

Area Orientation

-9:04 AM-

Chase B. opened with a moment of silence followed by the Serenity Prayer.

Introduction and Opening Remarks

Chase then announced that this is the second orientation. They took feedback from last year to help this one go more smoothly. The agenda has been adjusted. The motion that the voting body made in order to create this orientation was based in providing more information to the body so that they can better do their job.

Eric K. had provided information 2 years ago that was about such orientations and how they provided more information on duties for DCMs and the DCM job and the relationship between the DCM and the Delegate.

Another piece of support behind passing this motion was to provide support to committees and committee chairs. Area service has a value in having more information once you take the job. Lots of times once someone figures the job out, it's time to rotate. So, it's better to have some information from the start. If you have taken on a job, you have a new constituency base. Now you have a body that you are responsible to be of service to. If you have the option of knowing the job a bit ahead of time, then it makes for a more informed body.

Then Chase asked Dave A. to get him some coffee. Instead, Monica gave him hers.

Then Chase announced that email etiquette has been added to the agenda as a tool for service. As an Area service chair, you have the opportunity to fit yourself to be of maximum service by having the right information. We will later discuss email as a tool to service and we will talk about how we can use this tool to be of better service to our body, and thus our groups.

He asked for feedback from the floor.

A member suggested that new DCMs keep an open mind. She suggested that it is vital for new service position to be open to learning.

Agenda was discussed further. The lunch break has been extended this year based on last year. If you are not involved in the afternoon break out sessions, you are still welcome to stay. We have the room until 6, but the agenda says only through 5. Feel free to stay as long as your committee needs.

Money: Last year there was \$1000 set aside by the Area to help fund travel and expenses for this event. If your District cannot fund you for this, there may be a little money left to assist you.

Announcement of New Chairs and committee members.

Chase ended by saying we should have an informal discussion while at the same time remaining loving and tolerant to those who have the floor.

Webmaster Presentation

<http://aa-oregon.org/>

Most of our stuff does not link to other websites. This keeps us from endorsing other websites.

Our page does link to AAWS and some Intergroups and Districts that list their meetings online.

If you are a DCM there is a specific group of pages that you can use as tools to help you do your

job. One of the things that we discovered last year was that events were not being sorted by time and day and so now this has been corrected. The principle function of the website is to find meetings. The people in this room, the DCMs and service committee, can use the website to share information. You each have a section. You own the content on that section. If you want to add content, that is for you and for your use. This facilitates your communication with each other and to your constituents.

Then he showed the website.

The Oregon Area 58 website: aa-oregon.org (it was shortened for the presentation). Rob showed an Area called 'Upcoming Assembly Information.' He mentioned that all documents on the site are .pdf, which means "portable document format." This means that we don't all have to have the same programs order to view the same documents. If you do not have a .pdf writer and want to post a document or flyer, he can change it into a .pdf for you.

A member asked how up to date the information on that location was. Rob said it was up to date within 2 weeks.

Then he showed the email links where people could be contacted. He showed how they are kept anonymous (e.g., archive@aa.oregon.org) and that it is sent to the owners personal email address. This helps to preserve anonymity and makes it universal for all serving.

A member asked about email clients and Microsoft wanting to sign up her email client. Rob answered that this is a separate thing and that it is because of the way her email client is configured and does not have to do with the set up of the website.

A member asked about spam. Rob answered that there are programs that sweep the net looking for email address and this is why we have been subjected to this sort of thing. He said that this happens across the board with any email address and that you can set your junk mail filter accordingly. It is up to the individual to set up their own email client with address.

WebPages for committee are also available. Each committee has a page dedicated to its own work. You can post events. This is the same for Districts too. You can fill in the form and submit. You can make your event a "one time" event or you can make it a "weekly," "monthly," etc. When you submit, 2 things happen: 1) it marks it as "pending" and 2) it sends the webmaster an email and lets him know you want it posted. He can edit (for instance, if the title is misspelled or something like that) then he publishes it to the website.

A member asked if there was a way to update information once it is posted. Rob said "No." He followed it up by saying to send him an email. You can submit a new event and then shoot him an email and ask him to delete the old/incorrect one. A member asked about whether or not we are putting on an event instead of a meeting, like a dance instead of a workshop. People asked about why you could not see ALL of the information in one calendar. Another member asked about linking flyers to events. Rob answered that you could send the webmaster an email and that would allow him to attach flyers to the events.

