



**August 2019 AWSC
 Policy Committee Minutes**
FRIDAY, AUGUST 2, 2019
 Hotel Mead, Wisconsin Rapids

POLICY COMMITTEE MEMBERS		Present*
Delegate	Susan B.	P
Alt Delegate	Debbie H	P
Chairperson	Ann J.	P
Secretary	Linda D.	P
Treasurer	Jim D.	P
Alateen Coordinator	Renie M.	P

Active Past Delegates	Don B.	P
	Jim S.	E
	Carol V.	P
With Voice but No Vote	Cathy T.	P
INVITED GUESTS		

* **Present column:** Present, Excused, Absent (unexcused)

7:02pm call to order by Ann J., followed by a moment of silence and the Serenity Prayer.

- Reading of Concepts and Warranties, around the room.
- Minutes from the prior Policy Committee Meeting on July 7, 2019, Linda D.

Motion made to accept the minutes by Debbie H., seconded by Carol V. The motion carried with one abstention.

- Naming of our Business Meetings - Change the naming format to “(month) Policy Meeting”, “May or August AWSC or Assembly” meeting (not Fall or Spring.)
- A member mentioned that the minutes should reflect that Cheryl A. is not a Past Delegate **and** a Public Outreach Coordinator. It is the understanding of that person that Cheryl formally stepped down as an Active Past Delegate to become the Public Outreach Coordinator because she only wanted to hold one position. Ann J. is of the understanding that Cheryl stepped down from the Policy Committee to serve as Public Outreach Coordinator, but she is still an Active Past Delegate. Cheryl told another member that she was stepping down as Past Delegate
 - Once a Past Delegate is always a Past Delegate.
 - We need a Task Force to define the Active Past Delegate position and how many Active Past Delegates the Area can have, or we will need to table the discussion. Carol V. said she has a lot of contacts and can talk to the Executive Director and others about this issue.
- A discussion was held regarding allowing Cathy T. to be on the Policy Committee with a voice but no vote.
 - Cathy is a Trustee; according to the Al-Anon/Alateen Service Manual, the Trustee should relinquish all other positions. Cathy is also a Past Delegate.
 - The Trustee only gets one vote, which is at the World Service Conference (WSC.)
 - There is no precedence in our Area for a Past Delegate who is also a Trustee to be on a committee.
 - It was suggested that we need a Task Force to look into the duties and procedures of a Past Delegate.
 - Until someone comes forward with information from the Area 61 (WIUPMI), other Areas, or WSO, Cathy will remain on the committee with a voice but no vote.
 - Cathy asked what about the Delegate having more than one vote? Carol V. said that she was a Trustee for 6 years and did not give up being a Past Delegate; she talked to the Executive



Director of the WSO-and they said as long as she did not hold a position such as Chairperson, Secretary, Officer or Coordinator in the Area, she could be on an Area committee.

- A member has a concern about a Trustee voicing an opinion on a committee because just by virtue of the fact that they are a Past Delegate and a Trustee, their opinion would carry lots of weight and it may look like they are in charge because of their experience. We are in the beginning of a new panel and there are a lot of people at AWSC who don't have a lot of experience. Another member disagrees with that opinion; that we need to tell the AWSC that we are lucky to have a Trustee with their experience, strength and hope.

- A member feels that the list of Pending/Deferred items is scattered, very broad and it feels very overwhelming.

Announcements

- Breakout Sessions - two groups
 - DRs and Growing Service guests (Partners in Service) will meet at AWSC to go over DR issues
 - Carol V. said that every DR she has talked to about the DR breakout session likes the idea. The DRs can continue this outside of the AWSC.
 - Officers and Coordinators group - half of the Officers and Coordinators are new to Area level service; we should have had an orientation to inform them that some of their expenses can be reimbursed by the Area.
 - These will be similar to the Delegate Highlights Meeting at WSC.
- Heidi B. resigned as Archives Coordinator; Ann will announce the opening at the AWSC meeting, and has mention it to someone she thinks will be good in that position.

Mid-year Budget vs Revenue Report – Jim D.

- Contributions are at 38%; should be at 50% for at this point in the year
- Interest Income is low
- Literature overspent their budget
- Other expenses are below 50%
- Insurances are paid up
- Officers and Coordinators expenses are a bit high
- Delegate's Expense refers only to Delegate's expenses to attend WSC and is not included in the Officers and Coordinator Expense
 - Susan B. asked that the Delegate Expense be stated as "World Service Conference" Expense (formerly Delegate's Equalized Expense, but the Area previously voted to pay the full expense.)
- "Spring Assembly Event" is the Spring Assembly.
- Alateen Operations is the AMIAS background expense, not Midlake expenses
 - Renie M. requested a list of donors to Midlake so they can receive formal thank yous



Financial Report - Jim D.

