

**AL-ANON - SOUTHERN CALIFORNIA WORLD SERVICE (SCWS)
AREA WORLD SERVICE COMMITTEE (AWSC) MEETING - SATURDAY, Aug 19, 2023**

Draft Minutes

9:00 a.m. Zoom meeting

Moment of Silence - Serenity Prayer

A) Reading of the Traditions by: Alejandra D8

B) Chairperson's Report -- Vicki V.

- Welcome -- Past Delegates and new DRs
- Guidelines for Participation & Who Has a Voice and a Vote

C) Roll Call -- Group Records Coordinator -- Teresa F.

Present: Lalena, Jon M., Vicki, Donna, Tim, Kathy M., Teresa F., Bernie (D54), Bear W., Roxane, Cathy S., Elaine, Marcia IPD, Irene, Marce, Micheila, Shauna, Suzanne, Tina, Yoly, PD's: Jayme C., Miriam, Willie, Kathi M., DRS: Sandra D3, Sean D6, Alejandra D8, Denise D9, Si-Si D12, Patty D17, Keith D21, Mykel D24, Nate ADR27, Gloria D30, Denise D33, Susan D39, Bunny D40, Lydia D45, Adrienne D51, Terri Z. D57, Liz S. D60, Vanessa D63, Kristen D66, Annah 69, Lundie 72, Maya D75

Liaisons: OC & Greater LB Kay/Veronica & Marilen (Spanish), SD Sandra, Spanish Intergroup Josefa, SCAA Convention Patty B.

Absent: Loreina D10, Coy D36, Maria D42, Clara D48, Victor Hugo D64, Beatriz D78

D) Secretary -- Laleña C. ● Approval of Feb 2023 Committee Meeting Minutes

Cathy S. had a question: on p.1 financial report, will email Lalena changes

Sean D6 made a motion to accept minutes as amended

Kathy G. seconded

29 voted yes

11 abstained

E) Treasurer's Report -- Cathy S. As of July 31st, total expenses 47,226.63 year to date. Profit and loss:

Income is 46,923.71 (we're about 1600 under what we estimated)

Cash on Hand: 96,432.66, ample reserve 70,349.55, checking account balance 26,083.11

Finance update: getting accounts situated for SCWS and SCAC, deposited SCAC funds

- 7th Tradition
- Contributing to WSO (Donna)

F) Alternate Delegate's Report -- Donna E

- Why do we contribute to WSO? Having surplus funds, make a distribution to service arms. Just as that happens at the group level, it is the same way with the area. We also fund special projects as needed. The only service arm that is above the area is WSO. Only difference between area and a group is that the area is a legal entity. This means we cannot hoard funds above our ample reserve.

We are hoping this will help.

Tim: Will this be on the website?

Donna: yes

Cathy S.: reminded DRs and GRs can pay online through paypal on the SCWS website.

Kristen D66: asked if they could add Zelle? What are the projects?

Vicki: We get our PSAs from WSO. Northern California ran PSAs at movie theaters around Christmas time. Also did billboards and sides of buses. Investing in ourselves was the theme. This was a public outreach theme. Everything we need is all ready to go, no pre approval needed.

Tim: his District 27 sponsored a book fair the LA Times had in the past.

Lydia D45: how does the seventh tradition work? Quoted the guideline.

Vicki: said if you want to send a check, mail it to the Cypress address

Sandra D3: How much of a contribution could the area give to a district for a project?

Vicki: it would need to be voted on by the GRs.

Donna: anything over \$2000.

Tim: SCWS does not give money to districts for public outreach projects.

Vicki: Let's table this, it warrants a more in depth conversation.

- New GR Orientation: it is very informative, and will show you where everything is. Talked about the Conflict Resolution packet and how that would be great to have as a DR. Have your district buy it for you.
- SOS 2024: January 20th, Main Speaker will be Tom Coffey from WSO: Associate Director, Literature. There will be a lot of Q and A. Figuring out what to do in the afternoon.

Miriam: will it be in person or on zoom?

Donna: zoom

G) Delegate's Report Tim P.

