

Central Michigan Intra-Area 32 Printed Hybrid Assembly Minutes from June 3,2022

2022 Schedule: August 7, Dist. 26 Standish; October 2, Dist.22 Bay City;

December 4, Dist. 4 Ann Arbor.

CHAIR: Jon S. (District 4), chair@cmia32.org Jon not present. Kate chaired meeting.

ALT. CHAIR: John B. (District 6) altchair@cmia32.org

Afternoon General Assembly was called to order at 12:15 pm with a moment of silence followed by the Serenity Prayer. Motion to accept the agenda seconded and approved.

Kate then asked for secretary's report.

SECRETARY'S REPORT: James P. (District 12) secretary@cmia32.org James requested that all officer and committee thchair reports be forwarded to the secretary's e mail address.

Alt Secretary: OPEN: altsecretary@cmia32.org

TREASURER'S REPORT: Sherri L. (District4) treasurer@cmia32.org Attached.

Was approved.

ALT. TREASURER: Tracey G. (District 16) alttreasurer@cmia32.org No report.

FINANCE COMMITTEE REPORT: Jamie P. (District 22) finance@cmia32.org

Today's date June 5, 2022: location Hillman. Beginning balance \$6,936.56 standard monthly expenses \$497.22. Committee reimbursements \$0, Officer fuel reimbursements \$0. Ending balance \$6,439.34. Committee request that require approval of area assembly, \$300. **Hybrid Tech \$150. Final Ending Balance \$5,989.34.**

REGISTRAR'S REPORT: registrar@cmia32.org Lori C. Suggested that all districts especially the DCM check the contact information for the groups making sure the information has been updated. If you are not sure of anything please contact Lori. Update forms can be found on Area 32s website.

ALT. REGISTRAR: Kim D. altregistrar@cmia32.org,

Pass Delegates recognized: Present and Virtual. Four in attendance.

Group and District Announcements: Hybrid Tech committee have a set zoom meeting time with same ID and password for every assembly. This should be convenient if you are working on Flyers for upcoming events in your district. District 28 will be hosting again in August and planning it's fun filled weekend. There will be a sober picnic that Saturday at the park.

DELEGATE'S REPORT: Don Mc. Panel 71, Area 32 (District 2) delegate@cmia32.org

Because of the pandemic Don explains that this was his first time attending the conference in New York. Although last year we met virtually and got a lot done it was a wonderful experience meeting in person. This year we had some good news. Good news for finance. We are up a little bit as far as contributions. Literature sales are down do to supply issues. Expenses were down mostly because there was no travel last year. Which gives us that artificial, "we're doing better" feeling. 45% of all contributions coming in to GSO is under \$50. Total contributions last year was \$10.7 million. This may be at the last minute but we

do have a yearly challenge, this year it coincides with June 6 meaning a suggested donation of \$6.06. If every member of AA contribute this amount we truly would be self supporting. Grapevine has come up with a couple of new books. Grapevine has come up with a Instagram account. Grapevine is also doing podcast. Video animation of the 12 concepts illustrated which came from England is being adapted to US, I don't have a copy of that to show you I really wish I did because it's just it's great it's short a three minute video it covers the whole thing . They did a really good job so hopefully shortly here we can have the English version. They're reworking the old 12 tradition pamphlet you can question me on this afterwards. Don is willing to go to any district that invites him to do an in depth delegates report.

CONFERENCE ADVISORY ACTIONS OF THE 72nd GENERAL SERVICE CONFERENCE (attached or on website. cmia32.org)

ALT. DELEGATE: Mark M. Panel 71, Area 32 (District 4) altdelegate@cmia32.org

At today's GSR orientation and general service meeting there were 22 and attendance including 16 GSRs and of those, five were first time attendees. At today's meeting we covered the 6th tradition and 6th concept of World Service. A brief overview was presented on the duties of the alternate delegate. GSRs also shared what was occurring and upcoming in their groups. Since our last assembly I respectfully filled in for our delegate Don M. at the statewide service committee meeting in Lansing April 24th while he was attending the General Service Conference in Brooklyn. I also had the pleasure to be of service to district 10 presenting a GSR workshop on May 14th in Corona with around 15 in attendance. There is another GSR workshop scheduled for this coming Saturday in district 6 Lansing. Please feel free to contact me if your district would like to hold a GSR workshop of its own.

Nominations and Elections our next two assemblies. August standish will be nominating for new delegate and new alternate delegate. October in Bay City nominations will take place for officers and committee chairs then in December that's when elections take place for the officers and the committee chairs, requirements are in the service manual.

COMMITTEE REPORTS:

LITERATURE REPORT: Mike K. (District 2) literature@cmia32.org: Started today with \$2,800 in cash,\$3,080 inventory. Most literature from NY. Is on backorder. Sales today a little over \$400.

ARCHIVIST: Jim D. (District 6), PO Box 13, Holt, MI 48842, We were at the Lenawee county all day mini conference in Tecumseh in late April. Good time. Lots of fellowship lots of good food. Again we want groups to work on their groups histories, please feel free to ask any questions either at the assembly or call me. Thank you for your continued interest and support.

