

Northern Illinois Area 20

Unity - Service - Recovery

NIA Fall Assembly

September 7, 2024

Cover Letter

Hello NIA,

I hope your Summer has been a good one!

Attached is the final Agenda for the Assembly, the Report of the Chair, and the NIA Calendar

Thank you Dave and District 42 for hosting us!

As soon as we know what lunch will be, and the cost, I will send out a note so that people can pay ahead of time with Zelle if they choose.

Today, we will be electing the NIA Candidate for the East Central Region and for the Trustee at Large.

We will be taking bids for the 2025 Big Book Conference. Please contact myself or Aaron if you are interested in hosting. Also, we will take bids for the 2026 Spring Conference. If you begin to plan now, the process will be much less rushed, and you will have help all the way through. PLEASE consider hosting these two important events for NIA. These conferences will cost your district NOTHING to host, it is covered by NIA.

We also need a host for the Winter Assembly, please let us know if your district is interested.

In Service,

Dawn Brandeis

NIA 20 Panel 74 Chair

chair@aa-nia.org

Northern Illinois Area 20

Unity - Service - Recovery

Chair Report

NIA 20 Fall Assembly

September 7, 2024

St. Andrew Church, Downers Grove

Thank you to Dave and D42 for their work in hosting this year's Summer Assembly!

Since the last time we met, I've been to District 90 with Lisa for a Service Workshop, also planning on attending a few more in the coming weeks.

D70 is well on their way to a fabulous Big Book Conference, please register ASAP.

I will continue to attend as many district meetings as possible.

We will have Zelle to pay for lunches at all Area meetings, the Zelle address is treasurer@aa-nia.org. You can pay ahead of time, or pay at registration, please show the people who are taking lunch money your payment, so they can keep track of the number of lunches.

Today is the last day to take the Area Inventory. Thank you so much to the Ad Hoc Inventory Committee for their hard work.

My expenses so far have been 1787.00

Please don't hesitate to contact me, and to invite me to your District meetings!

In Service,

Dawn B.

NIA 20 Panel 74 Chair

2024 Fall Assembly Final Agenda

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September 7, 2024

St Andrew Church 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.

Here is the link to register for the meeting;

https://us02web.zoom.us/meeting/register/tZUtdu2sqjsuHdD6DprPrYPAgor_eTpzwwTP

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 (Dave) • Reading of the 12 Concepts • First time attendees • Anniversaries since Summer Assembly (June 22nd) • Approval of minutes from Summer Assembly Meeting.
9:15	Delegate report (Erik L.)
9:45	Treasury reports (Dave F, Mike H)
10:00	Officer reports (five-minute limit) Due to time restraints, to be submitted online <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- Open
10:05	Committee Breakouts
11:05	Conference reports (10 minutes each) <ul style="list-style-type: none"> • 2024 Big Book Conference • 2025 State Conference

Time	Item
11:25	<p><u>Old Business</u></p> <p>1. Open elected positions review</p> <ul style="list-style-type: none"> a. Answering Service – Alternate b. Archives – Alternate c. CPC – Alternate d. Literature – Alternate e. PI-Alternate f. Accessibilities-Alternate g. Area Secretary-Alternate
11:40	<p>Bids for;</p> <p>2025 Big Book Conference</p> <p>2026 Spring Conference</p>
11:45	<p>Lunch</p>
12:15	<p>Election of NIA Candidates for ECR Trustee and Trustee at Large</p>
1:15	<p>Motions</p> <ul style="list-style-type: none"> 1. Motion to the General Service Board regarding founders literature 2. Motion to Amend the Archives Chairperson Responsibilities in the Service Manual 3. Motion to request that literature be produced in an accessible format

2:00	<p>Service Committee Reports (3 minute limit)</p> <ul style="list-style-type: none"> • Accessibilities Chris E. • Answering Service Dave T. • Archives Carol H. • 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 W • Literature Jan S. • Public Information Tina R. • Treatment Kevin A, Jeff L. • Web Master Earl H, Scott T. <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. • Inventory Committee Lorrie F.
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2:30	DCM Reports – 26 Districts (three-minute limit)
3:15	<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 related announcements.
	<p>Let's adjourn! ●</p> <p><i>Responsibility Statement</i> <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></p>

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.

