations

Donations Summary - Printed 7/27/2011

2011 Account Balances

Al-Anon Area 13

July 25, 2011

		Totals
Bank Accounts		
Checking	8,010.32	
TOTAL Bank Accounts		8,010.32
Cash Accounts		
Cash Account	0.00	
TOTAL Cash Accounts		0.00
Asset Accounts⁽¹⁾		
Seed Money for Assemblies	1,000.00	
Newsletter Reserve		
PO Box Deposits for Keys	4.00	
TOTAL Asset Accounts		1,004.00
Net Worth		\$9,014.32

Footnotes

¹ These are assets because we eventually get this money back.

Assembly seed money

Spring 2011 Assembly seed money (\$500.00)

Fall 2011 Assembly seed money (\$500.00)

Newsletter Reserve gives visibility to the money given to the Newsletter Editor until it is expensed.

\$4 deposit on Post Office box keys (Coeur d' Alene and Pocatello)

Al-Anon Area 13
YTD Budget as of July 25, 2011
 2011 Budget Approved Spring Assembly May 21, 2011

Budget Item	2011		2010		2009	
	2011 Actual	Proposed	2010 Actual	Approved	2009 Actual	Approved
<u>AWSC Meeting Expenses</u>						
Assemblies	1,818.14	3,000.00	2,901.23	2,200.00	2,558.51	3,000.00
Committee Meetings	921.18	1,300.00	823.61	1,300.00	1,293.31	900.00
<u>Coordinators</u>						
Alateen/AAPP	36.15	40.00		40.00		40.00
Archives	48.85	80.00	58.91	80.00	112.13	80.00
Forum/Literature		20.00		20.00	-11.00	20.00
Group Records		20.00		20.00		20.00
Literature Center Liaison		20.00		20.00		20.00
Newsletter		75.00		75.00	151.24	0.00
Public Outreach		40.00		40.00		40.00
Website	94.89	115.00		20.00		20.00
<u>Officers</u>						
Alternate Delegate	20.03	50.00	40.64	50.00	20.00	20.00
Delegate		600.00	113.92	600.00		600.00
Chair		40.00		40.00	11.32	40.00
Secretary		40.00	13.34	40.00		40.00
Treasurer	52.37	135.00	70.35	135.00	74.69	100.00
<u>Operating Expenses</u>						
Assembly Literature		40.00	17.25	40.00	6.42	40.00
Background Checks	51.36	125.00	15.00	125.00	61.05	125.00
Bank Charges		20.00	19.25	12.00		20.00
Equalizer Expense		1,850.00	1,966.00	2,060.00	1,834.00	1,990.00
Financial Review		0.00		0.00	100.00	100.00
NWR Delegate Meeting	1,645.32	1,800.00	966.89	1,000.00	699.28	800.00
NWRSS Expense		0.00		0.00		0.00
PO Box Rental	88.00	132.00	22.00	68.00	44.00	42.00
Public Outreach		150.00		150.00		150.00
Spanish Hotline		50.00		50.00	100.00	100.00
Website Domain Name		0.00		0.00	29.85	29.85
Website Hosting		0.00		0.00	166.80	166.80
Totals	4,776.29	9,742.00	7,028.39	8,185.00	7,251.60	8,503.65
Al-Anon Day		0.00		150.00		150.00
Assembly Seed Money		1,000.00				

**2011 YTD Profit and Loss
AI-Anon Area 13
January 1 - July 25, 2011**

	Details	SubTotal	Total
Income			
Donations Group & Member	1,714.90		
Spring Assembly	559.37		
Total Income			2,274.27
Expenses			
AWSC Member Expenses		2,739.32	
Assemblies	1,818.14		
Committee Meetings	921.18		
OFFICERS		72.40	
Alternate Delegate	20.03		
Chair			
Delegate			
Secretary			
Treasurer	52.37		
Coordinators		179.89	
Alateen	36.15		
Archives	48.85		
Forum/Literature			
Group Records			
Literature Center Liaison			
Newsletter			
Public Outreach			
Website	94.89		
Operating Expenses		1,840.54	
Assembly Literaturre			
Assembly Expenses	38.46		
Background Checks	51.36		
Bank Charges(Treasurer)	17.40		
Equalizer Expense			
Financial Review			
NWR Delegate Meeting	1,645.32		
Post Office	88.00		
Public Outreach			
Spanish Hotline			
Total Expenses			3,186.06
Net Income			-911.79

This report was left as presented to the 2011 Spring Assembly because it shows the income and expenses.