Rob then talked about District pages. This is how you get there: DCM, look at “meetings in AA.” Click “find a meeting” by District map. You should have a password that you can get from the webmaster. Go all the way to the bottom to “edit.” You can include your District meeting or edit/include any other meeting changes. Again, if you need a password, email the webmaster and he will issue you one.

Announcements

Chase asked that note takers meet at the break over at the note taker table. He asked that anyone looking for reimbursement needs to see the finance people and also talk with Dale. Over the next couple of years, should be more mindful about including these expenses with our November budget expectations for the first quarter.

Email courtesy

Jon began his presentation by announcing himself and then he showed a flowchart. He showed the inverted triangle and how we answer to the groups. We are facilitators and we carry our information back to the groups. He talked about checking email daily and gave a great presentation. He talked about “Reply to All” and how that sends the response to everyone. He wanted people to be aware of that. This is some of the text of his presentation:

Check Email Daily

Why check email every day when serving as a DCM or Area Trusted Servant?

I do this for four reasons, so I can:

- 1) Utilize and work with a tool in my kit so that I can stay connected.
- 2) Let others know of any Group/District/Area thoughts.
- 3) Inform all to be aware of what is happening with an event.
- 4) Pass on important information, I must remember my role as a facilitator, and the transparency that is needed.

Ask for Email Addresses/Best practices

I have been using a sign in sheet at our district and/or assembly meetings asking for contact information (I let them know they will be added to a distribution list) so we can pass on any information: Name, Group, Position, Best contact phone, Email address, Mailing address (if no email).

Distribution Lists/Best practices

Why use this feature? A distribution list is a collection of contacts. It provides an easy way to send messages to a group of people. For example, if you frequently send messages to your District, you can create a distribution list called “District ??” that contains the names and email addresses of all members of the District. A message sent to this distribution list goes to all recipients listed in the distribution list. Recipients see their own names and the names of all other recipients on the ‘To’ line of the message instead of seeing the name of the distribution list. (Then when they press the ‘reply all’ button, the whole district can see their response) You can easily add and delete names in a distribution list, send it to others, and print it.

Distribution lists are identified with Icon image or just a name (depending on your email program), and are stored by default in your Contacts folder. The personal distribution lists that you create in your Contacts folder are available only to you, but you can share them by copying and sending them to others.

You can send a message or meeting request to part of a distribution list by clicking the plus sign (+) next to the name of the distribution list to show the individuals on the list, and then deleting the names that you do not want to send to.

Distribution Lists/Best practices

Why not to use 'bcc':

A good example of this is when sending out a blind carbon copy thread, either via Distribution list or otherwise, can result in some mix-ups. If using a blind feature when creating a thread, it may be a good practice to let people know...something along the lines of:

"This email is intended for xxxx, xxxx and xxxx." or, "do any of you see any conflict with..." vs. "Are there any conflicts with..." thus clueing the reader in to the fact that they are not receiving a private, one-on-one email.

This logic is two-fold: By the receiver not knowing that they are part of a group that received the same thread email or question, some may respond with statements, which may be specific to just the sender, which others may not need to know. Of course, the receiver should be careful to not hit reply 'all', and by having this knowledge they may respond differently by having the benefit of knowing who was also included in the email (this example can be crucial when engaging in sensitive matters)

The thread can avoid redundancies if people have the benefit of seeing others respond. i.e, Mary cc'd me in her response, as she had no way of knowing that I had also received the email.

Conversely

There are times when I want to get a range of feedback in a one-on-one type of setting.

I try to always mention that this has been sent to others for feedback, as well.

How I lay out District/ Assembly emails

Build a district/assembly folder(s) to hold all received email

By using the rules feature you can move any new email from a specific person or email address into that folder or a specific sub-folder i.e. DCM, DCM alt., Treasurer, Oregon area chair, GSR (Group specific), etc. This will allow for ease of finding that "one" email in either a specific district folder or a specific area folder.

