



<b>POLICY COMMITTEE MEMBERS</b>		Present*
<b>Delegate</b>	Susan B.	P
<b>Alt Delegate</b>	Debbie H	P
<b>Chairperson</b>	Ann J.	P
<b>Secretary</b>	Linda D.	P
<b>Treasurer</b>	Jim D.	P
<b>Alateen Coordinator</b>	Renie M.	P
<b>Active Past Delegates</b>	Don B.	P
	Carol V.	P

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

**Open with a moment of silence and the Serenity Prayer**

**Introductions & Attendance**

**Read the Concepts & Warranties**

**Approve the August 2, 2019 Policy Committee Minutes – Linda D.**

**Debbie H. moved to approve the Minutes as presented. Carol V. 2<sup>nd</sup>. Motion carried.**

**Financial Reports**

**2019 Budget vs Actual Report**

**Income** - We took in less than budgeted but made money in other areas.

**Expenses** – We spent more than budgeted. Website expenses went up substantially. Some expense may have been allocated to the Officer/Coordinator position, rather than Office Expenses. Discussion followed about how to determine what expenses are allowed for each position. The descriptions/details for each position and line item in the budget need to be defined, and the line item names standardized so they are the same on each document. Changes should be highlighted.

**2019 Financial Report**

**Convention Account Summary**

Airfare, gas, registration and meals for 7 speakers and 2 Alateen sponsors.

**Midlake Account Summary**

Overhead should be charged to Area Operations. The transfer of funds from Midlake was for reimbursement to Renie M.

**Working Fund Account Summary (Checking Account)**

**NCRDM**

In the past, NCRDM was not listed because monies just go through the account. Expenses for attending are accounted through the Officers/Coordinators accounts.



### **Abundance Fund Summary**

We still have carry-over from 2019, which will be reported to the Spring 2020 Assembly so they can decide what to do with the fund. Excess funds at the end of 2020 will be donated to WSO.

### **2019 End of Year Balancing the Books**

2019 Working Fund Excess of \$1,176.61 and Abundance Fund excess not accounted for at the end of 2020 will be donated to WSO.

#### **Prudent Reserve**

\$18,450.00 – in 3 CDs

#### **Literature**

\$8,592.60

### **Active Past Delegate Defined Task Force – Don B.**

#### **#1 Definition of Past Delegate**

“On their own” means if the Delegate resigns, the Alternate Delegate can be elected for a full 3-year term as a Delegate. Replace “resigns” with “is unable to complete their term.”

“Length of time” means “should they fail to meet the requirements of active status.”

#### **#2 Do they hold a position in the Area Service Structure**

#### **#3 Should they have such things as a job description, duties and an attendance policy**

#### **#4 Recommend how all that ties into their being eligible to be a member of the AWSC and receive reimbursement for their Area expenses**

“helpful, settling forces” – add comma. Suggested to change the word “forces” to “presence” or something else.

**Conclusion:** The Task Force did not change the current policy. Suggestion to create a policy to re-activate a Past Delegate who has become inactive.

### **Top Priority:**

#### **Active vs Inactive Groups, define Active for voting rights at meetings**

WSO lists groups as Active, Inactive, Reported Not Meeting, No Mail Status

A GR from a group with Reported Not Meeting Status may vote. Active, Reported Not Meeting, and No Mail Status may be included in the Quorum count.

#### **Expense Reimbursements**

There is a deferred Thought Force on this. For the March 2020 WSC meeting we each received 3 meal tickets with our hotel registration. The Area will be direct billed for tickets turned in to the hotel restaurant. Define the number of meals, tax and tip allowed to be reimbursed. Some people have submitted receipts for only 2 meals, some for 3 meals, some do not include tax or tip, and some do. Should the meal expenses be separated out to each Officer/Coordinator, rather than lumped together as one expense? There needs to be clarification for who should make the hotel room reservations.



## Area 61 – Al-Anon/Alateen

Wisconsin & the Upper Peninsula of Michigan

*For families & friends of alcoholics*

## MARCH Policy Committee Meeting Minutes

FRIDAY, MARCH 6, 2020

Hotel Mead, Wisconsin Rapids

### **Pending/Deferred:**

Equipment Inventory should be the responsibility of the Technology Committee, not the Secretary.

Area Name/Legal Task Force

Decide on Area name, create legal documents (revise By-laws, update Articles of Incorporation)

Documentation Retention Task Force

Area Positions' Duties and Procedures Guideline Task Force

Ann would like to work on this

Attendance/Active-Inactive Status ("Remove attendance policy because we are volunteers")

Was originally intended for Past Delegates. Create a Task Force for this.

Will check to see if Joanne F. is investigating this.

Reorganize Policy Committee into Steering Committee

According to WSO, we are supposed to have a Policy Committee and we can add a Steering Committee. The Policy Committee may be a sub-committee of the Steering Committee. Will be discussed at the March 2020 AWSC meeting.

### **Priority:**

Do we want remote services for the Policy Committee meeting?

Yes, we want the capability of remote services for the Policy Committee meetings.

### **Adjourn**

Carol V. moved to adjourn the meeting. Debbie H. 2<sup>nd</sup>. The motion carried.

The meeting was adjourned at 9:23pm with the Al-Anon/Alateen Declaration.

Respectfully submitted,

Linda D., Area Secretary (2019-2021)