2011 SPRING ASSEMBLY PROFIT LOSS STATEMENT

	Details	SubTotal	Total
Income			
Registrations	2,837.00		
No Raffle Raffle	881.00		
Coffee Donations	32.79		
Total Income			3,750.79
Expenses			
Luncheon		1,368.11	
LCD Projector		63.07	
Count Down Gift Books		35.00	
Name Badges		47.86	
GR Exchange		20.03	
Speaker Costs (Rick B.)		1,157.35	
Flight	706.50		
Accommodations			
5/20 Assembly	112.27		
5/21 Spokane	131.51		
Meals			
5/20 Breakfast	8.23		
5/20 Lunch	25.90		
5/20 Dinner	31.48		
5/21 Dinner	23.95		
5/22 Breakfast	7.15		
5/22 Lunch	8.50		
5/22 Dinner	11.21		
Snacks	9.69		
Gas/Parking-Spokane	54.96		
Gas/Parking-Norfolk	21.00		
Room & Shuttle Tips	5.00		
Total Expenses			2,691.42
Net Income			1,059.37
Less Seed Money			500.00
PROFIT/LOSS			\$559.37

Fall 2011 AWSC Delegate's Report

July 30, 2011

Thursday night, July 28th I spoke at the Thursday Night Friends meeting in Boise. I can't tell you how much you can grow just by saying "Yes", when asked to perform some type of service. I had a wonderful time and hope others did also.

The Task Force I am assigned to, as a delegate, is about Minority inclusion in our program. In the survey done on AI-Anon membership; results conclude that our average AI-Anon participant is 56 years old, white and a woman. What can we do to include all who live or have lived with an alcoholic; which is the goal of our lifesaving program? The first phase is to identify minorities in our Area; not just race or color but lifestyle, sexual orientation, and county of origin. The second phase relates to ourselves and the barriers and fears we have to reaching out. Ah, the insecurities, the perfectionism, the fears of failure and rejection how can we overcome ourselves and reach out?

World Service Communities are also discussing other topics: the role of the "double winner" in our service structure; the requirements for AMIAS: frequency and extent of background checks, education; and lastly the possibility of breaks in Anonymity due to presence of Smartphones (which can be tracked even when turned off), pen recorders, GPS devices, camcorders in meetings.

If you, your District or a member has a question or concern that I can forward to WSO or share what I know that is shareable please email me, phone me or write me. As your trusted servant I am available and willing to help anyway I can.

Sincerely,

Kathy B.
Delegate
Idaho Area 13
Panel 51

Memo from WSO on Twitter and Facebook



Al-Anon Family Groups
Strength and hope for friends and families of problem drinkers

Phone: 757.563.1600
Fax: 757.563.1655

www.al-anon.alateen.org
wso@al-anon.org

Memorandum

DATE: July 29, 2011
TO: Conference Members
FROM: Communication Section
RE: Twitter and Facebook

We are pleased to announce that Al-Anon has launched pages on Twitter.com and Facebook.com.

These pages begin a new chapter in our presence on the World Wide Web. Encourage everyone to visit these sites, which we will be updating frequently as we move forward.

Next week we will provide the information that will simplify sharing these Web pages with others, and make it easier to connect to them.

The page on Twitter—AlAnon_WSO—enables us to send outbound messages to the general public, professionals, members and potential members. It will provide information of interest to anyone interested in recovery from the effects of someone else's drinking. Generally these short "tweets" will point Twitter followers to a Web page, podcast, or another resource that can give them a deeper look at the information highlighted in the "tweet."

