



NIA 2024 Fall Committee Meeting

October 19, 2024

Final Agenda Cover Letter

Hello NIA,

Looking forward to seeing you all on the 19th.

Our Final Agenda for the Fall 2024 NIA Committee meeting is attached in English and in Spanish, as is the 2025 Calendar.

Thank you, Paula, and all of District 22 for hosting us this Fall!!

For this Committee Meeting we will be discussing the Calendar for 2025. I had a Zoom meeting for all DCMs to look at it and discuss it. We have one motion from the Tech Committee. We will also be discussing the 2025 PPR.

Lunch is baked chicken and is \$12. You can pay with Zelle ahead of time (pay to treasurer@aa-nia.org), or cash or Zelle at the door. If you Zelle ahead of time, please show your receipt at lunch registration.

We still need a host District for the Winter Assembly on December 14, as the host district had a date conflict. DCMs, please consider hosting, and see Aaron to arrange what is needed.

In Service,

Dawn Brandeis

NIA 20 Panel 74

Chair

2024 Fall Committee Meeting Final Agenda

October 19, 2024

Lord of Life Elburn and 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. **PLEASE NOTE: The times listed for various activities are fluid. We will keep moving, whether earlier or later than the schedule states.**

Here is the link to register for the meeting:

https://us02web.zoom.us/join/tZwpdO6hpzgoH9QYw-hmUVKUCFx_-o41KKUp

You will receive an email from Zoom after you have registered with the link to the meeting

Time	Item
8:00am	Meeting room opens for fellowship
9:00	<ul style="list-style-type: none"> • Call to order • Quiet time • Serenity Prayer • Announcements for today (Paula.) • Concepts • First time attendees • Anniversaries since Summer Committee (August 3rd) • Approval of minutes from Spring Committee Meeting.
9:15	Delegate report (Erik L.)
9:30	Treasury reports (Dave F, Mike H)
9:45	Officer reports (five-minute limit) <ul style="list-style-type: none"> • Alternate Delegate – Lisa S. • Chair – Dawn B. • Alternate Chair – Aaron V. • Registrar – Rob M. • Alternate Registrar – Kim D. • Secretary – Sue M. • Alternate Secretary
10:15	Conference reports (5 minutes each) <ul style="list-style-type: none"> • 2024 Big Book Conference • 2025 State Conference

Time	Item
10:25	<p><u>Old Business</u></p> <p>1. Open elected positions review (for Winter Assembly Election)</p> <ul style="list-style-type: none">a. Answering Service – Alternateb. CPC – Alternatec. PI-Alternated. Accessibilities-Alternate
10:35	<p><u>New Business</u></p> <p>Motion 1. Tech Committee Motion (attached)</p> <p>Review of 2025 Proposed PPR</p> <p>Review of 2025 Proposed Calendar</p> <p>Bids for 2025 Big Book Conference/2026 Spring Conference</p>
11:30	<p>Service Committee Reports (3 minute limit)</p> <ul style="list-style-type: none">• Accessibilities Chris E.• Answering Service Dave T.• Archives Carol H., Karen C• Bridging the Gap Jim T, Joey B.• Concepts Susan H., Beth Z.• Cooperation w/ the Professional Community Lisa G• Corrections George P• Grapevine Terry M, Karen• Literature Jan S., John L• Public Information Tina R.• Treatment Kevin A, Jeff L.• Web Master Earl H
12:15	<p>Lunch</p>
12:45	<p>Administrative Committee Reports (3 Minute Limit)</p> <ul style="list-style-type: none">• Archivist Cheryl V.• Conference Advisory Committee Chair• Electronic Equipment Rob M.• Finance Bonnie P• Operating Committee chair• Report & Charter Committee chair• Service Manual Custodian Cheryl V• Technology Committee Bryan D.