- The Financial Report shows a negative “imbalance.” Ann, as former Treasurer, will help Jim understand why the balance is negative.
- Ann questioned the Operations Fund-Checking zero balance.
- There was a question about the \$11,014.90 Expense sub-total and the \$10,993.45 Current Receipts; Ann said it should be the same and will take a look at that.
- A member questioned the Beginning Balance of \$15,277.72 in the Equipment Fund, and the Current Balance of 8,092.86 in “Excess Fund-Savings.” Ann said we no longer have the Equipment Fund and that it should read “Excess Fund-Savings” in both places, which is the Abundance Fund. The reason there is a difference in the totals is that some of the recent literature order expense came out of that fund and will be reimbursed. Ann said the other choice would be to take the literature order out of the Reserve Fund. The Literature Coordinator did not know she should talk to the Treasurer when she places orders, to find out how much is available to spend.
- A member asked if the Financial Report could be revised to correct the “Imbalance” for the AWSC meeting tomorrow. Ann will help Jim with that. The Beginning Balance figures are correct. The Convention Income of \$5,000 was not included but should be.
 - The imbalance is occurring because all the checks and balances were not used.

Define “Stand-Alone/Self-Supporting Event” (Convention, Midlake Conference, NCRDM)

- A member asked why the Convention Fund is not included in the Money Held in Reserve section on the Financial Report. Ann said the reason is that Convention and Midlake have their own accounts (“stand-alone/self-supporting”) but are part of the Area’s total assets.
 - Ann will mention to the AWSC that we may want to have an accountant look at our Financial Report.
 - A member suggested having an independent outside audit once a panel to tell us if we are reporting things correctly.
 - We need to define what “Stand Alone” is.
 - A member asked at what point are NCRDM, Midlake and Convention **not** part of the Area.
 - Stand-Alone does not mean “outside of the Area.”
 - NCRDM is a Stand-Alone event outside the Area. The NCRDM money passes through our account when we host it but is not part of the Area’s Assets.
 - The Convention and Midlake are part of the Area and should be in the Current Balance section of the Financial Report.
 - Midlake was never included in the Current Balance because the Area never touched those funds; the Midlake money was held in reserve. It should be included as part of the Area’s total assets.
 - Ann thinks we should add in another \$4,500 to the Budget for Midlake.
 - If the Convention and Midlake were not part of the Area, it would need to get things like their own tax-exempt number and insurance.
- A member questioned the \$415 Alternate Delegate’s expenses for attending Midlake.
 - It should be listed as Delegate Expense on the Mid-Year Operating Budget vs Revenue & Expenses Report.



2019 Budget and 2020 Proposed Operating Budget - Jim D.

- Income
 - Assemblies expenses are about the same
 - Income is about the same
 - Interest is lower because we split the Reserve Fund into 3 separate CDs, which expire every 3 years. The only interest we have coming in at this time is from the checking and savings accounts.
 - Literature is about the same
 - Raffles is about the same
- Expenses
 - Alateen Operations – Renie M. reported that Joanne F. (AAPP) reported that the AMIAS training was well attended but very few applications are being received;
 - They are losing AMIAS who are not recertifying.
 - There were some non-Al-Anon groups at the training who want to start groups modeled after Alateen who attended order to learn.
 - Ann explained that the Alateen Operations includes any supplies needed and could include money for getting teens to Convention and Midlake; it also includes AAPP expenses for AMIAS background checks.
 - Committees Expenses
 - Technology submitted \$1,800 request for on-line services and support
 - Growing Service submitted \$200 request for Partners in Service
 - Convention and Midlake Expenses
 - Ann asked if Convention and Midlake expenses should be included in the 2020 Proposed Operating Budget.
 - A member suggested that Convention and Midlake should be listed in the Budget. Ann said that our budget should include all of our revenue; the revenue figure is misleading without Convention and Midlake listed.
 - The Finance Committee discussed that and looked at how much money the Area needs to operate, but that the Convention and Midlake operate independently within their own accounts and do not affect the Area's operation finances.
 - The Convention and Midlake have their own written budgets that aren't seen or approved by the Area, but it would be helpful if they were. Since Convention and Midlake monies are listed in the Financial Report, and the GRs approve the Area Budget and accept the Financial Report, then they should also approve the budgets for the Convention and Midlake.
 - The Convention and Midlake Committees will be asked for budgets to be included in the 2020 Financial Report.
 - A member suggested that the Area Budget be re-named Area Operations Budget; and that Financial Report show the Area Operations Budget, the Convention Budget and the Midlake Budget.
 - Debbie H. changed the title of the budget to Mid-year **Operating** Budget vs Revenue & Expense Report.



- The 2020 Area Operating Budget appears to have a \$4,000 deficit.
 - A member said that they like seeing an unbalanced budget because it shows the reality of our finances, and contributions need to be increased.
 - The GRs can make a decision to transfer money from the Abundance Fund to the Operating Budget to show a balanced budget if they so choose.
 - Cathy T. mentioned that the WSO budget shows a negative balance.

