

September 19, 2020

2020 Fall Assembly Cover Letter

NIA20 Trusted Servants,

As we move into month 7 of this pandemic, I continue to be both amazed... and concerned. Amazed at how resilient we are, how adaptable and how teachable. How many of us have had to learn new things, like downloading a Zoom app or setting up a computer to a TV in a church meeting room? Amazed that drunks are getting sober in Zoom meeting rooms around the world. Amazed at how we answer the call for financial support for our fellowship. Amazed at how we still actively welcome the newcomer with a private chat instead of a handshake and cup of coffee. Amazed that we can attend virtual conferences. Concerned that no one is stepping up to host our NIA20 Conferences for 2021 and 2022 yet. Concerned that, as an area, we have not seen steady engagement and activity. No doubt it is a challenge - first year in a new rotation for all of us and BAM! Whole new world. Despite that, how do we keep up our enthusiasm, commitment, and willingness to learn and share ideas? Concerned that our attendance numbers at our virtual business meetings are low. Concerned that we have an opportunity to enhance the way we do business to reach and attract more servants, yet we don't yet seem to be taking advantage of it. I, myself, have experienced a dip in tenacity for getting things done of late. It is an overwhelming time. How do we model the way, from wherever we are on this committee, to support one another and attract those who **we need to follow behind us**?

I cannot thank the committees who showcased their work at the Summer Assembly enough. That was received very well, and I hope more committees will step up to showcase their services for future meetings. For this Fall Assembly, I thought a sharing session about how we stay engaged and active would be helpful. There are groups, districts, and areas doing innovative and creative things to attract newcomers and servants and are seeing results. Let's hear about it – get talking about what can do as an Area Committee and Assembly to continue to meet the fellowship in NIA 20 wherever it needs us most.

I also encourage us to use assembly breakout sessions to discuss setting up a regular cadence of committee meetings between Area service committee chairs, District chairs, and GSRs who represent groups with interests in certain areas. In this virtual meeting norm, let's put or Zoom account to regular use. Let's leverage this technology resource more fully.

On the topic of technology, I would like to appoint additional folks to our technology committee to help us specifically around virtual meetings and events support. Who do you know in your respective districts and groups? I welcome help and ideas to support building this capability within our area.

Lastly, thank you for guiding, working hard, holding each other accountable, and practicing love and tolerance. Boy, we need all of that in service just as much as anywhere, don't we?

It is a privilege to serve with each one of you.

I will see you all soon at Assembly!

Carmela R, Area Chair

September 19, 2020
Fall Assembly
Virtual meeting via Zoom

To the Area Assembly,

These last few weeks have been fun! I've had the chance to help reformat and incorporate recent changes to the Illinois State Conference Policy document. It is nearly final and ready to be shared with the Area 21 host committee next month. We made additions to account for future virtual program elements and guidance around contingency planning.

Officers met recently to review upcoming agendas, discuss any areas of concern, and come together to discuss how to improve the way we get things done. We are scheduled to meet on the first Wednesday of each month from 5-6pm.

I recently joined the Technology committee and our Alternate Chair to talk about virtual event production support and Technology Committee responsibilities. Our first order of business is to support our upcoming 1-day virtual Big Book Conference.

As a reminder, our Area Zoom account is available for any members of the Area Committee to leverage. Want to host a standing committee meeting? District service workshops? Let us know – the resource is available for Area use.

In the coming weeks, I intend to make more time to learn about how other areas operate, especially in key areas of technology support and assembly formats. I will do more to share in this space so we can all learn and keep new ideas circulating.

Expenses to date: \$631.70 (nothing new since last report)

2/23/2020 report total = \$631.70

- PPB04 Winter committee meeting \$30.24
- PPB09 CDPP \$601.40

Thank you for allowing me to serve.

Respectfully submitted,

Carmela R
Area Chair, chairperson@aa-nia.org

2020 Fall Assembly *Final* Agenda

September 19, 2020

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 and for our area archives.

[Use this link to pre-register for the Sep 19th meeting](#). Once registered, you will receive an immediate email with meeting access details.

