

Spring Assembly
Final Agenda
March 29 2014

- 8 am Registration
- 9 am Call to Order
Third Step Prayer:
 God, I offer myself to Thee – to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love, and Thy Way of Life. May I do Thy will always!
- New Attendees
Anniversaries
Twelve Concepts
- 9:15 Approval of Winter Assembly Minutes
Treasurer's Report – including PPM 47, 48
Operating Committee Report
Finance Committee Report
Delegate Report
- 9:50 Business Items:
 Accept Bids for 2015 Spring Conference
 Motion to create new position – Alternate Web Administrator
 Motion to fund up to 6 people to attend East Central Regional Conference
 Motion to reimburse printing of officer and committee chair reports
 Approval of Administrative Committee Appointment
- 10:30 Conference Reports – **2 minute maximum**
 Conference of Delegates Past and Present
 2014 Spring Conference
 2014 Big Book Conference
- 10:40 Committee & Appointees Reports – **2 minute maximum**
 Answering Service – PPM 7, 8
 Corrections – PPM 10
 CPC – PPM 26
 Electronics Equipment – PPM 42
 Grapevine – PPM 23, 25
 Treatment – PPM 28, 35
 Special Needs – PPM 31, 46
 Archives
 Literature
 PI
 Report & Charter
 Conference Advisory
 Archivist
 Concepts
 Web Administrator
- 11:10 Officer Reports – **2 minute maximum**
 Alternate Delegate
 Alternate Treasurer
 Registrar
 Secretary
 Chair
- 11:20 Service Committee Breakout Sessions (*tell your service committee chair what you want them to be doing for you*)
- 12:00 Adjournment

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1 Motion by Web Administrator for Alternate Web Administrator

Motion

It is moved that the Area create the new appointed position of Alternate Web Administrator.

Responsibility would be:

To perform tasks as assigned by the Web Administrator.

Qualifications:

Computer literate and have the necessary technical skills to maintain a website.

Has access to a personal computer, Internet access, and a scanner.

Length of Service:

Two year term being appointed in odd years by the Area Chair

Voting:

The Alternate Web Administrator would only vote in the absence of the Web Administrator

Background:

The Web Administrator is a technical position that requires knowledge of website design and management along with domain and hosting information, passwords and how our site is set up. It would be extremely advantageous to have a second person that knows this information and is "in training" to rotate into the position with minimal disruption to the site administration.

This would require revisions to the NIA Service Manual as follows:

Page 47 – Adds new position with description

Page 39 – Adds "or Alternate Web Administrator, when Web Administrator is absent" to voting members, last bullet point

Other items as designated by the Report & Charter Committee

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2 Motion by Delegate for 2014 ECR Conference

Motion

The Panel 64 Delegate moves to provide reimbursement for up to 6 people to attend the 2014 East Central Regional Conference in Perrysburg, OH on July 25-27.

| Item # | Activity | Description, expected outcome and execution guidelines | Example expenses | Reimbursement Guidelines | Projected cost |
|--------|---------------------------------------|--|---|--|----------------|
| PPMxx | 2014 East Central Regional Conference | At the request of Area 55, NIA has been invited to participate in the 2014 East Central Regional Conference, this will include up to 6 people. | Mileage, lodging, banquet & registration for trusted servants who are expected to attend and participate in the named conference. | Reimbursement authority: Area Treasurer Appeal body: Operating Committee Guidelines: reimbursement not to exceed \$500 per person. | \$ 3000.00 |

Background

Area 55 standing Delegate requested that all Areas in the East Central Region participate in the ECR Conference. Here is a portion of the letter he sent:

The purpose of this note is to determine if there is interest in your Area for some special workshops/sharing opportunities for the officers in our region (making for a more regional event). We would like to expand the program in a way to bring together our respective panel members/officers to share with each other about what works, what does not work, how to improve, resources available, building relationships and other related topics.

My thinking is that there could be rooms/times made available for the treasurers/finance officers to gather for a workshop and brainstorm/share their experiences. The same could be done with the registrars/secretaries/office managers and mailing secretaries or any other combination of panel members/officers.

This motion would cover the expense of Area officers: Chairperson, Treasurer, Secretary, and Registrar. Should the other Areas not be able to participate, there is a chance that Area 20 might be invited to provide panel participation. In that event, this PPM would cover reimbursement for those members instead.

Mileage is approx. 300 miles at \$0.40 a mile equals roughly \$120

Hotel estimated at \$100.00 per night (probably less, but no flyer found on Area 55 website at this point to verify)

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3 Motion by the Delegate for the Reimbursement of Printing Costs

Motion

It is moved that the Area Treasurer reimbursed NIA Officers, Standing Committee Chairs, and Administrative Committee Chairs for the printing of reports to the Committee Meeting and the Assembly.

Background material:

At the 2012 Winter Assembly it was moved and passed that reports to the reports other than the Treasurer's be distributed in a digital manner only. This motion was presented at a time when NIA20 was facing the possibility of dipping into its prudent reserve to meet standing obligations of the operating budget.

The financial climate of NIA20 has changed with Groups and Districts sending donations.

Past practice has allowed verbal reports of all the above stated members at Committee Meetings and Area Assemblies. This has allowed DCMs and GSRs to take notes so that they may report back to their Districts and Groups. The current Area Chair has allowed that there will be times that verbal reports might not fit into the agenda timing. Should verbal reports not be given, it would be in the best interest of the Districts and Groups to have printed reports available.

It was estimated in 2012 that the savings from not printing would be estimated at \$1000. This would be the same amount that would need to be increased to PPB3 & PPB4 to cover the costs of these reimbursements.

Should this motion pass, it would be retroactive to the 2014 Winter Committee Meeting and cover the Spring Assembly. This would allow those members who choose to print reports to be reimbursed. It does not guarantee reimbursement should this motion fail.

Additional Background:

At the Committee Meeting on January 25th in La Fox, Panel 58 John Conway raised the question regarding a necessity to change the Primary Purpose Register (PPR) to reflect this expense. Upon review of the proposed PPR it is noted that:

- PPB3 Assembly expenses was set at \$6500 for 2014 with actual 2013 expenses of \$5,037.82
- PPB3 Committee Meetings expenses was set at \$2000 for 2014 with actual expenses of \$1,191.41

This indicates that adequate funds to cover these costs are already covered.

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Administrative Committees (Appointments):

Area Appointed Committees

Operating:

| | |
|----------|-----------|
| Cheryl V | Delegate |
| Robert S | Chair |
| Nicole E | Secretary |
| Steve M | D72 |
| Eva C | D91 |
| Jenn M | D23 |
| Chris O | D70 |

Finance:

| | |
|---------|-----------------------|
| Janet N | Treasurer |
| Judd W | Alt Treasurer |
| Mike H | D12 |
| Manus S | D22 |
| Amy L | D62 |
| Larry S | Past Delegate Advisor |

Report & Charter

| | |
|---------|-----------------|
| John C | Past Delegate |
| Bill E | D28 |
| Kevin B | D22 |
| Paul P | D12 |
| Jamie R | D79 |
| Lisa S | Member At Large |
| Jim E | D70 |

Electronics

| | |
|-----------|--------------|
| Ed R | 608-209-5310 |
| Barbara H | D21 |
| Marilyn F | Alt Chair |

Conference Advisory Committee

Ray M
Marcia S
Bob P
Michelle H