

# 2014 Summer Committee Meeting August 9 2014

## Agenda

|       |  |             |
|-------|--|-------------|
| 8:00  | Registration   |             |
| 9:00  | Call to Order  |             |
|       | Quite Time   |             |
|       | Serenity Prayer  |             |
|       | New Attendees  |             |
|       | Anniversaries  |             |
|       | Twelve Concepts  |             |
|       | Announcements by host district   |             |
| 9:15  | Approval of Minutes  |             |
|       | Treasurer's Report   |             |
|       | Finance Committee Report   |             |
|       | Operating Committee Report   |             |
| 9:30  | Delegate Report  |             |
| 10:00 | Sharing Session – Primary Purpose  |             |
| 10:30 | New Business:  |             |
|       | 1. Motion to amend procedures for planning Spring Conference                                   |             |
|       | 2. Motion to create a Bridge the Gap Standing Service Committee in Area 20                     |             |
|       | 3. Motion to eliminate the abridged version of the NIA handbook                                |             |
|       | 4. Motion to clarify Guidelines for Primary Purpose Motions                                    |             |
|       | 5. Motion to amend Duties and Responsibilities of Finance Committee                            |             |
|       | 6. Motion to purchase DVD's and Pamphlets  |             |
|       | 7. Motion to Print and Distribute Unabridged NIA Service Handbook                              |             |
|       | 8. Motion to amend the "Primary Purpose Basic Expenses" subsection of the NIA Service Handbook |             |
|       | 9. Bid for the 2015 Big Book Conference  |             |
| 11:30 | Old Business:  |             |
|       | 2014 Big Book Conference Report  | 3 min.      |
|       | 2015 Spring Conference Report  | 3 min.      |
|       | 2014 Illinois State Conference Report  | 3 min.      |
| 12:00 | Lunch  |             |
| 12:45 | Officer Reports  | 3 min. each |
|       | Alternate Delegate   |             |
|       | Alternate Chair  |             |
|       | Alternate Treasurer  |             |
|       | Secretary  |             |
|       | Registrar  |             |
|       | Chair  |             |
| 1:15  | Service Committee Chair Reports  | 3 min. each |
| 2:00  | DCM Reports  | 3 min. each |
| 2:30  | Open Mic / district announcements  | 3 min. each |
| 3:00  | Adjournment  |             |

**Motion by the Conference Advisory Committee to amend the Procedures for Planning the Spring Conference**

**Motion**

It is moved that the Area Committee approve the changes to update the Procedures for Planning the Spring Conference. That these changes shall include:

To the Section entitled "Treasurer" change the first bullet point from

- Obtains Post Office box.

To:

- Coordinate with Registration Chair to obtain Post Office box. The location should be agreeable to both parties, and they should define how to transfer either registration forms or checks to the other party in a timely manner.

To the Section entitled "Registration Chairperson" add a bullet point before

- Coordinate with Area Registrar for registration needs of Assembly.

To say:

- Coordinate with Treasurer to obtain Post Office box. The location should be agreeable to both parties, and they should define how to transfer either registration forms or checks to the other party in a timely manner.

**Background material:**

The procedure currently says the treasurer "obtains Post Office box." Without further guidance the treasurer might naturally open that box in a location convenient to him or her, not considering the fact that the registration committee needs to process and archive all the registration information received in the mail. It would be helpful to add some suggestion that the treasurer consult with the registration committee to determine the most convenient location for the post office box.

The 2014 spring assembly conference treasurer obtained a post office box near his home in Waukegan before the registration chair, an Antioch resident, was elected. The distance between them would have made it difficult and time consuming to get the registration information transferred in timely fashion, especially as the conference drew near and the mail increased. The committee agreed that the post office box be relocated to Antioch, which also had a branch of the bank that held the conference account. The registration chair was able to retrieve the mail as frequently as possible, immediately deposit the checks and then forward the bank statements and scanned deposit slips to the treasurer. There was literally no other mail sent to the box during the life of the committee. Switching the post office box cost the committee \$60.

**Note:**

***Revision Guidelines***

Revisions to this section are approved by a substantially unanimous vote of the Area Committee. All approved revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a "sense of the Assembly."