Time	Item
8:00	Meeting room opens for fellowship
9:00	Opening <ul style="list-style-type: none"> • Call to order • Quiet time • Serenity Prayer • Announcements (Zoom details, In memory of..., procedure review) • New attendees • Anniversaries since June 13th • Approval of Summer Assembly minutes, sent out on July 20th
9:10	Service Manual Reading + lead - TBD
9:15	Officer reports <ul style="list-style-type: none"> • Treasury (Dawn B, Steve L) – 15 mins (report sent on 9/16) • Delegate (Marilyn F) – 20 mins (report sent on 9/16) (three-minute limit) <ul style="list-style-type: none"> • Alternate Delegate – Chris D • Chair – Carmela R (report sent on 9/16) • Alternate Chair – Erik L • Registrar – Carol H • Alternate Registrar – Rob M • Secretary – Christy B
10:00	Ongoing business <ol style="list-style-type: none"> 1. Conference reports (three – minute limit) <ol style="list-style-type: none"> a. 2020 Big Book Conference (Kevin A and Karen F) 2. Confirmation of new appointments <ol style="list-style-type: none"> a. Robert S, Past Delegate - Concepts Editor b. Bob B, ADCM42 – Technology committee c. Karen D, DCM73 – Finance committee 3. Open position elections (3rd legacy voting) – review voting eligibility <ol style="list-style-type: none"> a. Area Secretary – Alternate b. Answering Service Comm Area Chair - Alternate c. Archives Comm Area Chair - Alternate d. BTG Comm Area Chair e. BTG Comm Area Chair – Alternate f. Grapevine Area Chair – Alternate

	<p>4. 2021 Big Book Conference host bids?</p> <p>5. 2022 Spring Assembly Conference bids?</p>
10:30	<p>Sharing Session: Staying engaged in service during COVID-19</p> <p>Idea starters:</p> <ul style="list-style-type: none"> • How are groups, districts, area staying active and united? • What could/should we do differently?
11:15	<p>Take a break (15 minutes)</p>
11:30	<p>New Business</p> <ol style="list-style-type: none"> 1. Election for East Central Regional Trustee <ol style="list-style-type: none"> a. Candidates present themselves b. 3rd legacy voting procedures 2. Election for Trustee at Large <ol style="list-style-type: none"> c. Candidates present themselves d. 3rd legacy voting procedures 3. Motions (2 minutes per question or share, 1 share per person) <ol style="list-style-type: none"> e. Motion by the Finance Committee to send \$2,000 from NIA 20 to the General Service Board f. Motion by District 21 that our Area Delegate write a letter to the General Service Board requesting an agenda item be added for consideration at the upcoming General Service Conference g. Motion by the Concepts Editor – digital distribution of the Concepts newsletter
12:30	<p>Lunch (30-minute break)</p>
1:00	<p>Committee breakout session</p>
2:00	<ol style="list-style-type: none"> 1. Service committee reports (three-minute limit) <ul style="list-style-type: none"> • Accessibilities Dwayne G, Rachel B • Answering Service Tracy F • Archives Jeff K • Concepts Robert S, Kris S • Cooperation w/ the Professional Community Jeff L • Corrections Scott M, Mark H • Grapevine Susan H • Literature Kimberly T, Phil M • Public Information Rich S, Ed M • Treatment Facilities Lisa S, Rich H • Web Administrator Earl H, Eric B 2. Administrative reports (three-minute limit) <ul style="list-style-type: none"> • Archivist Cheryl V • Conference Advisory Committee chair • Electronic Equipment Joe B • Finance Committee chair • Operating Committee chair • Report & Charter Committee chair • Service Manual Custodian Cheryl V • Technology Committee Committee chair
3:00	<p>Open microphone (one-minute limit per share)</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 related announcements.

Let's adjourn!

Responsibility Statement

I am responsible...

*When anyone, anywhere,
reaches out for help, I want
the hand of A.A. always to be there.*

And for that: I am responsible.

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.

PDF Pro Trial



2020 Fall Assembly (motions & background material) _final

September 19, 2020

1. Motion by the Finance Committee to send \$2,000 from NIA 20 to the General Service Board

Background detail:

At the June District 42 Meeting the District passed a motion to distribute \$400 of their own reserves to NY as well as unanimously passing the following: "We move that District 42 petition Area 20 to make a \$2,000 donation to General Service Office, New York."

The motion was also supported by District 11; however, their DCM was unable to attend due to a prior commitment, but her district's support was noted.

