

2021 Summer Assembly Detailed Agenda - *preliminary*

June 26th, 2021

Virtual meeting via Zoom

This anonymity protected agenda is posted on the NIA website. However, we do encourage the use of full names when speaking at the “virtual” microphone. This meeting will be recorded, as usual, for reference and use by our recording secretary.

Register [HERE](#). Once registered, you will receive meeting access details.

Spanish translation is available for this meeting. When you register, please select “yes” to let us know you want to take advantage of this service.

Reports, minutes and agendas for this meeting can be found [here](#).

Time	Item
8:00am	Meeting room opens for fellowship
9:00-9:15	<ul style="list-style-type: none"> • Call to order • Quiet time • Serenity Prayer • Announcements for today (Carmela R) • First time attendees • Anniversaries since March 13th Spring Assembly • Review voter eligibility and procedures • Approval of minutes from Spring Assembly. E-mailed to the Committee on May 19th, 2021.
9:15-10:00	Delegate’s POST General Service Conference report (Marilyn F)
10:00-10:10	Treasury reports (Dawn B, Allen J)
10:10-10:20	Adhoc committee on returning to meetings report (Erik L)
10:20-10:30	Adhoc committee on document management and archival report (Christy B)
10:30-10:50	Conference reports (10-minute limit) <ul style="list-style-type: none"> • 2021 Big Book Conference (Rich H, Georgene R) • 2022 State Conference (Charles H, Michael L)
10:50-11:00	Officer Q&A (3 minutes each) <ul style="list-style-type: none"> • Alternate Delegate – Chris D • Chair – Carmela R • Alternate Chair – Erik L • Registrar – Carol H • Alternate Registrar – Rob M • Secretary – Christy B • Alternate Secretary – Karen F

11:00-12:00	Service Committee breakout sessions - no reporting to broader assembly required <ul style="list-style-type: none"> • DCMs – Facilitated by Chris D • GSRs – Facilitated by Erik L • Accessibilities – Facilitated by ... (TBD) • Answering Service – Facilitated by Tracy F • Archives – Facilitated by Jeff K • Bridging the Gap – Facilitated by Kevin A • Concepts (all Newsletters) – Facilitated by Robert S • Cooperation with the Professional Community – Facilitated by Jeff L and Michelle S • Corrections – Facilitated by Scott M and Mark H • Grapevine – Facilitated by Susan H • Literature – Facilitated by Kim T and Phil M • Public Information – Facilitated by Ed M • Secretaries (can includes Registrars) – Facilitated by Christy B • Technology and Web Admins – Facilitated by Earl H • Treasurers – Facilitated by Dawn B and Allen J • Treatment – Facilitated by Lisa S and Rich H
12-12:30	Lunch
12:30	Prepare for business portion of the meeting <ul style="list-style-type: none"> • Review voter eligibility and procedures again
	Ongoing and new business <ol style="list-style-type: none"> Open positions elections (Duties & Responsibilities are HERE, starting on pg. 29) <ol style="list-style-type: none"> Accessibilities Comm Area Chair Accessibilities Comm Area Chair - Alternate Answering Service Comm Area Chair - Alternate Archives Comm Area Chair - Alternate BTG Comm Area Chair – Alternate Grapevine Area Chair – Alternate Public Information Chair Motion 1: The Area 20 Conference Advisory Committee (CAC) moves that the Area 20 assembly body elect a Host Committee Chair and Co-Chair for the Illinois State Conference Host Committee at the Winter Assembly starting with the 2025 conference. The election will be every 3 years starting at the Winter Assembly, 2023. Motion 2: The Area 20 Conference Advisory Committee moves that a Spring Assembly Conference Chair and Co-Chair be elected by the Area Assembly. The election would take place at the Fall Assembly 18 months prior to the Conference. (Note that the first election would take place at the Fall Assembly 2021 for the 2023 Spring Conference). If there is no one elected by the Winter Assembly, the Area will forego the upcoming Spring Assembly Conference.
1:30	Service Committee Q&A (3 minutes each) This is not a report of breakout sessions – this is a chance for committees to share brief highlights and answer questions. <ul style="list-style-type: none"> • Answering Service Tracy F • Archives Jeff K • Bridge the Gap Kevin A • Concepts Robert S • Cooperation w/ the Professional Community Jeff L, Michelle • Corrections Scott M, Mark H