**The Northern Illinois Area (NIA) 20 Treatment, Corrections, Public Information and Cooperation with the Professional Community committees move to form an NIA Bridge the Gap (BTG) standing service committee.**

**Duties and responsibilities:**

- The Chairperson and their alternate are elected to two-year terms of service that begin in even numbered years.
- The committee is also comprised of the Treatment, Corrections, Public Information, and Cooperation with the Professional Community Chairs and BTG Coordinators within NIA 20.
- The Chairperson or Alternate, when Chairperson is absent, will have voting privileges.

- This committee would:
  - Support the BTG efforts of the groups and district committees and coordinators within NIA 20.
  - Create an adhoc committee to develop guidelines to implement the BTG program within NIA 20. This committee would include those familiar with the BTG program and the process.
- Expense reimbursement authority shall be delegated to the Area BTG Chair and Alternate as designed by the Primary Purpose structure.

**Background Material:**

1. Our NIA Handbook provides the following descriptions:

**The Corrections**

The NIA Corrections Committee coordinates activities of individual AA members and groups, who are interested in carrying our message of recovery to alcoholics in correctional facilities. In addition it helps Groups and District Corrections Committees develop ways to “bridge the gap” between correctional facilities and the larger AA community.

**Treatment Facilities**

The NIA Treatment Facilities Committee coordinates the work of Groups and individual AA members interested in carrying our message of recovery to alcoholics in treatment facilities.

2. The BTG program currently is supported at the GSO by the Treatment Coordinator but there is not the same support for programs in Corrections other than the annual Bridge the Gap Weekend Workshop and resources available through this organization.
3. NIA has supported the BTG efforts in many ways throughout the years such as the following:
  - a. The 1993 Fall Assembly passed a motion to reimburse the treatment facilities chair attending Bridge the Gap workshop.
  - b. The 1994 Fall Assembly passed a motion to reimburse the treatment facilities chair attending Bridge the Gap workshop.
  - c. The 2009 Summer Assembly passed a motion to conduct two “Bridge the Gap” workshops.
  - d. The 2009 Summer Assembly passed a motion reimburse the treatment facilities chair attending Bridge the Gap workshop.
  - e. The 2011 Fall Assembly NIA voted to host the annual BTGWW in northern Illinois.
  - f. The 2013 Winter Assembly passed a motion to recommend the Area 20 Delegate send correspondence to GSO regarding BTG pamphlet.
  - g. The 2013 Fall Assembly passed a motion to reimburse the treatment facilities chair attending Bridge the Gap workshop.

**4. Example of how AA Eastern Missouri formed an Area Standing BTG Committee.**

History of the Committee (excerpted from Winter 2005 Gratitude Gazette article by Mike B.):

Bridging the Gap started as a temporary contact program initiated in the Eastern Area in the early 1980's. The program was originally coordinated through the Treatment Committee.

Over time, as treatment facilities started to close at a rapid rate, the need for the work performed by the Treatment Committee extended into other areas besides the traditional alcoholic treatment center. The Treatment Committee was being stretched in many different directions and finally found it necessary to reassess its scope as it ventured into other areas such as nursing homes, mental health institutions and half-way houses. As the number of participating facilities increased, it became necessary for the Treatment Committee to look at the situation and establish a better way to organize itself to ensure optimum performance.

At about the same time, presentations were being given to Missouri State Corrections and parole boards by the AA Corrections Committee and Public Communications Committee chairs, Ben C and Dave B. They were told that a large number of inmates would be released soon. Bridge The Gap was mentioned as a way to help the released offenders

get to AA.

Considering both of these developments, in early 2002, it was determined that this might be the right time for Bridge the Gap to become its own standing committee at the area level with its sole focus on trying to reach the alcoholic being released from a rehabilitation facility.

In order for Bridge the Gap to become its own Standing Committee, the area procedures manual had to be changed. It was necessary for a motion to be approved by an ad hoc committee, the Area Structures and Procedures Committee, and submitted to the Assembly. This was completed in the spring of 2004. At the 2004 summer assembly, after a period of discussion, a written ballot was taken and the motion gained the two-third majority vote need to establish Bridge the Gap as a Standing Committee at the area level.

This is a great opportunity for AA to extend its hand to the still suffering alcoholic.

**Rationale:**

- Many think that BTG is about bringing a meeting into a facility. This is a statement about the BTG program:
  - The gap from a facility to Alcoholics Anonymous can be of one of the more "slippery" places. Some recovering alcoholics can tell you that, even though we heard of AA in treatment, we were too fearful to go. A temporary contact can take you to a variety of AA meetings, introduce you to other members of AA, and talk to you about sponsorship and a home group.
- Currently there is no uniform way to connect those leaving facilities and retuning to different districts within the area.
- Often an alcoholic is released from a Treatment or Corrections facility in another district, area, or part of the country, remote from his home, creating difficulty in getting that person a temporary contact.
- We need to consolidate our efforts of BTG instead of working independently.

