



POLICY COMMITTEE MEMBERS		Present/Excused
Delegate	Don B.	P
Alt Delegate	Susan B.	P
Chairperson	Debbie H.	P
Secretary	Jaye R.	P
Treasurer	Stacy S.	P
Alateen Coordinator	Connie O. (acting)	P
Active Past Delegates	Cheryl A.	P
	Renee H.	P
	Jim S.	E
	Carol V.	P
	Cathy T.	P

Visitors		
Jami C	Archivist	
INVITED GUESTS		Present/Excused
Convention Cordinator	Mary Sky.	P

7:02pm - CALL TO ORDER by Debbie H. followed by a moment of silence and the Serenity Prayer

1. Introductions
2. Reading of the Concepts & Warranties, around the room
3. Minutes from the prior Policy Committee Meeting on 7/31/2015, Jaye R.
Motion made to accept the minutes as presented (by Stacy S., seconded by Cathy T.).
Motion carried.

PRIORITIZED AGENDA ITEMS

1. **Release Extra Rooms Booked for the Assembly**, Mary Sky.
 The Assembly Coordinator currently books 'extra' rooms in the hotel for breakout sessions and other events. The hotel does not charge for these rooms but the Assembly has not been utilizing these rooms. Mary requested a release of the rooms we have not been using. After a discussion AWSC members decided to keep the rooms and revisit this item in 1 year to see if this current panel is utilizing the rooms.
2. **Area 61 Convention Guidelines**, Cathy T.
 Cathy T. posted the Convention Guidelines to the Policy Committee page of the website. They will not be part of our Policy Manual. This is a working document and the entire document will be revisited after the first convention. The process used was to amend the guidelines from Northern Illinois for Area 61 usage. We discussed using our Area 61 treasurer because she is bonded.
3. **Convention Reserve Fund**, Cathy T.
 A fund should be established to cover convention costs that cannot be covered by convention proceeds such as not enough rooms or meals booked. A policy change would be needed.
 Tabled.
4. **Liability Insurance**, Cathy T.
 Cathy asked if we needed liability insurance for any litigation against officer and coordinators. Many meeting places are requesting groups to have this type of insurance. Several Areas have this kind of insurance but not all.
 Tabled.
5. **Reorganize Policy Committee**
 Because the Policy Committee discusses things other than policy, we recommend organizing into various thought forces, task forces and standing committees of; Finance, Public Outreach, Convention (not to meet during AWSC or Assembly) and GR/DR Orientation-Buddy Day (to be renamed).
 During AWSC and Assemblies the committees, thought forces and task forces will meet.
A new Task Force was made to define the Policy Committee purpose. The chair will write a charge. The members are Carol V., Cathy T. and Renee H.
 Alateen Coordinator requested a committee to work on Alateen problems. The item was tabled.



Finance Committee

Finance committee work will include the budget, Convention Reserve Fund and Liability Insurance.

Members should include a past treasurer and other AWSC members.

6. **Who is Responsible for What Communication**, Jaye R.

We determined that the Secretary is not the communications hub. Normal communication will be done by the member requesting communications. Reports will still be sent to the Secretary for compilation and posting.

7. **Policy Guideline for using Area-owned Equipment**

Susan B will draft a policy for using Area owned equipment.

9:10pm - MEETING ADJOURNED by Debbie H.

*Motion made to adjourn the meeting (by Stacy S., seconded by Carol V.). **Motion carried.***

NOTE: The next Policy Committee meeting is scheduled for Friday, August 6, 2016.

Respectfully submitted,

Jaye Roush

Area 61 Secretary, Term 2016-2018

Note: *These minutes are not official until approved by the Policy Committee.*