	<ul style="list-style-type: none"> • Grapevine • Literature • Public Information • Treatment Facilities <p>Administrative committee / roles Q&A (3 minutes each)</p> <ul style="list-style-type: none"> • Archivist • Conference Advisory Committee • Electronic Equipment • Finance Committee • Operating Committee • Report & Charter • Service Manual Custodian • Technology Committee • Webmasters 	<p>Susan H</p> <p>Kimberly T, Phil M</p> <p>Ed M</p> <p>Lisa S, Rich H</p> <p>Cheryl V</p> <p>Committee chair</p> <p>Joey B</p> <p>Karen F</p> <p>Chris E</p> <p>Committee chair</p> <p>Cheryl V</p> <p>Committee chair</p> <p>Earl H</p>
2:15	<p>Open microphone (one-minute limit)</p> <p>This is your chance to go raise your hand and share about things like:</p> <ul style="list-style-type: none"> • Something going on in your local community you want to invite us to. • Something about your group, district, or committee work. • Recognize or thank someone for their service. • Any other AA or NIA 20 related announcements. 	
2:30	<p>Let's adjourn! 😊</p> <p>Responsibility Statement</p> <p><i>I am responsible...</i></p> <p><i>When anyone, anywhere,</i></p> <p><i>reaches out for help, I want</i></p> <p><i>the hand of A.A. always to be there.</i></p> <p><i>And for that: I am responsible.</i></p>	
<p><i>The principal function of Northern Illinois service area 20 is to be a forum for effective communication between the Groups and the General Service Conference through its Delegate. NIA assists its Districts, Groups, and members to carry the message to the alcoholic who still suffers by conducting workshops, sharing sessions and seminars in all fields of general service along with other service activities.</i></p>		

Motion 1: The Area 20 Conference Advisory Committee (CAC) moves that the Area 20 assembly body elect a Host Committee Chair and Co-Chair for the Illinois State Conference Host Committee at the Winter Assembly starting with the 2025 conference. The election will be every 3 years starting at the Winter Assembly, 2023.

The CAC recommends that the Area should take a more active role in establishing the Host Committee. Of course, a District could still essentially serve as a Host Committee by having one of their District members stand for ISC Chair and then forming the Host Committee with District participants. By having an elected Chair and Co-Chair, the Area would assume greater responsibility for ensuring the Host Committee is formed on time. Additionally, there would be a better opportunity for retaining and passing on the experience from one Host Committee to the next.

The above action will include:

- A review of the current Illinois State Guidelines at the Fall Assembly and Fall Committee meeting to elicit interest and establish support for the election of the Host Committee Chair and Co-Chair at the Winter Assembly.
- That support would include:
 - The CAC will provide a review and discussion of the current guidelines for the Illinois State Conference. The purpose of the discussion is to answer questions and provide shared experience.
 - The CAC will provide the criteria for hotel selection and a list of hotels that have been vetted to meet that criteria from various locations throughout the area based on current guidelines.
- Once the Host Committee Chair and Co-Chair have been elected at the Winter Assembly, they will begin to form a State Conference Committee with initial focus to fill the positions of Treasurer, Secretary, Registration Chairperson, and Program Chairperson. This selection could begin at the same Winter Assembly and should be brought up at every area meeting until all positions have been filled.
- The CAC, with the help of the Area Archivist and previous Host Committee Chairpersons, will provide the historical data from the past years with all the financial and final reports available.
- Once the above positions have been filled the hotel selection and budget process should be completed with the assistance of the CAC. The contract for the hotel and proposed budget based on that contract should be approved after a thorough review by both the CAC and at least two of the Area Officers.