This was taken up by the Finance Committee who unanimously recommended it go forward to the Fall Assembly for approval. The recommendation for approval was straight forward:

- While NY contributions are solid, literature sales are down significantly, and operations have been affected. Dipping into the reserves and furloughs have been necessary.
- There are sufficient Area 20 funds available now over the prudent reserve.
- Our Area 20 Treasurer ran an analysis of the maximum outlays Area could expect to incur through year end and we would still be well below the prudent reserve even if incoming funds were reduced.
- Money sent to GSB (NOT for GSC, Delegate Support, or Birthday plan)
 - 9/26/2018-----\$10,000
 - 4/30/2018---\$8,000
 - 7/30/2017--\$8,300
 - 10/15/2016--\$8,250Total for last 4 years; \$34, 500



The Primary Purpose Register basic expense items and year over year contribution details on the following pages are also being presented as background for this motion.

Primary Purpose Register - basic items (PPB) example

Activity Number*	Service activity	Expectations per Guidelines	Allowable expenses	Reimbursed Authority	Amount through 7/31/2020	2020 Expected Amount	Remaining if we don't open	Open last Quarter
B01	General Service Conference	The Area Committee is expected to participate in and report on the General Service Conference per the AA Service Manual, NIA Guidelines, and historical practice.	<ul style="list-style-type: none"> • Mailing and supplies • Printing or copying • Mileage • Facility rental for pre-GSC workshop 	Delegate and Alternate Delegate	\$ 14.99	\$2,000.00	\$ -	
B02	General Service Conference Contribution	The Area Committee is expected to make a contribution for the General Service Conference per the AA Service Manual, NIA Guidelines, and historical practice.	Year-end contribution to GSB for NIA participation in GSC	Delegate reports to the Treasurer the current expenses per the General Service Board	\$ 8,300.00	\$ 8,300.00	\$ -	
B03	Area Assemblies	The Area Committee is expected to support hosting districts to host four assembly meetings each year per the AA Service Manual, area guidelines, and historical practice.	<ul style="list-style-type: none"> • Literature • Mailing and supplies • Printing or copying • Mileage • Spanish Interpreter • Facility rental 	• Groups I, II and III	\$ 267.94	\$ 4,000.00	\$ 300.00	\$ 1,100
B04	Area Committee Meetings	The Area Committee is expected to host four committee meetings each year per the AA Service Manual, area guidelines, and historical practice.	<ul style="list-style-type: none"> • Literature • Mailing and supplies • Printing or copying • Mileage • Facility rental 	• Groups I, II and III	\$ 890.01	\$ 2,200.00	\$ 50.00	\$ 1,000.00
B05	Service Orientation Workshops	The Area Committee is encouraged to host roughly eight Service Orientation workshops around NIA per year.	<ul style="list-style-type: none"> • Literature • Mailing and supplies • Printing or copying • Mileage • Facility rental 	• Alternate Delegate	\$ -	\$ 1,600.00		\$ 600.00

Northern Illinois Area 20

Unity - Service - Recovery

B06	Administrative Committee Meetings	Committees are encouraged to hold roughly ten meetings each year to perform their respective functions per area guidelines and historical practice.	<ul style="list-style-type: none"> • Mailing and supplies • Printing or copying • Mileage • Conference calls 	<ul style="list-style-type: none"> • Finance committee • Operating Committee • Report and Charter Committee • Conference Advisory Committee • Electronic Equipment Committee 	\$ -	\$ 250.00		\$ 75.00
B07	Concepts Newsletter	The Concepts Editor is expected to produce the NIA Concepts Newsletter per area guidelines and historical practice.	<ul style="list-style-type: none"> • Mailing and supplies • Printing or copying • Mailing services 	<ul style="list-style-type: none"> • Concepts Editor • Concepts Co-Editor 	\$ 7,094.00	\$ 13,000.00	\$ 250.00	\$ 500.00
B08	Area Committee participation in District Committee functions	When invited, Area trusted servants are expected to attend and participate in District service functions including District meetings, workshops, service events, etc., per area guidelines and historical practice.	<ul style="list-style-type: none"> • Literature • Mailing and supplies • Printing or copying • Mileage • Spanish Interpreter • Facility rental 	<ul style="list-style-type: none"> • This relates to expenses incurred when the District is hosting. 	\$ -	\$ 2,000.00		\$ 500.00
B09	ECR Conference of Delegates Past and Present	Attend the East Central Regional Conference of Delegates Past and Present	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Delegate • Alternate Delegate • NIA Chairperson • Immediate Past Delegate 	\$ 1,586.42	\$ 2,500.00	\$ -	\$ -
B10	Area Operations	Area trusted servants are expected to operate NIA basic services per area guidelines and historical practice.	<ul style="list-style-type: none"> • Mileage, postage, mailing services, NIA contribution envelopes, office supplies, post office and postage, printing or 	<ul style="list-style-type: none"> • Groups I, II and III 	\$3,583.06	\$ 12,000.00	\$ 3,900.00	\$ 5,000.00