The page is intended to be a source of information for everyone, not an opportunity for members to share with each other, which could break the anonymity of the members who shared on Twitter. That's why AlAnon_WSO, unlike other Twitter pages, does not permit followers to "tweet" back.

Our profile on Twitter states:

No Al-Anon membership is assumed or implied for anyone following these tweets, which are general information only. More on anonymity at Al-Anon WSO, Facebook.

As such, both members and non-members alike are encouraged to follow AlAnon_WSO on Twitter. (Twitter account names do not accommodate the hyphen in Al-Anon.)

Our first "tweets" have been posted. Please take a look!

Our page on Facebook, Al-Anon WSO, is also a source of information about Al-Anon, not a place for members to share with each other. It is intended to deliver an Al-Anon message to the many millions of people who are on Facebook. It is not a place for members to share their program with each other and with others, which would violate our Tradition of anonymity.

Our Facebook page states:

This Facebook page provides information for anyone interested in the effects of alcoholism on the friends and families of problem drinkers. Membership in Al-Anon is neither assumed nor implied for any visitors to this site.

These new Web pages have been prepared in accordance with the direction given by the Policy Committee earlier this year. The Policy Committee approved the use of these Web resources for outreach purposes, provided that they comply with our Traditions.

You will find other Twitter and Facebook pages using the Al-Anon name without the authority to do so. In the coming months, we will be asking them to cease this unauthorized use of the Al-Anon name.

Thank you for allowing me to be of service.

I am your Idaho Area Alateen Coordinator and also, the Idaho Area Alateen Process person. These are 2 separate positions. If anyone would like to take over the coordinator position the requirements are posted on the Area website at . <http://www.al-anon-idaho.org/Reports/IDAlateenGuidelineUpdate3-13-11.pdf>. See page 6. Also, see the guideline, G-24 at the world service website at www.al-anon.org/members/pdf/guidelines/G24.pdf. I have some copies here also.

Right now, we have 17 meetings, 13 of these are in schools in the Boise area. Idaho Falls has 1 meeting & the Coeur d ' Alene area has 2 meetings. There is an on-line Alateen chat room that is monitored by AMIAS, Al-Anon members involved in Alateen service.

There is a workshop hosted by Washington State Area for AMIAS on September 9-11 by Ellensburg Washington. Here is a registration form . The cost is \$85 - 105 for the weekend, food & lodging. I am available to attend but would need the Area to finance the registration fee. The previous attendees said it was very worthwhile.

Idaho is always looking for more AMIAS so the meetings can stay open. Please consider being a sponsor or becoming active if you already have your certification. There are 25 AMIAS in Idaho. The requirements and applications are on the website or you can call or email me. We need help in the Twin Falls Area. Right now they have no ongoing Alateen meetings.

Every year the AMIAS need to recertify by June 1st. I need help from the District Representatives. When we meet in March, before the WSC, I ask the DR's to take forms needed to the AMIAS or to their District Alateen Coordinator. As a DR at the AWSC, you are my link of service! Thank you DR's for your help. I so appreciate the support of John Eck and Kim Ells, the Boise & Idaho Falls Alateen Coordinators, respectively. It looks like we need more representation across the State as some districts don't have Alateen Coordinators.

WSO wants us to welcome Alateens to the Al-Anon meetings. It would be great to have Alateen literature available at these meetings. Table tents were sent by WSO to place at our meetings to list the location of Alateen meetings. Wouldn't it be great to see Alateens at the next assembly?

Sincerely,

Barbara V.

hrpwr@yahoo.com, (208)651-4543

**Report of Archives Co-Ordinator: Ladora B.
Fall AWSC 2011
July 30, 2011
Boise, ID**

District 6 has responded to a plea of providing several "Longtime Member" questionnaires for Area archives. Thank you.

The Al-Anon Chairman of the AA Gem State Roundup committee has asked that I bring some of the Area archives for our Al-Anon meeting room. This is the first time our archives will be at one of the Roundups.