Letting people know that you received the file:

What I have found is that People are much more responsive to jumping on the band wagon when I acknowledge their contributions in a meeting, more so with a blanket email sent out to the entire group (people like to be recognized for their deeds), especially when I thank them for "blank" <-- I always acknowledge their contribution/idea (fill in the blank). I use the "Reply" or the "Reply to All" button quite frequently when I want all to know the updated information.

Using 'reply all'/Best practices

Why use this feature?

To be consistent in sending back to not only the original sender but to all in the thread i.e. 'cc' not 'bcc.' To be consistent in sending email information to all. To acknowledge back to the

original sender. Do not include attachments in a reply if not needed. Know your email thread. Please read the whole thing - it may contain sensitive, private info! Don't send the entire history of the discussion to new folks, erase or cut non-pertinent information. When you ask a group of people for input, ask them to use reply all when responding and let them know why: It is so everyone can be involved in discussion. This allows the discussion to progress through all. Again ask them to reply directly to any sender if their feedback is of a sensitive nature for that sender.

Not using 'reply all'/Best practices

Why not use this button?

So you are not repeating something that has already been stated and that has already sent back to not only the original sender but to all in the thread. To not overwhelm everybody's email and look like 'spam'

Spam (electronic)

In a nutshell Spamming is the abuse of electronic messaging systems to indiscriminately send unsolicited bulk messages. The most widely recognized form of spam is e-mail spam.

The people that create electronic spam are called spammers.

Avoid E-mail spam (what it is it)

E-mail spam, also known as bulk e-mail or junk e-mail is a subset of spam that involves sending nearly identical messages to numerous recipients by e-mail. A common synonym for spam is unsolicited bulk e-mail (UBE). Definitions of spam usually include the aspects that email is unsolicited and sent in bulk. UCE refers specifically to unsolicited commercial e-mail.

Questions:

A member asked if the presentation could be sent to the Area Secretary so that he could include it in the minutes for the Orientation. He said absolutely. A member brought up the point of receiving controversial emails and he encouraged restraint of pen. The Area treasurer encouraged people to use clear subject headings so that the emails do not get overlooked. Make sure to include "Oregon Area" in the heading.

Archive Presentation

They talked about the role of the Archivist and how the current focus is to increase the electronic record. There are 5 things: 1) gather; 2) sort; 3) collect catalog, create a searchable list for inventory; 4) preserving them; and 5) to let people know about them by creating exhibits and displays. Then he talked about the importance of keeping District records and forwarding them on to the Area. He encouraged having your own archivist per District and asked if there were any District Archivists in attendance. District 6 Archivist Karla B. raised her hand and was received with great applause. He also showed a neat trick with a purple pen to check whether or not your paper is acid free.

Budget/Expense

Pat and Gus gave a riveting presentation.

Finance Committee Responsibilities

They hold Area officers accountable for money, track Area business and receipts, approve use of funds, assure we are purchasing conference approved literature, monitor monthly spending, reconcile bank accounts, and create proposed budgets. Also, they inform the body whether or not we have the money for a current motion.

Expense Reports

Get with the chair of your committee and fill out an expense sheet. A lot of committees have 2 separate line items: 1) committee expenses and 2) literature expenses. Keep track of all your receipts even if you have submitted a budget. You still need to keep track of your money.

If you are a new Area officer and you are traveling to an assembly, you get a flat rate of \$150. You do NOT need to keep receipts. But if you are traveling for a workshop or something outside your regular stipend, then you need to keep receipts for everything and also keep track of your mileage. There is an appropriate way to spend your money. For instance, is it okay to buy literature that is not conference approved? The answer is “No.” If there is any question about it, there are lots of people to ask. You can even ask it in the finance room.

DCMs make requests for \$35 reimbursement for travel at the DCM sharing session on Saturday morning. Or go to the finance room as soon as you arrive and ask where and when to make that request.

Budgets

Budgets are an annual process. The point is for the committees to see whether their line items are accurate or need to be rived for the coming year. At the February assembly, the budgets are looked at to see if they can be cut or need to be increased. The Finance Committee then tried to get together a proposed budget by May for the following year. It is approved at the General Assembly in September each year. At every assembly we vote on at least one line item adjustment. This means that at most quarterly assemblies, the budget is revised. Also, if there is a creation of a new committee, that means a new line item in the budget.