ARCHIVES COMMITTEE: Tim H. (District 6) No Report

CORRECTIONS: Lori C. Past Delegate, Panel 69 Area 32, loriconant01@live.com

Nine people in attendance representing 3 districts. District 2 requested money for literature in total of \$300. Bridging the gap workshop in San Diego CA is scheduled for September 30th through October 2nd that's at your own expanse. The national corrections workshop scheduled in November 11th through the 13th in Schaumburg IL. Statewide corrections workshop held on October 8th flyers are out for that. We also talked about taking an AA

meeting in the jails, they are different from the prisons. If anyone has carried the message inside the Correctional Facility please contact me.

FORUM: No report

GRAPEVINE: Molly L., (District 4) grapevine@cmia32.org **No Report.** Had to miss meeting because of family business.

C.P.C / Public Information: Keith S. (District 6) cpc@cmia32.org No Report

ACCESSIBILITIES / TREATMENT CENTERS: Don W. (District 6) specialneeds@cmia32.org:

We did not meet today.

Mock Conference Committee Report: Lori C. report:

State Convention: Lori C. report: The Theme has now been determined for the 2023 Michigan State Convention being held August 11-13, 2023 at the Comfort Inn in Mount Pleasant. The Theme for the Convention which is always the theme for the corresponding General Service Conference is **“A.A.’s Three Legacies-Our Common Solution”**.

Also discussed by the planning committee was Presentation Themes for the 2023 General Service Conference as well as a planned workshop at the General Service Conference which the State Convention may use but is not required to do so.

Ron P. has recently volunteered to act as Program Chair of this convention and he brings with him an extensive prior experience of obtaining speakers for large events so he is a valuable addition to the State Convention Planning Committee. Currently the planning committee is discussing the pros/cons of a buffet or plated dinner to be served at the banquet and the costs/food options for each. The committee is also in discussion of holding a dance on Saturday night or just having some “family type” entertainment. It can be a large expense to hire a DJ for their services when it has seemed in the recent past, there is just not the interest in a dance. We will continue these discussions as we move forward.

We are looking for volunteers to serve on the planning committee as chairs for committees and one to act as recording secretary. I have attached a flyer asking for volunteers and we as a committee really would love to see greater involvement to make this event run as smoothly as possible.

A cost of \$25 per member/Alanon and Guests for registration to the convention has been determined. (\$20.00 early registration fee). The hotel cost is only \$104.00 per night so we are attempting to keep this convention as affordable as we can for our members.

A bank account for taking registration monies is close to being opened as well as the requirements needed for registration with Eventbrite for a greater ease in registering and paying for the State Convention. We are looking for the best/affordable electronic payment method as well to aid in the ease of registering.

Save the date flyers are planned to be out by MCYPAA in November with early registration opening by the December Michigan State Convention.

We welcome anyone who wants to serve on the planning committee. Our plan is to meet every 2nd Tuesday of the month virtually. Zoom code: 517 414 7662
passcode: area32.

YPAA: Lisa S. **(District 4)** **FLYPAA:** No report

WEBSITE COMMITTEE: Kate L. L. **(District2)** webmaster@cmia32.org, or

page88line8@gmail.com We have started the redesign. We have switched over to word press so we can connect with the meeting guide. If you see something on the website that you don't understand or is not functioning, please give me a call.

Hybrid Tech: Ilene, hybridtech@cmia32.org: we are getting equipment donations thank you. If you have any other equipment that you would like to donate in order to make this operation more functional please do so. We are working on having a more stable Internet that's why we requested funds. We are looking for volunteers

OLD BUSINESS: None

NEW BUSINESS: Mark M. area 32 alternate delegate motioned a fuel reimbursement change, delegate from 42.5 cents per mile to \$0.47 per mile. Officers and alternate delegate from \$0.20 per mile to \$0.35 per mile, motion passed.

Mark also proposed, it is motioned that if committee chairs or officers beginning with the 2023 term of service miss showing up live at more than three consecutive area assemblies they shall forfeit their service position. Proposal did not pass.

Meeting closed with a prayer.

April 2022

NOTE: These are Advisory Actions only. Details are contained in full Conference committee reports.

CONFERENCE ADVISORY ACTIONS OF THE 72nd GENERAL SERVICE CONFERENCE

The following recommendations were approved by the 72nd General Service Conference:

FLOOR ACTIONS

It was recommended that:

1. The trustees' Committee on Literature continue to make edits to the draft pamphlet "The Twelve Steps Illustrated" with a new draft or progress report to be brought back to the 2023 Conference Committee on Literature, keeping in mind: color, diverse expressions of spirituality and accessible interpretation of meaning in the illustrations.
2. The 2022 Membership Survey questionnaire receive final editorial review by the trustees' Public Information Committee after consulting with our professional survey methodologist, to address concerns raised by the 72nd General Service Conference related to the survey questions about Racial and Ethnic Background, and Employment Status.