**General Service Conference (G.S.C.)
Proposed Agenda Item Submission Form**

Annual deadline for submissions for a General Service Conference is **September 15*.**

What types of proposals, suggestions or ideas rise to the level of needing a General Service Conference “action” or “decision”?

Proposals that are important to the future of Alcoholics Anonymous, policy decisions or request for changes to Conference-approved literature and items that might require the collective conscience of the Fellowship. The trustees, corporate directors and staff bring together years of experience in A.A. service in making decisions about the appropriate process or disposition of proposed Conference agenda items. Warranty Six reminds us “that though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government...”

The

A.A. Service Manual/Twelve Concepts for World Service (page VI).

The A.A. Service Manual/Twelve Concepts for World Service states on page 42 that:

The Conference considers matters of policy for A.A. as a whole, and there are tried-and-true procedures for placing an item on the agenda in the most effective way possible. For suggestions that do not concern overall policy, there are procedures to ensure they are routed to the most appropriate part of the service structure.

The final agenda for any Conference consists of items suggested by:

- Individual A.A. members
- Groups
- Delegates
- Trustees
- Area assemblies
- Area committee members
- Directors and staff members of A.A.W.S. and the Grapevine

GSRs may have ideas for an agenda item, including some brought to them by group members. Experience suggests that they may want to discuss them first with their groups, then at district or area meetings. A district or an area can then forward it to the staff member at G.S.O. who is currently serving as Conference coordinator.

The following is from a process overview document “FAQs on Group Conscience Consideration for Proposed Conference Agenda Items.”

Q. What happens when a proposed Conference agenda item arrives at the Conference Coordinator’s desk?

- A. The Conference Coordinator acknowledges receipt of the proposed agenda item and lets the sender know which of the following options is most appropriate and, if necessary, an explanation of why and how the proposed agenda item is being directed. Some of the possible routes are:
1. Forwarding to a Trustees’ Committee via a G.S.O. Staff Member or Department Head.
 2. Forwarding to G.S.O.’s Publications Director or Group Services Staff person.
 3. Forwarding to A.A. World Services, Inc.
 4. Forwarding to Chair of the General Service Board.
 5. Forwarding to the A.A. Grapevine Corporate Board/AA Grapevine Publisher.

Q. What happens when it is unclear what committee should address a proposed item or where an item should be routed?

A. When it is unclear where a proposed item belongs, it is most frequently forwarded to the trustees'

Committee on the Conference for direction.

If a proposed agenda item does not rise to the level of a Conference action the topic could be programmed during Conference in a different way like a presentation/discussion or workshop.

This overview is general and includes many but not necessarily all the possible routes a proposed agenda item follows in the trustee, G.S.O. and Grapevine review process. There is no "one size fits all" procedure and, on a case-by-case basis over time, there may occasionally be inconsistencies.

(1) Submit a clear and concisely worded motion.
Move to create a policy where the worldwide membership of Alcoholics Anonymous reaches substantial unanimity on any changes to the Twelve Steps and Twelve Traditions and portions of the Big Book of Alcoholics Anonymous including, but not limited to: the first 164 pages, the Preface, the Forwards, "The Doctor's Opinion," "Dr. Bob's Nightmare," and the Appendix "Spiritual Experience."
(2) What problem does this proposed item address?
Alcoholics Anonymous World Services, Inc. (AAWS) should have a policy protecting the original writings by the founders of AA.
(3) What level of group conscience, if any, discussed the proposed agenda item? Make it clear who is submitting the item (an individual, group, district, area, etc.).
<i>Note: While all items are received equally, experience has shown that ideas greatly benefit from the value of a broader group conscience. Consider if and with whom you would like to have a group conscience discussion on the proposed agenda item prior to submitting.</i>
TBD at Northern Illinois Area 20 Fall Assembly or Panel 64 Past Delegate, Cheryl V
(4) Provide background information that describes and supports the reasoning for the proposal. List background material(s) included with the proposal:

See attached

(5) What are the intended/expected outcomes if this proposed item is approved?