Treasurer

Treasurer responsibility include 1) balancing the checkbook. We operate with Quicken. Everything is entered and matched to the budget spreadsheets to get a current idea of availability of funds. Only rarely are we still writing checks during the business meeting. Usually it is all done by then. Monthly expenses are balanced. Also, with the help of the Alternate Treasurer, writes check per request/approval by the Finance Committee. This is one of the ways we cooperate with each other. It also enhances our checks and balances. We also prepare a financial statement. This reflects the current state of our finances at the end of each assembly. We have a CPA we hire and we file our taxes accordingly. We are a tax exempt organization but we are not exempt from filing. We also coordinate cooperation with the Finance Committee. Again, come by the finance room is you have more questions (they usually have candy!)

District moneys

Checking accounts and multiple signers are encouraged. Mentoring people into a position of responsibility is also encouraged. How do you get a Tax ID number and set up an account? It is an individual experience for each District. Once you obtain that number, go to a bank and get your account set up. This is often easier if you know your banker. But regardless, explain what it is going on. Gus said don't keep your money in a cigar box under your bed. Assembly money is easy to account for, you can set up a separate account easily once you have your own District account already in place. Prudent reserve should be the amount of money that we would not keep "more than." It is an upper ceiling. He encouraged taking your time to develop a financial policy for your Districts.

A member asked about meals reimbursement at \$23.00 per day. She asked for clarity if that was in fact "per day." The answer was "Yes."

A member included the information that if you are changing signers on the bank account, you need minutes from your elections or for any changes.

A member asked if there was a form for minutes that we could use? The answer was that there is no form. What their District used was "Minutes, Signers, etc."

A member asked "are there any guideline or suggestions for the name of the entity for the tax ID?" Answer: your District.

A member asked if all District needs to be filing taxes? Answer was that there is a category for us and that they don't expect us to file because we do not generate enough money. We fall into a fellowship type organization with small budgets.

A member asked about the fiscal year. Answer: December 1 through November 30.

A member asked about spiritual doughnuts. The answer was another question: "Can you another way to better spend your money?"

Assembly Agenda

Dave and Chase talked about assembly agendas. They passed out the guidelines to each table and showed an overhead projection about the assembly agenda. They talked about the differences in each of the 4 quarterly assemblies and how they each function to serve the Area. For instance, September is elections at the General Assembly. The Sec, Treas, Alt. Treasurer, Registrar (formerly Alt. Secretary) elected in *even* years. Delegate, Alt. Delegate and Chair, Alt. Chair elected in *odd* years. Tabled motions are discussed in Old Business. This is not a time to discuss and New Business.

DCM Reports and Sharing Session

Saturday morning in all but September assemblies, the DCMs give reports at a DCM report session. You can only give a 3 minute report. If you want a longer report included in the minute, you can send that to the secretary but you only have the floor for 3 minutes. After you give your report, stop at the table nearby to grab the new roster, and turn in your report. If you can send your report in electronically, the Secretary's job is a lot easier and the minutes are more thorough.

After this report, DCM goes to DCM sharing and GSRs go to GSR sharing. Now that we have the translation and interpretation committee, we can include our Spanish speaking members in the GSR sharing session.

Who can vote?

GSRs (if you are filling in for your group and are not the GSR, you have a vote), DCMs can vote because they are on the Area Committee. Committee Chairs vote (not committee co-chairs, in other words, one vote per committee).

A member asked if there was a non voting member present if they still had a vote. Chase said yes, if they are representing a group that has no other representation.

A member asked about the voting roster. It was explained that once the numbers are submitted then the number of voters are registered. So we keep a physical count of all voters.

Panel Assignments (new way to select)

New Oregon Panel Assignments (February and May Assemblies) and a new model for conducting panel break outs. Looking for increased participation from the groups. Now the DCM is the vital link between GSO and the groups for the panel topic they are assigned to. All GSRs and DCMs from that District will attend the panel they are assigned to (e.g., District 6 is assigned to PI so all GSRs and the DCM will attend that panel discussion).

