



OFFICERS		Present*	Rpt
Delegate	Cathy T.	P	
Alt Delegate	Don B.	P	
Chairperson	Denise M.	P	
Secretary	Debbie H-F.	P	R
Treasurer	Ann J.	E	R
Active Past Delegates	Cheryl A.	P	
	Renee H.	P	
	Jim S.	P	
	Carol V.	E	

COORDINATORS		Present*	Rpt
Alateen Coordinator	Connie O.	P	R
AAPP	Connie O.	P	R
Archive Coordinator	Jami C.	P	
Assembly Coordinator	Mary S.	P	R
Group Records Coord.	Selwa P.	P	
Literature Coord.	Ferrell N.	P	
Public Outreach Coord	Open position	n/a	n/a
Web Site Coordinator	Sandi H.	P	R

DISTRICT REPS	Present*	Rpt
1 Brenda M.	P	
2 Jaye R.	P	R
3 Chuck K.	A	
4 Milette K.	P	R
5 Sandra G.	A	
6 Pat S.	A	
7 Mary S.	P	R
8 Jami C.	P	
9 No DR	n/a	

DISTRICT REPS	Present*	Rpt
10 Larry P.	P	
11 Susan B.	P	
12 Arla P.	P	R
13 Sharyl M.	A	R
14 no DR	n/a	
15 Heidi B.	A	
16 Jackie Lins (C)	n/a	
17 no DR	n/a	
18 Kelli M.	A	

DISTRICT REPS	Present*	Rpt
19 Mary S.	A	
20 Diane R.	E	
21 Dan G.	P	R
23 No DR	n/a	
24 Marge R.	P	
25 Jim D.	P	R
26 Diane G.	A	
27 No DR	n/a	

* **Present column:** Present, Excused, Absent (unexcused). Contacts are encouraged but not required to attend.

9:06am - CALL TO ORDER, Denise M. followed by a moment of silence and the Serenity Prayer

1. **Reading of the Traditions, Concepts, Warranties (around the room).**
2. **Courtesy Rule Reminders,** Denise M. (on the screen)
 NO texting or playing games while in the room. No talking while others are talking. Limit movement around the room.
3. **Welcome & Introductions**
4. **Answer DR Questions,** Denise M.
 - Read questions from past meetings, around the room. See past minutes for more details. A suggestion was to do an FAQ on the website under the MEMBERS tab. The Chair approved.
 - Connecting through email is very good when people are faithful in transmitting information, but many do not or they leave the group so we lose the connection.
 - ❖ As DR, it helped to visit the meetings throughout my term.
 - ❖ Each group can create an email address that all have access to (helps with transitions).
 - ❖ Our website has all our materials. Is there a better way to communicate login info for new people?
 - ❖ Distributing all information by email is exclusionary (not inclusive). If people are not familiar with computers or do not have access, they are excluded.
 - ❖ Outgoing DRs need to transition information to new DRs. Also, you can have a District meeting that focuses on training and to communicate websites and logins.
 - ❖ New DRs will get their login for eCommunities directly from the WSO.



5. **Officer Reports**, see the attendance list at the beginning for reports given
 - Delegate – Cathy T. Encouraged people from the Area to submit sharings for the 3 new literature projects. The next World Service Conference (WSC) is 4/11 to 4/15/2016. See her report for more information.
6. **Minutes from the Last AWSC Meeting on March 6, 2015**, Debbie H-F.
Motion made to accept the minutes as presented (by Susan B., seconded by Brenda M.).
Motion carried.
7. **Treasurer's Report**, Cathy T.
Motion made to approve the financial reports as presented to take to the Assembly (by Mary S., Assembly Coordinator, seconded by Connie O.). **Motion carried.**
8. **Proposed 2015 Budget**, Cathy T.
We increased Past Delegate budget to include a 5th person - Increased State Convention expenses to \$1,500 to include seed money, P.O. Box, flyers, etc - Decreased State Convention income to zero as we do not anticipate any income in 2016.
Motion made to approve the proposed 2016 budget as amended (as presented on the screen) to take to the Assembly (by Don B., seconded by Cheryl A.). **Motion carried.**
9. **Working Session on Area Emails**, Sandi H., Web Site Coordinator
Workshop: Everyone with a mobile device logged into their Area webmail (guided by Sandi). Those who had issues were assigned a mentor.
 - Forwarded emails are retained in the webmail account. People who are having their Area email forwarded to their personal email address and are not using webmail at all should log into their Area 61 webmail account every few months to delete emails.
 - If your webmail is forwarding to your personal email, turn forwarding off when your position transitions to a new person. (Login. Click on "your email address", in the top line in blue. Click on "Forwarders". Click the word "Delete" link on the line containing your email address.)
 - Please do not change your login password.
 - We're getting quite a bit of junk mail. Don't click on links in an email that looks suspicious.
10. **Literature Thought Force**, Jaye R.
There are 2 primary issues to be addressed: 1) Should the Area sell literature in any capacity? and 2) What should be the role of the Literature Coordinator? See the report for more details.

Do we know if the Area can be an LDC? Ferrell says he doesn't think an Area can actually be an LDC but individuals can start an LDC.

We recommend creating a Task Force to continue the work.