AGENDA

It was recommended that:

3. The theme for the 2023 General Service Conference be: "A.A.'s Three Legacies – Our Common Solution."
4. The presentation theme and topics for the 2023 General Service Conference be:

Presentation Theme: "General Service – Our Mighty Purpose and Rhythm"

Presentation Topics:

1. "Our Common Perils and Common Solution"
2. "Using A.A.'s Literature in Carrying the Message"
3. "Fostering a Thriving Three Legacy Culture"

5. The workshop topic for the 2023 General Service Conference be: “Practicing Our Twelve Traditions Across All Group Settings.”
6. The General Service Board develop a status report on the progress and outcomes from the 2013-2015 Conference inventory and include a draft plan for another Conference inventory with considerations of its value, timeline and approach to be brought back to the 2023 Conference Committee on Agenda.

ARCHIVES*

No recommendations

*Members serve on this committee as a secondary committee assignment.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

No recommendations.

CORRECTIONS

No recommendations.

FINANCE

No recommendations.

GRAPEVINE AND LA VIÑA

No recommendations.

INTERNATIONAL CONVENTIONS/REGIONAL FORUMS*

No recommendations.

*Members serve on this committee as a secondary committee assignment.

LITERATURE

It was recommended that:

7. The pamphlet "Questions and Answers on Sponsorship" be revised to add the following text regarding safety and A.A.:

1. In the section "For the person wanting to be a sponsor" (p. 14) under the heading "What does a sponsor do and not do?":

Stresses the importance of A.A. being a safe place for all members and encourages members to become familiar with service material available from the General Service Office such as "Safety in A.A. – Our Common Welfare."

2. In the section "for groups planning sponsorship activity" (p.23), under the heading "How does sponsorship help a group?" add a fourth paragraph:

Sponsorship can also help a group to create a welcoming and secure environment. Safety is an issue affecting all members and it is important for groups to remain accessible to all who are seeking recovery. Sponsorship can help keep the group focused on the common welfare.

8. The booklet *Living Sober* be revised to add the following paragraph regarding safety and A.A. in chapter 29, page 76:

"Of course, A.A. is a reflection of the larger society around us and problems found in the outside world can also make their way into the rooms of A.A. But by keeping the focus on our common welfare and primary purpose, groups can help provide a safe and secure environment for all their members."

9. The video animation of the pamphlet "The Twelve Concepts Illustrated" (currently published by the General Service Board of A.A. Great Britain) be adapted and produced by the Publishing Department. The committee requested a progress report or rough cut be brought back to the 2023 Conference Committee on Literature.

10. The draft of the pamphlet "Young People and A.A." be approved.

11. The pamphlet "Twelve Traditions Illustrated" be updated with non-offensive, contemporary text and illustrations and that a progress report or draft pamphlet be brought back to the 2023 Conference Committee on Literature.

12. The updated pamphlet "Is A.A. for You?" be approved.

13. The updated pamphlet "Is There an Alcoholic in Your Life?" be approved.

14. The updated pamphlet "Frequently Asked Questions About A.A." be approved.

15. The updated pamphlet "This Is A.A." be approved.

POLICY/ADMISSIONS

It was recommended that:

16. Rio D., alternate delegate, Area 79 British Columbia/Yukon Territory, be seated as a Conference member at the 72nd General Service Conference because Bob K., Panel 71 delegate for Area 79 is unable to attend.
17. Christopher M., alternate delegate, Area 47 Central New York, be seated as a Conference member at the 72nd General Service Conference because Todd D., Panel 71 delegate for Area 47 is unable to attend.
18. The "Process for Approving Observers to the Conference" be changed. The revised process would allow the Policy/Admissions committee to approve routine admissions from structures outside the U.S. and Canada without having to poll the full Conference. As with the current process, the trustees' General Service Conference Committee and then the General Service Board would first need to approve the request prior to forwarding it to the Policy/Admissions Committee for their action.
19. The committee recommended that the Scope of the Conference Committee on Policy/Admissions which currently reads:

Admissions function: Is responsible for reviewing all requests for admissions to the Annual Meeting of the General Service Conference.

Be revised to read:

Admissions function: Is responsible for reviewing all requests for admissions to the Annual Meeting of the General Service Conference; and for approving routine requests for admissions from A.A. service structures outside of the U.S./Canada service structure to observe the Annual Meeting of the General Service Conference.

And that the following be added to the Procedure of the Conference Committee on Policy/Admissions:

Procedure

1. To approve routine requests from qualified representatives of other A.A. service structures to observe the Annual Meeting of the General Service Conference.
20. The compilation of all Conference committee background be made available simultaneously in English, French and Spanish.

21. The committee recommended that two persons from A.A. in Brazil, Maria Z. and Ana Elisa L., Board of Trustees “Class B,” and one person from A.A. in Argentina, a trustee, be admitted to the 72nd General Service Conference as observers. (Note: This item was passed pre-Conference using the Conference Polling process.)

PUBLIC INFORMATION

It was recommended that:

22. The following revisions be made to the pamphlet “Understanding Anonymity.” The question and answer that currently reads:

Anonymity in the digital age

Q. I maintain an Internet website and a personal page on a social media site. I also belong to an online meeting. At what level should I protect my anonymity on the Internet?