Chase explained why this was. He said that an idea goes through the process of collecting a paper trail with background material on that idea. Some trusted servants in NY take all these ideas and toss them into “buckets” for the 13 conference committees. Then the 93 Delegates are split up into conference committees. They are assigned into a “bucket.” They are asked to become as familiar with their “bucket” as possible (and also with the other 12). Each Area is then tasked with making sure their delegate is as informed as possible. We bring the work back to the Districts and groups to ensure an informed group conscious. Thus we immerse the entire Area in the conference process and make sure everyone is a part of it.

Questions:

A member asked for a synopsis of the new model and how it works to be made available to the body. The answer was “Yes.”

A member expressed what a great idea this is!

A member asked about only seeing 12 on the model worksheet. Dave pointed out that Trustess and International Conventions were combined.

A member asked about the materials being made more available to those assigned to them. Yes, was the answer. However, the materials will be more sanitized (i.e., wording and names will be more anonymous).

A member expressed a concern that there was a broader sense of what was going on by having DCM and GSRs all attending different things. Dave said that the Districts could each still have all their own materials for each “bucket.”

A member asked about voting members at District meetings. Dave cited the fourth tradition, that each group is autonomous.

(break for lunch)

Hosting an Assembly

Gus P. talked about hosting an assembly.

Documents

Gus passed out the document on hosting and assembly and the checklist (these are available online). Find out about it, make a presentation at your District meeting, and decide if you want to host. Multiple and neighboring Districts may co-host. It is a good idea to know which assemblies are already spoken for so that you won't be bidding for one that has already been awarded. Now we award 2 years out, so we are already looking at February 2009 and have already had a preliminary walk through. We can currently award out to February 2010.

How Assemblies are Awarded

How and when we award assemblies was discussed. He talked about forming committees to host. He talked about serving the Area. The Host Chair and the Registration Chair are vital. Tracking registration accurately paramount to things going smoothly. *"The really helpful documents and forms are on the Oregon Area website."* There are many tools that are available to ensure a smooth bid process, in addition to past and current host experience! Also, the numbers are available, for instance, you can find out how many mugs were sold at the November 2006 assembly. The checklist is a synopsis of bidding. We are ultimately responsible to the Area. The service that you provide is an Area to meet within your District so that we can conduct Area business. Fund raising is something to talk about in your planning meetings when you are making decisions about hosting. 7th tradition issues will also come up. The aim is to break even. This is hard to do. Welches came close. Usually we are just above or just below.

Questions:

A member asked why would a District want to host? To provide a service to the Area and to stimulate enthusiasm in the District.

What assemblies are available to be bid on? We currently have host committees through February 2009. May 2009 and on is open.

A member asked if an intergroup could host an Area assembly. Gus said that the intergroup does not really have a role at the Area like the Districts do. It should be Districts bidding.

A member asked about details of a bid geographically? There are special considerations. A member pointed out that there might be something in the guidelines that are customs or suggestions about region/geography issue for hosting.

A member talked about the summary of accounts from past host committee and said that these were vital for putting together a bid. You have to also submit a budget proposal and the past figures really come in handy.

A member asked about once a host committee is formed, how is the Chair person funded to go to the Assemblies? This is a function of each committee. We used to fund 1 committee host chair. The progress report of the committee can be given by the attending DCM. The host committee may decide to reimburse the host elect if they are not the DCM.

7th Tradition

Chase asked the body for a vote. Should we collect a 7th tradition by passing baskets because we do not yet know if we have stayed within our \$1000 budget. A majority said yes. Dale said she had not yet started writing checks and so she would then head upstairs to try to do that so that we would know within the close of the meeting if we are within the budget. A member commented that we should have figured money out at the break so that we would know what our expenses are and if we need to collect the 7th. It was decided that we would pass baskets.

Administrative Details/Resources

Chase and Dave A. presented this section on resources for the Area Officers and Area Committees. Chase talked about the roster and Dave A. talked about the guidelines.

Roster

Change info forms can now go to Julie, our new Registrar. We are using “New Vision” software that allows the Registrar to update the info from one place. Make sure you check your roster and see if all information is current. DCM, it is your responsibility to make sure your groups’ information is current.

