

AL-ANON - SOUTHERN CALIFORNIA WORLD SERVICE (SCWS) ASSEMBLY

NOV 18, 2023

AMENDED DRAFT Minutes Virtual: Zoom 9:00AM – 4:00PM

Below is an **amended version** of the Draft Minutes that were originally posted on the SCWS website prior to our May 18, 2024 Assembly. All of the changes are on pages 9 through 12, in the “Review of SCWS Election Procedures” section. The changes are either strikethroughs or **edits, which are highlighted.**

Respectfully submitted,

Donna E., Area Secretary (2024-2026)

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NOV 18, 2023

AMENDED DRAFT Minutes Virtual: Zoom 9:00AM – 4:00PM

Serenity Prayer

Twelve Traditions: Linda D45

Meeting Guidelines

Roll Call:

Number of Group Representatives (GRs) in attendance for each District:

D-3: 4	D-6: 4	D-8: 2	D-9: 4	D-10: 3	D-12: 20	D-15: 2	D-17: 12	D-21: 8	D-24: 5	D-27: 8
D-30: 6	D-33: 8	D-36: 2	D-39: 4	D-40: 5	D-42: 9	D-45: 12	D-48: 1	D-51: 5	D-54: 9	
D-57: 9	D-60: 7	D-63: 10	D-64: 4	D-66: 17	D-69: 12	D-72: 7	D-75: 8	D-78: 2		

- Present: Board members: Lalena, Jon, Donna, Vicki, Teresa, Miriam PD, Bernie, Suzanne, Yoly, Tim, Bear, Elaine, Marcia IPD, Jayme PD, Kathi PD, Irene, Micheila, Willie PD, Shauna, Marce, Kathy G., Tina, Cathy, Veronica AIS, Sandra San Diego AIS, Lisa AFG, DRS: D6 Sean, D 8 Alt Jessie S., D9 Denise H., D10 Loreina, D12 Si-Si, D17 Patty F., D21 Keith, D21, D 24 Mykel, D27 Alt Nate S., D 30 Gloria, D 33 Denise M., D 36 Coy, D 39 Susan P., D 40 Bunny, D42 Maria, D 45 Alt Ann S., D 51 Adrienne, D 54 (Bernadette), D 57 Terri, D 60 Liz S., D 63 Vanessa, D 66 Kristin, D 69 Annah, D 72 Lundie, D78 Beatriz.

- Absent DRS: D3 Barbara, 48 Clara, 64 Victor Hugo

Secretary's Report Lalena

- Approve Minutes from May 20, 2023 Board Meeting Chair Report: Suzanne: check p. 1 spelling of Al-Anon, Carol D75 Tom Coffey not John

Denise D33 made motion to accept minutes as amended, Sandra D69 seconded

Teresa: 208 voting GRs

Yes 82%

No 0%

Abstain 3%

Not a voting member 14%

Jon: there 172 votes from English room, 9 votes from Spanish room, 5 votes from chat, they are all in favor

- Voting Process/Bylaws/Finance Committee: Vicki discussed how there will be presentations.

- Coordinator Resumes due by Dec 1, 2023 Don't have to be a DR to be a Coordinator.

- Marcia - IPD Voice? (VOTE):

Question: Anita D75: is she still involved with a group in our area?

Marcia: yes, on Zoom

Suzanne: Is this just for this meeting, not the future?

Vicki: yes

Holly D21: how much time is left in her commitment?

Marcia: yes, this is only for voice on presentations she's been helping on. She also is still technically the Immediate Past Delegate

Vicki: she would discuss the voting process and the bylaws.

Michelle D40: made a motion to allow Marcia voice on these 2 items.

Sean D6: seconded

Teresa 210 voting members

Yes 189 99.5%

No 1

Abstain 0

Coordinator reports:

Roxane: on LDC/AIS: has enjoyed learning about the AIS and how they are all a little different, was able to participate on Zoom

Alateen Communications: Bernie: is a fun panel position, newsletter goes out about once a month, participate in AMIAS (AI-Anon Members Involved in Alateen Service) workshops, helping with Alateen events, getting Alateen speakers

KathleenD17: asked not to use the acronym

Vicki explained LDC is Literature Distribution Center

Bear: Area Alateen process person with WSO, record keeping and training for AMIASs, more of an administrative position, do need to be an AMIAS.