A. Publicly accessible aspects of the Internet such as websites featuring text, graphics, audio, and video can be considered the same as publishing or broadcasting. Unless password-protected, a website requires the same safeguards that we use at the level of press, radio, and film. Simply put, this means that A.A.s do not identify themselves as A.A. members using their full names and/or full-face photos.

Be changed to:

Anonymity in the digital age

Q. I maintain a website and social media pages. At what level should I protect my anonymity on the Internet?

A. Publicly accessible aspects of the Internet such as websites featuring text, graphics, audio, and video can be considered the same as publishing or broadcasting. Unless password-protected, a website requires the same safeguards that we use at the level of press, radio, and film/video. Simply put, this means that A.A.s do not identify themselves as A.A. members using their full names and/or full-face photos.

It is suggested that when A.A.s gather as A.A.s or as an A.A. group on social media pages and other similar platforms that these pages are set to “private” rather than “public.”

23. The following text be added to the pamphlet “Understanding Anonymity”:

Q. Are virtual A.A. meetings considered “Public”?

A. These online gatherings are not streamed to the general public; however, information about the meeting is provided to A.A. members, potential members, and the general public similar to in-person meetings.

While some members feel comfortable using their full names and faces other members feel it is more aligned with Tradition 11 to use only their first name and last initial or turning their camera off. For safety purposes some groups have provided helpful reminders in their group format that picture-taking or screen shots are not in keeping with anonymity principles.

24. The outdated "A.A. Fact File" be retired.

25. The format changes, two new questions and six changed questions on a 2022 membership survey questionnaire be approved.

New questions

12. Have you attended an A.A. meeting virtually (online or by phone)? (if yes, answer question 12b)

12b. Do you prefer virtual meetings or in-person meetings?

☐ In-person

☐ Virtual

☐ Both equally

13. What attributes do you prefer or need in meetings you attend?

☐ accessibility (such as no stairs, or served by public transportation)

☐ held in a particular language (please list language)

☐ other members similar to me (please describe how)

☐ additional characteristics (please describe)

Changed questions

14. What is your age? _____ years

15. Which of these best describes you:

☐ Male

☐ Female

☐ Prefer to describe

16. Relationship status:

☐ Single, never married

☐ Married or Life Partner

☐ Divorced

☐ Separated

☐ Widowed

☐ Prefer to describe _____

17. Racial and ethnic background (Check **all that apply**)

- ☐ Asian
- ☐ Black, or African American
- ☐ Hispanic, Latino, or Spanish origin
- ☐ Native American, Alaska Native, First Nations, or Indigenous
- ☐ Pacific Islander or Hawaiian Native
- ☐ White, Caucasian, or European American
- ☐ Prefer to describe _____

18. What is your employment status now? (Check **one** only)

- ☐ Employed full time
- ☐ Employed part time
- ☐ Unemployed and looking for work
- ☐ Unemployed, not currently looking for work
- ☐ Student
- ☐ Retired
- ☐ Homemaker

19. If you are employed, what is your job? _____

26. After a thorough review of the professional survey methodologist report detailing actions to perform a sound membership survey, a 2022 A.A. Membership Survey be conducted with a budgeted cost not to exceed \$20,000. The process will include mailing, digital back-end response and analysis, creation of message and distribution, including a “How to video” for groups/members.

REPORT AND CHARTER

It was recommended that:

27. Chapters 8, 9, 10, 11 and 12 of *The A.A. Service Manual* be revised to correct inaccuracies and to provide clarity and consistency on the roles, responsibilities and relationships between the General Service Office, AA Grapevine and A.A. World Services, Inc. (Note: Because 2023 is a printing year these changes would be reviewed by the A.A.W.S. Board, AA Grapevine Board and the General Service Board prior to being brought to the Conference Committee on Report and Charter. This process is in keeping with the 2018 advisory action regarding review of *The A.A. Service Manual Combined with Twelve Concepts for World Service*.)

28. Items 5 and 6 that relate to Regional Directories be removed from the Scope of the Report and Charter Composition, Scope and Procedure. (Note: Regional Directories are no longer being produced.)

TREATMENT AND ACCESSIBILITIES

It was recommended that:

29. The Long Form of Tradition Five be added to the pamphlet “The A.A. Group” on page 12 in the section “What is an A.A. Group?” at its next printing.

Note: As a result of the 2021-22 Equitable Distribution of Workload plan, this item was on the agenda of the Conference Committee on Treatment and Accessibilities.

TRUSTEES

It was recommended that:

30. The following slate of trustees of the General Service Board be elected at the annual meeting of the members of the General Service Board on April 30, 2022, following presentation at the 2022 General Service Conference for disapproval if any:

Class A Trustees

Molly Anderson
Linda Chezem, J.D.
Sr. Judith Ann Karam, C.S.A.
Hon Kerry Meyer
Al Mooney, M.D., FAAFP, FASAM
Andie Moss
Kevin Prior, MBA, CFA, CPA

Class B Trustees

Cathi C.
Jimmy D.
Josh E.
Francis G.
Tom H.
Reilly K.
Deborah K.
Trish L.
Mike L.
Paz P.
Marita H. R.
Joyce S.
Irma V.
Carolyn W.