Motion made to dissolve the Literature Thought Force and to create a Literature Task Force (by Jami C., seconded by Mary S., Assembly Coordinator). **Motion carried.**

Volunteer for the Task Force: Ann J. will continue as Chair.
11. **Area 61 State Convention Updates**, Denise M.
For the 2016-2017 budget, we recommended increasing the budget to \$1,500 (details above in the budget section).

We're looking for volunteers for the planning committee: Chair, Co-Chair, Convention Secretary, Program Chair, Public Outreach Chair, Entertainment Chair, Literature Chair, Decorations Chair, Cleanup Chair, Raffles, Banquet Chair, and general committee members. All Al-Anon members are eligible to participate.



12. Policy Manual Updates, Debbie H-F

The updated Area 61 Policy Manual will be published for distribution to each group at the Fall Assembly. The new manual will also be posted on the website.

The Assembly Guidelines have been completely revised. They will also be posted separately on the Members>Documents and Forms page.

13. Policy Meeting Updates, Denise M.

Review of outstanding information to take to the next panel

- Suggested a Contribution Form in Spanish. Brenda M. will contact NIAFG to get this rolling.
- Rename the current Policy Committee to be “Steering Committee”.
- Create a standing Policy Committee to review and update the Policy Manual to take to the Steering Committee.
- Have more standing committees- be more proactive, less reactive, e.g., Finance Committee.
- The Group Records (GR1) forms should be combined into one document and make them correct for our procedures. The Group Records Coordinator has communicated the information. She needs more cooperation from DRs and groups.
- New DR/GR orientation should go over all the logins: website, webmail, eCommunities. All group changes need to be communicated to the Group Records Coordinator, not website.
- The DR/GR orientation materials need to be updated for current distribution processes.

11:55pm – 1:05pm – Lunch

14. Coordinator Reports, see the attendance list at the beginning for all reports given

- Alateen Coordinator/AAPP, Connie O. – 26 Alateen groups
Wish list: All Districts have one person who coordinates their AMIAS and Alateen groups.
- Assembly Coordinator, Mary S. – District 2 hosting Fall 2015 Assembly, District 8 hosting Fall 2016 Assembly, District 12 Spring 2016 Assembly. Need hosting Districts for 2017.
- Group Records Coordinator, Selwa P. – Send any comments or questions about the group records process to Selwa before the Fall Assembly.
- Web Site Coordinator, Sandi H. – Being hacked from Europe.

15. Review the Impact of Dissolving the Action Committees, Denise M.

Action Committees have been dissolved. From now on, we'll have purpose-driven standing committees and teams.

- What we can do during the time previously assigned to Action Committees at the AWSC:
 - ❖ Discuss Chosen Agenda Items
 - ❖ Thought and Task Forces plus standing committees meet
 - ❖ The Delegate can meet with new GRs to pass on information and to answer their questions. GRs seem to like this. On the down side, non-GRs do not get to participate with the Delegate.
- Extra groups should meet after the regular business meeting. Then, people who are not assigned to a working group can leave.
- Everyone in the AWSC is expected to be on a working committee.
- How will we distribute and maintain documentation?
- Start and end times may be staggered for different audiences.
- We need a process for people to sign-up for a working committee. We currently have: Public Outreach, DR/GR orientation, and Buddy Day.



16. Voting Procedures for the Fall 2015 Election Assembly, Denise M.

We're trying to streamline the voting process to make it more effective and less time consuming. Some causes are: people moving around and leaving the room, lots of time spent when candidates read their resume over-and-over running for different positions, downtime when votes are being counted.

Denise demonstrated an electronic voting application.. One device, one vote.

- Be very careful about breaking Tradition 12 and being exclusionary for people who don't have a mobile device. It will be anonymous. People can vote by paper ballot.
- Will the facility's WiFi network handle that many mobile connections at the same time?

A straw vote was taken. The consensus was: Do not use electronic voting at this time.

Additional suggestions to streamline the process:

- We need to educate people on signing in as GR/Alternate GR. Not just "the only person from the group".
- Have a seating section designated for voting-eligible people only. Everyone else sits elsewhere.
- Only allow people to run for one position and prepare the ballot in advance.
- Denise will prepare a suggested voting procedure in advance. It will be voted on at the beginning of the Fall Election Assembly.

For more information, see the Service Manual, page 149, WSO's guidelines on *Election Assembly Procedures*.

17. District Reports, see the attendance list at the beginning for all reports given

- District 2, Jaye R. – Hosting the Fall 2015 Assembly. Please bring baskets for the raffle. Also share your talent with us at the Talent Show. We have a scholarship fund to help people attend the Assembly.
- District 8, Jami C. – Have one Alateen (Ala-tween) group up and running.
- District 17, Connie O. – She went to a new Al-Anon meeting and got 10 AMIAS registered.
- District 21, Dan G. – Bought an ice cream maker for the Alateens. It was VERY popular.

18. Spring 2016 AWSC Audit Volunteers: Milette K. and Ann J.

ANNOUNCEMENTS

- The next AWSC is March 5, 2016.
- The Fall Assembly is September 26, 2015

3:03pm - MEETING ADJOURNED, Denise M. closed with the Al-Anon Declaration

*Motion made to adjourn the meeting (by Jami C., seconded by Susan B.). **Motion carried.***

Respectfully submitted,

Debbie Harvey-Frederiksen
Area 61 Secretary, Term 2013-2015

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