Group Records
Area Meeting, July 30, 2011

Things are pretty quiet at this time of year, so I don't really have anything new to report. I've given current records to each of the District Reps. Please check them for accuracy and let me know of any changes, updates, etc. Keep in mind that anything that would change on your meeting schedule is something that should be changed on the database.

I would like to take this opportunity to explain the STATUS portion of the report:

Active: The group is an active, participating group & telephone callers will be referred to that meeting.

No Mail: The group's current mailing address (CMA) is not correct and the address on file needs to be updated. Previous mailings have been returned to WSO undeliverable. Callers will be referred to that meeting ***if the meeting address is not the same as the mailing address.*** The group's status will be changed to Inactive, if the WSO does not receive a new address for the group, after two years of being in No Mail status.

Inactive: The group is not meeting. Inactive groups remain on the printout for one year and are then purged.

Please don't hesitate to contact me with questions, even if you think they're dumb. I've sent more than my fair share of "dumb" questions to WSO since I got this job. Something I learned is that groups cannot use the term "Al-Anon" as part of a group name. Page 33 of the service manual reads: "As the groups CMA is often a member's home, to protect the CMA's anonymity, all Al-Anon groups are registered with the letters AFG."

Love in Service,
Traci E.
Area GRC

Website

I continue to post updates to schedules and event flyers as requested. You might have noticed some inconsistency in what is or is not posted. Thank you for your patience there. I know I posted at least one event that probably should not have been posted- a BBQ at a members residence. I continue to learn.

Please feel free to email any input you have regarding the Area website. I welcome it.

Love in service,
Karen
Area Website Coordinator

District 5

Jeanne H.
District 5 Representative
P O Box 4300
Pocatello, ID 83205-4300

July 30, 2011

AFG Idaho Area 13

Greetings Al-Anon Family,

Though a long trip, District 5 enjoyed being in Coeur d'Alene for the spring assembly. Our Higher Power provided well for our trip through our fund raisers.

District 5 GR's and members have really answered the call to assist in our outreach activity. The GR's got together one evening and put our packets together. Most of the packets have been delivered to their intended recipients, i.e. medical offices, counseling offices, churches, mental facilities, jail/prison, courts, etc. Some of our groups have had new faces at our meetings which may be the result of our efforts in outreach.

We had a picnic to celebrate Al-Anon's 60th birthday. Though a small gathering, we had a good time visiting and sharing with one another including our AA brothers/sisters.

District 5 has been working on proposed Assembly/Convention Guidelines which are attached. We have had some discussion about whether we should only have one Assembly/Convention per year as it seems we are not having a lot of business to cover. We then could expand it to a weekend and have ongoing meetings and other activities for our members not in service and attending the business portion of the event.

Our upcoming events include our 8th Annual Holiday Bash and a chili feed. Flyers will be forth coming. Though a few years away, some of us are discussing attending the 2013 Al-Anon Convention in Vancouver, BC.

In Grateful Service,
Jeanne H.
208-244-2397
afg-a13-d5-jeanne@aceweb.com

GEM STATE ROUND-UP

Theme: Together We Can

August 12, 13, & 14

Al-Anon Schedule

Chair - Nancy Jo 350-0510

Co-Chair - Jan K 739-7042

Friday

Speaker - Laura F. Friday night 7 PM

Saturday

Workshop - Beverly B **Together We Can** North Star Room 10 - 11AM

Luncheon - Speaker Beverly B. 12 - 1 PM

Workshop - Old timers **30 yrs recovery** North Star Room 2 - 3PM

4 Panelists - 5 mins ea profile / Open Q & A

Beverly B, Pam A, Joann J,

If interested in being a panelist, please email Nancy Jo @abraham2010@cablone.net

Workshop - 4th Step North Star Room 3:30 - 4:30PM

IDAHO AL-ANON AREA 13

ASSEMBLY/CONVENTION

GUIDELINES

PROPOSED

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AL-ANON IDAHO AREA 13 ASSEMBLY/CONVENTION GUIDELINES

The Al-Anon Idaho Area 13 Assembly/Convention is a semi-annual activity held within the State of Idaho. Idaho is known as Area 13 at the World Service Office. Active participation in the functions of the Assembly/Convention will be for family and friends of those who suffer from the effects of alcoholism and to conduct business. However, all persons interested in Al-Anon are invited and encouraged to attend.