31. The following slate of officers of the General Service Board be elected at the annual meeting of the members of the General Service Board on April 30, 2022, following presentation at the 2022 General Service Conference for disapproval if any:

Chairperson:

First Vice-Chairperson:

Second Vice-Chairperson:

Treasurer:

Secretary:

Assistant Treasurer:

Assistant Secretary:

Linda Chezem, J.D.

Jimmy D.

Francis G.

Kevin Prior, MBA, CFA, CPA

Cathi C.

Paul Konigstein*

Jeff W.*

**G.S.O. employees*

32. The following slate of directors be elected at the annual meeting of the members of the A.A. World Services Corporate Board on April 30, 2022, following presentation at the 2022 General Service Conference for disapproval if any:

Cathi C.
Vera F.
Deborah K.
Clinton M.
Irma V.

Carolyn W.
John W.
Bob W.*
Jeff W.*

**G.S.O. employees*

33. The following slate of directors be elected at the annual meeting of the members of the AA Grapevine Corporate Board on April 30, 2022, following presentation at the 2022 General Service Conference for disapproval if any:

Molly Anderson
Chris C.*
Josh E.
Cindy F.
Tom H.

Coree H.
Mike L.
Paz P.
David S.

**AA Grapevine employee*

34. The "Suggested Procedure to Reorganize the General Service Board and the boards of A.A.W.S., Inc. and AA Grapevine, Inc." be approved as one acceptable pathway to a whole or partial reorganization of the Boards, understanding that, as provided by the Conference Charter, the final process will be determined by whichever General Service Conference might be considering reorganization.
35. The trustees' Literature Committee revise the pamphlet "Do You Think You're Different?" to update the stories to represent greater diversity and bring back a draft pamphlet or progress report to the 2023 General Service Conference.

Note: As a result of the 2021-22 Equitable Distribution of Workload plan, this item was on the agenda of the Conference Committee on Trustees.

**2023 Michigan State Convention
August 11-13, 2023
Mount Pleasant, MI**

Please consider volunteering for one of these service positions for our upcoming Michigan State Convention in 2023. Attached is a list of the service positions and a brief outline of the job description.

It takes all of US to make a successful convention and this is an opportunity YOU will not want to miss!!!!



To volunteer; Please email
2023MichiganStateConvention@gmail.com
Or phone Ted S. or Lori C.: Co/chairs of the 2023 Michigan
State Convention

MICHIGAN STATE CONVENTION GUIDELINES

THE FOLLOWING JOB DESCRIPTIONS ARE BASED ON PREVIOUS EXPERIENCE --- SITUATIONS WILL VARY, NATURALLY. IMPLICIT IS COOPERATION AND COMMUNICATION WITH OTHERS. THE TWELVE TRADITIONS ARE TO BE OBSERVED.

CONVENTION CHAIRPERSON AND CO-CHAIRPERSON

1. Conducts election for committee chairperson.
2. Calls Committee meetings (time and place), prepares meeting agendas.
3. Investigates facility after selection and becomes familiar with the site.
4. Prepares pre-Convention budget.
5. Determines quantity of fliers, registration forms, programs and mailing dates.
6. Invites Alanon and Alateen representation.
7. Invites Trustee to be guest of and participant in Convention. (expenses are paid by Convention).
8. Has information obtained on alternate housing, rates, phone numbers, etc.
9. Writes notes of appreciation, before and after Convention to speakers.
10. Keeps close check on all phases of Convention planning, shares these duties with Co-Chairperson.

SECRETARY

1. Keeps meeting attendance records (names, addresses, phone numbers and job assignments).
2. Sends meeting notices to Committee members.
3. Sends meeting minutes to Committee, Statewide Meeting and area Delegates.
4. Prepares Committee Roster (names, phone numbers) for all members.
5. Sends Convention information to Grapevine and Box 459 at least 90 days before Convention.
6. Handles correspondence (with copy to Chairperson and Co-Chairperson).
7. Sends Convention information to Newsletter editors.
8. Sends copy of financial report to Committee, Statewide, & Area personnel.

TREASURER

1. Applies for POST OFFICE BOX immediately after site selection.
2. Opens Convention checking account with seed money. Since there is a considerable amount of money involved, the Treasurer should be bonded, if desired. The simplest plan is for dual signatures to be required on each check. In opening the account, three signatures are obtained for bank records --- any two of which will be required on each check. The Treasurer, assistant Treasurer and another member of the committee with whom the Treasurer is in frequent contact, as authorized signers of checks.
3. Funds may be needed in advance for various budgeted items. Some hotels require a deposit (if in doubt, inquire at hotel). Vouchers should be obtained for all expense items, and bills paid promptly.
4. Picks up mail, extracting checks, makes deposits (keep a copy).

TREASURER, (CONT.)

NOTE: Optional, but desirable: Make a 3X5 card for each registration with the date received, number of people, meals ordered. This is useful in case of loss of original registration and refund requests.

