

# Registrar's Report

Presented at the Spring Committee Meeting May 12, 2017

Chris D, Area 20 Registrar

Kiley B , Area 20 Alternate Registrar

First off, I'd like to welcome Kiley B to the Area and thank her for her service in the position of Alternate Registrar. She will be a tremendous help, and also receives all email sent to [registrar@aa-nia.org](mailto:registrar@aa-nia.org). She has already begun the task of running the district reports and all DCM's should have new reports by next Friday (if not before).

The cutoff for updates to be entered into the AA Regional directories was yesterday, so all of the group updates that I received (which selected the option to be listed in the directory) should be included.

We are experimenting with a PDF form which is currently on the website that can be downloaded, filled out and easily sent back to us. This is an excellent option to offer GSR's in your districts to expedite the update process, ensure that there are no errors, and help relieve the burden of having the district secretary be totally responsible for forwarding all updates to me. It was designed so that new (or old) GSR's can fill out their new information right from their phone!! Please see me if you need more details.

If you choose not to use the online form, the e-mail address for the Area Registrar is: [registrar@aa-nia.org](mailto:registrar@aa-nia.org). You can also mail changes to NIA20 REGISTRAR, Box 6621, Elgin, IL 60121. **THE NUMBER ONE REASON THAT UPDATES ARE DELAYED IS BECAUSE ALL INFORMATION IS NOT INCLUDED ON THE SUBMITTED EMAIL.** When sending updates for groups or district positions PLEASE insure that all required information is present including address (with Apt # if applicable), and correctly spelled street names and cities and accurate zip codes. FNV has a built in address verifier and if information is incorrect or missing it will not allow the update. Also, please make sure that if the information is handwritten that it is legible. The best option however, would be to use the online form. The database is very robust and includes methods to create many different types of reposts. Please let me know if you have specific information needs and I'll do my best to get you the reports you need. Remember, COMPLETE ACCURATE LEGIBLE INFORMATION makes for a happy registrar!

Thank you to NIA 20 for allowing us to serve..

Respectfully submitted – Chris D & Kiley B

## Information updates since 3/15/17

Group information	4
New groups/Pending Active	6
Folded/Inactive/Unknown	2
Group contact information	24
District/Individual contacts	27
Area contacts	2
<b>Total updates</b>	<b>65</b>