PURPOSE

Any meeting of Area 13 Group Representatives and the Area 13 World Service Committee is an assembly. The Area 13 Assembly is the mainspring of the conference structure. "The area assembly is the business meeting where the groups send their representatives to express a voice and vote on behalf of the group. During an Assembly the Delegate reports the activities of the World Service Conference." 2010-2013 Al-Anon/Alateen Service Manual, page 64. G.R.'s, Alternate G.R.'s, or a representative from each group should be strongly encouraged to attend so the voice of Al-Anon Idaho Area 13 members can be heard by their trusted servants. It should provide an opportunity to get together and share our experience, strength and hope with each other. In the spirit of cooperation, members of Alcoholics Anonymous are invited to attend the Convention. However, all responsibility for the Assembly/ Convention must belong to the Al-Anon Idaho Area 13 Committee.

INTRODUCTION

The purpose of these guidelines is to provide assistance and guidance to current and future Assembly/Convention Committees. They are not intended to be all inclusive nor are they to be hard and fast rules that are to be followed without deviation. It is suggested that deviations be of a minor nature and not to the extent that controversy and disunity might occur. The Al-Anon Traditions must be adhered to at all times. Al-Anon Guideline 20 "Al-Anon/Alateen Area Conventions" is attached for reference.

SELECTION OF LOCATION

Al-Anon Idaho Area 13 Assemblies/Conventions will be held twice each year, once in the spring and once in the fall and shall be called the Al-Anon Idaho Area 13 Spring Assembly/Convention and the Al-Anon Idaho Area 13 Fall Assembly/Convention respectively. Every three years, the Fall Assembly/Convention shall also be the Annual Meeting for Al-Anon Idaho Area 13 elections. The location of the Assembly/Convention shall rotate between the Districts as follows: District 1, District 4, Districts 3, District 6, District 2, District 5 and District 7 beginning with spring 2011 and continuing.

ASSEMBLY/CONVENTION COMMITTEE

1. The chairperson will be selected by the District Committee of the host district.
2. Selection of the site is the responsibility of the Assembly Committee with AWSC approval. Consideration should be given to the impact of the selection on the overall cost of the Assembly/Convention, in order to keep cost as low as possible for the participants.
3. The Assembly/Convention may request an advance for primary expenses from the Area Treasurer of \$500. All requests for advance funds must be made in writing. Any advances received shall be returned to the Area Treasurer no later than the adjournment of the Assembly.
4. Cost of registration will be determined by the AWS or ASSEMBLY Committee. **ARE THESE GOING TO BE FUND RAISERS?** It should be noted that Assemblies/Conventions are not intended to be fund raising events but every attempt should be made to insure they are self-supporting: Experience has shown that a good, sound budget is helpful in establishing registration fees. The lower the costs the greater the participation will be.
5. Expenses incurred by any member of the Assembly Committee will be subject to approval by the Assembly Committee at a regular meeting.
6. The sale or giving away of books, souvenirs, and other articles is prohibited except by approval of the AWSC.
7. The Assembly Committee will be appointed by the Chairperson. The Assembly Committee will consist of: Chairperson, Co-Chair, Secretary, Treasurer, Program Chair, Registration Chair, Publicity Chair, Hospitality Chair, Literature Chair, Decoration Chair, Refreshment Chair, and or Entertainment Chair.
8. The duties and responsibilities are examples and are not all inclusive. Certain circumstances may make it necessary to add duties or a particular duty may not be pertinent.

CHAIRPERSON

The Chairperson is responsible for the overall implementation of the Assembly/Convention; helps select a convention site; directs activities during the convention; coordinates the activities of all the subcommittees; arranges committee meetings; coordinates activities with AA when there is AA participation; chairs the

banquet and large meetings; maintains a record of activities, and makes progress reports to the area.