5. Transfers registration form to Registration Chairperson.
6. Keeps running record of registrations by category (AA, Alanon, Alateen, Other).
7. Keeps running record of meals ordered by category.
8. Money taken at Registration desk may be locked up in Hotel safe on Friday and Saturday. This relieves Treasurer of responsibility for keeping cash around.
9. Pays bills for Convention upon receipt of invoices.
10. Keeps Chair and Co-Chairperson apprised of expenses with the budget or over budget.
11. Prepares financial report for Convention.
12. Forwards seed money to next year's Convention Chairperson or Treasurer after all bills are paid and final report is given.
13. Supplies cash box to make change at Registration desk.

FINANCIAL REPORT

14. After bills are paid and checks cleared, Treasurer prepares detailed report.
15. The more specific this report is, the greater help it will be for future committees.
16. The Pre-Convention budget could be used as a guide to items shown on the after-Convention financial report.
17. In addition, it is of interest and assistance to other committees to know total attendance, broken down into categories (AA, Alanon, Alateen, Others).
18. REGIONAL CONVENTION financial reports also show numbers attending from each of the five states, also divided into categories mentioned above.

REGISTRATIONS

1. Registration forms go to Registration Chairperson after checks are removed.
2. Forms are filed alphabetically, by last name.
3. As a safeguard, a 3X5 card file duplicating the information should be made up.
4. Name tag inserts, meal tickets and plastic sleeves should be purchased by Chairperson based on expected attendance. NOTE: Use last record as a guide.
5. Keep a tabular record of registrations received, by categories (AA, Alanon, Alateen), plus dates. Periodically advise Convention Chairperson of totals. Also keep record of meals ordered.
6. Cards are divided into manageable quantities, put into boxes and labeled. Example: "A to E, etc., for ease in handling traffic at registration desk.
7. Chairperson recruits helpers needed for Registration desk work, assigning hours of service.
8. Programs are usually distributed by registration personnel, along with badge and meal tickets. The card itself is placed in the box.
9. Chairperson should meet with Convention Chairperson at location of registration desk on site.
10. Chairperson contacts helpers shortly before Convention – or arranges a registration committee get together to go over handling of details.

11. Chairperson is responsible for getting files to Convention location and for transferring them, after the Convention, to the succeeding Registration Chairperson.

PROGRAM

1. It might be helpful to request the "A.A. Convention Guidelines" yellow sheet from the General Service Office (also available at "aa.org"). There is a section that addresses the program.
2. Listens to A.A. speaker tapes and contacts desired speakers early. (Lining up speakers one to two years in advance is not too early)
3. Plans program format with program co-chair. (number of panels, time slots, themes of panels, number of speakers per panel, two panels per time slot?, etc.) The number of panels should be divided equally between the three Delegate Areas. Example: If there are nine total panels, each Delegate Area should have three panels. When the state convention coincides with the regional convention, all 14 Delegate Areas should be represented by at least one panel speaker.
4. Advises other Delegates of program assignments for their Area. The Delegate will provide the speaker's names and cities to the Program Chair about four weeks before the convention so the final draft of the program can be developed.
5. Advises Convention Chairperson of the names, addresses, and arrival dates of the main A.A. speakers and main Alanon speaker so room reservations can be made and their names added to the hotel master list. All expenses incurred by the main speakers and main Alanon speaker are paid for by the convention. (travel, meals, hotel, etc.) This should be coordinated with the Convention Treasurer.
6. Develops final program draft to go to the printer. This is usually done about one week before the convention due to the numerous last-minute changes to the program.
7. Variety, balance, changes of tempo, are vital to sustaining interest – listening to tapes is recommended.
8. Check with the Delegates of other Areas, who have been assigned program sessions, as to subject coverage chosen, to avoid any duplication.
9. Committee determines Alcathon hours: responsibility for the specified hours and to send speakers names and cities as soon as plans are completed.
10. Allow enough time for meal service – an hour and a half for lunch or dinner, and at least an hour for breakfast.
11. Include Regional Trustee as part of the program.

GUEST SPEAKERS

12. Book guest speakers early! And preferably by phone to get immediate YES or NO answer. Including names of guest speakers on flyer generates interest also.
13. Program Chairperson acknowledges acceptances by letter, specifying date and time of appearance, how long to speak and the Convention theme; and advises where room will be reserved, confirms their expenses will be paid by Convention; asks if any objection to being taped; request time of arrival and departure, and arranges for speakers to be picked up and then taken back to the airport after the Convention. Contacts speakers again, about two weeks before the Convention just to confirm.
14. Hosting Areas Delegate chairs the Saturday p.m. meeting, the other two Area Delegates chair the Friday p.m. and Sunday a.m. meetings.

15. Arrange for members to have meals with speakers, and if some meals are not included in the "package", have Convention pickup the tab.
16. Soon after the Convention, write a note of appreciation to speakers.
17. Some of these items are a combined effort between the Convention Chair and the Program Chair.