This policy should take into consideration that, according to aa.org, "Today, an A.A. presence can be found in approximately 180 nations worldwide, with membership estimated at over two million. There are more than 123,000 A.A. groups around the world and A.A.'s literature has been translated into over 100 languages." This implies that these two books are translated into multiple languages, for multiple nations. These countries, outside the U.S. and Canada, license our books, which allows them to print and distribute within their countries, which includes the translated versions. It is not the intent of this motion to prevent updating translations, nor the stories included in the books, but to provide guidance to AAWS, the Trustees, and the Delegates to honor the words as written by the founders of AA.

(6) Provide a primary contact for the submission.

TBD at Northern Illinois Area 20 Fall Assembly
or Panel 64 Past Delegate, Cheryl V

(7) Final comments:

Submit completed forms to the GSO Staff Member on the Conference Desk:

EMAIL: Conference@aa.org

POSTAL MAIL: Attn: Conference Desk
 General Service Office
 P.O. Box 459
 Grand Central Station New
 York, NY 10163

Motion to Amend the Archives Chairperson Responsibilities in the Service Manual – Carol H.

The Area 20 Archives Chairperson moves to amend the Responsibilities for the Archives Chairperson in the NIA Service Guidelines (Northern Illinois Area 20 Service Manual, version 3/2024 Page 59 of 76), *and the Responsibilities for the Archivist (Page 65 of 76)* with the following:

ELIMINATE IN BOTH PLACES: It is recommended that either the Archivist or the Archives Chairperson attend the annual National AA Archives Workshop on a yearly basis.

REPLACE IN BOTH PLACES: It is recommended that the Archivist as well as the Archives Chairperson or the Alternate Archives Chairperson attend the annual National AA Archives Workshop on a yearly basis.

Background

It is the intent of this motion to provide the opportunity for the NIA Archives Chairperson and/or the Alternate Archives Chairperson depending on the current situation, to attend the annual National AA Archives Workshop, to enhance their knowledge of archival techniques, current shared practices, technology opportunities and options from others' experience to face challenges to help them fulfill their service commitment and assist the NIA district Archivist and Archive Chairperson.

The Primary Purpose Registry (PPR) shows that we send two people to the Annual Bridging the Gap Weekend Workshop and two people to the National AA Corrections Conference, so we have precedent in NIA 20 for two people to go to the National AA Archives Workshop.

- The Archivist functions as curator of the Archives collection.
- The Archives Chairperson's is to "Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document." Which states, "Encourage participation in your Area Service Committee comprised of all District Chairpersons and their alternates and other A.A.'s interested in service work."

The responsibilities for the two positions are different and although the Archives Chairperson works in coordination with the Area Archivist, they both require a certain level of knowledge to perform their job responsibilities. The **Archivist** maintains a repository for archived **material**. The **Archives Chairperson** communicates directly with **members** of the Area Archives Committees in the districts.

From the National AA Archives Workshop website (NAAAW.org), "How This All Came About":

"Prior to the birth of the National AA Archives Workshop, most Alcoholics Anonymous archivists had little or no information on how to fulfill their service commitment. Often boxes were passed down from the previous archivist to the newly appointed or elected Archivist. Sometimes these boxes had been in the trunks of cars or stashed in homes. The advice was to take classes or work with a conservator in a museum.