1:15	Inventory Committee Report
1:45	DCM Reports – 26 Districts (three-minute limit)
2:30	Open microphone (one-minute limit) This is your chance to go raise your hand and share about things like: <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 related announcements.
	Let's adjourn! 😊 Responsibility Statement <i>I am responsible...</i> <i>When anyone, anywhere,</i> <i>reaches out for help, I want</i> <i>the hand of A.A. always to be there.</i> <i>And for that: I am responsible.</i>
<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>	

Motion to Require NIA Trusted Servants to Use Designated Microsoft 365 Email Addresses for NIA Correspondence

Motion

The Technology Committee moves that NIA trusted servants provided with an NIA Microsoft 365 email account (an aa-nia.org email address) be required to use that account for NIA correspondence beginning with Panel 76.

This motion amends the Duties & Responsibilities sections of the Northern Illinois Service Manual, in multiple locations, as follows:

- Page 42, under the headings of “All Officers and Alternate Officers”, add the following bullet point:
 - Utilize designated NIA email account for NIA correspondence (as of 2024, NIA email is provided through Microsoft 365 and accessible through programs like Outlook).
- Page 58, under the headings of “Responsibilities of Service Chairpersons” (subsection Responsibilities), and under “Responsibilities of Alternate Service Committee Chairpersons” (subsection Responsibilities), add the following bullet point:
 - Utilize designated email account for NIA correspondence (as of 2024, NIA email is provided through Microsoft 365 and accessible through programs like Outlook).
- Page 65, under the headings of “Responsibilities of Appointees” (subsection Responsibilities), add the following bullet point:
 - Utilize designated email account for NIA correspondence (as of 2024, NIA email is provided through Microsoft 365 and accessible through programs like Outlook).

This motion will take full effect with the Panel 76 rotation at the end of 2025. For clarity, this motion does not apply to email accounts provided by the Area to past delegates. The Technology Committee will be responsible for creating documentation on how to access and use NIA email accounts. At a minimum, this will include:

- Instructions for signing in to NIA email via Outlook, the web, or mobile devices.
- Procedures for updating login information and ensuring a smooth transition of account access upon rotation.
- Basic guidelines for protecting the security of NIA email and the aa-nia.org domain.

Background

Email is the most common form of written communication used today. Prior to this year, NIA correspondence was conducted through a mix of NIA email addresses maintained via GoDaddy and personal accounts. Most NIA addresses had no associated mailboxes

and were primarily aliases forwarding to personal accounts. In 2023, the Area registered with Microsoft as a non-profit, significantly enhancing its email capabilities and providing access to Microsoft Office Online and other business level products – all at a lower cost than what was previously paid to GoDaddy.

The transition to using Microsoft 365 email for the Area is supported by several factors, including:

- Establishes consistency and trust with the outside community by using a uniform email domain;
- Ensures the Area is self-supporting by providing email rather than relying on personal accounts;
- Protects the anonymity of Trusted Servants through position-named addresses rather than personal ones;
- Reduces the need for anonymized email addresses for Trusted Servants to be of service;
- Ensures Trusted Servants are using the addresses published in the Service Manual and on the website;
- Facilitates the smooth transition of correspondence and historical information from one rotation to the next, in keeping with the spirit of rotation.
- Enables the creation of groups and shared mailboxes for committees to better communicate and share information;
- Enhances security through reduced email forwarding, standardized email encryption, and protection from spam and malware;
- Reduces the risk of lost information or communication from the unexpected departure of a Trusted Servant or compromised personal accounts;
- Reduces cost:
 - In 2023, NIA faced an indeterminate price increase from \$144 per year for 5 email accounts and a limited number of aliases,
 - As a registered non-profit with Microsoft, NIA currently bears no cost for 100 mailboxes and additional services.
- Access to Microsoft 365's suite of tools, including OneDrive (1TB per user), Word, Excel, PowerPoint (mobile and online versions), and SharePoint for NIA.

Respectfully submitted in Service on behalf the Technology Committee