**MOTION: The Report and Charter Committee make the following motion:**

**It is moved that we eliminate of the Abridged Version of the Northern Illinois Area 20 Service Handbook.**

**Discussion:**

The Abridged version of the NIA 20 Service Handbook is designed to be a key guide for GSR's to function between their Groups, their Districts and the Area. Generally it does this job well as its content is a direct copy of the unabridged version with some omissions. However, as we ask the GSR's to be capable of understanding all of the NIA business activities and be able to vote on issues, perhaps they would be served best with copies of the unabridged version only. The Financial and Primary Purpose Financing Sections provide an elaborate discussion of the concept, yet there is often passionate discussion. The Abridged version is very brief, and GSR's frequently find themselves out of the loop in discussions. Rather than add to the abridged version it may be best to just eliminate it, and provide everyone with the unabridged version.

**Costs:**

Adding the full Primary Purpose Section to the abridged version would increase cost per unit a minimum of .20 per copy and be nearly a duplicate of the unabridged version with a different binding. The Unabridged versions presently cost approximately \$5.00 per copy.

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If this motion fails to be approved, the Report and Charter Committee recommends the following motion:

**MOTION: Add the words (See 5<sup>th</sup> Tradition) to *Finance Committee* paragraph on page 39 of the abridged version Service Handbook.**

**Add an asterisk (\*) next to title *Primary Purpose Resister* title on page 42 of the Abridged version of the Service Handbook and a footnote at the bottom of the page reading \*See 5<sup>th</sup> Tradition.**

**Discussion:**

This may be the simplest and most cost effective way to help our GSR's understand the frequently ignored financial information. It gives direction without adding the elaborate verbiage of the unabridged version.

Costs:

There would be no costs associated with this motion.

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### **Motion to clarify guidelines for Primary Purpose Motions**

It is moved that the "Primary Purpose Register" section of the NIA Service Guidelines be modified as follows:

Strike the following text:

*The second piece of the register is the Primary Purpose Motion section. This section of the register contains descriptions of Assembly approved service activities, including their expected outcome, execution guidelines, projected expenses and reimbursement guidelines. Primary purpose service activities may be proposed by any member of the fellowship but most often originate in a service committee and are always considered by a service or administrative committee before presentation to the Assembly.*

Insert the following text:

*The first section of the register, the Primary Purpose Basic (PPB) section, lists and facilitates service activities that are described in the "Duties and Responsibilities" section of these guidelines. The second section, the Primary Purpose Motion (PPM) section, lists and facilitates additional service activities which have been delegated by the Assembly to its trusted servants.*

*PPM activities may be proposed by any member of the Fellowship but most often originate within a service committee. All proposals are considered by a service or administrative committee which may choose to prepare a Primary Purpose Motion (PPM) for Assembly consideration.*

*PPMs may be in any format but must include:*

- *A description of the service activity*
- *The service position or committee responsible to perform the activity*

*Depending on the complexity of the activity, PPMs may also include:*

- *The service position/committee responsible to authorize expenses, if different from the NIA Treasurer*
- *Activity and reimbursement guidelines, if any. Examples include expected outcomes, time limits, dollar limits, allowable expenses, etc.*

*Background material should include:*

- *The estimated cost*

*PPMs should always be forwarded to the Area Chairperson for inclusion on the agenda for the next area committee meeting, hence for consideration by groups in NIA.*

*PPMs are approved by a substantially unanimous (2/3 majority) vote of the Assembly. Upon PPM approval by the Assembly, the Treasurer or Alternate Treasurer adds the PPM to the Primary Purpose Register, the responsible trusted servant performs the service activity, and the Area Treasurer is authorized to reimburse associated expenses.*

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### **Motion to amend Duties and Responsibilities of Finance Committee**

It is moved that the "Finance Committee Responsibilities" section of the NIA Service Guidelines be modified as follows:

Strike the following text:

- *Monitor actual income (contributions) and expenses by Area Committee members and report performance to Primary Purpose Register.*

Insert the following text:

- *Monitor actual income and expenses, evaluate excess (deficit) funds above (below) prudent reserve, and report current financial status at each assembly meeting.*
- *When the projected cost of the service activities in the Primary Purpose Register exceeds the area's income, some activities could be delayed. The committee is responsible to report this condition to the Assembly.*
- *Income may exceed expenses and so, over time, the Area's treasury may accumulate more money than the Area needs. When this happens, the excess shall, with assembly approval, be contributed to the General Service Board (GSB, hence to the GSO). To facilitate an informed area-wide group conscience, the committee is responsible to report, at an area committee meeting, an estimated contribution and to*

recommend, at the subsequent assembly meeting, a specific contribution, not to exceed the estimate. The amount to be contributed to the GSB requires assembly approval, by a 2/3 majority vote.

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**Motion by the Delegate to purchase DVDs and pamphlets**

The Panel 64 Delegate moves to purchase 25 copies of the updated DVD *Markings on the Journey*, along with 1100 copies each of the updated version of *Circles of Love & Service*, and the newly approved pamphlet *Many Paths to Spirituality*.

| Item # | Activity  | Description, expected outcome and execution guidelines   | Example expenses   | Reimbursement Guidelines   | Projected cost |
|--------|---|--|--|--|----------------|
| PPM x  | <i>Purchase DVD &amp; literature approved at 64<sup>th</sup> General Service Conference</i> | Purchase DVDS and pamphlets to be given to DCMs to use in their Districts. To be purchased: the updated Archives DVD <i>Markings on the Journey</i> ; the updated service piece <i>Circles of Love &amp; Service</i> ; the newly approved pamphlet <i>Many Paths to Spirituality</i> . | Reimbursement for cost of literature along with shipping and handling. DVDs @ \$10 each; 1 pamphlet @ \$0.08 each; unknown cost to new pamphlet, possible cost of \$0.50 each. | Reimbursement authority: Area Treasurer<br>Appeal body: Operating Committee<br>Guidelines: Allowable expenses per area guidelines and historical practice. | \$ 1000.00     |

**Background**

The 64<sup>th</sup> General Service Conference approved various pieces of literature for use within the fellowship. Three of these were: a new piece *Many Paths to Spirituality*, a completely revised service piece *Circles of Love & Service*; and updates to the Archives DVD *Markings on the Journey*. To help encourage knowledge of these pieces, this motion hopes to present each DCM with copies so that they may use them within their Districts. The intention would be to purchase 1 copy of the DVD for each District. The purchase of the pamphlets would be enough for roughly a copy for each registered group in the Area.

7

**Motion to print and distribute (unabridged) Northern Illinois Area 20 Service Handbooks**

It is moved that the following changes be made to the “Concepts Editor Responsibilities” section of the “Northern Illinois Area 20 Service Handbook”, version 6/11/2014, page 67:

Insert the following bullet point:

Print and maintain a limited supply of English and Spanish versions of the document, “Northern Illinois Area 20 Service Handbook (Unabridged).” The handbooks should be available at each committee and assembly meeting. Give copies, free of charge, to NIA trusted servants (as listed in the “Duties and Responsibilities” section) and to DCMs and sell copies, at cost, to others. Include in committee or assembly meeting reports a brief accounting of copies printed, given away, sold, and the cost of printing.

**Background**

The “Northern Illinois Area 20 Service Handbook (Unabridged)” includes the same text as the abridged version (AKA the “GSR Handbook”), which is freely distributed to GSRs, **plus** the following sections:

- Primary Purpose Financing (6 pages)
- Duties and Responsibilities of NIA Trusted Servants (24 pages)
- Website Policy and Guidelines (5 pages)
- Procedures for hosting area events (41 pages)
- Appendices (4 pages)

It is an essential reference for Area-level trusted servants and DCMs. The handbook exists in both online (<http://www.aan-ia.org/guidelines.html>) and print forms in both English and Spanish. The English version is 128-pages and the Spanish version is 148 pages. Because of its size, print versions of the unabridged handbook are spiral-bound.

To date, volunteers have printed the handbook and sold copies at cost. Thus, no assembly approval has been warranted. The per-copy cost of the last printing, 6/11/2014, was just under \$5 each.

Costs for printing would be accounted for as a "Primary Purpose Basic" operations expense, under PPB-10. As an estimate, 100 copies, on average, could be given away each year. At a cost of \$5 each, this could add approximately \$500 to PPB-10. Because NIA has, for the last few years over-estimated PPB-10, no change to the Primary Purpose Register would be needed to accommodate this additional expense.