- * Road Trip! You and Your Board Connect Updates: is coming to Southern CA last week of October. It will be at LAX Hilton Airport hotel. It will be 9-5. This will be our first in person event as an area. Invitations will go out in early September. Cost will be about \$35 which includes lunch. There will be Spanish interpretation. Board has decided not to book a block of rooms at the hotel.
- * Many from our area attended the International Convention: there was 4,517 registrants,
- * Transforming Electronic Project work completed: there is a GEA search now available, can transfer to and from the GEA using available online forms, EG registration and change forms can only be submitted online.
- * EGs registered with geographic Areas such as SCWS are now displayed on alanon.org
- * WSO suggested that Temporary Electronic Meetings become a permanent EG within a year of vote which was done at our November 19, 2022 assembly
- * Approved Literature: new daily reader is a success. There will be a Just for Tonight bookmark for Alateen in English and Spanish.
- * Board of Trustees Policy Committee Update: discussed gendered language of the Steps and Traditions in alignment with Al-Anon's legacy? Conversation will continue in the future.
- * Revised budget: Revenue 5,860,430, expenses: 5,795,664, surplus 64,770
- * Revenue: comes from Literature sales, contributions, subscription, investment, magazine sales.
- * What they do with money we donate: register new groups, support international structures, maintains and updates meeting locations, produces new literature, prepares program and staffs the WSC, maintains our website, mobile app, enhances communications and develops PSAs, attends professional conferences to share the Al-Anon message
- * WSC in New York: it does cost more, outpouring of enthusiasm at the 2023 WSC, 2025 will be there.
- * 2022 Annual report has been delayed.
- * Next years WSC will be April 18-April 21
- * Future of the Assembly: has 7 members, been doing KBDM, looking at pros and cons of each option. Tim will probably attend a hybrid assembly in AZ in October. Would like to move forward as a task force and/or work group. Thought force would like to have a hybrid assembly on May 17th, 2024.

We have 9 months to plan for this assembly.

Elaine: would like to include it being a 2 day event. Could we survey members?

Tim: longer ones usually are connected to an AA convention

Miriam: any past DR or current can run as an officer. Where is the translation equipment?

Vicki: yes, Marce will let us know.

Tina: Would you find a company handling our possibility of hybrid?

Micheila: What was meant by invitations for road trip, connect with your board being sent out? She hasn't seen that before? Is it more of an awareness? An invitation doesn't seem in compliance with our principles.

Patty D17: date is May 18th, not May 17th.

Tim: Yes, it is always the 3rd Saturday. Sorry about that.

H. Finance Committee Report: Enid and Willie

Micheila: Is Enid part of the Finance committee?

Willie: she is not a member but she helped with a project the Finance committee did.

Vote:

Yes: 34/42 83%

No: 0/42 0%

Not a voting member/Abstain: 7/42 17%

Willie: Treasurer Task Force:

* Charge: what will happen in November if no one stands for Treasurer? Should the fellowship hire a service to perform some or all of the clerical duties in support of the treasurer, an officer of the area?

members: Christy R., Sandy W., Nancy W., Willie and Enid

* task force process: reviewed KBDM questions, reviewed job description, guidelines and manual.

* prepared and reviewed allocation of time: Currently: makes deposits, writes checks, reconciliation, print monthly reports, attend various meetings, has to follow up with various groups to find out their WSO ID #. Approximately 37 hours/month. It has become very time consuming.

* established a range of hourly rates for an outsourced person: it would help to reduce hours significantly. 50/hr x14 is 700/mo is the lowest rate

* Can we afford it? Cash Availability may be stretched if we go hybrid.

* Might need to contribute less to WSO, and might have to ask groups for more contributions

* Finance Committee, the treasurer and outsource person will have carefully defined responsibilities, avoiding double headed management. Outsourced person will sign a non-disclosure agreement.

* reviewed the basic skills of the treasurer

Recommendation:

1) The Chairperson to appoint an assistant to the treasurer who would serve on the board on a trial basis. They would help with clerical and accounting duties, including Quikbooks.

2) If the first option is not available, then the Chairperson would interview and hire an independent accountant or bookkeeping firm who is qualified or has a staff qualified to make entries into quickbooks. They would give necessary reports to present at Officer, Board, and Assembly meetings. Unsure amount until the actual hiring takes place.

Questions:

Micheila: wasn't aware there was a task force for this. Would duties be the same as the treasurer?

Willie: if we are able to have an assistant who has the skills, that would be helpful. If not, then hiring someone they would perform those tasks.

Micheila: would it be the job of Treasurer to verify this outside firm is doing things properly. Where would the supervision be? We are ultimately accountable.