Donna: available to be substitute for WSC, ask it basket at committee and assembly, coordinate SOS in January, creation of a handbook for the area

Finance committee report:

There was a Treasurer Task Force: Willie and Enid:

* what to do if no member stands for treasurer? Hire a service to perform some or all of the clerical duties in support of the treasurer?

* reason many have not been able to complete their 3 year term.

* Time allocation: Annual numbers: 494 hours, 168 to be outsourced, 326 by the treasurer * outsourced hourly rate chart: range from 50/hr to 200/hr.

* KBDM process: important for the treasurer to be an officer

* SCWS current financial position appears to be adequate for the cost of outsourcing * There are not enough volunteers who meet the treasurer qualifications, they think this will help with that.

* There may be less contributions to send to WSO

* Service Manual p.157 Election of Officers

* outsourced entity would sign a non disclosure form which protects our anonymity

* 2 recommendations: Chair consider appointing an assistant to the treasurer who would serve

on the Board of SCWS, on a trial basis, who would assist the Treasurer in their clerical and accounting duties, including entries into quickbooks. This person would assume the Treasurer role for the next panel.

Second: Chair to interview and hire an independent accountant or bookkeeping firm, who is qualified or staff qualified to make entries into Quickbooks. I would print monthly and quarterly reports.

Asked how WSO did it. They have a hired person to do all this. Then there is a person overseeing it before it goes to the Board.

Question:

Nancy D60: Is there a way to ask the past Treasurers to interview these candidates?

Willie: Right now they are elected by GRs, there is not a process yet.

Micheila: slide 3 time allocation: line item other: the math seems off?

Willie: will look at that

Kristin D66: does this group function by a set of bylaws?

Willie yes

Sophia D51: Is the challenge the large area of our assembly?

Willie: We were focused on our area, the issue of the job was too much for one person to do.

Time consuming part is matching #s to the groups so they get the proper credit for contributing.

Sean D6: Were there differences in services rendered?

Willie: small firms have cheaper fees, different locations?

Ruby D27: option 1 consists of a service member of AI-Anon training of a past delegate vs. getting an independent accounting firm? Or would accounting firm take care of both issues?

Willie: option 1 is an assistant to work side by side with the treasurer, option 2 that would be a professional firm would be more of a paid position.

Camile D12: Are we willing to consider members of our area who do this for a living?

Willie: the board would make those decisions.

Vicki: We are a 5013c, so we need to be mindful to have someone who knows the codes and laws.

Shelly D12: how much of our budget would be used? What were our contributions last year?

Willie: that would be the Finance Committee involved?

Donna: brought up how much we have sent to WSO for contributions so they know our financial health

Cathy: we are going to send 18K

Last year it was 35K

Kathleen D17: does that provide more stability to SCWS? Would this create continuity? Did you consider if they provide benefits? What are the SCWS ethics?

Willie: We will not be hiring an employee, that would be a board decision. We have our in-house finance committee who oversees everything.

Enid asked if you have had to have been a DR?

Donna said she thought it was "and/or a board member"