Background

- Every 3 years, Area 20 is responsible for hosting the Illinois State Conference. The other two years are hosted by Area 19 (Cook County), and Area 21 (Southern Illinois).
- Currently, we wait for a District to volunteer to form a Host Committee to plan and coordinate the ISC.
- Ideally, a Host committee should be formed so that site selection, budgeting, etc. can begin 18 months prior to the event.

Follow Up Actions Required

- Update the Area 20 Planning Procedures
- Updating Northern Illinois Area 20 Service Manual

Respectively submitted,

Conference Advisory Committee

- | | |
|----------------------------------|---|
| ○ Erik L., Area Alternate Chair | ○ Kevin A., Area Bridging the Gap (BTG) Chair |
| ○ Susan H., Area Grapevine Chair | ○ Carol H., Area Registrar |
| ○ Dawn B., Area Treasurer | |

Motion 2: The Area 20 Conference Advisory Committee moves that a Spring Conference Chair and Co-Chair be elected by the Area Assembly. The election would take place at the Fall Assembly 18 months prior to the Conference. (Note that the first election would take place at the Fall Assembly 2021 for the 2023 Spring Conference). If there is no one elected by the Winter Assembly, the Area will forego the upcoming Spring Assembly Conference.

The CAC recommends that the Area should take a more active role in establishing the Host Committee. Of course, a District could still essentially serve as a Host Committee by having one of their District members stand for Spring Conference Chair and then forming the Host Committee with District participants. By having an elected Chair, the Area would assume greater responsibility for ensuring the Host Committee is formed on time. Additionally, there would be a better opportunity for retaining and passing on the experience from one Host Committee to the next. The CAC Committee would continue to provide a supporting role when needed in site selection, budgeting, contract negotiation, etc.

The above action will include:

- A review and update of the current Spring Assembly Conference guidelines by the Conference Advisory Committee (CAC) and the Report and Charter Committee to be completed for presentation at the Fall Committee meeting with a motion for vote at the 2021 Winter Assembly.
- That support would include:
 - The CAC will provide a review and discussion of the current guidelines for the Spring Conference. The purpose of the discussion is to answer questions and provide shared experience.
 - The CAC will provide the criteria for hotel selection and a list of hotels that have been vetted to meet that criteria from various locations throughout the Area based on current guidelines.
- Once the Host Committee Chair and C-Chair have been elected at the Fall Assembly, they will begin to form a Spring Assembly Conference with initial focus to fill the positions of Treasurer, Secretary, Registration Chairperson, and Program Chairperson. This selection could begin at the same Fall Assembly and should be brought up at every area meeting until all positions have been filled.
- The CAC, with the help of the Area Archivist and previous Host Committee Chairpersons, will provide the historical data from the past years with all the financial and final reports available.
- Once the above positions have been filled the hotel selection and budget process should be completed with the assistance of the CAC. The contract for the hotel and proposed budget based on that contract should be approved after a thorough review by both the CAC and at least two of the Area Officers.



The Area Officers will oversee the process to ensure that the Conference Advisory Committee and Host Committee Chair or Co-Chair report at each Committee Meeting and Assembly the progress to include assistance needed and help provided by the following:

- Financial responsibility - Finance Committee and Operating Committee
- Guidelines for hotel selection - Report and Charter Committee, Conference Advisory Committee and NIA Service Manual Custodian
- Technology for electronic storage of documentation - Archivist and Technology Committee
- Program planning and implementation:
- Answering Service Chair and Alternate
- Archives Chair and Alternate
- Bridging the Gap Chair and Alternate
- Cooperation with the Professional Community Chair and Alternate
- Corrections Chair and Alternate
- Grapevine Chair and Alternate
- Literature Chair and Alternate
- Public Information Chair and Alternate
- Accessibilities Chair and Alternate
- Treatment Facilities Chair and Alternate
- Equipment needs - Electronic Equipment Committee

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Respectively submitted,

Conference Advisory Committee

- Erik L., Area Alternate Chair
- Susan H., Area Grapevine Chair
- Dawn B., Area Treasurer
- Kevin A., Area Bridging the Gap (BTG) Chair
- Carol H., Area Registrar