Willie: Treasurer would be able to review as well as the Finance Committee. There are checks and balances.

Tim: Would assistant be an officer or a coordinator on the board?

Willie: The treasurer does need help. Board would have to make that decision.

Comment:

Enid: that assistant might stand for treasurer of the following panel.

Donna: sounds like: checks coming in, paying bills, generating reports, looking at policy issues.

Treasurer would do the last 2. The bookkeeper would help with the first 2. Is this correct?

Willie: yes

Sean D6: Can we get Cathy's opinion since she is the current treasurer?

Willie: We consulted with her throughout the process.

Cathy: served in 2012 as treasurer. Need to make sure everything is up to date, then I need input. It can be time consuming.

Tina: she was part of Tarisa's team to help her each week. Thinks it would be could to advertise this to the GRs the importance of putting their WSO ID#.

Teresa: has helped the treasurer with this. How are we going to handle it when the electronic groups join our area?

Donna: Why are we doing that work for them? How many are sent in that way? If they want to see groups who get credit they will be listed in the bulletin, if not they won't be. This is her suggestion.

Shauna: if we don't get someone to step up, who would be responsible for interviewing and hiring. Is that the officers? Board? How would that process play out?

Willie: We must have a treasurer by the state of CA even if they don't know what to do. This will be the Chairperson's duties.

Vicki: this will warrant more discussion as we get closer to elections in November

Micheila commented: Tarisa said often she didn't have finance experience before, Service manual 163-164 of how the budget is approved. Perhaps the treasurer's duties can be offset by bringing the budget to AWSC.

Patty D17: do we not act on it at this time?

Vicki: it will be online, encourage GRs to look at it and discuss it, we will vote on it at the assembly.

I) Coordinator Job Descriptions

Vicki: You are the next Board. Wants all Coordinators to discuss their position.

Tim: some DRs also become Coordinator during their term, they don't have to give up their DR position.

Roxane: LDC/AIS: more of a communication position, has been sending a summary to them, stayed in contact via email, and has tried to attend some of the meetings while they were on Zoom. Most have changed to in person now. I have enjoyed meeting new people. You can make position however you want it to be.

Teresa: GRC: has grown in service, a lot of positive progress, it's allowed me to push herself. Hopefully we can get an alternate GRC. Educating others has been her motto. We work in cooperation.

Tina: Group events for Alateen: has increased Alateen participation at conventions and roundups. SCAC was successful

Kathy G.: Archives: is willing to help the next person. Longtimer event will be November 4th in Covina at Sanctuary of Spiritual Living. 60 can participate.

Bernie: Alateen Communications Coordinator: monthly newsletter, get to go to SCAC. I had fun.

Elaine: Insurance: a letter will be going out on ListServ to understand Insurance that is covered by the area. Must have correct information to get the insurance.

Yoly: CPC: sometimes reaches out to DRs to help, sends letters, willing to help the next person.

Bear: AAPP: it's a labor of love, recommendation is to not take any other positions above the group level. Sent out applications August 10th.

Shauna: Public Information loves having contact with people from all over. Has been working to provide literature, speakers, PSAs to different districts, jails. It overlaps with other positions, so she works with

them.

Irene: Bulletin: loves hearing what everyone is doing in their district. It is now very simple to do in Word. Very easy to take over. Hard to get reports from people. Please send in the next 2 weeks. Started looking at other areas to see how they are doing it.

Jon: website: has learned a lot, has to maintain the web page, update event calendar, running timer, need a team of people to help mute/unmute, present materials. Responsible for ListServ, Google workspace, Zoom and how to run meeting

Micheila: Literature: working to have clarity, consistency, to illuminate and uphold spiritual guidelines. Read Concept 12 in How AI-Anon Works. Working as a member of the Board. Has been working with Tom Coffey at WSO. She will share info through ListServ.

Marce: has tried to be as accurate as possible with translation, working with Spanish groups

Vicki said job descriptions are on the website.

Concepts read by: Sean D6

Teresa: Group records: there are 167 TEMs, please ask them to go to an electronic group. They can always change their mind in the future. She also wants to make sure they are current. There are 127 meetings she needs help knowing if they are meeting or not.

Tim: Delegate. Going to WSC. How he is the go between the area and WSO. Get to meet other delegates and the Board of Trustees.