Guidelines

We print this every other year. The next time will be May of 2009. The web version will be current every year, but the printed copy will only be distributed each year. It includes lots of information like job description, voting procedures, policies, etc. It also includes maps that show District boundaries, any committee boundaries (i.e., North and South), and Corrections’ Districts. There is also a glossary of acronyms for committee (e.g., CPC, PI, GSR, etc.). Robert Rules of Order are loosely followed in conducting business. Dave talked about the map and how it shows our service structure. This document should be available and updated by May the year it is printed.

Questions:

A member asked when we were working on maps to update maps. Since the Guidelines have been printed, we have added 2 Districts that are geographic and 1 that is Spanish speaking with a total of 37 Districts. We will not be printing another Guideline midterm because of expenses. Chase says...look at your roster. If the borders affect the surrounding districts, talk to them about it.

Service Manual

Chase talks about the service manual. One thing about the service manual is that it is available in PDF form online. Gives information on all 13 committees we will be meeting about at Feb. assembly. There is also a companion trustee committee for each of the 13 committees. There are sections for all service positions at the Area level and what it is that all the trusted servants are supposed to be doing. Chase gets choked up reading about the origins of the service manual. Dave A. say’s on the GSO website there are AA guidelines in reference to AA and AI-Anon relations. There are 17 guidelines.

Chase says not to cut and paste the guidelines onto each other to change them.

Dave A. says GSO is a very good tool for DCM's. Check it out and it will help your district.

Service sponsorship

Dave described how it should be someone who has past experience. He also said if you don't have one, get one. Not traditionally an issue of gender (meaning men and women can mix at this level of sponsorship) because you will not be sharing 4th step/ 10th step type stuff, but rather service experience.

Writing an Effective Motion

Anne M. introduced James and he gave an entertaining presentation on making motions. There was a clever premise to the presentation that what normally comes to the mic is not "a motion" but rather "e-motion." Best way to do a motion is to "Keep it Simple" and "call your service sponsor" before you make a motion. What is a motion: A proposal made at a business meeting put forward for consideration or discussion by others. We thus judge it positive or negative. It normally involves money. This is some of the text of his presentation:

Motion vs. Proposal

What is a "Motion?"

A "motion" is a proposal made at a business meeting to be voted upon.

What is a "Proposal?"

A plan or suggestion put forward for consideration or discussion by others

Example Motion (a bad motion?)

Me and Jake were thinking one night over coffee at the meetin after the meetin that we should start makin good use of todays technology and finish that place they started in Middelton. We have a big Red barn (needs a roof) but the floors are solid. There's a good One holer out back. So I guess we move that Oregon Area put up some front money and we could be partners in this venture.

Intent and Purpose: To start an AA Construction Co.

We intend to be on the top row of the Pyramid and make a few bucks.

Current Practice: Couldn't find any info on current practice so I guess its just play it by ear, and shoot from the hip

Budgetary Impact: Don't think it will take more than 2or3 Thousand to start. You guys always say you have the money.

Motion: Move that the Oregon Area Create a New Budget line Item

Intent and Purpose: Carry the Message through building stuff

Current Practice: The Guidelines say No (Non Profit)

Budgetary Impact: Would increase the Oregon Area budget by \$3000

Things to Think about When Making a Motion

Take some time writing it. This is for business. It does not need to be anything but honest and simple. If you need to increase your budget, can it wait until November? If not, it can be brought to the floor.

A member said to use the motion as a solution rather than a way to contribute to the controversy behind the problem.

Anne said that it is a good idea to have someone look at it before you submit it, to make sure it is clear. If it is confusing to others, it will be confusing to the body.

Breakout Sessions

These notes were taken by individual who attended each section independently. The incongruous nature of each session's verbiage is attributed to the different styles of each notetaker. We have tried to keep as accurate as possible with their notes. A special thanks is extended to all who help compile these notes.

DCM 'Breakout Session'

Facilitators: Dave A.
James J.

New DCMs:

"Welcome to the ride of your life."