CO-CHAIRPERSON

A Co-Chairperson is appointed to share the responsibilities of the Chairperson works with the chairperson and usually is chairperson for the following year. Sometimes the co-chairperson serves as Alateen chairperson. Examples of their duties and responsibilities are as follows:

1. Select the hotel and other facilities where the Assembly/Convention is to be held and arrange with the hotel management to reserve rooms for the attendees.
2. Appoints a chairperson for each special committee and a theme as recommended by the AWSC. It is best if those serving have had some experience in previous Assemblies/Conventions.
3. Establish a time and place for Committee meetings and chair each meeting.
4. Maintain close contact with each committee Chairperson and see that their responsibilities are being fulfilled. In the event that a sub-committee chairperson is not meeting these requirements, there may need to be a replacement.
5. Work with the facility management on all matters concerning the Assembly/Convention. Special attention should be given to the number of chairs and tables required podiums, separate rooms, and so forth. Make sure the costs of the services, such as rent, equipment, set up and tear down are agreed upon at the time the contract is issued. Contact the local convention bureau and work with them whenever possible. They are helpful in supplying motel lists, local services, badges, typing, etc.
6. Make reservations for the guest speakers, Area Delegate, Alternate Delegate, Chairperson, Secretary, and Treasurer in the convention center or nearest facility. Names and addresses for reservations will be furnished by the program chairperson.
7. After the Assembly/Convention, the committee will make recommendations to the Area Committee for the dispersal of any profits. This will be acted upon at the next regularly scheduled meeting of the Area Committee. In addition to this, any advances will be returned to the Area Treasurer as specified earlier. (See Assembly/Convention #5)
8. Assembly seating at the Assembly meetings shall be separated and identified for voting and non-voting.

SECRETARY

The secretary keeps a permanent record of meetings; informs committee members about meetings; sends thank you notes to speakers and other participants. The secretary may also be responsible for renting a post office box; arranging for podiums, platforms, and a public address system. Other duties may include selecting a taper to produce audio cassettes and handling orders for tapes, if the contracted taper does not assume this responsibility.

1. Will take minutes of all meetings and distribute to all Committee members and all members of the Area Committee.

2. Establish a mailing address for the Assembly. It is advisable to obtain a Post Office box. Under no circumstances will the address of a club or individual be used.
3. Notify the committee chairpersons and other members of the committee of all meetings of the committee.

TREASURER

The treasurer is responsible for all money collected or disbursed in conjunction with the convention. This includes: opening a bank account; maintaining a checkbook; securing a cash box for receipts; paying committee bills; assisting in developing and monitoring a budget; keeping a permanent record of funds; and submitting reports regularly. Note: Some areas bond treasurers.

1. Establish a bank account in the name of the Al-Anon Idaho Area 13 Spring or Fall Assembly/Convention.
2. Assembly/Convention bank account will have signature card signed by the Treasurer and 4 other designates. All checks written will require two (2) signatures.
3. Set up and keep a set of books so that all moneys will be accounted for. Receipts for cash moneys received by the Registration chairperson will be issued.
4. Pay all legitimate expenses.
5. Make a financial report at each committee meeting.
6. Supply the registration chairperson with adequate amounts of change to be used at the registration desk.
7. During the Assembly/Convention, periodically pick up excess money from the registration and refreshment chairpersons.
8. Turn over all books and historical data to the Area Treasurer within 6 weeks and insure that all bills are paid at the end of the assembly.

REGISTRATION

The registration/ticket chairperson is involved in site selection through personal contact with hotel personnel or staff at local chambers of commerce or convention bureaus; secures confirmation from the manager of the facility outlining dates, meeting room costs, room arrangements, food, coffee, and banquet costs, parking security, etc.; supervises printing and distribution of housing, meal, and banquet tickets; keeps records of registration; works with treasurer regarding collections; prepares registration packets and procedures; and provides badges.