Donna: Alternate Delegate. Chairs the SOS each year, group and members concerns emails, ask it basket for committee and assembly meetings, helps with GR/DR orientations.

Vicki: Chair: scheduled to attend a lot of meetings throughout the year: officer, board, committee, and assemblies. Gets agenda ready and notices for meetings. I Go to SWRDM every year. Helps with group and members concerns. Works with Marce to translate. Helps with minutes. About 30 hours a week. There are a lot of moving pieces.

Cathy: treasurer: every Monday goes to the postal annex to get envelope of all contributions, takes them to the bank, has a scanner, uses QuickBooks desktop, downloads bank transactions, writes checks, takes care of paypal transactions twice a month.

Lalena: secretary: has done it for 5 years, after she does the minutes sends them to chair and delegate to proofread, updates roster for committee and WSO, works closely with the GRC. Puts the motions up each year.

J) Old Business Miriam and Willie:

1. Bylaws Committee

revising and updating Bylaws (every three years) - explanation of the process: has 2 decades of experience. Went through and read what was highlighted because those are the changes.

Updated address, clearly explained how Service Manual was their guide, how SCAC is now part of SCWS showing we have a financial connection, and gave a definition of members to GRs. If you look at speech bubbles, you can see why the changes were made. Explained how Coordinators anyone can apply, Officers need to have been a DR. Past Delegates and Trustees are members with voice only. Added how there is an electronic platform, not just mailing things. Past delegates get to vote at a committee meeting now. Changed wording from liaison to chairperson. Changed bulletin to publication. Treasurer makes recommendations in May and/or November to send a donation to WSO. Submit motions to the website. Changed wording for voting. Election Procedures. How to handle open positions. Coordinator positions, how to handle roll call better. No longer participating in the H&I conference. Changed office hours. Procedures for Amendment of bylaws will be 45 days before. They will post this revised document on the website for GRs and DRs to vote on at the assembly.

Willie: shared how changes were made by motions and service manual updates. Certain language needs to be in there.

Jon asked where it was on the website.

Miriam said they haven't given it to him yet to post.

Donna: how it codified the process and if there was a vote about it? It's more of a procedural process

Miriam: It got confusing, so now it is more clearly defined.

Marcia: It was clear about the chairperson appointing a position, but it wasn't written what happens if we don't have a chairperson.

Micheila: GRs vote on policy not procedures. Thinks how the website does a lot more than what is spelled out in the bylaws.

Miriam: said there's a line above the positions that says job descriptions are posted online.

Patty D17: asked if voting synopsis handout can be updated to be in accordance with the bylaws.

Miriam: yes it needs to be updated

Micheila: asked where board minutes are posted? Manuals that are used are the service manual, so would the service manual prevail. Is that in the document?

Miriam: will double check to see if that is there. Board minutes are kept but don't need to be posted on the website.

Donna: is a little confused about if a past delegate and trustee has a voice or voice and vote? Maybe not have the earlier voting. It should be consistent.

Miriam: Maybe we could put it in parentheses.

Donna: thinks just put the current bylaw rather than referencing the old one.

Miriam: the word Trustee was never in the document before.

2. Voting Procedures - Miriam: need a 2/3rd vote by the 3rd vote, current procedure is they go in a hat and are pulled. Willie: said in the Service Manual it says "by lot".

Miriam: these will be posted on the website. Resumes are due Sept. 18th for officer positions which is 60 days before the assembly. Reviewed SCWS Election Procedures. Next 3 year panel begins January 1, 2024. Spoke about Concept 5. Do we want to accept the current procedure as is or change it?

Vicki: Both versions are going to be put on the website.

K) Convention Chairpersons Reports

· AFG Convention (AI-Anon)

· **So-Cal. AA Convention (AI-Anon):** Patty B. September 29- October 1, 2023, will have an Alateen speaker, young adult panel, and a long timer meeting. Marathon meetings they got 25 leaders from all over Southern CA.

* **SCAC:** Bear: had 24 Alateens, spoke about how it was a spiritual experience for him. Did not have one behavioral problem the entire time. Alateens led a lot of it. Wrap up planned.

L) District Rep Reports -

Sandra D3: At end of her term, the District is going in person, has a new DAL, had a public outreach health fair, working with high schools to speak to counselors, monthly AMIAS meet and greet, Convention coming in October.