Dave A. – Oregon Area Delegate

DCMs (District Committee Members)

- Continue on in service: GSR → DCM.
- Attend District & Intergroup Reports.
- Conduct (or host) Workshops for their Districts.
 - Workshop Topics (just to name a few):
 - Traditions
 - Concepts
 - Home Group
 - Potluck
 - Use Area Officers and/or other Committee Members
- Bid to host Area Assemblies.
- Organize the Delegate's Post Conference Report.
 - Make it fun
 - Serve food – (potluck?)
- Are the link between groups, District, Oregon Area & GSO (General Service Office).
 - Area Registrar (formerly known as Area Alternate Secretary) now has an online tool for making real-time updates to Group, District and Area information with GSO. These changes are also reflected in the Oregon Area Roster and the Western States Directory.
 - Submit group change forms to the Area Registrar.
 - The accuracy of the Western States Directory depends on the accuracy of the information in our Oregon Area Roster. Please be diligent about these information updates. Our Area Registrar looks forward to your participation.
- Distribute documents (minutes, flyers, etc.)
 - Hard copies

- Electronic copies
 - Flyers to Area Webmaster for inclusion in Events Calendar
- Keep lines of communication open
- Visit all groups – ‘whether they want it or not.’ This is to extend the hand of our general service structure to the groups.
 - Offer the opportunity for groups to participate.
 - Encourage them to elect GSRs and send them to District and Area functions.
 - Groups will decide whether to participate.
- Enlist members of the district (GSRs, group members) to help extend the hand of the fellowship.
- Familiarize yourself with Area Committees job descriptions.
- USE AREA COMMITTEE MEMBERS
 - For information about carrying the message.
 - For assistance in understanding Traditions and Concepts.
 - Invite them to lead workshops.
 - They have travel budgets. It’s their job to serve the Districts and Groups. Besides...they love doing it.
 - Some districts have service positions that mirror those at Area. Area Officers are there to help and coordinate activities to carry the message.
- District level service work will help qualify you for Area level service.
- ‘Ambush’ new GSRs
 - Tell them how much we need them.
 - Engage them in service.
 - Ask them to talk about their groups.
- Try a potluck GSR gathering.
 - Each GSR (and other group members) give a presentation on their group.
 - Feed them and they will come...have fun.
- Invite the Delegate to lead a GSR School in your district.
 - Help the Delegate organize.
- Promote District Elections
 - Get GSRs to stand for open positions.
 - Enlist Area Officers or Committee members to assist.
- Prepare your GSRs for upcoming Area Assemblies
 - What happens
 - When
 - Why
 - How
 - Procedures
 - Motions
 - Voting procedure
 - Explain GSR sharing.
 - Review agenda.
 - Review tabled motions.
- Some districts have funds available for GSR ‘scholarships’
 - Fund or partially fund GSR to Area Assemblies

Educate GSRs on how to craft a GSR report to submit to their group.

- Balance in report: detail vs. highlights.
- What's important to the reader or listener (group member). How much detail do they need...how much will they accept.
 - Some GSRs make only summary verbal reports (a condensed synopsis) in their business meetings and make a more detailed written report available for interested parties and archive purposes.

District Meetings

- Some districts rotate district meetings among their various groups.
- Most are held in the same location regularly (like every month).
- Many district meetings are 1 to 1.5 hours long.
- Good leaders walk, not talk (lead by example).
 - Be willing to do yourself what you ask from others.
- Follow Service manual suggestions.
- Visit groups and talk about the 7th Tradition.
 - Tell them where the money is going – the various ways it helps the still-suffering alcoholic.
- Provide information for groups whose GSRs might not be attending District Meetings or the Area Assemblies.
- Communicate to Groups how the votes were cast @ Area – that is, voting results.
- Group support can be measured by:
 - District meeting attendance.
 - Group contributions.

Running a District Meeting

- Refer to ***Chapter Three*** in the A.A. Service Manual.
- District Guidelines (if your District has developed them) may spell out how to
 - Structure an Agenda.
 - Voting procedures.
 - Etc.
- Tradition Reports and Concept Reports
 - GSRs could do some of these.
 - DCM or Alt DCM might do them.
 - DCMs roll is partly as a teacher for GSRs.
- Consider time of day and traffic patterns when choosing a meeting place.
- Take initiative to 'set a direction' for District discussion/action. But be careful not to try controlling results.
- Hold District Inventories regularly.
- Practice having fun at District meetings.

Newly assigned task for Oregon Area Districts:
Pre-conference reports for our Delegate.