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			copying, insurance, Quick Books Online. coffee pots, annual reports, bank fees, Archives repository, GSR Handbooks, canceled check charges, website expenses, electronic equipment maintenance and upgrades					
B11	Illinois State Conference, Area Committee participation	In years in which the IL State Conference is hosted by NIA, thirty-six trusted servants, as detailed in the Duties and Responsibilities document, are expected to attend and participate. In non-hosting years, the Delegate, Area Chairperson, and Archivist are expected to attend and participate. In non-hosting years service committee chairpersons who are requested by the NIA Delegate and the Conference planning committee are also expected to attend and participate.	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Delegate every year. • Group I, II and III when it is held in N.I.A. and in other years when Delegate requests participation for Area 19 or 21 State Conference Host Committees. 	\$ -	\$ 3,000.00	\$ -	\$ -
B12	Spring Conference, Area Committee participation	Thirty-six Area trusted servants, as detailed in the Duties and Responsibilities document, are expected to attend and participate in the NIA Spring Conference.	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Groups I, II and III 	\$ -	\$ 11,000.00	\$ -	\$ -
B13	Big Book Conference, hosting	The Area Committee is expected to support the hosting district to host the Big Book Conference per the NIA Big Book Conference	<ul style="list-style-type: none"> • Mileage • Literature • Printing or copying • Name tags • Facility • Seed money 	Host Planning Committee	\$ -	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00

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		guidelines and historical practice.						
B14	Spring Conference, hosting	The Area Committee is expected to support the Spring Conference Committee to host the NIA Spring Conference per the NIA Spring Conference Guidelines and historical practice.	<ul style="list-style-type: none"> • Mileage • Literature • Printing or copying • Name tags • Facility • Seed money • Hotel deposit 	Host Planning Committee	\$ 2,600.00	\$ 3,750.00		
B15	East Central Regional Forum	The Area Delegate and Alternate Delegate are expected to attend the East Central Regional Forum (held every two years.)	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Area Delegate • Alternate Delegate 	\$ -	\$ -	\$ -	
B16	East Central Regional Conference	The Area Delegate and Alt. Delegate are expected to attend the East Central Regional Conference every year (held every year except those with International Conferences.)	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Area Delegate • Alternate Delegate 	\$ -	\$ -	\$ -	
B17	Service Committee Workshops	Area service committee chairpersons are expected to host workshops focused on carrying the A.A. message within the scope of one or more service committees. The workshops should be geographically distributed throughout NIA.	<ul style="list-style-type: none"> • Literature • Mailing and supplies • Printing or copying • Mileage • Spanish Interpreter (If needed) • Facility rental 	• This relates to expenses incurred when the Area is hosting.	\$ -	\$ 4,500.00	\$ -	\$ 2,250.00

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B18	Annual Bridge the Gap Weekend Workshop	The Bridging the Gap (BTG) Committee Chairperson and Alternate Chairperson or their replacements, as appointed by the BTG Chairperson, shall attend the Annual BTG Weekend Workshop.	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet • Mailing and supplies • Printing or copying 	<ul style="list-style-type: none"> • BTG Chair • BTG Alternate Chair 	\$ -	\$ 2,000.00	\$ -	\$ -
B19	IL State Conference, hosting	The Area Committee is expected to support the State Conference Committee to host the IL State Conference per our guidelines and historical practice.	<ul style="list-style-type: none"> • Mileage • Literature • Printing or copying • Name tags • Facility • Seed money • Hotel deposit 	Host Planning Committee		\$ 750.00		
B20	National AA Technology Workshop	Either the Website Administrator or the Alternate is expected to attend the annual National AA Technology Workshop	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Website Administrator or • Alternate Website Administrator 	\$ -	\$ 1,000.00	\$ -	
B21	National AA Corrections Conference	The Corrections Chairperson and Alternate Corrections Chairperson shall attend the Annual Corrections Conference.	<ul style="list-style-type: none"> • Lodging • Meals • Mileage • Registration • Banquet 	<ul style="list-style-type: none"> • Corrections Chair • Alternate Corrections Chair 	\$ -	\$ 2,000.00	\$ -	
Primary Purpose Basic Totals:					\$ 24,336.42	\$ 78,650.00	\$ 7,300.00	\$ 13,825.00
Group I:		Group III:		Group II:				
Officers and Alternates		Administrative Committees		Service Committee Chairs and Alternates				
• Delegate		• Operating		• Answering Services		• Corrections		
• Chairperson		• Finance		• Archives		• Grapevine		
• Treasurer		• Report and Charter		• Accessibilities		• Literature		
• Secretary		• Electronic Equipment		• Bridging the Gap		• Public Information		
• Registrar		• Conference Advisory		• Concepts Service Letter		• Webmaster		
				• Cooperation With The Professional Community				

