

Summer Assembly/Post-GSC

Final Agenda

June 15, 2013

Lake Forest, (District 12, Host)

- 8:00 AM Registration and welcome
- 9:00 AM Call to Order
Quiet Time
New Attendees
AA Anniversaries
Twelve Concepts of World Service
Announcements
- 9:15 AM Approval of 2013 Spring Assembly Minutes
- 9:15 AM Treasurer Report (10 min. limit)
- 9:30 AM Delegate Report (45 min. limit)
- 10:15 AM Service Committee Breakout Meetings
- 11:30 AM Conference Reports (3 min. limit)
1. 2013 Spring Conference (D 70)
 2. 2013 State Conference (D 22& 23)
 3. Annual BTG Weekend Workshop (NIA 20)
 4. 2013 Big Book Conference (D 62)
 5. 2014 Spring Conference (D 10,11,12)
- 11:45 AM Open Mic (2 min. limit)
- 12:00 PM LUNCH
- 12:45 PM Area Business
1. Election of Area Alternate Archives Chair
 2. Bids for the 2014 Big Book Conference
 3. Motion by the Service Structure VII Committee
 4. Motion from District 10 for a Advisory Committee
 5. Motion by Alternate Area Chair list previous Spring Conferences
 6. Motion by Alternate Area Chair list previous Big Book Conference
 7. Motion by Delegate to Fund Districts East Regional Forum
- 2:00 PM Committee Reports (3 min. limit)
- 2:30 PM Officer Reports (3 min. limit)
- 3:30 PM Adjournment and close

3. Motion by the Service Structure VII Committee to amend the Procedures for Planning the Spring Conference

It is moved that the Area Committee approve the changes to update the Procedures for Planning the Spring Conference.

Background material:

Other than format changes, the Procedures have not been changed since written in 2004. This motion seeks to update all areas of the Procedures based on the following:

- At the 2012 Spring Assembly a motion was passed with a vote of 131 to 2, to combine the Spring Assembly and the Spring Conference. This motion stated:
 - *That the NIA Spring Assembly be held on an annual basis at the NIA Spring Conference with the intent that the transition begin no later than 2014.*
 - *That the main AA speaker schedule for Friday night, Saturday night and Sunday morning remain unchanged.*
 - *That the alcathon remain.*
 - *That we continue to invite AI Anon and Alateen participation.*
 - *That opportunities for Service Committee meetings or workshops or panels be made available*
 - *That the traditional Literature, Archives and Grapevine rooms, etc. remain.*
 - *That the remaining program focus on our Three Legacies of Unity, Service and Recovery with a focus on service.*
- In March the Area Chair, Kelly L., appointed an ad hoc committee to review and update the Procedures for Planning the Spring Conference. This committee consisted of Larry Stiff, Panel 56 past Delegate, Cheryl V., Alternate Delegate, Brandon L., Dave Gilbert (resigned), Joe S., and Tina R. and Judd W. This committee received input from the 2012 and 2013 Spring Conference Planning committees on items to incorporate for changes. They met regularly and discussed all aspects of the Procedures.

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.”

4. Motion from District 10 to form a Conference Advisory Committee

Motion:

It is moved by District 10 that Northern Illinois Area 20 (NIA or Area) form a Conference Advisory Committee to assist Districts in the Conference bidding and planning process. The initial Committee will begin its term in January 2014.

CONFERENCE ADVISORY COMMITTEE DESCRIPTION:

Description of the Committee (to be placed in the Handbook in the section title Area Standing Committees / Responsibilities of Administrative Committee, roughly on page 40 in the current printing of the Unabridged version on 03/01/2013)

The purpose of the Conference Advisory Committee is to guide and cooperate with the bidding/hosting Districts with the hope that conferences will achieve self-support through prudent budgeting and active member participation.

The Conference Advisory Committee helps with the Big Book Conference, Spring Assembly Conference and the State Conference when hosted by Area 20.

The Conference Advisory Committee is made up of 4 people and the Alternate Area Chair. Members serve a rotating term of service for 4 years. Members will rotate two at a time at two-year intervals. This will achieve consistency and continuity. No member will serve more than 4 consecutive years.

As terms rotate, the current Advisory Committee will submit the names of candidates willing to serve. Members will then be appointed by the Area Chair, rather than elected, so as to assure we choose members with adequate and appropriate qualifications.

The Conference Advisory Committee will give due consideration to and be mindful of established conference procedures.

Duties & Responsibilities of the Committee (to be placed in the Handbook in the section title Duties & Responsibilities of Northern Illinois Area Trusted Servants / Administrative Committees, roughly on page 63 in the current printing of the Unabridged version on 03/01/2013)

Qualifications:

It is suggested that members have 5 years of continuous sobriety. They should have extensive experience in conference planning (negotiating contracts, choosing a suitable venue to accommodate special needs, weather considerations, food and beverage costs). Members should have specific experience with AA Conferences.