The National Alcoholics Anonymous Archives Workshop ("NAAAW") began in 1996 with a Workshop held in Akron, Ohio at the Mayflower Hotel. The Workshop grew out of the desire of a group of Archivists to have a Workshop for the Archivists operating within the General Service, Intergroup, and Institutions structures. These Archivists are found all across North America as well as the rest of the world. We take our inspiration from the first General Service Archivist, Nell Wing (a nonalcoholic), and all of the subsequent General Service Office Archivists.

The founders of our workshop saw the need and took the initiative. Now we have our annual

workshop dedicated to the instruction of archival techniques such as: restoration, preservation,

and de-acidification. There are hands-on workshops, historical presentations, long-timer panels, and key-note speakers who share their experiences on not only our history, but history in general. We have training and sharing that offers a variety of insights into all areas of archives service. With the development of new technology there are new methods of record keeping, cataloging, and preserving. We are evolving.”

The General Service Office’s Archives Workbook has been developed. It too is evolving. We not only have some basics but a useful tool. There is help for the archivist who is new and has great intentions but no direction.”

This expense should not exceed \$2,500 for the estimated cost unless approved by the NIA Finance Committee.

Respectfully Submitted,

Carol H., 2024 NIA Archives Chairperson

Motion to request that literature be produced in an accessible format

Motion

The NIA20 Accessibilities Committee moves to request that all new or revised documents, publications and literature from AAWS be produced and/or published in an accessible format. We ask that the Area Delegate forward this request on behalf of Northern IL Area 20 to the General Service Board Trustees Literature Committee and AAWS Publishing Department.

Background

Accessible documents and communications are defined under the Americans with Disabilities Act (ADA), Section 508 (United States) and under the Accessible Canada Regulations (Canada).

Currently AA literature is produced in a variety of formats, many of which are not readable by AA members. Production of documents (such as pamphlets, checklists, literature, and even emails) in an accessible format assists AA members who have low vision, use screen readers, have reading disabilities and intellectual processing disabilities.

It is estimated that as much as 20% of the population is unable to read a document printed in a Serif font such as Times New Roman. Many AA documents and most literature (including the Big Book and 12&12) are printed in a Serif font, making it difficult for many alcoholics to read them smoothly or at all. When these items are revised or reprinted, the format should be updated for accessibility. With the upcoming printing of the "Plain Language Big Book – A Tool for Reading the book Alcoholics Anonymous" it is essential to plan for production in an accessible format.

Adopting a uniform appearance, color and printing standard for all AA documents as they are reprinted, revised or developed for AA members provides a simple method to make the message of AA available to more alcoholics. This proposal does not anticipate destruction of existing documents and literature; it recommends replacement as appropriate

Producing an accessible document (flyer, email, newsletters, handouts, slides, etc.):

1. **Software.** Use software that includes an "Accessibility Checker" to produce the document. All Microsoft products (e.g. Microsoft Word, Outlook, Publisher, PowerPoint) and most Adobe products can easily check the document for readability using their built-in checker.
2. **Format of the final document.** Your *finished* document should remain in its original editable format (like Microsoft Word or Publisher) or be saved as a PDF. Do not use JPG or TIF format.
3. **Tips for Accessibility:**
 - a. Use a white or light-colored background for emails, slides, documents and flyers.
 - b. Always select a "Sans Serif" (without tails) Font like **Aptos, Calibri** or **Arial**. Avoid "Serif" fonts like **Times New Roman** and novelty fonts (novelty fonts).
 - c. Take care with using bright colored fonts or dark backgrounds with a white font.
 - d. Avoid use of shading on letters and images.
 - e. When producing printed materials, use 11-point font or larger.
4. **Check for Accessibility.** Before finalizing your document (or saving it as a PDF), check it for Accessibility. The checker will "point out" fonts, colors and shading that affect the reliability of the document AND suggest better options.
 - a. Microsoft <https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>
 - b. Adobe <https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

Respectfully submitted

Chris E (Chairperson), NIA20 Accessibilities Committee, accessibilities@aa-nia.org