The Concepts Editor is already responsible to print and distribute the abridged version, AKA the GSR Handbook and, as such, already has a relationship with a good printer. It is a logical extension, then, to add printing and distribution of the unabridged version to the responsibilities of that service position.

A similar motion was presented by the Report and Charter Committee at the 2011 Winter Assembly Meeting. That motion failed; the primary argument was that individuals who need this information should download it from the web and print their own copy. The facts, however, that volunteers continue to print this handbook and that so many individuals use the printed version to help guide and clarify their area service work indicate an ongoing need.

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### **Motion to amend the "Primary Purpose Basic Expenses" subsection of the (unabridged) Northern Illinois Area 20 Service Handbook**

It is moved to amend the "Primary Purpose Basic Expenses" subsection of the "Northern Illinois Area 20 Service Handbook", pages 50-51 of version 6/11/2014, ([http://www.aan-ia.org/pdf/guide/2014/Area20\\_Service\\_Handbook\\_2014\\_En.pdf](http://www.aan-ia.org/pdf/guide/2014/Area20_Service_Handbook_2014_En.pdf)), as follows:

- Amendment 1:
  - Replace the following text:
    - *Under normal circumstances the following types of expenses will be reimbursed by the Area Treasurer for Area trusted servants:*
  - With the following new text:
    - *Expenses incurred by Area Trusted Servants in the course of discharging their responsibilities, as described in the "Duties and Responsibilities" for their service position or in the basic section of the Primary Purpose Register, shall be reimbursed by the Area Treasurer. Example expenses include:*
- Amendment 2:
  - Strike the following text:
    - *It is the expectation of the Area Assembly that Trusted Servants would actively participate in conferences or forums in order to qualify for reimbursement.*
- Amendment 3:
  - Strike the following bullet:
    - *The Delegate, Alternate Delegate and Chairperson shall be reimbursed for such conferences necessary to fulfill their positions. The Delegate, Alternate Delegate, Chairperson and the immediate past Delegate shall be reimbursed for attendance at the Delegates/Past Delegates Conference.*
  - Insert the following text in the Duties and Responsibilities for the Delegate
    - *During the two years immediately following a rotation as delegate, attend the East Central Regional Conference of Delegates Past and Present*
  - Insert the following text in the Duties and Responsibilities for the Area Chairperson
    - *Attend the East Central Regional Conference of Delegates Past and Present*

### **Background material**

The current text reads as follows:

#### **Primary Purpose Basic Expenses**

Under normal circumstances the following types of expenses will be reimbursed by the Area Treasurer for Area trusted servants.

- Literature – Conference approved literature, Grapevine literature and service pieces produced by G.S.O.
- Mailing and supplies – Supplies such as paper, labels, envelopes and postage, etc.
- Printing or copying – Materials for distribution at Committee meetings and Assemblies, conferences, workshops and other service related activities.
- Mileage – For Area activities mileage is reimbursed at \$0.40 per mile.
- Conferences and Forums – Reimbursement will be made for the following in accordance with the Duties and Responsibilities document:
  - NIA Spring Conference
  - NIA Big Book Conference
  - Illinois State Conference
  - East Central Regional Conference
  - East Central Regional Forum
- Reimbursable expenses for conferences and forums are typically lodging, meals, mileage, registration and banquet. It is the expectation of the Area Assembly that Trusted Servants would actively participate in conferences or forums in order to qualify for reimbursement.
- The Delegate, Alternate Delegate and Chairperson shall be reimbursed for such conferences necessary to fulfill their positions. The Delegate, Alternate Delegate, Chairperson and the immediate past Delegate shall be reimbursed for attendance at the Delegates/Past Delegates Conference.

### **Rationale**

- Amendment 1
  - Clarify that reimbursement is authorized when trusted servants are doing what the Assembly elected them to do.
- Amendment 2
  - Remove this condition because it is unenforceable and because it appears to place the Area Treasurer in a position of unqualified authority over another. Furthermore, if it were, in fact, enforced, it would create a situation that would, most certainly, border on being personally punitive.
- Amendment 3
  - This amendment is, really, only housekeeping. The idea is to move these responsibilities to where they belong, in the “Duties and Responsibilities...” section of the handbook for each of these service positions. The responsibilities already appear for the Delegate and Alternate. They do not, yet, appear for the (immediate) past Delegate or Chairperson.