Year over Year Donations to NIA (Jan- Aug 2019 vs. 2020)																					
Group Donations																					
	January	February	March	April	May	June	July	August													
2019	3058.12	4423.38	2873.06	2595.19	5764.38	2432.73	6522.21	3723.91			31392.98										
2020	0	16130.1	3505.21	2587.12	999	678	1476.51	1684.5			27060.44										
											4332.54	Difference 2019 to 2020									
District Donations																					
	January	February	March	April	May	June	July	August													
2019	1442	1310.19	743.85	216	2030	0	1782	3200			10724.04										
2020	0	400	250	1693.5	775	2312	0	500			5930.5										
											4793.54	Difference 2019 to 2020									
											9,126.08 Less donations January through August 2020										

- 2. Motion by District 21 that our Area Delegate write a letter to the General Service Board requesting this agenda item be added for consideration at the upcoming General Service Conference: A request to reconsider and possibly change the 1972 GSC Action stating “The Conference agreed that General Service Board should not accept contributions from clubs, listed or known as such, whether or not composed solely of A.A. members. Contributions are welcome from Groups,” by sending a new questionnaire to clubs to determine if the reason for the previous Action is still the same, and if appropriate, to change the policy.**

Background detail: the letter being sent by District 21 to the GSB requesting the item be considered for discussion by the Conference.

District 21 | Northern Illinois Area 20

P.O. Box 1003, Palatine, Illinois 60078-1003

August 24, 2020

To whom it may concern:

The Palatine Angle Group proposed a change at our District meeting in January 2020 to allow AA to receive donations from Clubs, providing they have no outside commitments or connections. The group believed it was wrong for District 21 to reject a donation from our local club, because it came from a group of alcoholics. They understand the reasoning for the decision the District made but believe the GSC Action used to make that decision is outdated and needs to be revised.

The District voted in February 2020 to support the group in requesting that this change be considered by the General Service Conference. It has been almost 50 years since this matter was last addressed by the GSC. We believe it is time to reevaluate the decision that was made in 1972 to determine if the reason for the GSC Action is still the same. Therefore, we are proposing the following motion to be considered by the GSC and request that it be added to the agenda of the 71st General Service Conference in 2021:

A request to reconsider and possibly change the 1972 GSC Action stating “The Conference agreed that G.S.O. should not accept contributions from clubs, listed or known as such, whether or not composed solely of A.A. members. Contributions are welcome from Groups,” by sending a new questionnaire to clubs to determine if the reason for the previous Action is still the same, and if appropriate, to change the policy.

It is known that meetings for other 12 step programs take place at our local club and that they pay rent to do so. It is not known if the money received from those groups is kept separate from money collected from AA meetings. We believe the donation that the District received and returned in December 2019 was from money collected from AA members and made in good faith to our District. By conducting a survey of clubs, similar to the one done before the 1972 GSC Action, the GSC can determine if money received from Clubs is contributed by A.A. members only, and if so, to make the proposed change.

Background:

District 21 made an initiative in 2019 to get our local Club more involved at the District level. This resulted in a few club members attending the monthly District meetings and a few groups selecting GSR’s. Their involvement resulted in the Club sending a donation check in November 2019. The Operating Committee of District 21, Northern Illinois Area 20, in a meeting on Dec 15, 2019 discussed what to do with the donation check from our local Club and recommended to the District as a whole to return, with regret, the check received from the Club in accordance with guidance from the GSC.