Tim it will require a change in the bylaws

Saori D69: is willing to be of assistance, she is willing to work something out with the area.
Vicki asked for her to send her information
Vicki said we do need to have a back up plan if no one runs for treasurer. At this time, no one has submitted a resume for it.
Elaine: if the treasurers have been told to put WSO ID#, why are we going to pay someone to do that? What if they don't? Could it be "no records found"/unknown source of revenue? Asked if it's a requirement to have a treasurer?
Willie: Do we need to have a treasurer to be a 501(c)(3)? They will bring it to the treasurer. It is an auditing issue, and has to be very specific to identify where the funds are coming from.
Elo D75: how long would this trial basis be? Is it open to members who do it for a living for a lower cost or is it just professionals?
Willie: We have to make sure they can do what is being asked of them. It would be a 3-year trial basis.
Christina D66: Do we have to revisit this indefinitely?
Willie: we would have to give them time to terminate our agreement
Camile D12: Is there a way to consider both options?
Willie: We wouldn't need both. We need one or two.
Vicki: read a message from the current treasurer. First she goes to the person who sent it, then that person tries to contact the group, then she will send it as an unknown group. Donna: quoted Service Manual "goods and services" on p. 106
Wayne D57 Why is this an issue?
Willie: Our current treasurer is a professional and she's on overload.
Linda D45 What is the recommendation?
Willie: one or two
Micheila: is feeling confused about one time at the mic. When did that start?
Vicki: it is part of our guidelines
Micheila: when we submit resumes it doesn't allow anyone to say what they're standing for? How do we know no one is standing for treasurer?
Vicki: We don't know, we need to have a back up plan. 4 resumes have been submitted. There are 5 officer positions.
Micheila: could more research be done? Assemblies can be called.
Vicki: wanted to make sure we don't end up in the position we were in a few times of being in limbo and having no one.
Erika D21: confused about option 1 and option 2, could you clarify?
Willie: These options are in addition to having a treasurer.
Tannis D63: has our current treasurer offered to stay on if we do option 1 and 2?
Willie: no
Anita D75: her treasurer has a professional assistant. Could we make option 1 or 2 and the board can choose what we need when the time arises?
Tim likes that idea
Suzanne: Is anyone aware of the bylaws, elections and procedures? She thought we were supposed to be a DR before becoming a treasurer. Would the assistant be an officer? What's the plan if we don't have anyone stand?

Willie: Yes, it was their understanding that it had to be a DR. He thought the discussion would go to the board.

Vicki: reminded it would be on a 3 year trial basis.

Willie: it would be an issue to not have a treasurer

Comments:

Tina: Tarisa (past treasurer) asked 4 people to help weekly, they'd look up WSO ID #s.

Tim: We would have to find someone to appoint.

Newt D12: discussed how there's 2 treasurers at district level to work together. The treasurer is the one who needs to know the fiduciary requirements.

Vicki: they don't necessarily become part of the board.

Tannis D63: has seen them get help from an outside company

Willie that is what WSO does

Bernie: This is an ongoing issue, and I think we do need an assistant.

Kathleen D17: thinks it's confusing, does think we need to hire someone. It ensures our financial viability

Cathy made a recommendation to make a motion to have one or the other options.

Cathy works at home, spending 12 hours in her office a day between her day job and her treasurer position.

Recommendation:

1 to have an assistant treasurer to help input data into Quickbooks,

2 to hire an independent accountant with a bookkeeping firm who is qualified or has a staff qualified to make entries into Quickbooks.

Vicki: asked for an amount cap Option 2

Miriam: by voting today we could make a future change to the bylaws to be able to do both options.

Comment

Kristin D66 this is not a bylaw change, this is a policy change

Anita D75 would like to give the board the ability to make that decision based on need.

Diane D63 What if you're in favor of both?

Conna D54: thinks it needs to be in coordination of resources to get the work done. It shouldn't be the highest price, maybe somewhere in the middle.

Terri D33: we need a larger net, it's a lot to ask people to be a DR first

Teri W D3: what does Cathy recommend based on the amount of hours she puts in Cathy: scanning takes 30 minutes, put on Group contribution form, 1.5 hours to input, works closely with Teresa, goes through paypal contributions can take up to an hour. Tamara D69: How many hours would be farmed out?

Willie: 168 hours a year

Erika D57: do they need a professional background?

Tim: said job description is in the chat

Newt D12: someone has to be a treasurer, they don't necessarily need to be one. That could be farmed out.

Ruby D27: 168 hours/12 is about 17 hours a month, we could easily afford. She is willing to afford a max of 34,000 knowing it would be a quality job.

Alissa D42: we need to frame a motion that will allow the board, treasurer, finance committee flexibility to take care of things as they arise. Thinks professional is necessary since we are dealing with a lot of money.

Michelle D40 is anyone interested in running for treasurer?

Vicki we will have elections after lunch

Suzanne: officers and board are not part of the same entity. Has drafted a motion: Lisa M. is willing to talk about bookkeeping. She will give Vicki her info. Laurie D54 thinks we have people missing adequate experience to run for this position. Newt: if we hire a professional, we don't have to revisit this every time someone steps down. There is a consistency and flow.