Pending/Deferred Items List

- Area Name/Legal Task Force needs a Chairperson
- Documentation Retention Task Force needs a Chairperson
 - If we don't get Chairs for these two Forces, they will go to the Pending/Deferred Items Task Force. This will be discussed in the Officer/Coordinator Breakout Session tomorrow.
- Attendance – Active/Inactive status – “Remove the attendance policy because we are all volunteers” (pg. 2, General Policies #1 in Policy Manual)
 - The current policy is an AWSC member who misses 2 consecutive AWSC meetings and/or Assemblies will receive a notice from the Chairperson; upon missing a 3rd meeting they will be considered inactive.
 - Ann asked if we would want to allow an excused absence when a person must miss 2 consecutive meetings because of work, illness, etc., but are doing all their other duties.
 - Debbie H. suggested AWSC creating a Task Force on this, as it was originally a DR issue.
 - Don B. suggested using KBDM.
 - Carol V. explained that the issue started with some Past Delegates not attending regularly or being active.
 - Don B. suggested removing the policy because it is punitive and not supporting the decision of the GRs.
 - Carol V. mentioned the Al-Anon/Alateen Service Manual states on pg. 150 that if the GRs are not aware of the DR's failure to attend the AWSC meetings, the AWSC may request a replacement.
 - Don mentioned that we have not been asking the GRs to ask for a replacement, before inactivating a DR.
 - Debbie H. said that when she was the Chairperson, she attempted to inactive some DRs and sent them warnings; in some cases the DR was Inactive, but the AWSC was unaware of that.
 - Cathy T. suggested that the Officers and Coordinators should be the ones who might be inactivated, but not DRs.
 - We need to define “Active”.
- Past Delegate Duties and Active Status Definition – remains on Pending/Deferred List
 - Susan B. would like to see the Past Delegate duties and active status definition separate from what the Trustee's role is in the Area.



- Area Equipment Thought Force
 - We need to develop a policy or procedure for Area Equipment use (i.e., a member borrowing a piece of equipment for personal use such as a member wanting to use the Area's scanner.)
 - We need to look at when each piece of equipment may need to be updated or replaced.
 - Software subscriptions can be purchased, rather than purchasing the software itself.
 - We can do an email poll of the AWSC regarding increasing the equipment purchase approval to \$400.
 - Secretary's and Group Records Coordinator's Computers
 - Linda D. (Area Secretary) and Rhonda P. (Group Records Coordinator) can gather information for purchasing new computers.
 - Do we need a large hard drive for storing Area documents, since they are stored on the website?
 - Ask the Technology Task Force for recommendations
- Reimbursement for Committee Members
 - What expenses will/won't be reimbursed for members doing their position/committee work (see the Policy Manual-Pg., 4, #8 - Expenses/Revenue - for details).
 - Gas, meals, lodging and registration will be paid for the following (see the Guidelines for Area Reimbursements for details).
 - (Last Bullet) - Area Standing Committee, Thought & Task Force members to attend meetings called by their Chairperson
 - (Third Bullet) - Any Officer, Coordinator & Task Force members to attend meetings called by their Chairperson
 - (Third Bullet) – Any Officer, Coordinator or Past Delegate who is asked to present as a function of their position at an Area or District event
 - Ann suggested creating a Thought Force to look into reimbursements.
 - A Coordinator asked to be reimbursed for attending the Convention
 - If they have a role in the Convention as part of their position, it can be reimbursed by the Convention.
 - Would attending a committee meeting be reimbursed?
 - Ann suggested that reimbursements for Convention would come out of the Convention budget.
 - Coordinators are reimbursed by the Area for Area events
 - Can committee members be reimbursed for service workshop travel expenses (i.e., Growing Service, Literature)
 - Don B. asks the districts who invite him to reimburse him for travel expenses; if they could not, then he would ask the Area to reimburse him.
 - Jim D. suggested that the committee member should be reimbursed if the host cannot pay.
 - Renie M. mentioned that speakers' expenses are usually reimbursed by the host.
 - Some members have stayed overnight at a member's home to defray expenses.
 - If a committee member incurs expenses for actively participating, i.e. Public Outreach, workshop, etc., then they should be reimbursed. If the Area benefits from the activity, they should be reimbursed.



Area 61 – Al-Anon/Alateen

Wisconsin & the Upper Peninsula of Michigan

For families & friends of alcoholics

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- The Convention should pay for expenses incurred for the Convention, i.e., workshops, panels.
- New Business
 - Ann suggested it might be time to have an electronic newsletter; add this to Pending items
 - We need to get people to step up and help with the tasks we want to accomplish.

Motion to adjourn, made by Don B., seconded by Susan B. The motion was approved unanimously.

- The meeting was adjourned at 9:05pm and closed with the Al-Anon Declaration.

Respectfully Submitted,

Linda D.

Area 61 Secretary (Term 2019-2021)