RESPONSIBILITIES AT THE CONVENTION

18. Before each panel and main meeting, check the room(s) to make sure the microphone is working, there are ashtrays, or smoking area signs (if applicable), water pitcher and glasses on dais (speaker platform).
19. Have all the A.A. readings available for the chairperson. The A.A. readings to be read are up to the host committee but **WE MUST READ THE ANONYMITY STATEMENT AT ALL MEETINGS.**
20. Have a "Ready-Room" or designated area where speaker(s), readers, hearing impaired interpreter and chairperson can assemble approximately 15 minutes before their panel or main meeting.
21. Historically, there have been "no-show" panelists. We generally ask the chairperson in advance to have at least one "back-up" speaker for their panel. We also ask that the panelists be well-versed and knowledgeable about the topic they are going to speak about. It doesn't serve the Convention well – for example, if someone is speaking on the 4th Step panel, who has never done a 4th Step, or speaking about the Traditions, who really doesn't have a grasp of the Traditions.
22. Supplies PRINTING CHAIRPERSON complete information on program plan and participants.
23. If main speaker gifts have been decided upon by the committee, have them available for the Chairperson to present to the speaker after their talk.

HOSPITALITY ROOMS / COFFEE OVERSEER

1. Is responsible for coffee, other refreshments, and people needed to handle services.
2. Designate times helpers are to be in various rooms (Convention Chairperson will discuss hours of operation with entire committee).
3. If making our own coffee, purchase supplies, borrows urns, etc.
4. If coffee is purchased through facility, notifies Hotel when additional coffee and supplies are needed at coffee stations.
5. Oversees good housekeeping practices in Hospitality Rooms.
6. Start-up money for the State Convention Hospitality room comes from the seed money forwarded from previous convention. Donations are accepted. No fund-raising allowed.

COFFEE

1. Figure this one carefully --- it can wreck a budget! No one but us really believes how much coffee will be consumed in a Convention weekend.
2. If permission is given (and there is much precedence) of making our own coffee in Hospitality rooms, cost is greatly reduced.
3. For coffee purchased through the facility, figure 22 cups makes a gallon, and try to get 5-ounce cups.

4. Estimate 7 cups of coffee per person for the weekend. (this is in addition to that served in hospitality rooms).
5. Designating scheduled times when coffee is to be available, near main meeting room, between program sessions, gives some control over usage.
6. Some concession in the price per gallon may be obtained by pointing out that we require only that the coffee be prepared and delivered to stations. That no service personnel is required, since we would rather help ourselves.

PRINTING & GRAPHICS

1. Plans layout for flyers, registration forms, and program.
2. Gets comparison prices and lead time and places to order.
3. Has program layout ready but holds for printer's deadline, in case of changes.
4. Has posters made directing people to various rooms and (if location of Convention requires it) directional signs on telephone poles.
5. Deliver flyers and registrations to Mailing Chairperson, and Programs to Registration Chairperson and Publicity Chairperson.

THE FLYER AND REGISTRATION FORM

6. The flyer is the primary means of publicizing the Convention and copy should be aimed at: information, inviting and producing action. Information should answer all possible questions the recipient may have. The first flyer is usually generalized program details. The final flyer is quite specific. Two flyers are usually planned – since mailing cost is a big item and people tend to keep flyers until they have decided to attend. Having the registration form be a part of the flyer. It is the handiest. ALWAYS include registration procedure with each flyer.
7. Host Delegate provides flyers for the other two Delegates in the state.
8. If the State Convention is combined with the Regional Convention, the REGIONAL Convention takes top billing.

AN INFORMATIVE FLYER WOULD INCLUDE:

1. Title of Convention
2. Location of Convention
3. Date of Convention
4. Program opens – program ends
5. Convention Theme
6. Special events (dance, etc.)
7. Guest Speakers
8. Telephone Contacts
9. Description of Program
10. Room Rates (attendee makes own reservation)
11. Meal Cost
12. Hotel phone numbers, addresses (email address)
13. Travel tips, if needed
14. Refund Deadline
15. AA, Alanon, Alateen
16. DEADLINE FOR ORDERING MEALS

LITERATURE

A plus to any Convention. Only A.A. "Conference Approved Literature" is to be displayed in a prominent location.

NOTE: Any entity (AA or other), or individual selling non-conference approved literature, t-shirts, mugs or any other drunk junk must rent their own room, away from the Convention area, including the lobby of the Hotel.

SECURITY

1. Provides security for treasurer if required.
2. Checks on persons entering Dance for proper ID.
3. Other duties as may be assigned.

ESTIMATING CONVENTION

Thank you for wanting to list your group with the U.S./Canada General Service Office (G.S.O.) It is the practice of the G.S.O. to list groups and not meetings. Listing provides a wider opportunity for communication between your group, G.S.O., and the General Service Structure which will help the alcoholic who still suffers. Before filling out the new group form below, here are a few good things to know:

This form is for the U.S./Canada Service structure. The U.S./Canada structure is just one of [many A.A. entities around the world](#). If your virtual group is based outside the U.S. and Canada, we suggest that you contact the office in that country. If your group is based outside the U.S./Canada or your group has no geographic location, and you wish to communicate with G.S.O. you can contact the [G.S.O. International desk](#).

G.S.O. is often asked, "Will filling out this form ensure my group appears in local meetings lists?" **The answer is no.** This form is only so that communication can flow between your group and the U.S./Canada Service structure (your district, your area, and your G.S.O.) Please contact the local A.A. entity that publishes meeting lists such as your local intergroup/central office, district, or area. Many of them also share information with the [Meeting Guide App](#).