Anita D75: on a 3 year trial, give the officers flexibility to contract a bookkeeping for up to \$25,000/year at their discretion

Suzanne: what we really need is bookkeeping services

Miriam: could we amend it to treasurer to be a board member but not having to be a DR

Anita D75: on a 3 year trial basis, give the officers flexibility to contract an accountant or bookkeeper service at no more than \$25,000/year at their discretion

Kathleen D17 What is prudent? That needs to be investigated

Tim suggested changing to \$10,000

Gene D72: seconded the motion

Kristin D66: change wording to financial professional

Suzanne: thinks we need to be specific

Micheila: point of order: asking if everyone is ready? If all their questions have been heard? I Don't think we are ready to vote.

Jon: suggested doing a poll asking if they are ready to vote

Yes 76%

No 9%

Abstain 1%

Not a voting member 14%

Jon says 94% in favor with votes he got through spanish room and chat.

Motion: On a 3 year trial basis, give the officers flexibility to contract an accountant or bookkeeper service at no more than \$25,000/year at their discretion

Yes 162/210 77% – Spanish room: Yes 8, 0 no. Total Yes votes – 170 =

No 15/210 7%

Abstain 3/210 1%

Not a voting member 30/210 14%

92% of yes/no votes in favor

Teresa: thinks we need to speak when it's their time during questions and comments, not after voting. We need to be careful not to speak out of turn.

Vicki read comments in the chat: amount is too high, gave very little time to the amount. Why can't we table this? What was the process of deciding to be heard first?

12 Concepts: Micheila

Tina S.: Alateen Events: it has been endearing getting to know other AMIASs, it's a lot of computer work. There are 2 forms that need to be filled out.

Suzanne: Area Alateen Sponsor Coordinator: it has been a privilege, helping others understand what they are getting themselves into

Yoly: CPC: works on carrying AI-Anon message to the professional community\

Donna: Alternate Delegate: SOS: January 20 9-4 "Unity Through Service". Speaker will be Tom C. Associate Director of literature. There will be workshops and panels. "Belonging is a deep spiritual need: Participation is the key to harmony."

Delegate Report: hard to believe it is his last report.

- * Road Trip! On 10/28/23 was a phenomenal experience. Over 120 came from around the area and a few from other states. Thanks to those who helped translate. Jeri W., Chairperson of the Board of Trustees, thanked him personally during a followup Zoom call.
- * International Convention: 4,517 registrants: 3,387 AI-Anon, 42 Alateen, 293 AA, 54 guests
- * Transforming Electronic Groups Project: work completed. We now have 152 Electronic groups into SCWS: 52 new groups and 100 that were physical groups. Electronic groups are encouraged to vote whether to stay on Zoom, go hybrid or go physical.
- * New CAL: A little time for myself has been a hit. There's a 3rd printing underway. Publishing a Just for Tonight bookmark for Alateen.
- * Board of Trustees Policy Committee Update: they are discussing gender language if it is in alignment with our Traditions and Concepts.
- * October 2023 Chairperson of the Board Letter
- * AFG Inc. Finance update: revenue: about 5 million, total expenses: about 4 million, net increase about 700,000
- * Literature revenue exceeded member contributions. Strong sales of new reader. *
- * reviewed sources of revenue
- * reviewed program services WSO provides
- * Cost per group: is about \$300/group what WSO spends
- * reviewed the power of \$1, we are encouraged to think abundantly
- * Stepping Stones and the WSC in NY in 2025 will be discussed at 2024 WSC
- * 2022 Annual Report, 2023 WSC Summary is published on the website.
- * next world service conference will be 4/18-21, 2024 in Virginia Beach, VA
- * 2028 AI-Anon International Convention in Southern CA? Need to submit a packet by 1/16/24. It will be June 29-July 2. That year there will also be the 2028 Olympics in Los Angeles July 14-30.
- * SCWS Thought Force: Future of the Assembly: has been meeting for a year, now it is a

task force. We will explore what it will take to produce a hybrid SCWS Assembly starting with the 5/18/24 Assembly. We have considered several locations. One venue in Long Beach looks particularly promising. We will keep you posted on our progress. In the future we will investigate other options.