Sean D6: District meetings are hybrid, has a large geographic area, and started a Facebook page. There are about 40 meetings. Increasing Alateen. Will be on for another year.

Terri D57: last year. Grateful for learning the KBDM process. Doing some public outreach, and working on maximizing funds.

Mykel D24: a lot more in person meetings. Has 1 more year.

Lundie D72: working with prisons, doing more public outreach, parks and recreation, Alateen. This is her last year.

Patty D17: thanked all who are part of Alateen program, planning a workshop

Annah D69: still doing on Zoom, hoping to do more in person. Had a well attended event. 2 new Alateen meetings.

Kristin D66: will have a service sponsor workshop, financial stuff is all figured out

Gloria D30: would like to get GRs more familiar with service, doing some outreach, feeling

enthusiastic.

Keith D21: having everything online, trying to get more GRs, working closely with Theresa

Maya D75: going to reach out to the TEMs, doing public outreach, and had a booth at an event.

Sue D39: working at a prison, Garden of Hope event, trying to keep service center

Adrienne D51: TEMs are deciding what to do next, planning Alathon,

Si-Si D12: talked about the International, brought back CDs for a lending library, last year.

Merged AIS and District, created a few new positions, updated bylaws. Task force what we want the website to look like. Assembly will be in person, then zoom in together.

Denise D9: getting service positions filled, will have an Alateen meeting. Looking to do more public outreach.

Nate D27: Is ADR, has been getting contributions via Paypal, had a booth at an LA Times Book Fair event, working on public outreach. Sent some members to Native American Conference and International Convention.

Bernie D54: had an in person Alathon, made about \$3000, made changes to website, 5 meetings are hybrid, they contributed money to SCAC.

Denise D33: will have a workshop in November, a couple meetings have closed, working on public outreach.

Bunny D40: about 29 groups, grateful for Willie's wisdom, public outreach

Liz D60: opening an Alateen meeting, 5 upcoming AMIASs

Lydia D45: visiting meetings, keeping them informed what is happening in the area.

Vanessa D63: positions are getting filled

Vicki: glad to hear finances are good, hopes that they can do some public outreach.

Micheila: read for Suzanne. Alateen Sponsor Coordinator Job Description

The AASC is a trusted servant, appointed by the Area Chairperson with the help of the elected officers. Certified AMIAS status is required. They are responsible for reviewing and upholding the Area Behavioral Requirements (ASBR). They handle the Annual Recertification training for Members is Alateen Service. This can be virtual and/or face to face. Districts and AISs can host these workshops if working with the AASC. Conduct periodic AMIAS & DR/DAL training workshops, online or face to face. Represent SCWS at Southern California Alateen Conference (SCAC) Board of Trustee meetings along with the ACWS treasurer. Collaborates with WSO on Alateen matters. Counsel AMIAS, sponsors and members interested in Alateen service.

Inform Area representatives about matters of interest related to Alateen. They are doing AMIAS trainings, please contact her if you have any questions or want to be of service in Alateen.

M) Intergroup Liaisons Reports

· Inland Empire

· Intergrupal Hispana (L.A. County): Josefa is the Chair, having workshops, learning all the responsibilities in the office

· Los Angeles County:

· Intergrupal Hispana (San Diego) Marilen H. working with D64, visiting Spanish speaking meetings

· Orange County: Veronica: shared financials are good, had a booth at OC fair, new Chairman, well attended meetings

· San Diego County: Sandra L.: website has been visited many times, created a QR code, updated website, working on getting a Facebook page created. An event is happening in November

N) Ask-It Basket – Q's & A's: Alternate Delegate nothing to report

O) AI-Anon-Related Announcements:

Bernie: Labor Day weekend is South Bay Roundup

Marce: September 2nd will be a workshop at Baldwin park. Topic will be Anonymity in Spanish, and September

16 in San Fernando will be how to start an Alateen Meeting.

Kathy G.: Longtimers event November 4th, working on the time, an email announcement will go out soon

Jayne: have a special meeting on September 18th to celebrate 50 years. Will be in person and on Zoom. Will be an AA and Al-Anon speaker from Corona.

Micheila: WSO looking for sharings on new literature, send directly to him at: Tom@al-anon.org. Limit 200-400 words, how has literature helped you? Pamphlet P-47 has been around 45 years.

Closing time - 3:15 p.m. - Closed with Serenity Prayer and Al-Anon Declaration