This form asks groups to designate their preferred district and area. The U.S./Canada structure is comprised of 93 geographic areas and each area is made up of a number of districts. In-person (including hybrid) groups generally use geographic proximity to decide their district and area. It varies for virtual groups since they are non-geographic in nature. If a group originated in a locale and feels rooted there the group may want to approach the local district about participating. Recently some areas have created non-geographic districts for virtual groups. If a group does not designate a preferred district and area, the default option will be using the location of the group's primary contact.

Area Registrars are often a crucial first point of contact for A.A. groups. Area registrars develop and maintain records of all groups in their area through Fellowship Connection, a user-friendly interface that facilitates information sharing between areas and G.S.O. Your group's information will be entered into Fellowship Connection and is available to your area delegate and district committee member (DCM). Contact information for your area registrar and other trusted servants can be found on your area's website. [List of area websites](#).

Experience shows it's best if a group has a good start before asking to be listed. Many groups wait until they've been meeting for a month or two before filling out this form. The pamphlet ["The A.A. Group"](#) can be a helpful guide to groups and covers four main areas: what an A.A. group is; how a group functions; group relations with others in the community; and how the group fits into the structure of A.A. as a whole.

G.S.O. lists A.A. groups and not meetings. Shared experience is that holding A.A. meetings is one function of a group. An A.A. Group is a meeting that participates in the General Service Structure and provides Twelfth Step services that extend beyond the regular meetings times.

It is good to keep in mind the long form of Tradition Three: "Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation."

The form asks for a primary contact. Often groups choose their General Service Representative (G.S.R.) as the group's primary contact, but any group member can serve as the primary contact if they can provide a current email address. An email allows G.S.O. to send the group helpful information and

acknowledgements of group contributions quickly and at no cost. A group can also set up a group email address and use that for group correspondence.

Being listed with the G.S.O. is not an official sanctioning of a group. A group listing does not constitute or imply an approval or endorsement of any group's practice of the traditional A.A. program. Tradition Four says, "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." Hopefully every A.A. Group adheres closely to the guiding principles of the Steps, Traditions, and Concepts. The G.S.O. neither monitors nor oversees the activities or practice of any A.A. group.

Each new group is subject to a 30-day pending period according to a 1990 Conference advisory action. Once complete information is logged by G.S.O. or the area registrar, your group will enter a 30-day pending period to give your delegate and DCM an opportunity to welcome your new group. After the pending period a digital Group Handbook will be emailed out (in addition your group can opt in to be mailed a print version of the Group Handbook on the form below.) The Group Handbook and many other helpful resources are also available for download on www.aa.org. The link below offers more information on how groups and members participate in A.A. service beyond their group:
<https://www.aa.org/participating-in-aa>

A.A.'s Traditions suggest that a group not be named after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

Virtual Groups are encouraged to check with their Area Registrar regarding their preferred Area and District. [List of Area Websites on aa.org](https://www.aa.org/websites-on-aa-org)

AREA #: _____ DISTRICT #: _____ GROUP START DATE: _____

GROUP NAME: _____ NUMBER OF MEMBERS: _____

GROUP MEETING LOCATION (ADDRESS OPTIONAL): _____

If your Virtual group does not have a specific City/Town or State/Province the Primary Contact's City/Town and State/Province will be used.

CITY/TOWN: _____ STATE/PROVINCE: _____ COUNTRY: _____

Communication is sent in one of the languages below

LANGUAGE: ENGLISH ☐ SPANISH ☐ FRENCH ☐

Type/Format: In-person (including hybrid) ☐ Virtual (including phone) ☐

Does your group meet in a hospital, treatment center or detox center setting? Yes ☐ No ☐

If yes, is it open to A.A. members outside the center? Yes ☐ No ☐

Note: Contact information provided is used by G.S.O. and AA Grapevine for purposes of A.A. service communications and is shared with your Area Committee.

PRIMARY CONTACT

NAME: _____

ADDRESS: _____ CITY/TOWN: _____

STATE/PROVINCE: _____ POSTAL CODE: _____ COUNTRY: _____

EMAIL: _____ PHONE: _____

GENERAL SERVICE REPRESENTATIVE (G.S.R.) – Your Group's Link to A.A. as a whole https://www.aa.org/assets/en_US/p-19_gsr.pdf

"The G.S.R.s of the U.S. and Canada are the very foundation of our general service structure. Through the G.S.R., you can make your group's voice heard at district meetings, at area assemblies, and eventually at the General Service Conference.

GSR ☐ Alt. GSR ☐ Mail Contact ☐

To opt in to be mailed a print version of the Group Handbook please check: ☐

- Digital Group Handbook: <https://www.aa.org/contents-group-handbook-list>
- To sign up for digital delivery of Box 4-5-9 at no charge visit: <https://www.aa.org/box-459>

RETURN FORM TO		
GSO Postal Mail General Service Office Grand Central Station P.O. Box 459 New York, NY 10163	GSO Email memberservices@aa.org	Locally Email your Area Registrar List of Area Websites on aa.org