Responsibilities:

- Assist bidding Districts and the Districts' Conference Planning Committees.
- Aid Districts in preparing a bid for a conference. Help to include:
 - Develop and maintain a standardized form to be used by Districts to seek facility bids.
 - Work with Districts to understand Area Procedures for hosting conferences, and Illinois State Conference guidelines.
 - Review facility bids for accuracy and content, including but not limited to selecting a facility, conference room costs, and food & beverage costs and other facility accommodations.
 - Help ensure that all requirements for the event are met including Special Needs accommodations have been taken into consideration.
- Aid Districts that have been awarded a conference. Help to include:
 - Help negotiate facility contracts.
 - Review all contracts with facilities prior to signing.
 - Help establish a timeline to set priorities for planning committee in early stages, particularly in those instances when conference award has happened within 1 year of conference date.
 - Assist Public Information in giving notice to the Fellowship in general of the conference and make suggestions to attract attendance.
 - Maintain historic budget data from past conferences.
- Develop and maintain a collection of best practices from past conferences for future conference to refer to.
- The Conference Advisory Committee will meet as requested by the Alternate Area Chair or Area Chair.
- Committee members may be requested to participate in conference planning meetings at the request of the Alternate Area Chair or Area Chair.

BACKGROUND:

NIA has two conferences, a three-day Spring Conference and a one-day Big Book Conference. The hope is that these conferences achieve self-support through prudent budgeting and active member participation.

While it is sometimes stated that an AA conference does not “lose” money, it can have a negative impact on Area finance when it does not achieve self-support. Self-support can be defined as two fold. First a conference should be financially able to return seed money to the Area after all conference expenses have been paid. This funding is currently set at \$3000 for the Spring Conference and \$2500 for the Big Book Conference. In addition, the Area incurs expenses to support the attendance of Area Committee members to these events. When a conference is able to forward additional funds over the amount of the seed money, it is achieving full self-support of these events. Over the years, the Area treasury has been negatively impacted by losses incurred from Conference expenses. Recent conferences have incurred expenses that have seen a draw down on the Area treasury approximating \$10,000.

Area funding is diverted from our Primary Purpose Motions by using money to support non-self supporting Conferences. Any action taken in support of assisting Conferences to be self-supporting will contribute to our Primary Purpose Register funding.

Districts who wish to bid on hosting a conference could call upon the experience and expertise of resources within the fellowship in their Conference bidding and planning activities.

Districts that have been reluctant to bid on hosting a Conference may be encouraged to participate if they are assured of support from a Committee with experience and knowledge in these matters.

We have experienced people available in the Area who have successfully negotiated past conferences and could consult/liaise with bidding Districts and Conference Planning Committees if they were sought out to help. The Area would benefit if these resources were used to the fullest extent.

5. Motion by the Alternate Chair to add list of Previous Spring Conferences

Motion:

It is moved to add a list of previous Spring Conferences with their locations and hosting districts to the Spring Conference Planning guidelines. This list would be an appendix to the planning guideline.

The Area alternate Chair with the Area Archivist would be responsible for the original conference list.

The Service Handbook Custodian with the Area Alternate chair would be responsible for the list updates.

The updated list would not need Committee / Assembly approval. However, the updates should be reported to both that it has been done.

Purpose is to have a central location for this history list that is accessible to all.

6. Motion by the Alternate Chair to add list of Previous Big Book Conferences

Motion:

It is moved to add a list of previous Big Book Conferences with their locations and hosting districts to the Big Book Conference Planning guidelines. This list would be an appendix to the planning guideline.

The Area Alternate Chair with the area archivist would be responsible for the original conference list.

The Service Handbook Custodian with the Area Alternate Chair would be responsible for the list updates.

The updated list would not need Committee / Assembly approval. However, the updates should be reported to both that it has been done.

Purpose is to have a central location for this history list that is accessible to all.

7. Motion by Delegate to fund district participation at the 2013 East Central Regional Forum

Motion

It is recommended that \$5000* (25 districts at \$200/district) be used to provide limited funding to offset costs for districts to participate in the 2013 East Central Regional Forum.

The Delegate moves that the following entry be added to the Primary Purpose Register and that the NIA Treasurer be authorized to reimburse expenses in accordance with the terms of that entry:

Item #	Activity	Description, expected outcome and execution guidelines	Example expenses	Reimbursement Guidelines	Projected cost
PPMxx	<i>East Central Regional Forum</i>	To promote participation at the District Level for this General Service activity. Participation should be limited to District – Officers, Committee Members and/or General Service Representatives.	Travel and Lodging - To offset some of the costs of travel and lodging associated with this event by District Officers, Committee Members and/or General Service Representatives for their districts.	Reimbursement authority: NIA Treasurer. Reimbursed to District. Spending Limit: 200.00/District	\$5000.00*