- * SWRDM March 8-10, 2024. It will be in Southern CA at Hilton Orange County/Costa Mesa.
- * Spoke about "In the Loop" e-newsletter in 3 languages.

We will have further discussion later if we have time.

Shauna: Public Information: found it challenging, limited with everything being online. Has spoken to OC police, permission to do certain billboards, women's jail requesting literature.

Micheila: Literature: we are going to have a forum article written by a local member in Spanish in the bulletin, and then Marce will translate it into English.

Teresa: Group Records Coordinator: has learned a lot, great opportunity to work with others. Spanish speaking would be helpful.

Treasurer's Report: Cathy: As of 10/31, SCAC \$31,260.61.

Total checking and savings \$134,196.93.

Total assets \$139,008.35.

Total liabilities and equity \$139,008.35.

Profit and Loss: Gross profit \$64,858.85,
total expense \$54,195.99

Net income \$10,662.86

Did pay for insurance which was about \$5,000

- Financial Report: recommendation to contribute \$12,000 to WSO, that would make it \$30,000 to WSO for 2023.
- 7th Tradition: haven't been receiving contributions, please donate.

Kathleen D17: Do they need to mail in form with? Recommended if we could use Zelle. Could there be a task force to discuss this?

Cathy: said Zelle has been getting hacked, Paypal has a tracking record.

Donna put a link in the chat.

Elaine: asked what to do if someone needs money for their position.

Cathy: We could move money around when people have a project they want to do for their position.

Micheila: how was that number of \$12,000 arrived at? What is the process? Cathy: We have about \$30,000? We need to remember abundant thinking. We look at what we did before. 3 to 4 years ago we contributed no money.

Mark D57: could we find out if candidates are in good standing with the area?

Cathy: We assume everyone is in good standing.

Conna D54: So are we donating twice to WSO?

Vicki: Yes, your group does and we do.

Rob D40: made a motion to accept treasurer's report and contribution to WSO

Mark D57 seconded

Accept Financial Report as Presented

Yes 84%

No 0%

Abstain 0%

Not a voting member 15%

Jon: 193/194 in favor, 99.5% passed

Should SCWS send \$12,000 to WSO?

Yes 80%

No 3%

Abstain 2%

Not a voting member 15%

Jon: 96.3% in favor with Spanish votes

Jon: it has been a joy, you don't have to know html, being able to google how to videos to problem shoot. Thanked his team. Does Listserv messages.

~~Bylaws Presentation: Miriam M, Willie W, Marcia M Past Delegates (VOTE)~~

Review of SCWS Election Procedures (see Election Procedures document for full details).

Presentation Miriam M., Willie W., Marcia M. Past Delegates: Delegate and Alternate Delegate: $\frac{2}{3}$ vote of the registered GRs attending this Assembly, each candidate gets 2 minutes at the mic, by lot if $\frac{2}{3}$ vote is not reached after 3rd ballot (see SCWS Election Procedures).

Chairman, Secretary, and Treasurer is 50%+1.

See entire posted presentation document which included member's request to consider alternate method regarding Delegate Election, using 50%+1 on 3rd ballot instead of going to the hat/by lot, if $\frac{2}{3}$ not reached. ~~Service Manual p.154-157, p.199, Concept 5, Paths to Recovery p.303~~

Shared SCWS history of Delegate elections results

~~Vicki discussed the institution's position working with the courts, and hospitality coordinates snacks and beverages for meetings.~~

- Substantial Unanimity vs Simple Majority vs By Lot (VOTE)
- How to proceed with future elections (VOTE) Officer Elections - Miriam M., Past Delegate
 1. Acceptance of current method as per SCWS current Election Procedures regarding Delegate election if $\frac{2}{3}$ not reached ("by lot") or
 2. Change the wording of the Election Procedures to be 50%+1 (instead of "by lot").

Questions:

Shelly D12: how would it go to lot on zoom.

Miriam has a box she would use. She is acting as the Election Chairperson at the moment because SCWS Chair will be standing for election today

Alissa D42: why does it have to be reviewed every 3 years?

Miriam: we want to make sure everyone knows what's going on since we have new people every officer election.

Josefa: What is the process?