The District voted on Dec 17, 2019 to accept the Operating Committee’s recommendation. The minority opinion indicated understanding why it violates the 7th tradition and GSC Action; however the opinion is that anyone that attends the meetings at the local Club is part of AA therefore the money should be accepted. He further stated that there is a difference between Clubs being an outside entity providing money versus a hospital being an outside entity.

The rationale used by the District for rejecting the donation was from the following:

- A GSC Advisory Action in 1972 states: “The Conference agreed that G.S.O. should not accept contributions from clubs, listed or known as such, whether or not composed solely of A.A. members. Contributions are welcome from Groups.”



- *A.A. Guidelines –Relationship Between A.A. and Clubs* states that “Further guidance was given by the 1972 General Service Conference, which advised that G.S.O. no longer accept contributions from clubs. This decision was based on returns from a questionnaire sent to all clubs. The answers indicated that the difference in club operating procedures was too great to enable G.S.O. to decide whether or not money received from a particular club was contributed by A.A. members only. (Of course, G.S.O. does accept contributions from A.A. groups that meet on club premises.)”

Respectfully Submitted,

Chris E. DCM,

District 21, Area 20

3. Motion by the Concepts Editor and committee: It is moved that the Concepts Newsletter be distributed through digital means, including emailing and publishing on the NIA Website, with copies being printed and mailed for members who do not have digital capability.

Background details:

In June of 2020, the Finance Committee asked that the Concepts Newsletter be distributed by digital means only due to the excessive cost of printing and mailing.

In the prior Area Service Guidelines (pre 2019) the Concepts Editor’s responsibility included mailing the Concepts Newsletter. During the Report and Charter revision (2019) mailing the newsletter was removed in favor of giving the Concepts Editor the freedom to distribute as they see fit. During the last Committee meeting, there was opposition to distribution by digital means only and the Concepts Editor and Co-Editor were asked to develop a motion to address this.

The Current (2020) Primary Purpose Register includes the following:

Activity #	Service Activity	Expectation Per Guidelines	Allowable Expenses	Reimbursement Authority	Proposed Amount
B07	Concepts Newsletter	The Concepts Editor is expected to produce the NIA Concepts Newsletter per area guidelines and historical practice.	Mailing and supplies Printing or copying Mailing services	Concepts Editor Concepts Co-Editor	\$13,000.00

The proposed revision would be:

Activity #	Service Activity	Expectation Per Guidelines	Allowable Expenses	Reimbursement Authority	Proposed Amount
B07	Concepts Newsletter	The Concepts Editor is expected to produce and digitally distribute the NIA Concepts Newsletter per area guidelines and historical practice.	Microsoft Publisher license, translation, into Spanish, printing, mailing and postage	Concepts Editor Concepts Co-Editor	TBD



Breakdown of 2018-2019 expenses related to the newsletter:

Spring 2018

Printing, Postage, Mailing	\$2,493.95
Returns	<u>\$92.52</u>
Total for Issue	\$2,586.47

Summer 2018

Printing, Postage, Mailing	\$1,853.41
Returns	<u>\$74.72</u>
Total for Issue	\$1,928.13

Fall 2018

Printing, Postage, Mailing	\$2,101.03
75 Additional Copies Print & Ship	\$107.41
Returns	<u>\$41.29</u>
Total for Issue	\$2,249.73

P.O. Box Rental - 6 months	\$50.00
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Winter 2018

Printing, Postage, Mailing	\$2,485.28
Translation to Spanish	\$274.45
Returns	<u>\$95.40</u>
Total for Issue	\$2,855.13

Total for the Year	\$9,669.46
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Spring 2019

Printing, Postage, Mailing	\$1,868.96
Translation	\$324.35
Returns	<u>\$51.30</u>
Total for Issue	\$2,244.61

Mail Permit	\$235.00
P.O. Box Rental	\$59.99

Summer 2019

Printing, Postage, Mailing	\$2,206.04
Translation	\$349.30
Returns	<u>\$144.42</u>
Total for Issue	\$2,699.76

Fall 2019

Printing, Postage, Mailing	\$3,019.83
Translation	\$399.20
Returns	<u>\$174.00</u>
Total for Issue	\$3,593.03

P.O. Box Rental	\$59.00
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Total for the Year	\$8,891.39
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