1. Files, records, and receipts will be accurate and up to date.
2. All moneys received will be turned over to the Treasurer at regular intervals and receipts for the cash moneys will be given by the Treasurer.
3. The registration forms and meal tickets will be in the registration chairperson's custody. They will not be distributed to any other source for sale. Unless this is followed, accountability will be lost. Meal tickets may be sold without registration.
4. Meal tickets should be in different colors.
5. Pre-registered attendees may pick up their tickets at the time of their arrival at the Assembly/Convention. A cut off date should be established. History has shown 100+ banquet tickets will be purchased after the assembly convenes.

6. At each committee meeting give a report of registration and ticket sales.
7. Badges and holders may be provided by convention bureaus. Otherwise, they must be purchased.
8. Provide people to staff the registration booth at the Assembly/Convention. History has shown that registration desk should be staffed from 1:00 p.m. to 10:00 p.m. on Friday; from 7:00 a.m. to Banquet time on Saturday and from 7.00 a.m. to Breakfast time on Sunday, if tickets are available.
9. From registration records, compile a mailing list to be passed on to the next committee.
10. Report final percentage of paid Al-Anon registrations to the Assembly Treasurer.⁸

PROGRAM

The program chairperson presents a theme and program for approval to the convention committee; arranges for printing of the program; plans a luncheon or dinner banquet (sometimes a separate subcommittee); plans Al-Anon and Alateen meetings, including the schedule for workshops, panels, and speakers; designates rooms for meetings; and arranges for hosting and reimbursing speakers for transportation and lodging when necessary. If there is AA participation, the program chairperson helps to coordinate AA activities. The program chairperson may introduce speakers or arrange for appropriate introductions.

1. The main purpose of the Assembly is to conduct the Area's Business. This should be scheduled to occur on Saturday.⁹ "Non-Election Assemblies" "Election Assemblies" 9:00 a.m. to 11:30 a.m. 9:00 a.m. to 11:30 a.m. 1:00 p.m. to 4:30 p.m. 1:00 p.m. to 5:30 p.m. Area Elections and Business will be held simultaneously.
2. Gather a list of names for speakers to be presented to the AWSC for final selection.
3. Determine how many Al-Anon meetings and/or panels are to be held and obtain the necessary number of speakers, leaders, and readers for the meetings.
4. There are no set rules on who the speakers will be or where they will come from. All expenses for the speakers will be paid by the committee. This is to include transportation, lodging, meals, and registration.
5. After all the information has been assembled about the entire program this should be presented to the printing chairperson. **THE PROGRAM SHOULD BE PRINTED AND MAILED OR ELECTRONICALLY DELIVERED TO PRE-REGISTERED ATTENDEES 4 WEEKS PRIOR TO .THE ASSEMBLY/ CONVENTION.**
6. Send thank you notes to each of the speakers after the Assembly/Convention.

PUBLICITY

The publicity chairperson sends releases to press, radio, and TV; prepares flyers to send to groups, districts, and areas; sends information about the event to *The Forum* and *Alateen Talk*.

1. Distribute flyers throughout Area 13 and other local Areas. Current contact lists for each District should be available from the AWSC and that DR should see that each group in the District receives copies.

2. Send a flyer to WSO at least (4) four months prior to the Assembly. Include an address where registration information may be requested.
3. Send calendar items to: The Forum, AFG, Inc., 1600 Corporate Landing Parkway, Virginia Beach, VA 23454-5617

PRINTING

1. A "Save the Date Flyer should be available 9 to 12 months in advance of the Assembly/Convention
2. The full information flyer must be complete no later than 2 months prior to the previous Assembly/Convention
3. Flyers should be printed as soon as all information is available. This should include dates, place, registration price, prices of meals, mailing addresses, and a listing of motels and hotels available. Often the hotel/motel where the Assembly/Convention is being held will provide their own registration forms for distribution with the flyers. Speakers may be listed, but it is not necessary. In keeping with our Tradition of anonymity, please do not use the speaker's last name! Include a cut-off date for preregistration.
4. Submit sample flyers for bids if possible.
5. Have flyers, registration forms, and program printed. Each chairperson should furnish what they need printed. Deliver the finished product to the appropriate chairperson. The quantities needed should be determined by the committee.
6. Programs should be published (1) one month prior to the Assembly/Convention and mailed to all pre-registered.