Miriam: start as a vote/zoom poll, but if $\frac{2}{3}$ not reached after 3 tries, then go to a hat/by lot

Gloria D30: it has been working for a long time this way

Diane D63: how many areas use the lot vs. the 50%+1

Marcia: the majority do it by lot, we have discussed the other option since it is outlined in the Service Manual.

Tannis D63: it's hard to choose, all are capable.

Wayne D57: why did they choose $\frac{2}{3}$?

Miriam: we got it from the service manual

Willie: That's how WSC does it. That's what they consider to be substantial unanimity

Randy D72: thinks we should go by merit, lower the bar to 50%+1

Bruce D54: appreciates how it was explained

Bernie: Would this vote remain?

Miriam: Changes to our SCWS Election Procedures requires approval of 2/3rd of the voting GRs. Whatever is voted on today, will be the new SCWS Election Procedure process from now on.

Suzanne: by lot is very spiritual

Conna D54: 50%+1 is more of Robert's rules of order principle, where the by lot is more of an AI-Anon principle.

Vote: Whether to change the procedure so that the final/fourth ballot for Delegate be "by lot" or 50%+1 vote.

Final selection by lot: 60%

Final selection by a fourth ballot with a 50% plus 1 vote: 21%

Abstain: 2%

Not a voting member 17%

Teresa: 201 voting members

Miriam: 134 would be $\frac{2}{3}$ majority

Jon: 144/194 which is 74%

Miriam thanked everyone for serving the last 3 years.

Began the election for the 3-year panel.

- Delegate (VOTE): Donna and Teresa raised their hand

Donna: has been Chair and Alternate Delegate, a good listener, has been using KBDM over the years, welcomes HPs will for herself and the Area.

Teresa: has less service experience on the board, but is very devoted. She is committed and dedicated to serve. Willingness one day at a time. Loves the Service Manual. Has been doing service above the group level for about the last 10 years. She hopes to motivate the area.

First vote:

Donna: 35%, 43% with Spanish and chats

Teresa: 47%, 50% with Spanish and chats

Abstain 0

Not a voting member 18%

Second vote:

Donna: 29%, 35.5% with Spanish and chats

Teresa: 54%, 64.5% with Spanish and chats

Abstain: 0%

Not a voting member: 17%

Third vote.

Donna: 23%, 29% with Spanish and chats

Teresa: 60%, 71% with Spanish and chats

Abstain:0

Not a voting member: 17%

Our next Delegate is Teresa.

- Alt Delegate (VOTE): no hands raised

- Chair (VOTE): Vicki and Micheila raised their hands

Vicki: has a strong desire to continue being Chair, wants to be a resource to SCWS. If elected, plans to meet with DRs regularly to check in with them and to see what they need. Wants to help Alateen grow. Has to remain neutral.

Micheila: how we treat one another as AI-Anon members is very important. Wants to set a tone that is loving, welcoming, and collaborative. She has an awareness of different needs in the Area. We have many untapped resources. We are trusted servants. Wants to focus on inreach and outreach.

Vicki V. 33%,

Micheila L. 49%

Abstain 0%

Not a voting member 18%

The numbers for the Chairperson election are as follows with Spanish and votes in the chat::

Vicki- 78 votes

Micheila- 119 votes

Micheila **elected with** 60% of the vote.

New Chairperson will be Micheila L.

- Secretary (VOTE) Donna raised her hand
Yes 82%, 100% after excluding “not a voting member”
Abstain 0
Not a voting member 18%
Donna will be the Secretary.

- Treasurer (VOTE): none

2 positions are open: Alternate Delegate and Treasurer

Josefa said it would be nice if they asked if anyone in the Spanish room wanted to stand for a position.

Miriam: The only members who can stand for a position are those who submitted a resume in advance, by specific date, per the SCWS Election Procedures. The officers elected today will begin January 1, 2024.

Jayne thanked Vicki for her service this past year.

Lisa M.: AFG chairman, Don't stop believin' will be April 26-28, 2024 at Doubletree Hotel in Ontario, CA

4:16 – Closed with Serenity Prayer and Al-Anon Declaration

Draft Minutes submitted by Lalena C., Area Secretary (2021-2023)

Final Minutes with Amendments, 5-18-2024, submitted by Donna E., Area Secretary (2024-2026)