- Prepare these reports for our Delegate, using background material provided...to be submitted to the Alternate Delegate by April 15th. More detail to follow from the Delegate via email and at the February Assembly.
- Enlist Area Delegate's assistance in this new process

Resources

- A.A. Service Manual
- Fellow current and past DCMs
- Area Officers and Committee Members
 - Many 'have the money' to travel in their budgets.
 - They have telephones and email.
 - We keep them sober by engaging their service.
- Conference Report
 - Recaps the General Service Conference
 - Reports
 - Speeches
 - Etc.
 - Usually delivered to the Districts by the Delegate at the Post-Conference Report sessions.
 - DCMs distribute to GSRs, one copy per Group.
- GSO Conference Approved Literature catalog.

Notes taken, transcribed (with some minor reorganization) and respectfully submitted by:

Ric H
Alt. DCM District 19

PI,CPC,CTF

Introductions were made. It was discussed that the purpose of the break out session was to have more informed body. The budget was passed out and Helen pointed out where to find the line items for PI,CPC,CTF. The Roster was emphasized as a tool to contact DCMs and each other. The Assembly Agenda was shown as a way to find out where you need to be and when you need to be there. This ensures the most effective communication with DCMs and GSRs at the Assembly and as a way to establish contacts for the future. There was some discussion about the difference between Quarterly Assemblies and also the difference between the Delegate's Panel and the actual Area Committees. November Assembly example was to prepare and facilitate your panel/committee, prepare report from Sunday business meeting and submit a copy to the Secretary. The service committee descriptions in the Guidelines were reviewed. It was pointed out that 2 of the biggest committees to be on are PI and Literature. Both of these have a lot to do with the final Conference Report. Box 459 was discussed. What it is and how to receive it. All GSRs should be receiving it. If they aren't, they might not be signed up with GSO correctly. It was strongly advised that presentation for 15 minutes are made with each District sometime

during their regular business meeting (invite yourself to attend their meeting and ask if you can give a presentation).

Hospitals

Four things were discussed: 1) the importance of having a meeting with new volunteer coordinators and all three committee members to establish relationships and 2) find out who is on the current roster and which meetings they attend. 3) Coordinators need to call volunteers and see which are still current. 4) Also, update schedule and volunteers. It is a good idea to find out which meetings are transitional ward to the outside and make sure these meetings are covered. The front of the volunteer application will be posted on the Oregon Area website. In setting workshops it is easier to contact and schedule the DCMs at the assembly.

Finance

Funding for orientation: Last year was within pennies and this year is going over. A member thinks that both Treasurer and Finance Committee should be increased. Do more workshops about money. People need to understand “self-support” more clearly. Make pitches to Districts/ make the rounds. Then members spoke on how to get Districts to invite them to their business meetings. Lots of discussion about the proper use of 7th tradition funds. End of the year Finance Report and reconciliation. Discussion on current practice. Where is your 7th tradition going? How much is the individual contributing? If each individual gave GSO \$5.75 per year, GSO would be self supporting. How do we encourage this at group level? Travel to the groups/Districts/Intergroups and carry this information. Also, piggyback a 7th tradition talk on any workshop. Financial Policy vs. Guidelines. Financial Policy influences changes to Guidelines. This is the annual base for reconciling. This is not a motion but is something for the Finance Committee to work on. Per quarter expenses cannot exceed their limits (i.e., cannot borrow against the future). Motions must be made for increases. This is not a Guideline in as much as it is a “current practice.” Ad Hocs make it formal and shows support with the Area Chair. A Policy Packet could bring the best of these two things together into one document. A committee is forming (ad hoc?). Recommendation to Area Chair: formal, written request for ad hoc. The Audit: for years there has been great communication and no need for one. The current Treasurer, Dale, will do a dry run before the formal Audit begins. This will be at the next assembly.

Archives

We discussed some aspects of an archivist’s job. Topics included differences between an Archivist, an Historian, a Collector, and a Preservationist as well as the best practices for sorting, storing and maintaining archives. We also discussed a possible regular meeting (probably annually) where all Archivists in the Oregon Area can gather and discuss experiences and learn new techniques.

Notes: minute takers during the regular session included: Karla B., Kate B., Teffany H. and Rhonda Z., with the addition of Ric H. and Sandy V. for the afternoon breakout sessions.