LITERATURE

The literature chairperson orders Conference Approved Literature from the local literature distribution center or the WSO; creates displays and arranges for the sale of literature.

1. The committee must decide how they want to handle literature and shall decide where the display and for sale items shall come from. Literature is available from WSO, Boise Literature Center or Coeur d'Alene Literature Center.
2. Be custodian of the literature display and replace and update material as required.
3. Display of Conference approved literature and the Forum is preferred. As the concept of the Forum is Conference approved for the purpose of these guidelines, it will be considered as such.

HOSPITALITY

The hospitality chairperson serves as convention host; establishes a message center; arranges for sightseeing, dances, entertainment, and refreshments; distributes badges and identification ribbons; arranges services for disabled members; and medical services, when needed, for all attendees.

1. Obtain people to serve as hosts and hostesses during the Assembly/Convention. It is strongly recommended that they be provided with ribbons to identify them.
2. They should be placed at various locations throughout the complex to greet people, answer questions, give directions, and generally make people feel welcome.
3. A schedule should be set so this responsibility is shared.

4. Obtain other ribbons as the committee decides. This generally includes Delegates, Past Delegates, and the speakers.

SOUND

1. Make the necessary arrangements to use the installed P.A. systems. If there are none, make arrangements for portable equipment.
2. The number of P.A. systems will depend on the type and number of meetings held.
3. Make arrangements for the taping of speakers' meetings, if the committee decides to have tapes. It is optional to tape other meetings. Tapes are usually sold at the Assembly/Convention to cover costs and make a small profit.

ENTERTAINMENT

The entertainment chairperson arranges for dance band or other entertainment and works with banquet and program people.

1. The type and length of entertainment, if any, will be left up to the committee.
2. Costs of entertainment should not be included in the registration fee. They should be presented to the committee for approval prior to making any commitments. Therefore, the sale of tickets to cover these should be considered.

REFRESHMENTS

The refreshment chairperson makes banquet menu arrangements; handles special dietary needs in cooperation with the registration ticket chairperson and hotel; orders refreshments for breaks and provides a "kitty" for donations; arranges for members to serve at refreshment tables; checks coffee level; and arranges for clean up.

1. Make the necessary arrangements for the coffee. Coordinate with the chairperson if the facility is providing the coffee. This includes purchasing all the supplies, if not provided by the facility.
2. Set up convenient locations for the refreshments. Depending on the committee's decisions regarding this, provide a means for collecting tickets or money for the refreshments.
3. Get help to do the job. This can be a problem, but is absolutely necessary to preserve the sanity of the refreshment chairperson.
4. Coffee expenses are astronomical. The committee must decide how they want to handle this. Some groups have sold tickets; some depend on the honor system, some purchase and sell souvenir mugs to cover these costs. Your committee must determine how you will do it.

DECORATIONS

The decorations chairperson provides table centerpieces, program signs, stage, lobby, and hospitality room decorations; and orders flowers/basket for the speakers.

AWSC LIAISON

1. Acts as a liaison between the Assembly/Convention and Area Committee. Keeps the Assembly Committee informed about any special requirements the Area committee may have. Keeps the Area committee informed on the planning progress, and problems.

2. Offers to the committee the strengths gained by past experience. Tries to insure that each member of the Assembly Committee has access to these guidelines. Stresses the importance of adhering to these guidelines and the Twelve Traditions.
3. The liaison should not attempt to control or direct the Assembly Committee, as this is a unique opportunity for the Assembly Committee members to grow and enjoy Al-Anon service. However, because the ultimate responsibility for this function lies with the Area committee, he or she has a need and a right to express any legitimate concerns.

RAFFLES

The Assembly Committee shall decide if they want to set up a raffle with particular items and tickets for sale or have a “No-Raffle Raffle” in which attendees donate what they would have spent on purchasing tickets and Districts donate what they would have spent on putting together a raffle item.

DRAFT