



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

Visitors		
Linda D.		
INVITED GUESTS		Present/Excused
AAPP	Mary Sc	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 March 3, 2017, Jaye R.
*Motion made to accept the minutes as corrected (by Carol V., seconded by Cheryl A...
Motion carried.*

PRIORITIZED AGENDA ITEMS

1. **Hotel Mead Contract Change**, Assembly Coordinator, Mary Sky.
 Motion to accept the Hotel Mead contract proposal as presented (by Jaye R., second by Susan B.,) **motion carried.**
2. **Do we need the Convention Coordinator Position?** Mary Sky. Presented some background information. Discussion followed. Some of the items discussed were:
 - Someone from AWSC or Policy Committee (officer) is needed to sign contracts and insure Traditions are followed.
 - There has been some double headed management in planning for this convention.
 - This should be discussed after the Convention with the Reflection Committee.
 - A new job description is needed for Convention Coordinator position.
 - Who should make detailed reports (including financial) to AWSC?
 - Should we have an Event Coordinator position that could coordinate all of our events?

A Task Force was created to work on a comprehensive Event Coordinator position. Susan B. (chair), Ann J., Mary Sky. and Cathy T. are on the Event Coordinator Task Force. A draft will be complete by the end of the year. This will be addressed at Spring AWSC.

3. **Area Name to be used in Policy Manual**, Mary Sc. presented background information. Discussion followed. We will take this to AWSC for more discussion.
4. **Policy Manual rewrite**, Policy vs Procedure Task Force, Carol V. presented the rewritten Policy Manual. No wording was changed. Everything that was considered procedure was put somewhere else; job descriptions, job duties, website or somewhere else in the manual. Finance Committee will work on all the financial parts. No questions or comments from AWSC members yet. What is the review process before posting these on the website? Susan B. requested the sentence about using the Al-Anon/Alateen Service Manual for election procedures be left in policy. Discussion followed. Under General Policies, #2 has been added back into the manual.
5. **Property Insurance and Liability Insurance and other financial items**, Finance Committee
 We have bond insurance. The company we have this insurance with will sell us property insurance. This will cover our CAL plus items we own such as printers and laptops. \$10,000 coverage would be needed and this would cost about \$112.00 per year. This is included in our proposed budget for 2018. We will ask AWSC if they want to purchase property insurance.



Liability insurance through this company would cost \$315.00 for \$1,000,000 of coverage for one occurrence with a max coverage of \$2,000,000. This is for events such as Midlake, Area Convention and all of our other events. Don recommends insurance for Midlake. He said some districts have policies that cover individual groups. Don will get company names to Ann J. for investigation so she can get some hard numbers. Discussion followed. Carol V. will do some follow up with WSO. Don will research AFG connects for more information.

Policy change concerning 2 signers on checks was discussed. Proposed change to Area Expenses, #11 to eliminate 2 signers and include a member other than the treasurer review financial statements was requested. Banks do not require two signers and will not enforce this. Bonding insurance does not allow signing blank checks. Someone other than treasurer needs to review bank statements monthly. The inclusion of bonding insurance in our policy manual was also requested.

This will be presented at AWSC

Proposed budget was emailed. We have an excess of funds, around \$35,000. Discussion of what to do with this money followed. We will ask AWSC to add line items to the proposed budget

6. **Past Delegates being Lifetime Members of AWSC** this will be discussed at AWSC
7. **Deferred Items**, Debbie H. The following will be deferred until after Policy manual Rewrite:
 - a. Seating liaisons at Area meeting
 - b. Policy for Area owned equipment
 - c. Special Projects Guidelines
 - d. Transition Policy

9:02pm - MEETING ADJOURNED by Debbie H.

*Motion made to adjourn the meeting (by Don B, seconded by Cheryl A.). **Motion carried.***

NOTE: The next Policy Committee meeting is scheduled for Friday, March 2, 2018.

Respectfully submitted,
Jaye Roush
Area 61 Secretary, Term 2016-2018

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